

OFFICIAL CALL OF THE 2012 DEMOCRATIC STATE CONVENTION

- A. Pursuant to Chapter 600.2 of the Maine Democratic Party Rules, the Maine Democratic State Committee hereby calls the State Convention of the Maine Democratic Party to meet on June 1, 2012 through June 3, 2012 in Augusta for the following purposes:
1. To elect the 2012-2014 Democratic State Committee and to approve its By-Laws.
 2. To review and adopt the 2012-2014 State Party Platform
 3. To review the 2012-2014 State Party Rules
 4. To elect delegates to the 2012 Democratic National Convention in Charlotte, NC
 5. To transact any other business which may properly come before the State Convention
- B. The apportionment of state convention delegates and alternates to each municipality within the state is attached.
- C. Democrats in every town and city across Maine shall caucus on Sunday, February 26, 2012, beginning at any time between 1:00 PM and 8:00 PM. The official business of the caucus shall be to elect delegates and alternates to the 2012 Democratic State Convention and to transact other business.
1. If a town or city cannot caucus on Sunday, February 26, 2011 because of severe inclement weather or other reason making a caucus impossible, it must caucus on or before March 25, 2012. Delegates and Alternates elected at a caucus held between those two dates can only be seated at the State Convention upon formal approval of the 2012 Credentials Committee.
 2. Delegates elected at any caucus held after March 25, 2012 will only be seated at the State Convention by a 3/4 vote of the Credentials Committee members present and voting.
- D. Rules to be followed in each municipal caucus (see attached caucus rules.)
- E. Caucus to Election Timeline attached.
- F. Rules of the State Convention (available at www.mainedems.org or by calling 622-6233)

Caucus to Election Timeline

By December 13	Each County Chair shall confer with each Municipal Chair or Secretary to determine ability to call the caucus. [MDP 210.2.A]
Early – Mid January	Scheduled Caucus Training Sessions Begin
By December 28	Municipalities shall notify County Chairs of the time and location of their caucuses [MDP 210.2.C]
2012	
January 27	Deadline for MDP to distribute caucus training packets to municipalities. [MDP 210.1.C]
February 6 (15 days before caucus)	Last day for voters to unenroll from the Republican or Green Party and still be able to vote in a Democratic caucus. (NOTE: Voters who are unenrolled as of this date, and new residents not previously registered in the municipality, can enroll in the Democratic Party at the municipal caucus and then participate in the caucus.) [MRSA, Title 21-A, §144.3]
No later than February 19	Deadline for posting caucus notices in public places. . [MRSA, Title 21-A, §311.3] ==OR==
February 19 – February 23	Newspaper notices and ads regarding time and location of caucuses must be published within this time period. [MRSA, Title 21-A, §311.3]
Week of February 20	Voter Lists and Forms will be distributed to conveners
SUN., February 26	Uniform Democratic Caucus Date
Sunday, March 4	Deadline for returning caucus forms #1, #2, #3, and #4 to the MDP Headquarters. Caucus conveners must also send reports to Municipal and County Chairs. A copy of form #2 also goes to the Town Clerk. [MDP Rules 240]
Monday, May 14	Deadline for amendments to the MDP Platform (need 20 delegate signatures). (14 business days before convention) [MDP Rules 1320]
Friday, Saturday and Sunday, June 1 – 3	Maine Democratic State Convention, Augusta, ME
Tuesday, June 12	Primary Election Day
September 3 – 6	Democratic National Convention, Charlotte, NC
Tuesday, November 6	General Election Day

DELEGATE APPORTIONMENT

COUNTY	TOWN	DELEGATES
Androscoggin	AUBURN	51
Androscoggin	DURHAM	8
Androscoggin	GREENE	9
Androscoggin	LEEDS	4
Androscoggin	LEWISTON	78
Androscoggin	LISBON	17
Androscoggin	LIVERMORE	6
Androscoggin	LIVERMORE FALLS	7
Androscoggin	MECHANIC FALLS	6
Androscoggin	MINOT	4
Androscoggin	POLAND	11
Androscoggin	SABATTUS	8
Androscoggin	TURNER	9
Androscoggin	WALES	2
Aroostook	ALLAGASH	2
Aroostook	AMITY	1
Aroostook	ASHLAND	2
Aroostook	BANCROFT	1
Aroostook	BLAINE	1
Aroostook	BRIDGEWATER	1
Aroostook	CARIBOU	17
Aroostook	CARY PLT	1
Aroostook	CASTLE HILL	1
Aroostook	CASWELL	1
Aroostook	CHAPMAN	1
Aroostook	CONNOR TWP	1
Aroostook	CRYSTAL	1
Aroostook	CYR PLT	1
Aroostook	DYER BROOK	1
Aroostook	E TWP	1
Aroostook	EAGLE LAKE	3
Aroostook	EAST MILLINOCKET ARO TWPS	1
Aroostook	EASTON	2
Aroostook	FORT FAIRFIELD	8
Aroostook	FORT KENT	16
Aroostook	FORT KENT TWPS	1

