



Democratic Party
BERNALILLO COUNTY

2020 Pre-Primary Ward Elections

Ward Chair Training Packet

Table of Contents

Training Objectives.....	3
Packet Overview	4
Delegate Basics	5
Meeting Basics.....	6
Site Setup.....	7
Preparation for Ward Delegate Election Event.....	8
Site Plan.....	8
Ward Meeting Flow Chart.....	9
Ward Chair's Checklist for the Ward Meeting.....	10
Ward Meeting Assignments	11
Ward Meeting Setup.....	11
Registration and Credentials	12
Registration and Credentials Process Overview	13
Beginning the Meeting.....	14
Ward Credentials Committee Report.....	15
Meeting: Call - thru- Voter Certification	16
Nominating Process	17
Nominating Delegates Q&A.....	18
Delegate Election Process	19
Appendix A.1.....	19
Practice Establishing the Quota.....	20
Elect Member of Convention Credentials and Rules Committee.....	24
Place Ballots in the Ward Envelope	24
Final Meeting Components	25
Wrap-up	25
Thank you!	25
Appendix 1. Ward Meeting Locations - Listed by Ward Number	26
Appendix 2. Ward Meeting Locations - Listed by Time and Location.....	28
Appendix 3. Delegate Apportionment by Ward (2020 Pre-Primary)	29
Appendix 4. Descriptions of Additional Site Assignments	30

Training Objectives



Understand the format for the meeting location's on-site registration process and how to conduct a ward meeting.



Learn the procedure for a ward meeting to elect delegates.



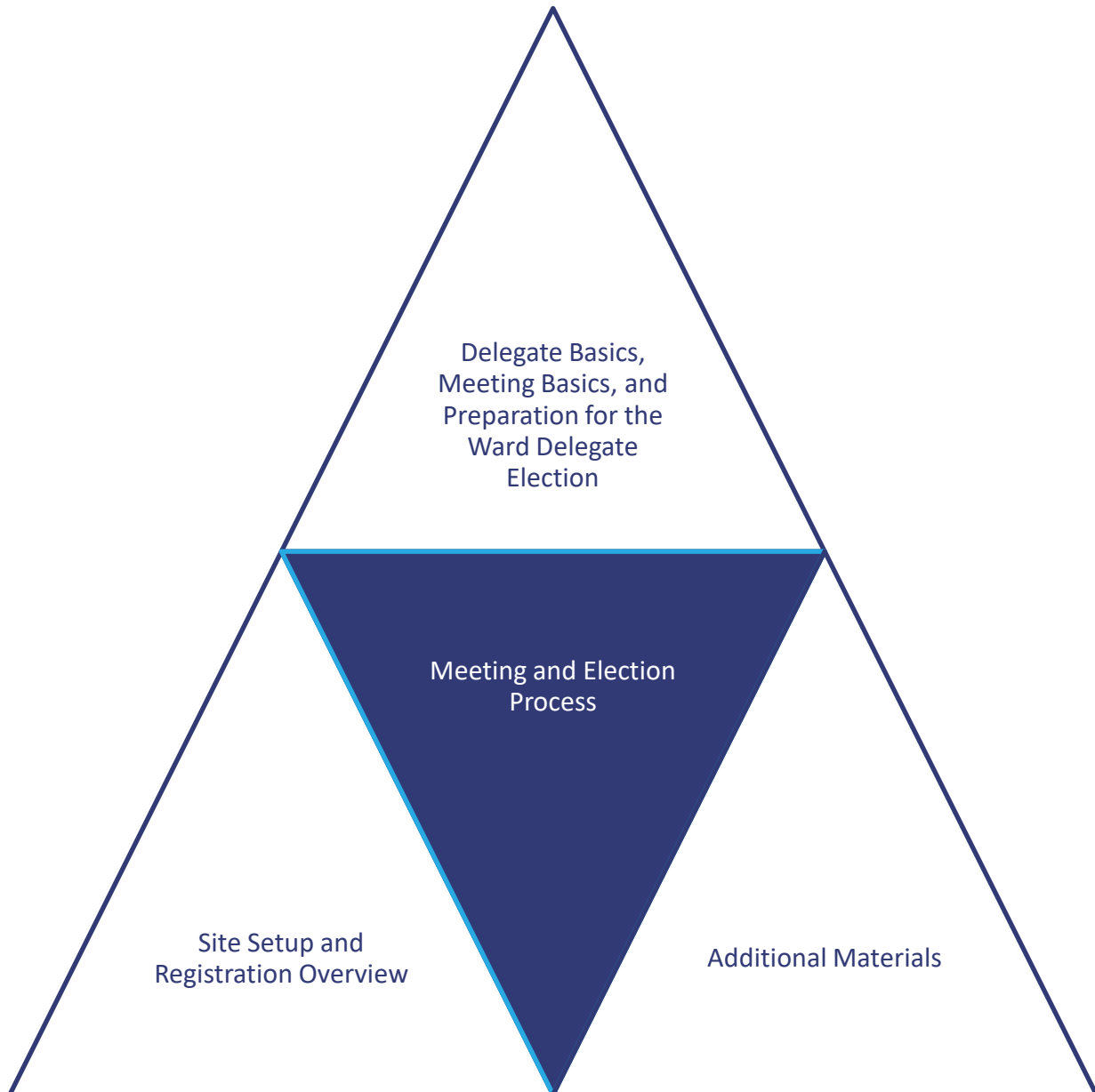
Understand the Ward Chair's role in that meeting.



Understand the additional responsibilities beyond electing delegates.

Packet Overview

The core content of this packet is the instructions for running your meeting and election process. This is accompanied by other information that will help you prepare for this event.



Delegate Basics

What do Pre-Primary Convention Delegates do?

- Pre-Primary Convention Delegates and Alternates are elected at ward meetings (Feb. 15th).
- They then participate in two events:

Bernalillo County Pre-Primary Convention	State Pre-Primary Convention
<ul style="list-style-type: none"> • Delegates and alternates elected at the ward level will be certified to be delegates and alternates to State Convention. • Delegates vote on resolutions to pass on to the State Pre-Primary Convention to be considered for the state platform. • February 22nd 	<ul style="list-style-type: none"> • Delegates will vote for the Statewide and non-presidential federal candidates of their choice to decide the order of candidates' names on the ballot. • March 7th

Delegate Overview

- The DPNM has decided to have a convention of 1,200 delegates.
- Of those 1,200, 287 are allocated to be elected at the Bernalillo County ward meetings.
- State Central Committee members are automatic delegates and are subtracted from the total delegation. The rest of the positions are divided among New Mexico's 33 counties, leaving us with 287 delegate positions to be filled in Bernalillo County (Ward Chairs are automatic delegates - see below).
- Our county rules call for us to have a “pass-through” convention, which means that every delegate and alternate elected at the February 15th ward meetings will be a delegate or alternate to both the county and state pre-primary conventions.

