APPENDIX A – PROPORTIONAL REPRESENTATION BY PREFERENTIAL BALLOTING

PROPORTIONAL REPRESENTATION BY PREFERENTIAL BALLOTING

This appendix describes the method for implementing Article I, Rules 5.5.1.2 and 5.5.2.2: Elections; More than One Person to be Elected to Office. Proportional representation (Article I, Section 2) calls for a way of conducting elections that insures the accommodation of different points of view in proportion to the numbers of electors reflecting such viewpoints. The preferential ballot further promotes such fairness. When more than one person is to be elected to office, the individual candidates need only gather a certain number of votes (the quota) to guarantee election as described in detail below. The allocation number is calculated and announced by the presiding officer for the election of the required number of delegates or committeepersons when the total number of electors present is established.

It's recommended that the applicable worksheet that follows this general description be printed out and used during the course of the election process. The worksheets provided are to be used as follows:

- Precinct and Ward Elections to Elect Delegates to a County Convention – Use Appendix A.1
- Precinct Elections to Elect Additional County Central Committee Members – Use Appendix A.2
- County Elections to Elect Delegates to a State Convention – Use Appendix A.3
- County Elections to Elect Members of the State Central Committee – Use Appendix A.4
- State Elections to Elect Members of a Standing Committee – Use Appendix A.5
- State Elections to Elect Delegates to a National Convention – Use Appendix A.5
  or use Appendix A.6, dependent on the wording of the Delegate Selection Plan

Establishing the Quota

The quota is the number of votes required for a candidate to be automatically elected. It's established by applying some very basic math to two variable values that must be determined before the election process begins. The first variable is the number of positions to be filled. That value is set by the apportionment or allocation for the unit that is holding the election and is established by the appropriate DPNM Rule. The second variable is the number of ballots that have been issued to the electors.

The worksheets provided (Appendix A.1 through Appendix A.6) will guide the person directing the election through the math that's involved, but what occurs is a value of one is added to the number of positions to be filled and the resulting number is divided into the number of ballots to be issued. Once that result is obtained the quota is the next higher whole number, so if the result of the division is a whole number, one must be added to the result to establish the quota; if the result of the division is a decimal, the quota is established by rounding that result up to the next higher whole number.

Ward or Precinct Number _____

APPENDIX A.1

Precinct and Ward Elections to Elect Delegates to a County Convention

For the County Chair or County Secretary: This form should be printed out and copied in sufficient quantities for every ward or precinct that will elect more than one delegate to your convention (in accordance with Article III, Section 5, Rule 5.1) to have a copy. It's recommended that, in order to minimize mistakes, you fill in the appropriate ward/precinct number and lines 1–4 before distributing the forms to the wards/precincts.

Line 1	Enter the ward/precinct's allocation	Line 1 _____
Line 2	**IF** your county rules include the option of a "pass-through" convention (Article III, Section 5, Rule 5.1)	
	AND IF your county rules provide for automatic delegates other than SCC members per Article II, Section 4, Rule 4.1.3.3 (e.g. ward chairs),	
	THEN enter the number of county-certified state delegates from the ward/precinct on line 2.	
	Otherwise, Line 2 is zero.	Line 2 _____
Line 3	Subtract Line 2 from Line 1. This is the number of people that the ward/precinct should elect.	Line 3 _____

> **NOTE:**
>
> **If the value on Line 3 is "0" the ward/precinct has no additional positions to fill by election.**
>
> **If the value on Line 3 is "1" the ward/precinct should elect one person on a single-line ballot in accordance with Article I, Section 5, Rule 5.5.1.1.**
>
> **If the value on Line 3 is less than 2, do not proceed any further with this worksheet!**

Line 4	Add 1 to Line 3	Line 4 _____
Line 5	Enter the number of ballots issued to the electors from the ward/precinct	Line 5 _____
Line 6	Divide the value on Line 5 by the value on Line 4	Line 6 _____
Line 7	If the value of Line 6 is a whole number, add one to that value.	
	If the value on Line 6 has a decimal value, round the number up to the next highest whole number.	
	This is the "quota", or the number of votes that candidates need to obtain to be guaranteed election	Line 7 _____

PLEASE READ THE FOLLOWING INSTRUCTIONS ALOUD TO THE ELECTORS IN YOUR WARD/PRECINCT!

