



## 02 - PRECINCT CAUCUS SECRETARY RESPONSIBILITIES

The Precinct Caucus Secretary plays a critical role in ensuring the accuracy, legality, and completeness of caucus records. Careful attention to detail is essential.

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### **BEFORE THE CAUCUS**

1. Review all materials in the Caucus Packet in advance.
  2. Arrive early (no later than 6:00 PM) to assist the Caucus Convener with room setup and preparation.
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### **REGISTRATION**

3. Ensure all registration materials are properly laid out before attendees arrive.
  4. Carefully review registration forms to confirm they are completed accurately and legibly.
    - Remind attendees to PRINT their contact information, including email address.
    - If the attendee is preregistered, their information will already be entered, they just need to initial to confirm.
      1. Make any necessary corrections in the line below their printed registration info.
    - Clarify any missing, unclear, or illegible information before the caucus begins.
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**DURING THE CAUCUS**

5. After the election of Delegates and Alternates, record those elected on the attendee sign-in form to the right of the individual’s name.

Do not exceed the number of allocated Delegates and Alternates.

If not all positions are filled, fewer names may be recorded than the allocated number.

Mark:

Delegates with a “D”

Alternates with an “A”

If Alternates are elected in rank order, record the rank number next to each “A.”

6. Record elected Precinct Officers next to the individual’s name on the sign-in pages or PCRC forms:

Chair or Co-Chair – “C”

Vice Chair – “V”

Secretary – “S”

Treasurer – “T”

(Record on the Caucus Book or PCRC forms, as applicable.)

7. If an individual is elected but not present, complete an absentee sheet for that person.

- Required information includes:

Elected position

Full name

Address

Phone number

Email address



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8. Record times and totals on designated forms, including:
    - Time caucus convened
    - Number of attendees
    - Number of delegates
    - Number of observers
  9. Collect all resolutions and ensure each is clearly marked PASS or FAIL.
  10. Sign your name on all designated forms where required.
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### **AFTER THE CAUCUS**

11. Collect all caucus materials, place them in the provided envelope, and give them to:
    - The Caucus Convener, or
    - The Site Captain, or
    - The individual designated by the BPOU to collect materials
  12. Assist with cleanup:
    - Erase the board
    - Return all furniture to its original placement
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