

# RCV Procedures 2020

## I. Ballot preparation and distribution

- a. By Jan. 31, the WDP shall obtain from the Secretary of State's office a list of all voters registered as Democrats within the state.
- b. The support vendor hired by WDP to assist with the ranked-choice voting process will then mail to all people on the official list:
  - i. A copy of the official ballot
  - ii. An "outer return envelope" pre-printed with the address to which the ballot should be returned, and with a spot for the voter to place his or her name and return address
  - iii. A smaller "inner envelope" or "privacy sleeve"
  - iv. Instructions on how to vote

## II. How to Vote

- a. Voters who vote by mail need to be registered Democrats by January 31, 2020 for the first round of mailed ballots or March 10, 2020 for the final round.
- b. Individuals registered as Democrats as of March 20, 2020 ("Record Day") are eligible to vote in person on March 28 and April 4, 2020.
- c. All votes must be on an official paper ballot prepared by the WDP.
- d. Voter ranks his/her first five choices, in descending order of preference, by filling in bubble on ballot corresponding to the rank the voter chooses for each preference.
- e. Voter shall not place any markings on the ballot that could be used to identify who filled out the ballot.
- f. Voter shall place the completed ballot inside the

privacy sleeve provided by WDP.

- g. Voter may deliver the ballot to the county party by any of the means listed below

### **III. Ballot submission (four ways to deliver ballot)**

- a. Mail to designated central statewide location (must be postmarked no later than March 20 and received no later than March 28)

- i. Voter places blank envelope or provided privacy sleeve containing completed ballot inside a larger envelope addressed to the central statewide location designated by the WDP.

- ii. Voter writes the name of the registered voter and the voter's registered address as the return address on the "outer return envelope," then places in US Mail. The outer return envelope will be pre-printed with business reply postage.

- iii. The outer return envelope contains a certification, to be signed by the voter, that the voter is a registered Democrat and that the voter has not previously voted in this election.

- iv. ONLY ONE BALLOT PER ENVELOPE. If there are two or more registered voters at the registered address, each individual voter must use a separate outer envelope marked with the name of the individual voter and containing the certification required in the previous paragraph.

- b. Drop off at one of two designated Voting Centers within the county on March 28

- i. JC Dem officials will be available at the two Voting Centers on March 28, 2020 between 10 a.m. and 4 p.m.

- ii. Drop-off Voting Centers:

- 1. Red Wall Community Center, Room 120.

210 Center Street Kaycee, WY 82639

2. Johnson County Library, Small  
Conference Room. 171 N Adams Ave,  
Buffalo, WY 82834

- iii. JC Dem officials shall verify that persons delivering ballots in person are registered Democrats according to the official list received from the Secretary of State, by checking the statewide central voting list (available electronically). If the person delivering the ballot is listed as a registered Democrat and has not previously voted, the ballot shall be accepted.
- iv. The JC Dem voting officials shall note on the statewide electronic voting list that the persons delivering ballots have voted.
- v. Individuals may deliver ONLY their own ballots; they may not deliver ballots for spouses, children, friends, or any other persons.
- vi. Completed ballots must be presented inside a blank envelope or provided privacy sleeve.
- vii. The envelopes SHALL NOT BE OPENED, but shall be placed inside the official County ballot pouch
- viii. At the conclusion of the Voting Center hours, the voting pouch containing all ballots received shall be sealed.
- ix. All ballots received on March 28 will be scanned electronically by JC Dem officials and sent to Clear Ballot for tabulation along with the mail in votes within 24 hours after the close of the Early Voting Centers. Clear Ballot shall not disclose the tally of mail-in-votes to any candidate, candidate committee, or WDP official, until it releases the final tally of all votes cast

on Caucus Day.

