



JOHNSON COUNTY
DEMOCRATS

Virtual Caucus Guide
February 7, 2022

The virtual doors open at 6 pm. The caucus will be called to order at 7 pm. Attendees must log into the Zoom meeting or be in the Zoom waiting room at 7 pm to be eligible to vote in the caucus elections.

Agenda

6 pm Virtual Doors Open
Informational slideshow

7 pm Caucus Begins

1. Caucus called to order
2. National Anthem
3. Recognition of JCDems' elected officials and activists
4. Johnson County Party Information
5. Iowa Democratic Party information
6. Candidates' presentations
7. Election of permanent caucus chair & secretary
8. Election details: Central Committee members, County Convention delegates & alternates, and County Convention Committees
9. Process to submit platform resolutions
10. Vote to ratify elections
11. Vote to send resolution submissions to the County Platform Committee
12. Vote to adjourn

Caucus Registration Process

1. To attend the Johnson County Democratic Caucus you must pre-register. You need to fill out and submit this form. You will also need to register for Zoom. The Zoom registration link will be included in the confirmation message after you submit the registration form. The confirmation message will appear in your browser immediately after you submit the registration form. You will be sent a link allowing you to attend the Caucus.

Registration form:

https://docs.google.com/forms/d/e/1FAIpQLSfWPOBDID6x077naCOhGp7Cf-hvNqU13Dfpq2PwC3y_e8LCpw/viewform

2. If you desire to be a Central Committee member or alternate, a delegate or alternate to the Johnson County Democratic County Convention, or to serve on one of the County Convention Committees or Platform Committee (these are the committees that organize and run the County Convention and write the county platform), you need to fill out and submit this nomination form.

Nomination form: <https://docs.google.com/forms/d/e/1FAIpQLSfMz-SZjswAkjAJI7ymQ7S9XMNOhgr4klkVhdavebVz4eXUEA/viewform>

3. If you wish to submit a resolution for consideration to be included in the Johnson County Democrats' Platform, you need to complete and submit this form.

Resolutions form:

<https://docs.google.com/forms/d/e/1FAIpQLScqpEz8mvc0E3oH1GH3ECfy3Pr6UHokA6OGtMPos120fTsodA/viewform>

If you have problems or questions about the registration process, please email jcdemscaucus@gmail.com or call 319-423-9024.

Who can participate?

Iowans registered to vote at their current address and registered as Democrats can participate in their precinct caucus. If you are not a registered Democrat, you can register, including changing your party affiliation to Democrat, at the link below. Young Iowans who will be 18 years old by November 8, 2022 may register and participate.

[Register to vote or update registration online using an Iowa driver's license \(DL\) or identification card \(ID\) number.](#)

[Information on registering to vote and updating voter registration can be found on the Johnson County Auditor's website.](#)

Attendance Procedure

Attendance will be taken using names on Zoom. If more than one person is using the same computer or device, you will need to include the names of everyone present. Please include first and last names. Instructions on updating Zoom names are included below in the Zoom help section.

Election Process

The Nomination Form and the Platform Submission links will remain active for one hour following the adjournment of the Johnson County Precinct Caucus.

Following the close of nominations, the Credentials Committee will review the submitted forms and will use the following process to seat nominees.

1. In precincts where the number of nominees is equal to or less than the number of openings, these nominees will automatically be seated.
2. In precincts where the number of nominees is greater than the number of openings, an election will be conducted using the following method. Within twenty-four (24) hours following the adjournment of the Caucus, attendees from that precinct will be e-mailed a ballot. They will then have an additional twenty-four hours (24) in which to complete and submit their ballot.

3. In Precincts where the results of the ballot vote are inconclusive, openings will be filled in the following manner.

A. Openings for Central Committee members will be filled by a vote of the Central Committee at their next regularly scheduled meeting. They must select someone from the list of nominees who completed the nomination form.

B. Openings to the County Convention and the County Convention Committee will be filled by the Credentials Committee, based on the timestamp from the nomination form. In other words: first registered, first seated.

Zoom Help

Updating Zoom names

We will use Zoom names to verify attendance during the caucus. If more than one person is using the same computer or device, you will need to include the names of everyone present. Please include first and last names.

To change your name on Zoom:

Method 1

- Locate the box with your name in the meeting window.
- Click on the three dots at the top right corner of your box.
- Select "Rename."
- Type your name or the names of everyone sharing your computer/device.
- Click "Ok" or "Done."

Method 2

- Select the "Participants" icon, located in the bottom toolbar of the meeting window.
- Find your name in the "Participants" side panel.
- Select "More."
- Select "Rename."
- Type your name or the names of everyone sharing your computer/device.
- Click "Ok" or "Done."

Using Zoom polls

We will use Zoom polls to elect the permanent caucus chair & secretary, ratify elections, vote to send resolution submissions to the county platform committee, and vote to adjourn. During an in-person caucus, these votes are typically conducted by a voice vote to indicate a consensus.

- A poll window will open when we vote on each of these issues. If you accidentally close this window, you can reopen it by clicking on the "Polling" icon on the bottom toolbar of your meeting window.
- To vote, click on the option you would like to select. Then click on the submit button at the bottom of the poll window. You will only be able to vote once during each Zoom poll.

Donating to the Johnson County Democrats

You can donate to the Johnson County Democrats using this link:

<https://jcdems.org/donate/>

Or by scanning this QR code with your phone to donate now:

