

---

# **Neighborhood Commission Caucus Process Ad Hoc Committee**

Neighborhoods Commission  
1/13/16, Item D3

Marie Arnold D2

Desiree Barragan D3

Gary Cunningham D1

Pete Kolstad D3

Terry Martin D9

# NC Caucus Process Ad Hoc Committee

---

## Objectives

- Produce a process document that can be used as a template for conducting a caucus
- Eliminate the need to reinvent the caucus process each election
  - Develop draft NC caucus process
  - Identify key elements of caucus process
  - Develop draft responsibility assignment matrix
  - Develop draft prototype caucus schedule

# NC Caucus Process Ad Hoc Committee

---

## Develop draft NC Caucus Process

- Review existing caucus processes
- Review existing caucus meeting data

## Identify Key Elements/Stages of Caucus Process

- Recruitment and Application
- Caucus Preparations
- Caucus Participants and Their Roles
- Caucus Meeting
- Post Caucus

# NC Caucus Process Ad Hoc Committee

---

## Develop Draft Responsibility Assignment Matrix

- Identify items associated with each key element/stage of the caucus process
- Determine the organizational entity responsibility for that item and the point of contact
- Determine schedule/date for key element items

## Develop Draft Prototype Caucus Schedule

- Establish timeline for the entire caucus process from recruitment and application through post caucus
- Schedule items associated with each key element/stage of the caucus process

# NC Caucus Process Ad Hoc Committee

---

## Summary

- NC Caucus Process Document Complete
- Responsibility Assignment Matrix Complete
- Prototype Caucus Schedule Complete
- Balloting Decided by Plurality (Most Votes Cast)
- Delegates Register with Council District Staff and Commission Staff
- Order of the Candidates  
(Candidate selection for opening/closing statements, answering questions, etc.)
  - Drawing numbers out of a bowl or paper bag
  - Drawing cards out of a playing deck

## Proposal:

- 15 Minute Discussion
- Call for vote and approval as submitted