Aroostook	FRENCHVILLE	5
Aroostook	GARFIELD PLT	1
Aroostook	GLENWOOD PLT	1
Aroostook	GRAND ISLE	2
Aroostook	HAMLIN	1
Aroostook	HAMMOND	1
Aroostook	HAYNESVILLE	1
Aroostook	HERSEY	1
Aroostook	HODGDON	2
Aroostook	HOULTON	10
Aroostook	ISLAND FALLS	2
Aroostook	LIMESTONE	3
Aroostook	LINNEUS	1
Aroostook	LITTLETON	1
Aroostook	LUDLOW	1
Aroostook	MACWAHOC PLT	1
Aroostook	MADAWASKA AND MADAWASKA LAKE TWP	23
Aroostook	MAPLETON	4
Aroostook	MARS HILL	2
Aroostook	MASARDIS	1
Aroostook	MATTAWAMKEAG TWPS	1
Aroostook	MEDWAY ARO TWPS	
Aroostook	MERRILL	1
Aroostook	MONTICELLO	1
Aroostook	MORO PLT	1
Aroostook	MORO PLT TWPS	
Aroostook	NASHVILLE PLT	
Aroostook	NEW CANADA	2
Aroostook	NEW LIMERICK	1
Aroostook	NEW SWEDEN	1
Aroostook	OAKFIELD	1
Aroostook	ORIENT	1
Aroostook	OXBOW PLT	1
Aroostook	PERHAM	1
Aroostook	PORTAGE LAKE	1
Aroostook	PRESQUE ISLE	19
Aroostook	REED PLT	1
Aroostook	SAINT AGATHA	5
Aroostook	SAINT FRANCIS	3

Aroostook	SAINT FRANCIS TWPS	1
Aroostook	SAINT JOHN PLT	1
Aroostook	SHERMAN	1
Aroostook	SMYRNA	1
Aroostook	STOCKHOLM	1
Aroostook	T11 R4 WELS	1
Aroostook	T12 R13	1
Aroostook	T15 R6 WELS	1
Aroostook	TD R2 WELS	1
Aroostook	VAN BUREN (inc. Van Buren Twps)	7
Aroostook	WADE	1
Aroostook	WALLAGRASS	2
Aroostook	WASHBURN	2
Aroostook	WESTFIELD	1
Aroostook	WESTMANLAND	1
Aroostook	WESTON	1
Aroostook	WINTERVILLE PLT	1
Aroostook	WOODLAND	3
Cumberland	BALDWIN	2
Cumberland	BRIDGTON	13
Cumberland	BRUNSWICK	85
Cumberland	CAPE ELIZABETH	28
Cumberland	CASCO	8
Cumberland	CHEBEAGUE ISLAND	2
Cumberland	CUMBERLAND	18
Cumberland	FALMOUTH	31
Cumberland	FREEPORT	26
Cumberland	FRYE ISLAND	1
Cumberland	GORHAM	34
Cumberland	GRAY	18
Cumberland	HARPSWELL	18
Cumberland	HARRISON	7
Cumberland	LONG ISLAND	1
Cumberland	NAPLES	8
Cumberland	NEW GLOUCESTER	12
Cumberland	NORTH YARMOUTH	10
Cumberland	PORTLAND	271
Cumberland	POWNAL	4
Cumberland	RAYMOND	11