- c. Drop off at county caucus on April 4
  - i. Voters may deliver completed ballots from the beginning of each County Caucus until 11 a.m. on April 4, by placing their completed ballots in an unmarked envelope or provided privacy sleeve.
  - ii. Ballot and Credentials Committee (BCC) workers at the County Caucus will verify that the person delivering the ballot is a registered Wyoming voter by checking the electronic voter list maintained by Clear Ballot. They will also verify that the person presenting the ballot has not yet voted.
  - iii. Upon verification of the registration and voting status of the voter, the BCC worker shall accept the ballot, write "VALIDATED" on the envelope containing the ballot, and place it in the Same-Day Early Vote Ballot Box.
  - iv. The Same-Day Early Vote Ballot Box shall then be taken to the Caucus Counting Center, and counted pursuant to the procedures in Part V, below.
  - v. No Early-Vote ballot shall be received at the County Caucus after 11 a.m.
- d. Vote at the conclusion of the county caucus on April 4, 2020
  - i. Voters who wish to participate in the caucus process before voting shall register at the caucus no later than 11 a.m. and indicate that they wish to vote after the caucus.
  - ii. The county officials will then check to see if the voter has previously voted by mail, in-person at a Voting Center, or has dropped off a ballot at the caucus, by checking the

- central electronic voting database.
- iii. If the voter has not previously voted, the voter will be given a caucus day ballot containing all of the same candidates as the early vote ballot.
  - iv. The debate/discussion phase of the County Caucus shall take place between 11 a.m. and 12 noon on April 4.
  - v. At the conclusion of, or before, the debate/discussion portion of the county caucus, attendees shall mark their CAUCUS BALLOT and deposit it in the Same-Day Caucus Vote Ballot Box. The ballot need not be inside a blank envelope.
  - vi. The JC Dem officials running the county caucus shall take steps to insure that all those who have picked up CAUCUS BALLOTS have a fair opportunity to mark their ballots and place them in the Same-Day Caucus Vote Ballot Box. All voting must have concluded by noon.
  - vii. Once all of the ballots have been collected, the ballot box shall be taken to the Caucus Counting Center to be counted. Any ballots contained in the Same-Day Caucus Vote Ballot Box which are determined not to be CAUCUS BALLOTS shall be invalidated and not counted.

#### **IV. Early Vote counting**

- a. All mail-in ballots shall be mailed to the Central Counting Center in Cheyenne, where the voting vendor will match the name and return address on the outer envelope to the official list of registered voters, stored electronically.
- b. If the name matches the official list of registered voters, the ballot will be accepted AND the record for that voter on the official list of

- voters will be marked as having voted.
- c. All ballots shall be pre-printed with the name of the County where the vote is to be cast.
  - d. All accepted (i.e. "valid") ballots shall be stored in a secure location, pending the official early vote count.
  - e. Ballots delivered to Early Voting Centers shall be scanned by county party officials at the Early Voting Center and sent to the Central Counting Center via a secure electronic system. Those ballots will be added to the mail-in ballots to be counted.
  - f. The combination of mail-in ballots and Early Voting Center ballots shall be designated "Early Votes."
  - g. The Early Votes shall be scanned and tabulated using the Clear Ballot ranked-choice voting system. Clear Ballot shall not disclose the tally of Early Votes to any candidate, candidate committee, or WDP official, until it releases the final tally of all votes cast on Caucus Day.

#### **V. Caucus Day Ballot count and validation**

- a. JC Dems will designate, inside the Caucus location, a separate room or area as the Caucus Counting Center.
- b. The JC Dems Caucus location is the Buffalo Senior Center. 671 W Fetterman St, Buffalo, WY 82834.
- c. Starting no later than 11:05 a.m. on April 4, county party workers, in the Caucus Counting Center, shall open the privacy sleeves for all ballots in the Same Day Early Vote Ballot Box, and remove all ballots contained within those sleeves.
- d. The Same Day Early Vote ballots shall then be scanned using the scanning equipment provided by Clear Ballot. The files generated by this scanning process shall then be sent to the Central Counting Center, where they will be processed and added to

the Early Vote count.

- e. After the conclusion of the debate/discussion phase of the County Caucus, and after all attendees at the caucus have filled out their ballots and placed them in the ballot box, the Same-Day Caucus Ballot Box shall be delivered to the Caucus Counting Center.
- f. All of the ballots found in the Same-Day Caucus Ballot Box shall then be scanned using the scanning equipment provided by Clear Ballot. The files generated by this scanning process shall then be sent to the Central Counting Center, where they will be processed and added to the Early Vote count. The scanning and sending will be completed no later than 1 p.m.