How Delegates are Allocated to Each Ward

- The 287 delegates to be elected on February 15th are divided up among the 58 wards proportionately, based on the number of votes for the Democratic candidate for President in 2016 and for Governor in 2018.
- Depending on how good a job each ward did in turning out the vote in 2016 and 2018, wards have as few as 3 and as many as 8 delegate positions to be filled. The allocation by ward is available for download from:
- <https://drive.google.com/file/d/1IMNtehCUT9-i-MWxlUAmAOCNldThXay0/view>
- (go to BernalilloDems.org and select the button "February 15 Ward Meeting Information")

Automatic Delegates

- SCC members are “state certified” automatic delegates and DO NOT count against a ward’s delegate allocation.
- Ward chairs are “county certified” automatic delegates and DO count against a ward’s delegate allocation
 - If Ward Chair is an SCC member they are "state certified" and they do NOT count against the ward's allocation.
- Automatic delegates should not run for election. Votes erroneously cast for them will NOT be counted.

1200	Democratic Party of New Mexico = 1200 Delegates					
433 + 767 = 1200	SCC Members Automatic State Certified Delegates 433 Delegates			33 Counties Across New Mexico 767 Delegates		
284 + 149 + 480 + 287 = 1200	32 Counties 284 Delegates	Bernalillo County 149 Delegates		Bernalillo County 287 Delegates*		32 Counties 480 Delegates
		SCC who are <u>not</u> ward chairs 116 Delegates	SCC who are also Ward Chairs 33 Delegates	Non-SCC Ward Chairs 25 Delegates	58 Wards 262 Delegates	
1200 =	284	116	33	25	262	480
		Automatic Delegates			Elect Feb 15	

* See Appendix 3. Delegate Apportionment by Ward (2020 Pre-Primary) for your ward's apportionment/allocation

Meeting Basics

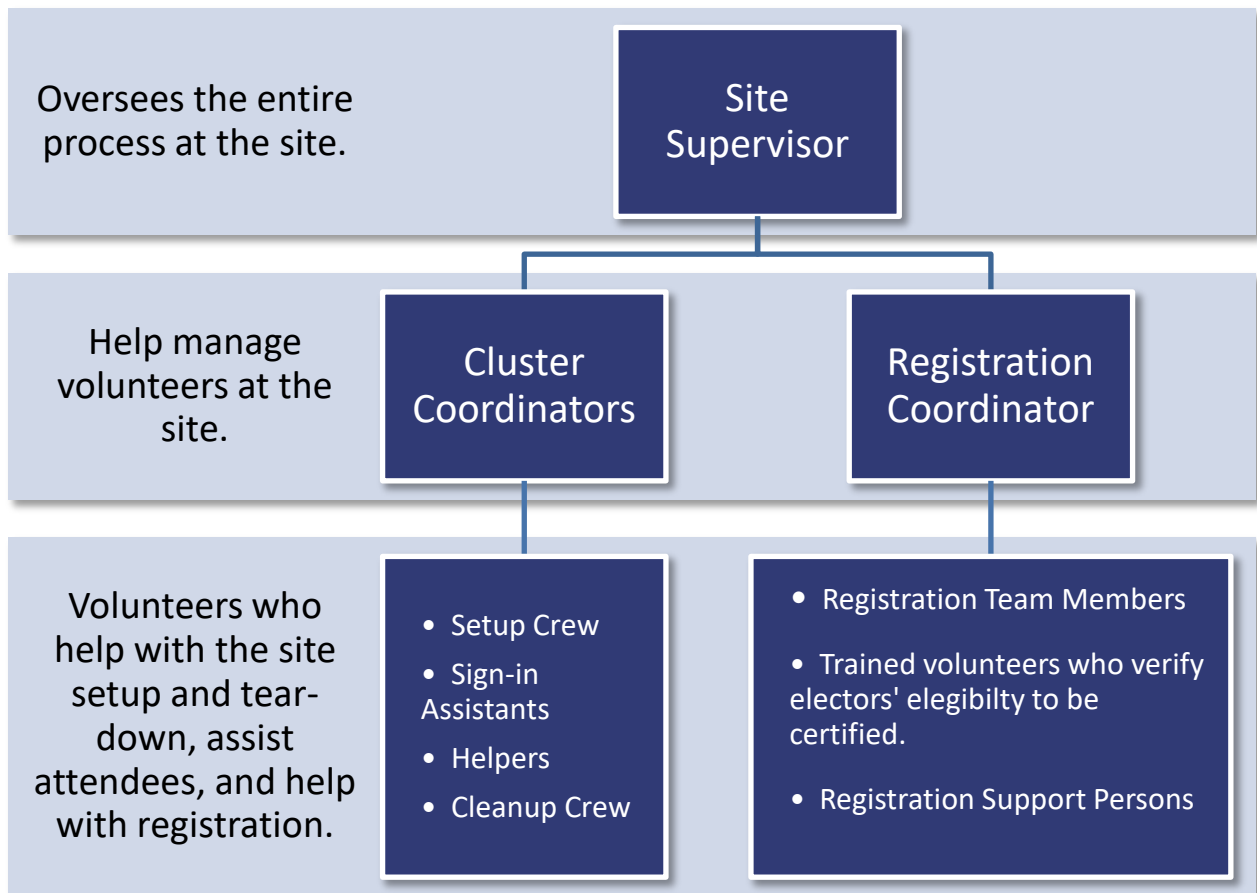
Overview

- Only the Ward Chair or the Acting Chairperson elected at the meeting will run the Ward Meeting. (In the event that the Acting Chairperson elected has not been trained to properly conduct the meeting, the Ward runs the risk of having their election results challenged at the county Convention Credentials and Rules Committee meeting).
- Candidates and/or their representatives will be allowed to be in the Ward Meeting area and will be asked to leave the room while the Ward Meetings are being conducted.
- These meetings are conducted using Robert's Rules of Order, requiring that the chairperson request motions, have the motions seconded, and take votes by show of hands (those for, those against) at various points during the meeting.

Site Setup

Set up the various areas of your site.

- Your Site Supervisor, Cluster Coordinators, and Registration Coordinator will plan with volunteers to arrive well ahead of the meeting time to set up the site according to the site plan.
- They'll make sure directional and identifying signage for parking, registration and meeting rooms is in place.
- They'll also help attendees find the registration and meeting areas and they'll assist with registration.
- Each ward is encouraged to identify 1-2 people who can serve as volunteers.