Cumberland	SCARBOROUGH	51
Cumberland	SEBAGO	4
Cumberland	SOUTH PORTLAND	91
Cumberland	STANDISH	17
Cumberland	WESTBROOK	43
Cumberland	WINDHAM	35
Cumberland	YARMOUTH	21
Franklin	AVON	1
Franklin	CARRABASSETT VALLEY	2
Franklin	CARTHAGE	1
Franklin	CHESTERVILLE	3
Franklin	COPLIN PLT (Inc. Lang Twp)	1
Franklin	DALLAS PLT	1
Franklin	EUSTIS	1
Franklin	EUSTIS FRA TWPS	1
Franklin	FARMINGTON	24
Franklin	INDUSTRY	2
Franklin	JAY	17
Franklin	KINGFIELD (Inc. Freeman Twp)	2
Franklin	MADRID TWP	1
Franklin	NEW SHARON	4
Franklin	NEW VINEYARD	2
Franklin	PHILLIPS	2
Franklin	RANGELEY	3
Franklin	RANGELEY PLT	1
Franklin	SANDY RIVER PLT	1
Franklin	STRONG	2
Franklin	TEMPLE	2
Franklin	WELD	2
Franklin	WELD TWPS	1
Franklin	WILTON AND WILTON TWPS	11
Hancock	AMHERST	1
Hancock	AURORA	1
Hancock	AURORA TWPS	1
Hancock	BAR HARBOR	21
Hancock	BEDDINGTON TWPS	1
Hancock	BLUE HILL	10
Hancock	BROOKLIN	3

Hancock	BROOKSVILLE	4
Hancock	BUCKSPORT	8
Hancock	CASTINE	3
Hancock	CRANBERRY ISLES	1
Hancock	DEDHAM	4
Hancock	DEER ISLE	5
Hancock	EASTBROOK	1
Hancock	ELLSWORTH	16
Hancock	FLETCHERS LANDING TWP (T8 SD)	1
Hancock	FRANKLIN	2
Hancock	FRANKLIN TWPS	1
Hancock	FRENCHBORO	1
Hancock	GOULDSBORO	5
Hancock	GREAT POND	1
Hancock	GREAT POND TWPS	1
Hancock	HANCOCK	4
Hancock	LAMOINE	4
Hancock	MARIAVILLE	1
Hancock	MOUNT DESERT	8
Hancock	ORLAND	5
Hancock	OSBORN	1
Hancock	OTIS	1
Hancock	PENOBSCOT	5
Hancock	SEDGWICK	4
Hancock	SORRENTO	1
Hancock	SOUTHWEST HARBOR	6
Hancock	STONINGTON	2
Hancock	SULLIVAN	3
Hancock	SURRY	4
Hancock	SWANS ISLAND	1
Hancock	T10 SD	1
Hancock	T3 ND	1
Hancock	T7 SD	1
Hancock	TREMONT	5
Hancock	TRENTON	3
Hancock	VERONA ISLAND	1
Hancock	WALTHAM	1
Hancock	WINTER HARBOR	1
Kennebec	ALBION	3

Kennebec	AUGUSTA	68
Kennebec	BELGRADE	9
Kennebec	BENTON	6
Kennebec	CHELSEA	8
Kennebec	CHINA	11
Kennebec	CLINTON	5
Kennebec	FARMINGDALE	9
Kennebec	FAYETTE	4
Kennebec	GARDINER	17
Kennebec	HALLOWELL	13
Kennebec	LITCHFIELD	8
Kennebec	MANCHESTER	9
Kennebec	MONMOUTH	10
Kennebec	MOUNT VERNON	6
Kennebec	OAKLAND	18
Kennebec	PITTSTON	6
Kennebec	RANDOLPH	5
Kennebec	READFIELD	10
Kennebec	ROME	3
Kennebec	SIDNEY	11
Kennebec	VASSALBORO	17
Kennebec	VIENNA	2
Kennebec	WATERVILLE	49
Kennebec	WAYNE	5
Kennebec	WEST GARDINER	8
Kennebec	WINDSOR	6
Kennebec	WINSLOW	20
Kennebec	WINTHROP	20
Knox	APPLETON	4
Knox	CAMDEN	24
Knox	CUSHING	4
Knox	FRIENDSHIP	3
Knox	HOPE	4
Knox	ISLE AU HAUT	1
Knox	MATINICUS ISLE PLT	1
Knox	NORTH HAVEN	2
Knox	OWLS HEAD	5
Knox	ROCKLAND	22
Knox	ROCKPORT	13
Knox	SAINT GEORGE	11

