**Sample Assembled Caucus Tick Tock**

**3:30 –** District members arrive at Caucus location and begin set-up. Chair for greeter, 2-3 tables for check in, podium?, chairs (3 reserved seats – candidates & timekeeper)

**4:00 –** Volunteers and DPVA representatives arrive at Caucus location and complete set-up.

**4:30 –** Caucus set-up is complete; Sergeant-at-Arms clears room of all persons except volunteers and official campaign representatives; Caucus Chair walks official campaign representatives through the process.

**4:45 –** Tellers Committee ensures the ballot box is empty and seals it.

**5:00 –** Sergeant-at-arms open doors to caucus location.

**5:55** – Sergeant-at-arms gives 5-minute warning

**6:00 –** Sergeant-at-arms determines the last eligible participant.

**At 6PM or after the last eligible participant has entered the Caucus room -**

Sergeant-at-arms closes the door to the caucus.

**At 6PM or after the last eligible participant has received their ballot ticket:**

* The Temporary Chair calls the Caucus to order.
* The Caucus participants will elect the Permanent Chair of the Caucus, Chair of the Rules Committee, Chair of the Credentials Committee, Chair of the Tellers Committee, and Secretary.
  + Open the floor to nominations and second.
  + Close the floor to nominations.
  + Vote
* Caucus participants adopt permanent Rules for the Caucus.  
  + Temporary Rules Committee Chair motions adoption of the Rules and second.
  + Discussion
  + Vote
* The Chair of the Credentials committee reports on the number of eligible caucus participants.
* The Chair will allow each candidate to speak for 5 minutes and answer questions for 5 minutes. The order that candidates will speak will be determined by the order that candidates’ names appear on the ballot.
  + TIMEKEEPER will note 60, 30, 15, 5, End for remarks and Q & A period.
* At the conclusion of the candidate remarks, the Chair will call on the Tellers Committee to exchange the ballot tickets for ballots.
* Participants will place their ballots in the ballot box.
* Once all of the ballots have been cast, the Chair will call for a recess while the Tellers Committee tallies the votes.
* At the conclusion of tallying, the Chair of the Tellers Committee will present the results to the Chair of the Caucus. The Caucus Chair will reconvene the Caucus and announce the results.
* The Chair will ask for an amendment to adjourn the Caucus.

**After the caucus adjourns –** Caucus volunteersclean up. Certification of Caucus is taped to the outside of the ballot box.

**Once the ballot box is sealed –** Chair or her designee delivers the ballot box to DPVA.