Preparation for Ward Delegate Election Event

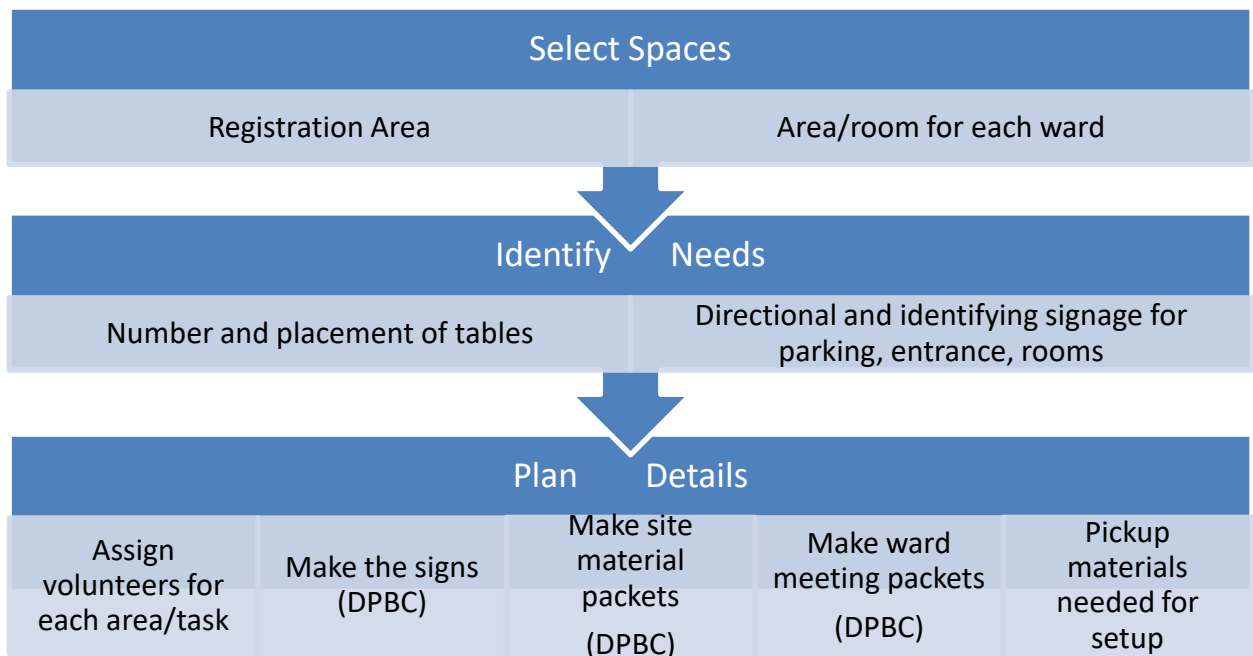
Preparation

- Cluster Coordinators will be assigned by DPBC staff.
- Your Cluster Coordinator will be working to organize volunteers from the wards in your cluster to fill several roles:

Setup Crew	Sign-in Assistants	Registration Team
<ul style="list-style-type: none"> • Place signage (parking, entrance, room assignments) • Set up sign-in area with materials, tables, lines 	<ul style="list-style-type: none"> • Help attendees complete paper forms at the sign-in area • Help attendees verify their ward and precinct 	<ul style="list-style-type: none"> • Use laptops to sign in attendees electronically • Registration support persons (one per registration team member)
Cleanup Crew	Helpers	Credentials Committee
<ul style="list-style-type: none"> • Pack up materials • Take down signage • Put away tables • Clean up trash 	<ul style="list-style-type: none"> • Parking guide • Entrance greeter • Gofer at each ward meeting 	<ul style="list-style-type: none"> • Each ward will need a Credentials Committee composed of ward members

Site Plan

- Your Cluster Coordinator will work with DPBC to develop a site plan for your cluster's designated location.



Ward Meeting Flow Chart



Ward Chair's Checklist for the Ward Meeting

Ward Meeting Setup

- 1. Arrive on site (1/2 hour before registration opens).
- 2. Check in with the Site Supervisor and pick up your Ward Packet.
- 3. Locate your ward's meeting area and set up the tables, chairs and materials.
- 4. Open the Ward Packet.

Registration and Credentials

- 5. Appoint a temporary Ward Credentials Committee.
- 6. Introduce yourself to the site's Registration Coordinator.

Beginning the Meeting

- 7. Call meeting to order (no earlier than time appointed) & Pledge of Allegiance.
- 8. Read the Call.
- 9. Elect an Acting Chairperson.
- 10. Appoint a Secretary.
- 11. Close Voter Certification (no less than 30 minutes after Call to Order)
- 12. Receive & vote on the temporary ward Credentials Committee's report.

Nominating and Electing Delegates and Convention Credentials Committee Member

- 13. Nominate Delegates
- 14. Elect Delegates and Alternates
- 15. Elect member of Convention Credentials Committee
- 16. Place all ballots in appropriate envelopes and seal the envelopes.

Final Meeting Components

- 17. Submit, discuss and adopt resolutions
- 18. Conduct other business
- 19. Adjourn the meeting

Wrap-up

- 20. Collect all materials and clean up the site.
- 21. Return your packet to the Site Supervisor after the election.

Ward Meeting Assignments

Chair	Temporary Ward Credentials Committee	Secretary
<ul style="list-style-type: none"> • Is responsible for setup and tear-down of Ward Meeting • Oversees the Meeting • Calls the Meeting to Order / Reads the Call • Appoints temporary Ward Credentials Committee • Appoints temporary Secretary • Oversees the Appendix A Voting Process • Delivers sealed ward packet to the Site Supervisor 	<ul style="list-style-type: none"> • Has attendees sign the Electors Ward Meeting Attendance Sheet, checking their verification forms . • Communicates with the Registration Coordinator about the Call time and registration closing time. • Confirms the number of qualified electors and completes the Credentials Committee Report. • Issues ballots to verified electors. 	<ul style="list-style-type: none"> • Records meeting minutes on the Meeting Report • Assists the Ward Chair with the Delegate voting process. • Records nominees on the Nomination and Tally Worksheet. • Completes the Election Results Report. • Witnesses the sealing of the Ward Packet