Knox	SOUTH THOMASTON	4
Knox	THOMASTON	9
Knox	UNION	6
Knox	VINALHAVEN	6
Knox	WARREN	6
Knox	WASHINGTON	4
Lincoln	ALNA	3
Lincoln	BOOTHBAY	10
Lincoln	BOOTHBAY HARBOR	8
Lincoln	BREMEN	3
Lincoln	BRISTOL	9
Lincoln	DAMARISCOTTA	8
Lincoln	DRESDEN	5
Lincoln	EDGECOMB	4
Lincoln	JEFFERSON	7
Lincoln	MONHEGAN PLT	1
Lincoln	NEWCASTLE	7
Lincoln	NOBLEBORO	5
Lincoln	SOMERVILLE	2
Lincoln	SOUTH BRISTOL	4
Lincoln	SOUTHPORT	2
Lincoln	WALDOBORO	12
Lincoln	WESTPORT ISLAND	2
Lincoln	WHITEFIELD	7
Lincoln	WISCASSET	9
Oxford	ALBANY TWP	1
Oxford	ANDOVER	2
Oxford	BETHEL	9
Oxford	BROWNFIELD	4
Oxford	BUCKFIELD	4
Oxford	BYRON	1
Oxford	CANTON	2
Oxford	DENMARK	3
Oxford	DIXFIELD	5
Oxford	FRYEBURG	9
Oxford	GILEAD	1
Oxford	GREENWOOD	2
Oxford	HANOVER	1
Oxford	HARTFORD	2
Oxford	HEBRON	2

Oxford	HIRAM	3
Oxford	LINCOLN PLT	1
Oxford	LOVELL	4
Oxford	MAGALLOWAY PLT	1
Oxford	MEXICO	9
Oxford	MILTON TWP	1
Oxford	NEWRY	1
Oxford	NORWAY	13
Oxford	OTISFIELD	4
Oxford	OXFORD	8
Oxford	PARIS	11
Oxford	PERU	4
Oxford	PORTER	3
Oxford	RANGELEY OXF TWPS	1
Oxford	ROXBURY	1
Oxford	RUMFORD	20
Oxford	STONEHAM	1
Oxford	STOW	1
Oxford	SUMNER	3
Oxford	SWEDEN	1
Oxford	UPTON	1
Oxford	WATERFORD	4
Oxford	WEST PARIS	5
Oxford	WOODSTOCK	4
Penobscot	ALTON	1
Penobscot	ARGYLE TWP	1
Penobscot	BANGOR	70
Penobscot	BRADFORD	2
Penobscot	BRADLEY	3
Penobscot	BREWER	15
Penobscot	BURLINGTON	1
Penobscot	CARMEL	4
Penobscot	CARROLL PLT	1
Penobscot	CHARLESTON	1
Penobscot	CHESTER	1
Penobscot	CLIFTON	2
Penobscot	CORINNA	2
Penobscot	CORINTH	4
Penobscot	DEXTER	6
Penobscot	DIXMONT	2

Penobscot	DREW PLT	1
Penobscot	EAST MILLINOCKET	5
Penobscot	EAST MILLINOCKET PEN TWPS	1
Penobscot	EDDINGTON	3
Penobscot	EDINBURG	1
Penobscot	ENFIELD	2
Penobscot	ETNA	2
Penobscot	EXETER	1
Penobscot	GARLAND	2
Penobscot	GLENBURN	7
Penobscot	GRAND LAKE STREAM PLT TWPS	1
Penobscot	GREENBUSH	2
Penobscot	GREENFIELD TWP	1
Penobscot	HAMPDEN	14
Penobscot	HERMON	7
Penobscot	HOLDEN	5
Penobscot	HOWLAND	2
Penobscot	HUDSON	2
Penobscot	KENDUSKEAG	2
Penobscot	KINGMAN TWP	1
Penobscot	LAGRANGE	1
Penobscot	LAKEVILLE	1
Penobscot	LEE	1
Penobscot	LEVANT	3
Penobscot	LINCOLN	6
Penobscot	LOWELL	1
Penobscot	MATTAMISCONTIS TWP	1
Penobscot	MATTAWAMKEAG	1
Penobscot	MAXFIELD	1
Penobscot	MEDWAY	2
Penobscot	MEDWAY PEN TWPS	1
Penobscot	MILFORD	4
Penobscot	MILLINOCKET	10
Penobscot	MILLINOCKET PEN TWPS	1
Penobscot	MOUNT CHASE	1
Penobscot	NEWBURGH	2
Penobscot	NEWPORT	5
Penobscot	OLD TOWN	16