"Fill in your ballots with the names of as many candidates as you wish, in the order of your preference.

Only one candidate will actually receive your vote. In most cases it will be the candidate that you list on the first line, but in some cases it may be your second, third or lower choice.

Do not vote for any SCC members or other automatic delegates."

1. Collect the ballots in some sort of container and mix them to achieve a totally random draw.

2. Draw the first ballot, mark it with a "1" and read the name of the candidate on the first line. That candidate receives one vote.

3. Draw a second ballot, mark it with a "2" and read the name of the candidate on the first line. That candidate receives one vote.

4. Continue the process, numbering each ballot sequentially (so that the entire election tabulation can be re-created, if necessary) until one of the candidates reaches the calculated quota on Line 7.

5. Candidates who reach the quota are declared elected and no additional votes will be recorded for them. Ballots with their name on the first line will be awarded to the next preferred candidate on that ballot.

6. Continue the process until all of the ballots have been drawn.

If there are still positions available after all the ballots have been drawn, those candidates who are one short of the quota will be declared elected, unless there are more candidates one vote short of the quota than there are positions to be filled, in which case ties are broken by lot (e.g. drawing cards).

If there are still positions available, those candidates who are two votes short of the quota will be declared elected, unless there are more candidates two votes short of the quota than there are positions to be filled, in which case ties are broken by lot.

Continue until all the positions are filled.

Candidates who receive at least one vote but are not elected will be declared to be alternate delegates.

They should be listed in order of the number of votes received, with ties broken by lot, to obtain a preferential order.

Ward Number _____   Precinct Number _____

APPENDIX A.2

Precinct Elections to Elect Additional County Central Committee Members

For the County Chair or County Secretary: This form should be printed out and copied in sufficient quantities for every precinct that will elect more than two County Central Committee Members (in accordance with Article III, Rule 2.3) to have a copy. It's recommended that, in order to minimize mistakes, you fill in the appropriate ward and precinct numbers and lines 1-3 before distributing the forms to the wards/precincts.

Line 1	Enter the precinct's allocation, per the apportionment formula	Line 1	_____
Line 2	Subtract 1 (for the precinct chair, who is an automatic County Central Committee member) from Line 1. This is the number of people that the precinct should elect.	Line 2	_____

> **NOTE:**
>
> **If the value on Line 2 is "0", the precinct has no additional positions to fill by election.**
>
> **If the value on Line 2 is "1", the precinct should elect one person on a single-line ballot in accordance with Article I, Section 5, Rule 5.5.1.1.**
>
> **If the value on Line 2 is less than 2, do not proceed any further with this worksheet!**

Line 3	Add 1 to Line 2	Line 3	_____
Line 4	Enter the number of ballots issued to the electors from the precinct	Line 4	_____
Line 5	Divide the value on Line 4 by the value on Line 3	Line 5	_____
Line 6	If the value of Line 5 is a whole number, add one to that value. If the value on Line 5 has a decimal value, round the number up to the next highest whole number. This is the "quota", or the number of votes that candidates need to obtain to be guaranteed election.	Line 6	_____

PLEASE READ THE FOLLOWING INSTRUCTIONS ALOUD TO THE ELECTORS IN YOUR PRECINCT!

"Fill in your ballots with the names of as many candidates as you wish, in the order of your preference.

Only one candidate will actually receive your vote. In most cases it will be the candidate that you list on the first line, but in some cases it may be your second, third or lower choice.

Do not vote for any SCC members or other automatic delegates."

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1. Collect the ballots in some sort of container and mix them to achieve a totally random draw.