#### **VI. Application of Ranked Choice Voting**

- a. The Ranked Choice Vote tally shall be conducted using all of the Early Vote and Same Day Vote ballots received at the Central Counting Center. The tally shall be conducted by the Clear Ballot ranked choice voting computer program.
- b. Clear Ballot shall report county-specific results back to each County no later than 2 p.m. on caucus day. The report shall include:
  - i. A tally of how many votes were received in that county for each Presidential candidate on the ballot.
  - ii. A report of which candidates met the Viability Threshold.
  - iii. The calculation of how many delegates to the State Convention may be pledged to each candidate meeting the Viability Threshold, following the procedure specified in Part VII below.

#### **VII. Assignment of delegates to the State Convention**

- a. At the conclusion of voting, Clear Ballot shall determine which candidates have met the Viability

Threshold in each County.

- b. The total number of votes cast for each candidate meeting the Viability Threshold shall then be divided by the total number of valid ballots in each county. The result shall be reported to three decimal places, and that number shall be called the Candidate Percentage.
- c. The Candidate Percentage shall then be multiplied times the number of delegates to the State Convention that the county has been allocated by the WDP. All results shall be then rounded up or down to the nearest integer. That result shall be the Presumptive Delegate Count for each candidate. (Note: if the Presumptive Delegate Count has been rounded down to zero because the product of the previous operation resulted in a number less than .500, that candidate shall not be awarded any delegates to the State Convention.)
- d. If, due to rounding, the total Presumptive Delegate Count for all candidates adds up to more (or fewer) delegates than were assigned to the county by the WDP, the county shall award half delegates to adjust the Presumptive Delegate Count to the correct number of delegates allocated to each county. If the Presumptive Delegate Count is higher than the number of delegates allocated, the two lowest-ranked delegates shall lose half a delegate each to reduce the total number to the correct amount. If, however, the Presumptive Delegate Count is lower than the number of delegates allocated, the two highest-ranked delegates shall each be awarded an additional half-delegate to raise the total number to the correct amount.

#### VIII. Calculation of National Convention Delegation

- a. After all County vote tallies have been completed and reported to the individual counties, Clear



Ballot will accumulate all votes from all counties into a Statewide Vote Tally, using Ranked Choice Voting procedures.

- b. The Statewide Vote Tally will then be applied to the total number of delegates allocated to Wyoming by the Democratic National Committee, pursuant to the Wyoming Delegate Selection Plan.
- c. The number of National Delegates shall then be reported to the Wyoming Democratic Party no later than 9 p.m. on April 4. The WPD shall then publicly announce the vote totals and the allocation of delegates to the Democratic National Convention.

#### **IX. Additional rules**

- a. If any national candidate withdraws from the race between the printing of the official ballots on Jan. 31 and April 4, the following procedures apply:
  - i. The ballots will not be changed in any way, and voting shall proceed based on the ballot as of Jan. 31
  - ii. Votes cast for any candidate who has withdrawn by April 4 will be counted during the Vote Counting process as if they remained in the race.
  - iii. If any candidate who has withdrawn meets the Viability Threshold during the vote counting procedure, any delegates awarded to that candidate in the Assignment of Delegates procedure will be assigned to the State Convention as Undeclared or No Preference delegates, and will be free to vote at the State Convention for any candidate who remains in the race at the time of the State Convention.
- b. If a candidate appears in person at a Voting Center or the County Convention and attempts to

deliver a ballot, but the official list of voters indicates that a ballot has already been received by mail or in person from that same voter, the second ballot will be rejected. Only the ballot first received by any voter will be counted.

- c. The official ballot boxes into which any ballot will be deposited shall remain in the possession at all times of a single county party official, who shall be selected by the county party.
- d. After the official vote tally has been completed on Caucus Day, Clear Ballot shall allow each County party to pick up the paper ballots received during the Early Vote process and store them with the paper ballots filled out on Caucus Day. All ballots shall thereafter be safeguarded and counted manually in the event any candidate challenges the count.
- e. If any ballot has two or more candidates ranked equally at any level, that ballot will be deemed a spoiled ballot if a ballot is considered at that level. (Example: if a ballot's first-ranked choice is deemed not viable, and the ballot ranks two or more candidates as co-equal Level 2 choices, the ballot will be deemed spoiled even though it was counted at Level 1.)
- f. **Challenges to vote total.**
  - i. Any candidate which challenges the official tally shall notify the Wyoming Democratic Party Chairman. The request must be made in writing and be received no later than 5 p.m. on Tuesday, April 8.
  - ii. Refer to the Recount Guide for further information.