Penobscot	ORONO	26
Penobscot	ORRINGTON	6
Penobscot	PASSADUMKEAG	1
Penobscot	PATTEN	2
Penobscot	PENOB NAT VOTING DIS	3
Penobscot	PLYMOUTH	2
Penobscot	PRENTISS TWP	1
Penobscot	SEBOEIS PLT	1
Penobscot	SPRINGFIELD	1
Penobscot	STACYVILLE	1
Penobscot	STETSON	2
Penobscot	VEAZIE	3
Penobscot	WEBSTER PLT	1
Penobscot	WINN	1
Penobscot	WOODVILLE	1
Piscataquis	ABBOT	1
Piscataquis	ATKINSON	1
Piscataquis	BEAVER COVE	1
Piscataquis	BEAVER COVE TWPS	1
Piscataquis	BOWERBANK	1
Piscataquis	BROWNVILLE	2
Piscataquis	DOVER-FOXCROFT	8
Piscataquis	ELLIOTTSVILLE TWP	1
Piscataquis	GREENVILLE	3
Piscataquis	GREENVILLE PIS TWPS	1
Piscataquis	GUILFORD	1
Piscataquis	KINGSBURY PLT	1
Piscataquis	LAKE VIEW PLT	1
Piscataquis	MEDFORD	1
Piscataquis	MILLINOCKET PIS TWPS	1
Piscataquis	MILO	4
Piscataquis	MONSON	2
Piscataquis	ORNEVILLE TWP	1
Piscataquis	PARKMAN	1
Piscataquis	SANGERVILLE	2
Piscataquis	SEBEC	1
Piscataquis	SHIRLEY	1
Piscataquis	T8 R11 WELS	1
Piscataquis	WELLINGTON	1
Piscataquis	WILLIMANTIC	1

Sagadahoc	ARROWSIC	2
Sagadahoc	BATH	29
Sagadahoc	BOWDOIN	4
Sagadahoc	BOWDOINHAM	10
Sagadahoc	GEORGETOWN	5
Sagadahoc	PHIPPSBURG	6
Sagadahoc	RICHMOND	8
Sagadahoc	TOPSHAM	28
Sagadahoc	WEST BATH	5
Sagadahoc	WOOLWICH	9
Somerset	ANSON	4
Somerset	ATHENS	2
Somerset	BINGHAM	2
Somerset	BRIGHTON PLT	1
Somerset	CAMBRIDGE	1
Somerset	CANAAN	3
Somerset	CARATUNK	1
Somerset	CONCORD TWP	1
Somerset	CORNVILLE	2
Somerset	DENNISTOWN PLT	1
Somerset	DETROIT	1
Somerset	EMBDEN	1
Somerset	EUSTIS SOM TWPS	1
Somerset	FAIRFIELD	13
Somerset	GREENVILLE SOM TWPS	1
Somerset	HARMONY	1
Somerset	HARTLAND	2
Somerset	HIGHLAND PLT	1
Somerset	JACKMAN	1
Somerset	MADISON	9
Somerset	MERCER	1
Somerset	MOOSE RIVER	1
Somerset	MOSCOW	1
Somerset	NEW PORTLAND	2
Somerset	NORRIDGEWOCK	5
Somerset	PALMYRA	2
Somerset	PITTSFIELD	6
Somerset	PLEASANT RIDGE PLT	1
Somerset	RIPLEY	1
Somerset	ROCKWOOD STRIP TWP	1

Somerset	SAINT ALBANS	3
Somerset	SKOWHEGAN	17
Somerset	SMITHFIELD	2
Somerset	SOLON	2
Somerset	STARKS	1
Somerset	THE FORKS PLT	1
Somerset	WEST FORKS PLT	1
Waldo	BELFAST	23
Waldo	BELMONT	2
Waldo	BROOKS	2
Waldo	BURNHAM	2
Waldo	FRANKFORT	2
Waldo	FREEDOM	2
Waldo	ISLESBORO	3
Waldo	JACKSON	1
Waldo	KNOX	1
Waldo	LIBERTY	2
Waldo	LINCOLNVILLE	8
Waldo	MONROE	3
Waldo	MONTVILLE	3
Waldo	MORRILL	2
Waldo	NORTHPORT	4
Waldo	PALERMO	4
Waldo	PROSPECT	1
Waldo	SEARSMONT	3
Waldo	SEARSPORT	7
Waldo	STOCKTON SPRINGS	4
Waldo	SWANVILLE	3
Waldo	THORNDIKE	2
Waldo	TROY	2
Waldo	UNITY	5
Waldo	WALDO	2
Waldo	WINTERPORT	7
Washington	ADDISON	2
Washington	ALEXANDER	1
Washington	BAILEYVILLE	3
Washington	BARING PLT	1
Washington	BEALS	1
Washington	BEDDINGTON	1
Washington	BROOKTON TWP	1