2. Draw the first ballot, mark it with a "1" and read the name of the candidate on the first line. That candidate receives one vote.

3. Draw a second ballot, mark it with a "2" and read the name of the candidate on the first line. That candidate receives one vote.

4. Continue the process, numbering each ballot sequentially (so that the entire election tabulation can be re-created, if necessary) until one of the candidates reaches the calculated quota on Line 6.

5. Candidates who reach the quota are declared elected and no additional votes will be recorded for them. Ballots with their name on the first line will be awarded to the next preferred candidate on that ballot.

6. Continue the process until all of the ballots have been drawn.

If there are still positions available after all the ballots have been drawn, those candidates who are one short of the quota will be declared elected, unless there are more candidates one vote short of the quota than there are positions to be filled, in which case ties are broken by lot (e.g. drawing cards).

If there are still positions available, those candidates who are two votes short of the quota will be declared elected, unless there are more candidates two votes short of the quota than there are positions to be filled, in which case ties are broken by lot.

Continue until all the positions are filled.

Candidates who receive at least one vote but are not elected will be declared to be alternate delegates.

They should be listed in order of the number of votes received, with ties broken by lot, to obtain a preferential order.

APPENDIX A.3

County Elections to Elect Delegates to a State Convention

For the County Chair or County Secretary: This form should be printed out and used only by counties that do **NOT** include in their rules a provision for a "pass-through" (Article III, Rule 5.2) County Convention, where all delegates to the County Convention are certified as delegates to the State Convention.

State Central Committee members, whether or not they are delegates to the County Convention, are automatically certified to be delegates to the State Convention, and do not count against the allocation shown on Line 1 below. Gender balance is not required for the election of Delegates to a State Convention.

In counties that have portions of multiple Congressional Districts, separate calculations, worksheets and elections are required, one for each Congressional District.

Line 1   Enter the County's allocation, as calculated by the DPNM staff   Line 1 _____

Line 2   Add 1 to Line 1   Line 2 _____

Line 3   Enter the number of ballots issued to the electors from the
         county   Line 3 _____

Line 4   Divide the value on Line 3 by the value on Line 2   Line 4 _____

Line 5   If the value of Line 4 is a whole number, add one to that value.

         If the value on Line 4 has a decimal value, round the number up
         to the next highest whole number.

         This is the "quota", or the number of votes that candidates need
         to obtain to be guaranteed election.   Line 5 _____

> **PLEASE READ THE FOLLOWING INSTRUCTIONS ALOUD**
> **TO THE DELEGATES AT YOUR COUNTY CONVENTION!**
>
> "Fill in your ballots with the names of as many candidates as you wish, in the order of your preference.
>
> Only one candidate will actually receive your vote. In most cases it will be the candidate that you list on the first line, but in some cases it may be your second, third or lower choice.
>
> Do not vote for any SCC members or other automatic delegates."

1. Collect the ballots in some sort of container and mix them to achieve a totally random draw.

2. Draw the first ballot, mark it with a "1" and read the name of the candidate on the first line. That candidate receives one vote.

3. Draw a second ballot, mark it with a "2" and read the name of the candidate on the first line. That candidate receives one vote.

4. Continue the process, numbering each ballot sequentially (so that the entire election tabulation can be re-created, if necessary) until one of the candidates reaches the calculated quota on Line 5.

5. Candidates who reach the quota are declared elected and no additional votes will be recorded for them. Ballots with their name on the first line will be awarded to the next preferred candidate on that ballot.

6. Continue the process until all of the ballots have been drawn.

If there are still positions available after all the ballots have been drawn, those candidates who are one short of the quota will be declared elected unless there are more candidates one vote short of the quota than there are positions to be filled, in which case ties are broken by lot (e.g. drawing cards).

If there are still positions available, those candidates who are two votes short of the quota will be declared elected unless there are more candidates two votes short of the quota than there are positions to be filled, in which case ties are broken by lot.

Continue until all the positions are filled.