Ward Meeting Setup

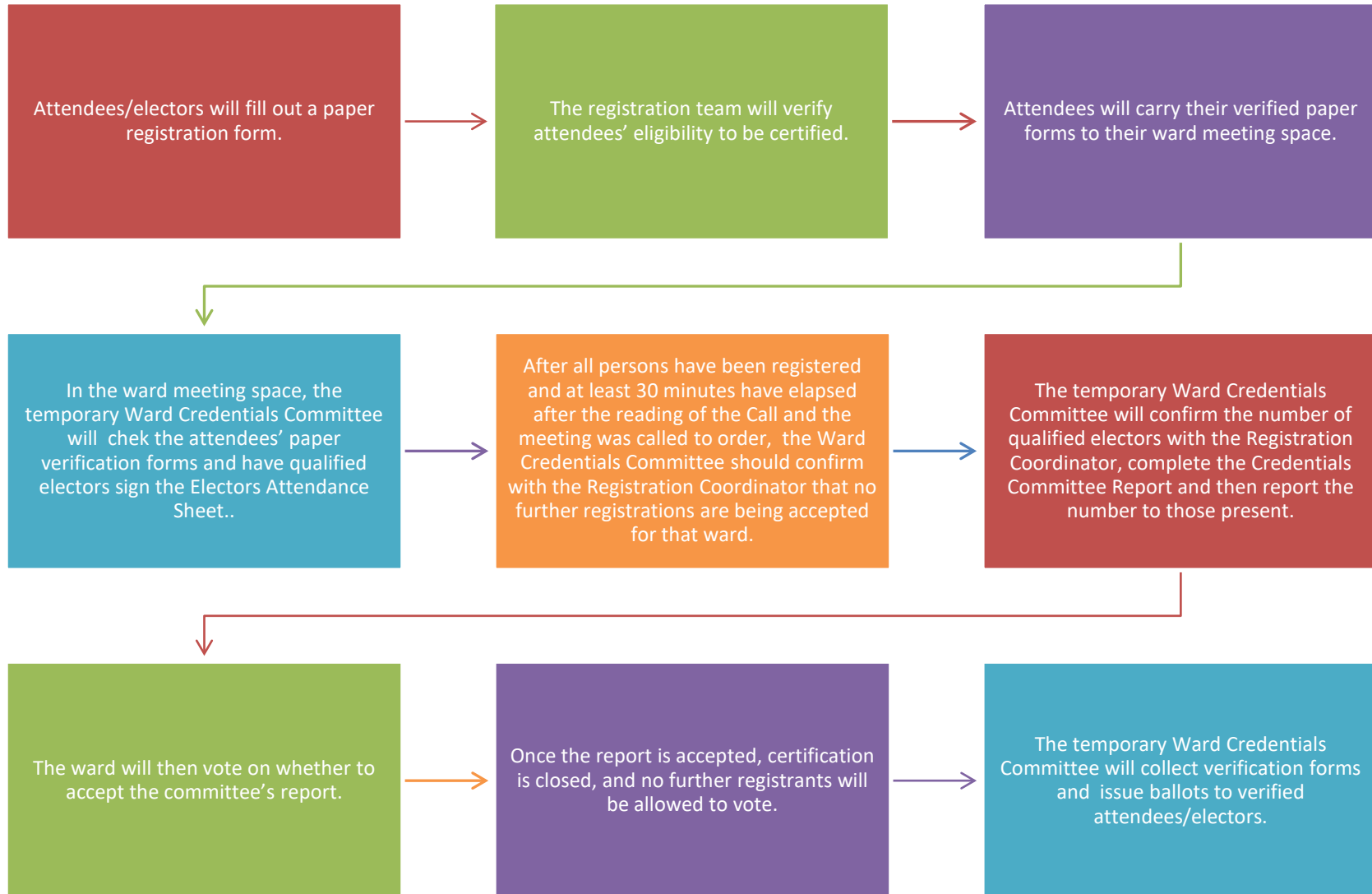
- 1-2. Arrive on site 1/2 hour before registration opens
 - Check in with the Site Supervisor and pick up your Ward Packet.
3. Locate your ward's meeting area and arrange your ward's meeting space.
 - Place tables and chairs as needed
4. Open the Ward Packet and arrange materials
 - Your packet will contain:
 - ✓ U.S. Flag
 - ✓ The Call
 - ✓ Pens, Markers, and Butcher Paper
 - ✓ Meeting Report
 - ✓ Electors Ward Meeting Attendance Sheet
 - ✓ Credentials Committee Report
 - ✓ Blank pieces of paper to use as secret ballots if needed, for the Chair election or Credentials Committee Report
 - ✓ Appendix A Ballots for Delegate Election
 - ✓ Appendix A Worksheet
 - ✓ Convention Credentials and Rules Committee Ballots
 - ✓ Nomination and Tally Worksheet
 - ✓ Delegate Election Results Report
 - ✓ 1/4 deck of playing cards
 - ✓ Envelope and seal
 - Post butcher paper for nominations and vote tallying

Registration and Credentials

5. Appoint a temporary Ward Credentials Committee.
 - Ideally, you have pre-selected a set of ward members to act as a temporary Ward Credentials Committee.
 - The temporary Ward Credentials Committee will be responsible for having electors sign the Electors Ward Meeting Attendance Sheet, collecting electors' verification forms, preparing the Ward Credential Committee Report, and issuing ballots.

6. Introduce yourself to the site's Registration Coordinator.
 - Registration for the site will take place at a central location.
 - The site's Registration Team will verify attendees' eligibility to be certified.
 - Attendees will carry their verified paper forms to their ward meeting space.
 - In the ward meeting space, the temporary Ward Credentials Committee will collect the electors' paper forms and confirm that they were verified by the registration team.
 - The Registration Coordinator will provide a Registration Verification Form for the Credentials Committee to use in their Credentials Committee report.
 - After the Credentials Committee report has been voted on and accepted by the ward members, the temporary Ward Credentials Committee will issue ballots to verified attendees/electors.

Registration and Credentials Process Overview



Beginning the Meeting

7. Call meeting to order (no earlier than time appointed) & Pledge of Allegiance.
 - The meeting should be formally called to order as soon after the stated time as possible, but under *no circumstances* should the meeting be called to order *before* the appointed time.
 - Record the time on the Meeting Report in the space provided.
 - Many facilities will have an American flag on display. A flag will also be provided in your packet. Pledge of Allegiance to the flag at this time.

8. Read the Call.
 - The chairperson should read the Call aloud for all to hear and understand.

CALL

NOTICE OF BERNALILLO COUNTY DEMOCRATIC PARTY ELECTION OF DELEGATES TO THE COUNTY PRE-PRIMARY CONVENTION

Pursuant to the rules of the Democratic Party of New Mexico, a Call is hereby issued for the election of the Democratic Party delegates and alternates to the State Pre-Primary Convention. This Call is published to inform all registered Democrats of Bernalillo County about the ward meetings to be held to elect delegates and alternates of the Democratic Party of Bernalillo County. All voting shall be done by secret ballot in accordance with DPNM State Rules (Article I, Section 5, Rule 5.4).

9. Elect an Acting Chairperson.
 - By rule, participants at the meeting **must** be given the option of electing a temporary chairperson other than the Ward Chair or the person who has been designated by the County Chair for the purpose of conducting this one meeting.
 - While this opportunity is rarely taken, it must be offered to the participants.
 - If participants choose to not exercise this right, the Ward Chair or person who has been designated by the County Chair will continue to preside over the meeting.
 - If a vote is conducted, it is by majority vote with a secret ballot.
10. Appoint a Secretary.
 - A temporary Secretary must be appointed to take the minutes.
 - The Secretary for this meeting should have legible handwriting.
 - Paper and pen for the Secretary's use are provided in the packet.
 - The Secretary should also be charged with listing nominees on the Nomination & Tally Worksheets and recording the election results on the Election Results form.