Washington	CALAIS	6
Washington	CENTERVILLE TWP	1
Washington	CHARLOTTE	1
Washington	CHERRYFIELD	2
Washington	COLUMBIA	1
Washington	COLUMBIA FALLS	1
Washington	COOPER	1
Washington	CRAWFORD	1
Washington	CUTLER	1
Washington	DANFORTH	1
Washington	DEBLOIS	1
Washington	DENNYSVILLE	1
Washington	EAST MACHIAS	3
Washington	EASTPORT	5
Washington	EDMUNDS TWP	1
Washington	GRAND LAKE STREAM PLT	1
Washington	HARRINGTON	1
Washington	INDIAN TOWNSHIP	2
Washington	JONESBORO	1
Washington	JONESPORT	2
Washington	LUBEC	4
Washington	MACHIAS	4
Washington	MACHIASPORT	2
Washington	MARSHFIELD	1
Washington	MEDDYBEMPS	1
Washington	MILBRIDGE	2
Washington	NORTHFIELD	1
Washington	PEMBROKE	2
Washington	PERRY	2
Washington	PLEASANT PT VOTING DIS	1
Washington	PRINCETON	1
Washington	ROBBINSTON	1
Washington	ROQUE BLUFFS	1
Washington	STEBEN	2
Washington	T19 MD BPP	1
Washington	TALMADGE	1
Washington	TOPSFIELD	1
Washington	VANCEBORO	1
Washington	WAITE	1
Washington	WESLEY	1

Washington	WESLEY TWPS	1
Washington	WHITING	1
Washington	WHITNEYVILLE	1
York	ACTON	7
York	ALFRED	7
York	ARUNDEL	10
York	BERWICK	17
York	BIDDEFORD	63
York	BUXTON	15
York	CORNISH	4
York	DAYTON	4
York	ELIOT	28
York	HOLLIS	9
York	KENNEBUNK	42
York	KENNEBUNKPORT	14
York	KITTERY	47
York	LEBANON	13
York	LIMERICK	6
York	LIMINGTON	5
York	LYMAN	10
York	NEWFIELD	4
York	NORTH BERWICK	13
York	OGUNQUIT	9
York	OLD ORCHARD BEACH	33
York	PARSONSFIELD	5
York	SACO	54
York	SANFORD	56
York	SHAPLEIGH	6
York	SOUTH BERWICK	29
York	WATERBORO	13
York	WELLS	33
York	YORK	67

CAUCUS RULES

200. General Requirements

Municipal Caucuses shall be conducted in each general election year in compliance with the Maine Election Code (Title 21-A M.R.S.A. §§ 311–315 as amended), these Rules, and the call of the Convention.

210. Caucuses Regulated

1. Responsibilities of the DSC

A. The DSC shall establish a Uniform Caucus Date for the following year's municipal caucuses no later than June 1 of each odd-numbered year.

B. The DSC Chair shall issue the call of the Convention to the Chair of each County Committee and each Municipal Committee no later than ninety (90) days before the Uniform Caucus Date.

C. The DSC shall distribute caucus packets, after they have been reviewed by the Rules Committee for compliance with the rules, to all municipalities at least thirty (30) days before the Uniform Caucus Date. The packets shall include registration and reporting forms, copies of the appropriate State laws and pertinent Democratic Party rules, and instructional materials for caucus Conveners and officers.

2. Responsibilities of Local Committees

A. No later than seventy-five (75) days before the Uniform Caucus Date, each County Chair shall confer with each Municipal Chair or Municipal Secretary in order to make preparations for the municipality to call the municipal caucus.

B. If there is no active Municipal Chair or Municipal Secretary, the County Committee shall make reasonable efforts to consult with interested Democrats within the municipality to encourage them to organize a caucus.

C. Each Municipal Committee shall notify the County Chair at least sixty (60) days before the Uniform Caucus Date of the time and place of the Municipal Caucus. In any municipality where the Municipal Chair or a majority of the Municipal

Committee has not given notice, the County Committee shall if feasible call a caucus and appoint a Convener, making efforts to work with local Democrats to establish a suitable time and place, and ensure that adequate publicity of the caucus is given to Democrats within the municipality.

D. The County Committee may delegate to the County Chair or to a subcommittee the power to call caucuses and appoint Conveners in municipalities where the municipal committee has failed to do so.

3. Caucus Convener

A. A Caucus Convener shall be responsible for the organization of each Municipal Caucus. The Convener shall be the Municipal Committee Chair or the Chair's designee, or if the Chair fails to serve or to designate a Convener, the Municipal Committee or the County Committee shall appoint a Convener.