Candidates who receive at least one vote but are not elected will be declared to be alternate delegates.

They should be listed in order of the number of votes received, with ties broken by lot, to obtain a preferential order.

APPENDIX A.4

County Elections to Elect Members of the State Central Committee

For the County Chair or County Secretary: This form should be printed out and used by ALL counties for the election of their State Central Committee members. Gender balance is required, as described in the instructions below.

In counties that have portions of multiple Congressional Districts, separate calculations, worksheets and elections are required, one for each Congressional District.

Line 1   Enter the County's allocation, as calculated per Article II, Rule 1.2.2   Line 1 _____

Line 2   Add 1 to Line 1   Line 2 _____

Line 3   Enter the number of ballots issued to the electors from the precinct   Line 3 _____

Line 4   Divide the value on Line 3 by the value on Line 2   Line 4 _____

Line 5   If the value of Line 4 is a whole number, add one to that value.

        If the value on Line 4 has a decimal value, round the number up to the next highest whole number.

        This is the "quota", or the number of votes that candidates need to obtain to be guaranteed election.   Line 5 _____

Line 6   Divide Line 1 by 2   Line 6 _____

Line 7   If Line 6 is a whole number, write it on Line 7.

        If it's a decimal, write the whole number value, without the decimal portion, on Line 7.

        (To be used to achieve gender balance)   Line 7 _____

PLEASE READ THE FOLLOWING INSTRUCTIONS ALOUD
TO THE CCC MEMBERS AT YOUR COUNTY CENTRAL COMMITTEE MEETING!

"Fill in your ballots with the names of as many candidates as you wish, men and women, in the order of your preference.

Only one candidate will actually receive your vote. In most cases it will be the candidate that you list on the first line, but in some cases it may be your second, third or lower choice.

Do not vote for your County Chair, County 1st Vice Chair, or other state-certified automatic SCC Members."

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1. Collect the ballots in some sort of container and mix them to achieve a totally random draw.

2. Draw the first ballot, mark it with a "1" and read the name of the candidate on the first line. That candidate receives one vote.

3. Draw a second ballot, mark it with a "2" and read the name of the candidate on the first line. That candidate receives one vote.

4. Continue the process, numbering each ballot sequentially (so that the entire election tabulation can be re-created, if necessary) until one of the candidates reaches the calculated quota on Line 5.

5. Candidates who reach the quota are declared elected and no additional votes will be recorded for them. Ballots with their name on the first line will be awarded to the next preferred candidate on that ballot.

6. Tabulate the results for men and women separately.

7. Once either gender has reached the quantity shown on Line 5, no additional votes for candidates for that gender will be counted.

8. Continue the process until all of the ballots have been drawn.

If there are still positions available, for either or both genders, after all the ballots have been drawn, those candidates who are one short of the quota will be declared elected, unless there are more candidates one vote short of the quota than there are positions to be filled for that gender, in which case ties are broken by lot (e.g. drawing cards).

If there are still positions available for either or both of the genders, those candidates who are two votes short of the quota will be declared elected, unless there are more candidates two votes short of the quota than there are positions to be filled (Line 5), in which case ties are broken by lot.

Continue until all the positions are filled.

If Line 6 was a whole number, no additional SCC members will be elected.

If Line 6 had a decimal value (of 0.5), then there is still one additional member to be elected. The unelected person with the highest number of votes will be declared to be elected.

If there is a tie for the highest number of votes that tie will be broken by lot (e.g. drawing cards) among all of the individuals with that number of votes, regardless of gender.

APPENDIX A.5

<u>SCC Elections to Elect At-Large Members of SPARC and the Affirmative Action Committee</u>

<u>Also for Election of National Delegates if gender balance within one election
is called for by the Delegate Selection Plan</u>

For the State Party Staff: This form should be printed out and used at SCC meetings for the election of at-large members of SPARC and the Affirmative Action Committee, and possibly at a State Post-Primary Convention for the election of National Delegates.