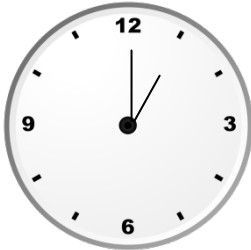
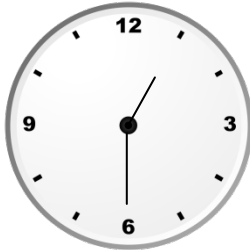
Ward Credentials Committee Report

11. Close Voter Certification (at least 30 minutes after Call to Order)
 - Record the time in the Ward Meeting Report/Minutes
 - The Registration Coordinator should be notified that certification is closed for that ward.
 - **Individuals arriving after certification has closed will be allowed to stay and observe the meeting and can be candidates for delegate (subject to confirmation that they are will on the official roster) but will not be allowed to participate in the voting.**

12. Receive & vote on the temporary Ward Credentials Committee's report
 - While the meeting is getting started, the temporary Ward Credentials Committee will review the Electors Ward Meeting Attendance Sheet and their verification forms.
 - No less than 30 minutes after the meeting is called to order, the Ward Credentials Committee will verify the number of credentialed attendees with the Registration Coordinator and complete the Credentials Committee Report.
 - The Credentials Committee Report contains space for recording:
 1. The number of electors who signed the Electors Ward Meeting Attendance Sheet.
 2. The number of verification forms held by electors.
 3. The number of qualified electors recorded on the Registration Coordinator Ward Report.
 - The Committee should report to those present the number of qualified electors.
 - The chairperson **should ask for a motion to accept the Committee's report by acclamation and a second.** If anyone objects to acceptance by acclamation, then a vote by secret ballot must be taken.
 - This should happen **no less** than 30 minutes after the Call to Order, with the time recorded both in the minutes by the Secretary and by the chairperson on the checklist.
 - Once the Committee's report is accepted, the Ward Credentials Committee collects the verification forms in exchange for an Appendix A ballot.

 - The temporary Ward Credentials Committee then places the following items in the Ward Envelope:
 1. The Ward Credentials Committee Report
 2. The Registration Coordinator's Ward Report
 3. The Electors Attendance Sheet, and
 4. The verification forms

Meeting: Call - thru- Voter Certification

<p><u>Call Meeting To Order</u></p> <ul style="list-style-type: none"> ✓ No earlier than appointed time ✓ Pledge Allegiance to the Flag ✓ Read the Call <p><u>Elect an Acting Chairperson</u></p> <ul style="list-style-type: none"> ✓ Participants at the meeting must be given the <i>option</i>. ✓ If a vote is conducted, it is by majority vote with a secret ballot. <p><u>Appoint a Secretary</u></p> <ul style="list-style-type: none"> ✓ The temporary Secretary will: <ul style="list-style-type: none"> ○ Take the minutes ○ Complete worksheets and forms (later in the process) 	<p style="text-align: center;"><u>Close Voter Certification</u></p> <ul style="list-style-type: none"> ✓ Close Voter Certification (<i>at least</i> 30 minutes after Call to Order) ✓ The Ward Credentials Committee confirms with the Registration Coordinator that no further registrations are being accepted for that ward. ✓ Individuals arriving after certification has closed will be allowed to stay and observe the meeting and can be candidates for delegate (subject to confirmation that they are will on the official roster) but will not be allowed to participate in the voting. <p style="text-align: center;"><u>Vote on the Credentials Committee Report</u></p> <ul style="list-style-type: none"> ✓ <i>No less than 30 minutes after the Call to order</i> ✓ Ward Credentials Committee will verify the number of credentialed attendees with the Registration Coordinator. ✓ The Ward Credentials Committee reports the number of qualified electors to those present. ✓ Chairperson asks for a motion to accept the Committee's report by acclamation and a second. ✓ If anyone objects to acceptance by acclamation, then a vote by secret ballot must be taken. ✓ Ward Credentials Committee collects verification forms and issues ballots to qualified electors. 	<p><u>Convene The Nominating And Delegate Election Process</u></p>
1:00 pm	1:30 pm or later	
		

Nominating Process

13a. Nominate Delegates – AVAILABILITY

- **Remember that there are no proxies allowed at the conventions, per state rules, and absent delegates accomplish nothing more than making it difficult to achieve a quorum.**
- Individuals who would be unable to fully participate in both the County Pre-Primary Convention AND the State Pre-Primary Convention should NOT allow their names to be placed in nomination.
 - February 15th – Ward & Precinct Elections
 - February 22nd– DPBC County Pre-Primary Convention
 - March 7th – DPNM State Pre-Primary Convention

13b. Nominate Delegates – REMINDERS

- Care should be exercised that individuals nominated **DO** appear on the official ward roster of registered Democrats and do **NOT** appear on the list of **automatic delegates**.
- **Remember that State Central Committee members are automatic delegates and do not count against the ward's allocation.**
- **Ward Chairs who are not SCC members are also automatic delegates but DO count against their ward's allocation.**
- If a delegate is nominated in absentia, a member of the temporary Credentials Committee will go to the registration area to verify that person's eligibility. Add their name to the list, pending verification, and proceed.

13c. Nominate Delegates

- Nominations for delegate can now be made, followed by the actual election of delegates.
- Individuals may nominate themselves and may also nominate others.

Example Nomination Process

1. Lou Ann nominates herself to be a delegate.
2. Lou Ann nominates her friend, Sue Smith, to be a delegate and gives Sue's phone # to the secretary to be added on the roster (if missing from the roster) and into the minutes.
3. Since Sue is being nominated in absentia, while the nominating process continues, a member of the Credentials Committee will confer with the Registration Coordinator to verify the nominee is a qualified Democrat living in that ward.
4. Ballots are filled out, collected, and counted. Both are elected delegates!
5. The secretary fills out the Delegate Elections Results form.

13d. Nominate Delegates – RECORDING NOMINATIONS

- As each person is nominated and confirmed as eligible
 1. The Chairperson should record the nominee’s name on the large section of butcher paper from the packet while
 2. The Secretary records the same information on the Nomination & Tally worksheets.
- **The name recorded should be *exactly* as it appears in the official roster (no nicknames, please).**

13e. Nominate Delegates – RECORDING NOMINATIONS

13f. Nominate Delegates – CLOSURE OF NOMINATIONS

- When no additional nominations are forthcoming, a motion to close nominations, followed by a second and a vote for closure should be made.
- Then the voting for delegates can begin.

NOMINATING DELEGATES Q&A

Question 1: Does a person have to be present to be nominated?

Answer: *No. A delegate can be nominated in absentia. If a delegate is nominated in absentia, a member of the temporary Credentials Committee will go to the registration area to verify that person’s eligibility.*

Question 2: Should the Ward Chair or SCC members living within the ward be nominated?

Answer: *No. They are automatic delegates who do not go through the election process. Ward Chairs are county certified automatic delegates and SCC members are state certified automatic delegates.*

Question 3: Can delegates send a proxy to the County and State Pre-Primary Conventions?

Answer: *No. Proxies are not allowed at the conventions. Individuals who are not able to attend both the February 22 County Convention and the March 7 State Convention should NOT allow their names to be placed in nomination.*

Question 4: Can a person nominate themselves and others?

Answer: *Yes. Individuals may nominate themselves and they may also nominate others.*

Delegate Election Process

You are now ready to start the Delegate Election Process.

14a. Elect Delegates and Alternates – BASICS

- Voting will be by secret ballot ONLY.
- Appendix A voting procedures will be followed.

APPENDIX A.1

Overview

- The Appendix A.1 form comes from the DPNM Rules.
- Appendix A voting allows multiple positions to be filled using a ranked-choice voting method.
- When a single-line ballot is used for multiple equivalent positions, it is possible for some positions to be left unfilled, even if there are more candidates than positions.
 - For example, in an election to fill 7 delegate positions with 30 people voting, it is possible that all 30 votes could go to 5 of the candidates.
 - The ward would lose 2 delegate positions and have no alternates.
- Appendix A’s multi-line ranked-choice voting ensures all positions are filled if there are enough candidates.
- Each person’s vote goes to only one candidate, but in some cases it may be their second, third or lower choice.