B. The Convener's duties shall include:

(1) Selecting a time and place for the caucus and making the necessary arrangements.

(2) Attending caucus training scheduled by the State or County Democratic Party.

(3) Ensuring that the caucus is properly called to order by a resident of the municipality.

(4) Ensuring that the DSC has received the names and contact information for the Caucus Chair and Caucus Secretary.

(5) Preparing and submitting the Caucus Report if the Caucus Secretary fails to do so. If the Convener is a nonresident and no resident attends the caucus, the Convener shall report to the DSC that no caucus was held.

C. The Convener need not be a resident of the municipality. If multiple municipalities caucus together, they may share a Convener. A nonresident Convener may not serve as an officer of the Caucus or formally call the Caucus to order, but may provide such assistance as may be needed to conduct the business of the Caucus.

4. *Time and Place.* The Caucus shall begin between 1:00 p.m. and 8:00 p.m., on the Uniform Caucus Date. Municipal Caucuses shall be held in public places whenever possible, within or convenient to the municipality. In no event shall a caucus be held in a private home except in a municipality with less than one hundred (100) enrolled Democrats. A Municipal Committee may vote to hold precinct caucuses in separate locations throughout the municipality.

5. Late Caucuses

A. A Municipal Caucus may not be held after the Uniform Caucus Date unless severe inclement weather or some other compelling reason makes it impossible to caucus on that date.

B. If the caucus is held within fourteen (14) days after the Uniform Caucus Date, the municipality's State Convention delegates shall be seated at the State Convention only upon the approval of the Credentials Committee.

C. If a caucus is held more than fourteen (14) days after the Uniform Caucus Date, the delegates elected by that caucus shall not be seated at the State Convention unless specifically exempted by a three-fourths (3/4) affirmative vote of the members of the Credentials Committee present and voting, or by a majority affirmative vote of the State Convention upon receiving the report of the Credentials Committee.

220. Notice

1. *Public Notice.* Public notice of the caucus (21-A M.R.S.A. § 311(3)) shall include, but need not be limited to:

A. A notice published in a newspaper of general circulation in the municipality at least three (3) and not more than seven (7) days before the caucus is to be held, or

B. A notice posted in a conspicuous public place in each municipal voting district at least seven (7) days before the caucus.

2. *Notice to Municipality and DSC.* In addition, a copy of the notice shall be filed with the Municipal Clerk (21-A M.R.S.A. § 311(3)(B)) and the DSC. Failure to notify the DSC of any change in the time or place of the caucus less than three (3) days before the caucus may constitute grounds for the Committee on Credentials to void the caucus.

3. *Contents of Notice.* The notice shall state the name of the Party, the time and place of the caucus, the name of the person calling it, and the availability and location of voter registration on the caucus day. In presidential election years the notice shall also state the time balloting for presidential preferences will begin and the availability of caucus registration and presidential preference declaration by mail. If the caucus is to divide by precincts, the notice shall say so and shall include the location of each precinct caucus. The notice may include a procedure for notification and rescheduling if the caucus must be postponed. If a caucus is postponed and the alternative date was not included in the original notice, a new notice must be published in accordance with this Section.

230. Caucus Procedures

1. *Membership.* Any enrolled Democrat within a municipality who attends the municipal caucus, or registers for the caucus by mail in accordance with Section 250 of these Rules, shall be a member of that caucus, unless barred by the Maine Election Code due to enrollment in another political party after the statutory deadline for changing parties. Opportunity shall be provided for new voters and unenrolled voters to enroll as Democrats at the time of the caucus.

2. *Call to Order.* The Convener or the Convener's designee shall call the caucus to order and conduct the election of the Caucus Secretary and Caucus Chair. In the Convener's absence, any resident Democrat present may call the caucus to order in accordance with the Maine Election Code.

3. *Rulings.* Any questions not covered by State Law or by Party Rules shall be decided by the Chair of the Municipal Caucus or Committee. Such rulings may be overruled by a majority vote of the members present at a caucus or committee meeting.

4. *Organization; Division by Precincts.* Each Municipal Caucus shall conduct its affairs as a committee of the whole, except that in any municipality that is divided into precincts for the conduct of elections, the

Municipal or County Committee may choose by majority vote, at the time the caucus is called, to divide the caucus by precincts for any matter other than the election of Municipal Committee Officers and action on Municipal Bylaws. Each precinct caucus shall elect officers *pro tempore*, and while in session shall follow the same procedures as prescribed for municipal caucuses. If a municipality is regularly divided into precincts for the conduct of municipal elections and is entitled to at least fifty (50) delegates, the caucus must divide into precincts in presidential election years to elect state convention delegates.