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# Minutes Feb 4, 2020

## JC Dems Minutes – Feb. 4, 2020

**In Attendance:** Greg Haas (C), Lois Petersen (S), Jim Shell (T), Bill McIntyre (SCM), Juanita Bybee, Anita Bybee, John O’Laughlin, Bob Day, Kathie Day (SCW), Bob McDowell, Pat McDowell, Dudley Case, Sharon Case, and guest Lyn Haas

Meeting was called to order and pledge recited at 7:02 pm. Introductions were made.

### **Reports:**

Minutes of Jan. 7, 2020 minutes were approved with one correction

Treasurer’s report: We currently have \$2,284.28 in our account.

### **Announcements from the chair:**

Greg noted several upcoming training sessions. Dudley offered to list the trainings and get that info out to those who might be interested in attending them.

The Nellie Tayloe Ross Banquet will take place on Feb. 22 in Cheyenne. Bill McIntyre reserved a table at the banquet. If you are interested in being seated at that table, contact Bill – [wmcintyre@rtconnect.net](mailto:wmcintyre@rtconnect.net) asap. For more information, go to <https://www.nellietayloeross.com/>.

**Old Business:** The Social Gathering for JC Democrats had nearly 60 people in attendance and provided an opportunity to meet new people and get more people informed and involved.

**New Business:** Fundraising ideas were discussed – hats, scarves – no motion was made to pursue this. A suggestion was made to sell remaining JC Dems t-shirts at the April 4 caucus.

**Announcements from the floor:** A free showing of a movie introducing the Better Angels movement – helping depolarize American politics – will take place Wed., Feb. 12 at 7 pm at the JC Library. Members of all political parties are encouraged to attend.

**Next meeting:** Tues, Mar. 3 at 7 pm, Room 108, Bomber Mountain Center

**Meeting adjourned at 7:55.**

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# **Agenda February 4, 2020**

**Johnson County Democratic Party Meeting**

**Feb 4, 2020**

**Agenda**

7:00 p.m. Call to Order

Pledge of Allegiance

Sign in sheet and introductions

7:05 p.m. Reports

Secretary's presentation of the minutes of the last meeting

Treasurer's summary of financial activity.

Announcements from the Chair.

Upcoming trainings

Nellie Tayloe Ross Banquet

7:15 p.m. Old business

Report re: Jan 26 social

7:25 p.m. New Business:

Motion to make/find scarves, earmuffs, hats, with slogans from Jan 26 social

7:30 p.m. Announcements from the floor

Request for Agenda Items

7:35 p.m. Adjourn & Announce next meeting

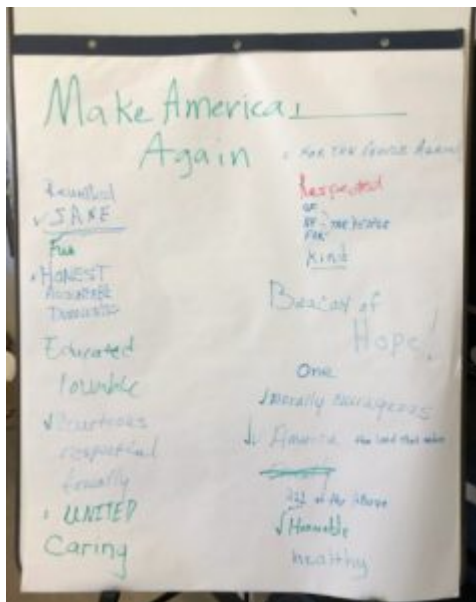
Caucus volunteers, sign ups, committee work

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# Make America \_\_\_\_\_ Again

Make America Again

Here's an image from a social gathering yesterday.