Process

- Your Ward Packet will have an Appendix A.1 form similar to the one below, already partially filled out.
- By completing the form's lines 5 through 7, you will establish the quota (frequently called the "magic number").

Ward or Precinct Number <u>100</u>	
APPENDIX A.1 Precinct and Ward Elections to Elect Delegates to a County Convention	
<p>For the County Chair or County Secretary: This form should be printed out and copied in sufficient quantities for every ward or precinct that will elect more than one delegate to your convention (in accordance with Article III, Section 5, Rule 5.1) to have a copy. It's recommended that, in order to minimize mistakes, you fill in the appropriate ward/precinct number and lines 1-4 before distributing the forms to the wards/precincts.</p>	
Line 1 Enter the ward/precinct's allocation	Line 1 <u>8</u>
Line 2 <i>IF</i> your county rules include the option of a "pass-through" convention (Article III, Section 5, Rule 5.1) <i>AND IF</i> your county rules provide for automatic delegates other than SCC members per Article II, Section 4, Rule 4.1.3.3 (e.g. ward chairs), then enter the number of county-certified state delegates from the ward/precinct on line 2. Otherwise, Line 2 is zero.	Line 2 <u>1</u>
Line 3 Subtract Line 2 from Line 1. This is the number of people that the ward/precinct should elect.	Line 3 <u>7</u>
<p>NOTE: If the value on Line 3 is "0" the ward/precinct has no additional positions to fill by election. If the value on Line 3 is "1" the ward/precinct should elect one person on a single-line ballot in accordance with Article I, Section 5, Rule 5.5.1.1. If the value on Line 3 is less than 2, do not proceed any further with this worksheet!</p>	
Line 4 Add 1 to Line 3	Line 4 <u>8</u>
Line 5 Enter the number of ballots issued to the electors from the ward/precinct	Line 5 _____
Line 6 Divide the value on Line 5 by the value on Line 4	Line 6 _____
Line 7 If the value of Line 6 is a whole number, add one to that value. If the value on Line 6 has a decimal value, round the number up to the next highest whole number. This is the "quota", or the number of votes that candidates need to obtain to be guaranteed election	Line 7 _____

Lines 1 - 4 will be pre-filled

Completing lines 5 - 7 will **establish the quota**

Establishing the Quota

The quota is the number of votes required for a candidate to be automatically elected. It’s established by applying some very basic math to two variable values that must be determined before the election process begins. The first variable is the number of positions to be filled. That value is set by the apportionment or allocation for the unit that is holding the election and is established by the appropriate DPNM Rule. The second variable is the number of ballots that have been issued to the electors. - *DPNM Rules, Appendix A - Proportional Representation by Preferential Balloting*

- Using the Appendix A.1 worksheet provided in your Ward Packet, you will establish the quota (frequently called the "magic number").
- This is the number of votes nominees must get to be automatically elected.

PRACTICE ESTABLISHING THE QUOTA

Using the sample below, establish the quota for a meeting where 30 ballots have been issued.

Line 1	Enter the ward/precinct’s allocation	Line 1 <u> 8 </u>
Line 2	<i>IF</i> your county rules include the option of a “pass-through” convention (Article III, Section 5, Rule 5.1) <i>AND IF</i> your county rules provide for automatic delegates other than SCC members per Article II, Section 4, Rule 4.1.3.3 (e.g. ward chairs), then enter the number of county-certified state delegates from the ward/precinct on line 2. Otherwise, Line 2 is zero.	Line 2 <u> 1 </u>
Line 3	Subtract Line 2 from Line 1. This is the number of people that the ward/precinct should elect.	Line 3 <u> 7 </u>

NOTE: If the value on Line 3 is “0” the ward/precinct has no additional positions to fill by election. If the value on Line 3 is “1” the ward/precinct should elect one person on a single-line ballot in accordance with Article I, Section 5, Rule 5.5.1.1. If the value on Line 3 is less than 2, do not proceed any further with this worksheet!

Line 4	Add 1 to Line 3	Line 4 <u> 8 </u>
Line 5	Enter the number of ballots issued to the electors from the ward/precinct	Line 5 <u> </u>
Line 6	Divide the value on Line 5 by the value on Line 4	Line 6 <u> </u>
Line 7	If the value of Line 6 is a whole number, add one to that value. If the value on Line 6 has a decimal value, round the number up to the next highest whole number. This is the “quota”, or the number of votes that candidates need to obtain to be guaranteed election	Line 7 <u> </u>

Solution

Line 1	Enter the ward/precinct’s allocation	Line 1	<u>8</u>
Line 2	IF your county rules include the option of a “pass-through” convention (Article III, Section 5, Rule 5.1) AND IF your county rules provide for automatic delegates other than SCC members per Article II, Section 4, Rule 4.1.3.3 (e.g. ward chairs), then enter the number of county-certified state delegates from the ward/precinct on line 2. Otherwise, Line 2 is zero.	Line 2	<u>1</u>
Line 3	Subtract Line 2 from Line 1. This is the number of people that the ward/precinct should elect.	Line 3	<u>7</u>

NOTE: If the value on Line 3 is “0” the ward/precinct has no additional positions to fill by election. If the value on Line 3 is “1” the ward/precinct should elect one person on a single-line ballot in accordance with Article I, Section 5, Rule 5.5.1.1. If the value on Line 3 is less than 2, do not proceed any further with this worksheet!

Line 4	Add 1 to Line 3	Line 4	<u>8</u>
Line 5	Enter the number of ballots issued to the electors from the ward/precinct	Line 5	<u>30</u>
Line 6	Divide the value on Line 5 by the value on Line 4	Line 6	<u>3.75</u>
Line 7	If the value of Line 6 is a whole number, add one to that value. If the value on Line 6 has a decimal value, round the number up to the next highest whole number. This is the “quota”, or the number of votes that candidates need to obtain to be guaranteed election	Line 7	<u>4</u>

Overview

- ✓ This example uses the concept of 7 delegates to be elected and 30 people voting at the ward meeting.
- ✓ Each elector receives a six-line ballot and votes for multiple candidates in the order of their preference.
- ✓ A candidate needs 4 votes to be elected. Once elected, votes for that candidate will not be counted.
- ✓ The ward would fill its allocation of 7 delegates and would likely have individuals receiving at least 1 vote but not getting elected, which would qualify them to be alternates.

14b. Elect Delegates and Alternates – **VOTING**

Before voting begins,

PLEASE READ THE FOLLOWING INSTRUCTIONS ALOUD TO THE ELECTORS IN YOUR
WARD/PRECINCT

“Fill in your ballots with the names of as many candidates as you wish, in the order of your preference. Only one candidate will actually receive your vote. In most cases it will be the candidate that you list on the first line, but in some cases it may be your second, third or lower choice. Do not vote for any SCC members or other automatic delegates.”