5. *Nominations.* Nominations for all officers and positions shall be open to all persons qualified to be members of the Municipal Caucus. A person may nominate himself or herself. Nominations shall be entertained as long as any caucus member desires to make a further nomination. A person need not be present to be nominated and/or elected, as long as the person has indicated to a member of the Caucus that he or she is interested in being nominated.

6. *Municipal Committee Bylaws.* A Municipal Caucus, by majority vote, may adopt, repeal, or amend the Bylaws governing the Municipal Committee.

7. *Open Dialogue.* Every caucus member shall have a right to speak.

8. *Presidential Balloting.* In a presidential election year, any person not duly registered by mail or personally present at the time balloting for State Convention delegates and alternates begins shall be prohibited from voting. Presidential balloting may not begin until the announced time, and may not be delayed unreasonably beyond the announced time.

240. Caucus Reports

The DSC shall furnish forms suitable for accurate reporting of caucus activities to each Municipal Caucus. Within seven (7) days after a Municipal Caucus, the Caucus Secretary shall forward completed caucus report forms to the Municipal Committee Chair, the County Chair, and the DSC. In addition, the Caucus Secretary shall retain one copy of the completed report. If any Municipal Caucus files no report with the DSC within seven (7) days after the Municipal Caucus, the DSC shall promptly inquire of the Municipal Committee Chair, the County Chair, or the Caucus Convener as to its availability. Unless the completed municipal caucus report is challenged within fourteen (14) days following receipt of the report by the DSC, it shall become the official record of that caucus. If multiple caucuses have been scheduled to meet on a consolidated basis, the secretary of the host caucus shall report for any municipality that does not elect its own Caucus Secretary.

250. Caucus Registration by Mail

1. In Presidential election years, any enrolled Democrat who expects to be eligible to participate in a municipal caucus, but to be unable to attend, may apply to State Party Headquarters to register for the caucus and declare his or her presidential preference by mail.

2. Applications may be sent on or after January 1. The application must be made by the individual requesting to register by mail or by a member of his or her household. Applications submitted in bulk or

by organizations shall not be accepted. A voter may apply by completing a paper form provided by the State Party and delivering it by mail, in hand, or by fax, or by sending an e-mail or making a telephone call providing the applicant's name as it appears on the voter roll, the address at which the applicant is registered to vote, and the mailing address to which the registration form will be sent. Applicants shall be requested to provide a telephone number and e-mail address but shall be advised that this information is optional. The State Party shall maintain a record of all requests received. If an application is submitted in a municipality for which no caucus has been convened, the State Party shall promptly notify the County Committee and direct it to call a caucus.

3. The State Party shall prepare a uniform registration-by-mail form, which shall incorporate the contents of the registration form used for in-person registrants, together with the following additional material:

A. Clear instructions on how to complete and submit the form, including the deadline by which the form must be received at State Party Headquarters;

B. In a prominent place on the form, a line for the voter to write the name of the Presidential candidate he or she prefers, or the word "Uncommitted."

C. A question allowing the voter to indicate whether he or she wishes to run for State Convention delegate.

D. A reminder that if the voter does not attend the caucus in person, he or she will be unable to participate in the business of the caucus, including the opportunity to change presidential preferences and the opportunity to vote for delegates, alternates, and party officers.

E. An oath, to be signed by the voter, in the following form: "I, *[name]*, swear that I am a registered and enrolled voter in this voting district, that I am a member of the party holding this caucus, and that I have not been enrolled in any other party in this municipality within the last 15 days. I understand that falsely swearing this oath of eligibility is a criminal act under the Maine Election Code, 21-A M.R.S.A. § 314(3)."

4. In order to be valid, the signed registration form must be returned to State Party Headquarters no later than 5:00 p.m. on the Wednesday immediately preceding the Uniform Caucus Date, and the voter must be on record as having made a request to register by mail.

5. The State Party shall transmit all mail registration forms which are not obviously void to the respective Caucus Conveners in a manner that ensures that they will be available for the caucuses.

6. Any Democrat who is eligible to participate in a municipal caucus and who has submitted a registration form to State Party Headquarters in compliance with this Section shall be deemed a member of that caucus, whether or not he or she is physically in attendance, and shall have the right to be counted in the allocation of delegates among presidential preference groups and all other rights that do not depend on personal presence at the time a particular action is taken by the caucus.