# Minutes Jan 7, 2020

JC Dems Minutes – Jan. 7, 2020

**In Attendance:** Greg Haas (C), Lois Petersen (S), Bill McIntyre (SCM), Joanie Taylor, Mary VanAuken, Juanita Bybee, John O’Laughlin, Bob Day, Kathie Day (SCW), Kay McCormick

Meeting was **called to order and pledge recited at 7:00 pm.**

**Minutes** of Dec. 3 meeting were approved as written.

**Treasurer’s report:** We currently have \$2320.23 in our account.

Greg noted the upcoming [WDP training session taking place Jan. 11](#) at 1:30 pm at the JC Library on Rank Choice Voting – the method being used in this year’s Democratic Caucus taking place Sat., April 4. All who plan to vote in this year’s Democratic Caucus are strongly encouraged to attend the session on January 11. Greg also ran through some key dates on the primary/caucus timeline.

*The Nellie Tayloe Ross Banquet* will take place on Feb. 22 in Cheyenne. All are welcome and encouraged to attend. Go to <https://www.nellietayloeross.com/> for more information and to register.

Greg read a letter written by F. Mikel Carmon MA related to the high rate of suicides in WY and the need to change how this issue is dealt with so that positive change will happen. Please contact F. Mikel Carmon at (307) 277-1235 to find out more and support new efforts.

[Nick Reynolds](#), State Politics Reporter for the Casper Star Tribune, has posted an online Legislative Session

Survey and is asking people to complete the survey to let him know what questions and issues we, his readers, want our legislators to address and what issues he should cover as a reporter. To take the survey, go to – <https://tinyurl.com/CSTSessionSurvey>

**Old Business:** Caucus Committee members Greg and Bill (and any committee newcomers) will meet on Feb. 12 to develop a list of things that must be done in readiness for the Caucus. Volunteers should contact Greg to help decide where to meet. Use the [Contact Us](#) Page

**New Business:** Lois made a motion to have a person available at the Jan. 26th Social Gathering who is able to do voter registration. Kathie seconded. Motion passed. Lois and Bill will try to secure a notary for this purpose.

Lois attended a Better Angels workshop on Dec. 9 in Sheridan. The workshop is online and free to BA members. Membership is \$12 and can be accomplished online at <https://www.better-angels.org/support-us/#join>.

**Next meeting:** Tues, Feb. 4th at 7 pm, Room 108, Bomber Mountain Center

**Meeting adjourned at 8:00.**

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## **Agenda Jan 7, 2020**

**Johnson County Democratic Party Meeting**

**Jan 7, 2020**

**Agenda**

7:00 p.m. Call to Order

Pledge of Allegiance

Sign in sheet and introductions

7:05 p.m. Reports

Secretary's presentation of the minutes of the last meeting

Treasurer's summary of financial activity.

Announcements from the Chair.

January 11 Training: Ranked Choice Voting

Timeline for caucus/primary

Nellie Tayloe Ross Banquet

Letter from F. Mikel Carmon re: Suicide Prevention Efforts

7:25 p.m. Old business

Joining committee for caucus/primary

Donation to College

7:35 p.m. New Business:

Jan 26 social: Voter Registration: Motion to accept this activity at Jan 26th event

Announcements from the floor

Better Angels Dec 9 meeting??

Request for Agenda Items

7:55 p.m. Adjourn & Announce next meeting

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# **RCV and Caucus Training 2020**

Training on Ranked Choice Voting, the system to be utilized by Wyoming Democratic Parties for presidential primary election in 2020.



**When:** January 11, 2020 at 1:30pm

**Where:** Johnson County Library, Buffalo, WY

No Admission fees.

Click image for larger copy.

**Ranked Choice Voting  
Voter Education and Engagement  
Free Trainings**

The Wyoming Democratic Party is using a new process to select delegates for the Democratic National Convention of 2020. It is called Ranked Choice Voting and it is meant to be more inclusive and representative.



COME LEARN ALL ABOUT IT AT THIS FREE TRAINING  
OPEN TO EVERYONE!

**WHO:** Anyone who is interested in voting in the  
WY Democratic Caucus in 2020  
**WHEN:** Saturday, January 11, 2020 at 1:30 pm  
**WHERE:** Johnson County Library Buffalo  
171 N Adams Ave

**FREE OF COST**

For more information call  
Sarah at 307-514-3551 or  
sarah@wyodems.org

**WDP**  
WYOMING DEMOCRATIC PARTY