- *DPNM Rules, Appendix A - Proportional Representation by Preferential Balloting*

Voting

- Electors fill out their ballots in the order of their preference from among the nominated and self-nominated candidates.
- If an elector wishes to be a delegate they should list their own name first.
- If an elector wishes to be an alternate, but not a delegate, they should list their name first and request that nobody else vote for them in any position on the ballot.
- Electors should then list delegate candidates on their ballot in the order of their preference.
 - Presumably, an elector would choose based on who supports the same candidate for the position about which they are most passionate.
- Ballots will be gathered, counted and recorded both on the butcher paper and on the listing created and maintained by the Secretary.

14d. Elect Delegates and Alternates – **COUNTING THE VOTES**

The following information is from *DPNM Rules, Appendix A - Proportional Representation by Preferential Balloting*

1. Collect the ballots in some sort of container and mix them to achieve a totally random draw.
2. Draw the first ballot, mark it with a “1” and read the name of the candidate on the first line. That candidate receives one vote.
3. Draw a second ballot, mark it with a “2” and read the name of the candidate on the first line. That candidate receives one vote.
4. Continue the process, numbering each ballot sequentially (so that the entire election tabulation can be re-created, if necessary) until one of the candidates reaches the calculated quota on Line 7.
5. Candidates who reach the quota are declared elected and no additional votes will be recorded for them. Ballots with their name on the first line will be awarded to the next preferred candidate on that ballot.
6. Continue the process until all of the ballots have been drawn.


- If there are still positions available after all the ballots have been drawn those candidates who are one short of the quota will be declared elected unless there are more candidates one vote short of the quota than there are positions to be filled, in which case ties are broken by lot (e.g. drawing cards).
- If there are still positions available those candidates who are two votes short of the quota will be declared elected unless there are more candidates two votes short of the quota than there are positions to be filled, in which case ties are broken by lot.
- Continue until all the positions are filled.
- Candidates who receive at least one vote but are not elected will be declared to be alternate delegates. They should be listed in order of the number of votes received, with ties broken by lot, to obtain a preferential order.

14c. Elect Delegates and Alternates – **TIES**

- If multiple nominees are tied for the highest number of votes, and the number of nominees is greater than the number of remaining positions, the tie must be broken by drawing lots.
- The ¼ deck of playing cards provided in your packet should be used for this purpose.
- Record the card on the Nomination and Tally Worksheet.

14d. Elect Delegates and Alternates – **RECORDS**

- The names of those elected, as well as the number of votes they received and the card drawn for any tiebreaker, should be recorded on the election results sheet.


Delegate Election Process
Election Results Form
February 11, 2020

Delegate Election Results

Ward Number: _____ Allocation for this Ward: _____

AUTOMATIC DELEGATES

Ward Chair: _____

If Ward Chair is an SCC member they do NOT count against the ward's allocation.

The following individuals are State Central Committee Members (in addition, possibly, to the Ward Chair) and so are automatic delegates. They are NOT subject to election, and do NOT count against the ward's allocation:

This ward's State Central Committee Members.


ELECT AND LIST _____ ELECTED DELEGATES.

List them in order by number of votes, and then by rank of playing card drawn for a tie breaker:

	Delegate's Name	Voter ID #	Votes Received	Card #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

14e. Elect Delegates and Alternates – ALTERNATES

- Any nominee who receives at least one vote but is not elected as a delegate will be listed as an alternate delegate.
- Alternates should be listed on the official results sheet **in order** based on number of votes and then by the card for any tiebreaker.
- **The rank order for all alternates must be established**, so use the cards as necessary.


Delegate Election Process
Alternate Delegate Election Results Form
February 15, 2020

ALTERNATE Delegate Election Results

Ward Number: _____

List all nominees who received at least one vote.
List them in order by number of votes, and then by rank of playing card drawn for a tie breaker:

	Alternate Delegate's Name	Voter ID #	# Votes Received	Card #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Elect Member of Convention Credentials and Rules Committee

15. Elect Member of Convention Credentials and Rules Committee

- Each ward is entitled to one seat on the Convention Credentials and Rules Committee.
 - That person will need to attend a Convention Credentials and Rules Committee meeting prior to the County Convention:
Tuesday, February 18, 2020, 6:00 pm, Los Duranes Community Center
 - That committee will certify the ward election results prior to the Bernalillo County Pre-Primary Convention.
 - The Chair of the committee will be selected by the County Chair.
- Nominees for this position must be from among the list of elected and automatic delegates to the convention.
- Election of the member of this committee should be by majority vote with a secret ballot.

Place Ballots in the Ward Envelope

16. Place All Ballots in Appropriate Envelopes and Seal the Envelopes

- Once all the elections have been completed, all used ballots and contested ballots must be placed in the appropriate envelopes and sealed.

Final Meeting Components

17. Submit, discuss and adopt resolutions
 - Any member of the ward may submit resolutions. Submitted resolutions should be discussed and voted on at this time (ask for a motion to adopt, a second, and then vote).
 - Any resolutions adopted by the ward should be inserted in the packet.
18. Conduct other business
 - Any other business of the ward can then be conducted.
19. Adjourn the meeting
 - With all ward business complete, the chairperson should ask if there's a motion to adjourn, followed by a second and a vote to adjourn.
 - When adjournment is declared, the chairperson should thank those who participated and encourage continued participation in party affairs.
 - The chairperson and secretary should double-check to ensure that all meeting documentation is completed.

Wrap-up

20. Collect all materials and clean up the site.
 - Collect **ALL** materials used, and clean up the site to the best of your ability.
 - Remember that we are guests in the schools that we're using, and we want to see to it that we're welcomed back again next time.
 - **All materials used in the election process must go into the envelope, sealed, and signed.**
21. Return your packet and materials to the Site Supervisor after the election.
 - All packets must be sealed and returned to your Site Supervisor after the election.
 - Site Supervisors will return the packets to DPBC.

Thank you!

Appendix 1. Ward Meeting Locations - Listed by Ward Number

Ward	# Delegates	Registration	Meeting	Location
10A	6	12:30 PM	1:00 PM	Rio Grande High School
10B	4	12:30 PM	1:00 PM	Rio Grande High School
11A	8	9:00 AM	9:30 AM	Valley High School
11B	5	9:00 AM	9:30 AM	Valley High School
11C	6	9:00 AM	9:30 AM	Valley High School
12A	4	12:30 PM	1:00 PM	Rio Grande High School
12B	4	12:30 PM	1:00 PM	Rio Grande High School
13A	4	12:30 PM	1:00 PM	Rio Grande High School
13B	5	12:30 PM	1:00 PM	Rio Grande High School
14A	4	12:30 PM	1:00 PM	Rio Grande High School
14B	3	12:30 PM	1:00 PM	Rio Grande High School
14C	3	12:30 PM	1:00 PM	Rio Grande High School
15A	6	9:00 AM	9:30 AM	Valley High School
15B	6	9:00 AM	9:30 AM	Valley High School
16A	5	9:00 AM	9:30 AM	West Mesa High School
16B	5	9:00 AM	9:30 AM	West Mesa High School
16C	4	9:00 AM	9:30 AM	West Mesa High School
17A	6	9:00 AM	9:30 AM	Valley High School
17B	4	9:00 AM	9:30 AM	Valley High School
17C	5	9:00 AM	9:30 AM	Valley High School
18A	5	12:30 PM	1:00 PM	Highland High School
18B	4	12:30 PM	1:00 PM	Highland High School
18C	3	12:30 PM	1:00 PM	Highland High School
18D	7	12:30 PM	1:00 PM	Highland High School
19A	5	12:30 PM	1:00 PM	Highland High School
19B	5	12:30 PM	1:00 PM	Highland High School
19C	5	12:30 PM	1:00 PM	Highland High School
20A	5	9:00 AM	9:30 AM	Manzano High School
20B	6	9:00 AM	9:30 AM	Manzano High School
21A	3	9:00 AM	9:30 AM	Manzano High School
21B	4	9:00 AM	9:30 AM	Manzano High School
22A	5	11:00 AM	11:30 AM	The Tap Room
22B	4	11:00 AM	11:30 AM	The Tap Room
23A	5	12:30 PM	1:00 PM	Cibola High School
23B	6	12:30 PM	1:00 PM	Cibola High School
23C	7	12:30 PM	1:00 PM	Cibola High School

24A	4	9:00 AM	9:30 AM	Del Norte High School
24B	4	9:00 AM	9:30 AM	Del Norte High School
24C	5	9:00 AM	9:30 AM	Del Norte High School
25A	5	9:00 AM	9:30 AM	Del Norte High School
25B	6	9:00 AM	9:30 AM	Del Norte High School
25C	5	9:00 AM	9:30 AM	Del Norte High School
26A	3	9:00 AM	9:30 AM	West Mesa High School
26B	5	9:00 AM	9:30 AM	West Mesa High School
27A	5	12:30 PM	1:00 PM	Del Norte High School
27B	5	12:30 PM	1:00 PM	Del Norte High School
27C	5	12:30 PM	1:00 PM	Del Norte High School
28A	5	9:00 AM	9:30 AM	Manzano High School
28B	4	9:00 AM	9:30 AM	Manzano High School
28C	5	9:00 AM	9:30 AM	Manzano High School
29A	5	12:30 PM	1:00 PM	Cibola High School
29B	5	12:30 PM	1:00 PM	Cibola High School
29C	8	12:30 PM	1:00 PM	Cibola High School
30A	4	12:30 PM	1:00 PM	Del Norte High School
30B	4	12:30 PM	1:00 PM	Del Norte High School
30C	4	12:30 PM	1:00 PM	Del Norte High School
31A	7	9:00 AM	9:30 AM	Manzano High School
31B	8	9:00 AM	9:30 AM	Manzano High School
58	287			
#Wards	#Delegates			

Addresses	
Cibola High School	1510 Ellison Dr NW, Alb., NM 87114
Del Norte High School	5323 Montgomery Blvd NE, Alb., NM 87110
Highland High School	4700 Coal Ave SE, Alb., NM 87108
Manzano High School	12200 Lomas Blvd NE, Alb., NM 87112
Rio Grande High School	2300 Arenal Rd SW, Alb., NM 87105
The Tap Room	340-364 NM-333, Tijeras, NM 87059
Valley High School	1505 Candelaria Rd NW, Alb., NM 87107
West Mesa High School	6701 Fortuna Rd NW, Alb., NM 87121

Appendix 3. Delegate Apportionment by Ward (2020 Pre-Primary)



2020 Pre-Primary Delegate Apportionment
By Ward

Ward	# Delegates	Ward	# Delegates
10A	6	21A	3
10B	4	21B	4
11A	8	22A	5
11B	5	22B	4
11C	6	23A	5
12A	4	23B	6
12B	4	23C	7
13A	4	24A	4
13B	5	24B	4
14A	4	24C	5
14B	4	25A	5
14C	3	25B	6
15A	6	25C	5
15B	6	26A	3
16A	5	26B	5
16B	5	27A	5
16C	4	27B	5
17A	6	27C	5
17B	4	28A	5
17C	5	28B	4
18A	5	28C	5
18B	4	29A	5
18C	3	29B	5
18D	7	29C	8
19A	5	30A	4
19B	5	30B	4
19C	5	30C	4
20A	5	31A	7
20B	6	31B	8
Total: 287			

Appendix 4. Descriptions of Additional Site Assignments

SITE SUPERVISORS
Site Supervisors oversee the entire process at their site.
The Site Supervisor coordinates with the Cluster and Registration Coordinators from setup to tear-down, including arranging for the pickup and return of election packets, election supplies, and signage.
The Site Supervisor must be familiar with all aspects of the ward registration and check in, and the meeting agenda.
They answer Ward Chairs' questions on any part of the Ward Meeting and Delegate Election process.
The Site Supervisor must be in contact with the County Chair as needed.
There will be a Site Supervisor at each site.
CLUSTER COORDINATORS
Cluster Coordinators are probably ward or precinct chairs from that cluster area.
Cluster Coordinators from the same site need to coordinate with one another and they need to coordinate with their Site Supervisor.
Cluster Coordinators help manage volunteers at their cluster site making sure they are given the materials they need and are in their proper places to perform their volunteer duties.
Cluster Coordinators arrive early to facilitate setup including the setup of informational signage and directional signage that guides people to the registration area and the ward meeting rooms.
Cluster Coordinators help track whether wards have a meeting Chair if the Ward Chair is not present. This would happen in concert with the Site Supervisor, who could also run a meeting if necessary.
Cluster Coordinators ensure that afterwards everything is cleaned up and left neat, and that all ward packets get to the Site Supervisor.
There will be Cluster Coordinators at each site during each meeting period
REGISTRATION COORDINATOR
The Registration Coordinator oversees the check-in process at the centralized check in location.
Depending on the site, the Registration Coordinator will have 2 to 6 Registration Team Members.
The Registration Coordinator will help setup the registration area, they will help the Registration Team Members with their setup process, and they will remain in the area to answer questions and handle any issues that may arise during the check in process.
The Registration Coordinator must have a working laptop with a USB port and a power cord. The laptop should have Excel, LibreOffice, OpenOffice, or the equivalent installed.
The Registration Coordinator will make sure the Registration Team Members are saving their work during the check-in process.
When registration is closed, Registration Coordinators are responsible for completing a registration verification report for each Ward in the cluster area.
The Registration Coordinator is responsible for collecting all of the thumb drives from each of the Registration Team Members and returning them to the Site Supervisor.
Registration Coordinators make sure the registration area is left neat after check-in is completed.

REGISTRATION TEAM MEMBERS

Each Registration Team Member needs to have notebook/laptop computer with USB port, power cord, and an extension cord;

The notebook/laptop should have Excel, LibreOffice, OpenOffice, or the equivalent installed;

Registration Team Members need to have a working knowledge of Excel or the equivalent;

Registration Team must attend a training session in advance of the Feb. 15 Ward Meetings.

Registration Team Members will be looking up voter data to make sure attendees are Democrats living in that area.

Registration Team Members will note attendance on the voter data spreadsheet and will fill out a form for voters to take to their ward meetings.