Gender balance is required, per the instructions below.

Line 1	Enter the number of at-large members or delegates to be elected, as specified per Article II, Rules 7.2.3.2 and 7.4.3, or the Delegate Selection Plan.	Line 1 _____
Line 2	Add 1 to Line 1	Line 2 _____
Line 3	Enter the number of ballots issued to the electors at the SCC meeting	Line 3 _____
Line 4	Divide the value on Line 3 by the value on Line 2	Line 4 _____
Line 5	If the value of Line 4 is a whole number, add one to that value.	
	If the value on Line 4 has a decimal value, round the number up to the next highest whole number.	
	This is the "quota", or the number of votes that candidates need to obtain to be guaranteed election.	Line 5 _____
Line 6	Divide Line 1 by 2	Line 6 _____
Line 7	If Line 6 is a whole number, write it on Line 7.	
	If it's a decimal, write the whole number value, without the decimal portion, on Line 7.	
	(To be used to achieve gender balance)	Line 7 _____

PLEASE READ THE FOLLOWING INSTRUCTIONS ALOUD TO THE SCC MEMBERS AT THE MEETING!

"Fill in your ballots with the names of as many candidates as you wish, men and women, in the order of your preference.

Only one candidate will actually receive your vote. In most cases it will be the candidate that you list on the first line, but in some cases it may be your second, third or lower choice.

Do not vote for your County Chair, County 1st Vice Chair, or other state-certified automatic SCC Members."

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1. Collect the ballots in some sort of container and mix them to achieve a totally random draw.

2. Draw the first ballot, mark it with a "1" and read the name of the candidate on the first line. That candidate receives one vote.

3. Draw a second ballot, mark it with a "2" and read the name of the candidate on the first line. That candidate receives one vote.

4. Continue the process, numbering each ballot sequentially (so that the entire election tabulation can be re-created, if necessary) until one of the candidates reaches the calculated quota on Line 5.

5. Candidates who reach the quota are declared elected and no additional votes will be recorded for them. Ballots with their name on the first line will be awarded to the next preferred candidate on that ballot.

6. Tabulate the results for men and women separately.

7. Once either gender has reached the quantity shown on Line 5, no additional votes for candidates for that gender will be counted.

8. Continue the process until all of the ballots have been drawn.

If there are still positions available, for either or both genders, after all the ballots have been drawn, those candidates who are one short of the quota will be declared elected, unless there are more candidates one vote short of the quota than there are positions to be filled for that gender, in which case ties are broken by lot (e.g. drawing cards).

If there are still positions available for either or both of the genders, those candidates who are two votes short of the quota will be declared elected, unless there are more candidates two votes short of the quota than there are positions to be filled (Line 5), in which case ties are broken by lot.

Continue until all the positions are filled.

If Line 7 is a whole number, no additional committee members will be elected.

If Line 7 has a decimal value (of 0.5), then there is still one additional member to be elected. The unelected person with the highest number of votes will be declared to be elected.

If there is a tie for the highest number of votes that tie will be broken by lot (e.g. drawing cards) among all of the individuals with that number of votes, regardless of gender.

APPENDIX A.6

State Post-Primary Convention Gender-Specific Election of Delegates to a National Convention

For the State Party Staff: This form should be used only for gender-specific elections (i.e. separate elections for men and women) if called for by the Delegate Selection Plan. If the Plan calls for a single election with separate tabulation for men and women to achieve gender balance, then the Appendix A.5 form should be used. This form should be printed out with one (1) copy made for each gender-specific election.

Line 1   Enter the allocation per the Delegate Selection Plan.   Line 1 _____

> **NOTE:**
>
> **If the value on Line 1 is "1" the delegates should elect one person on a single-line ballot in accordance with Article I, Section 5, Rule 5.5.2.1, in which case you should *NOT* use this form!**

Line 2   Add 1 to Line 1   Line 2 _____

Line 3   Enter the number of ballots issued to the eligible electors/delegates   Line 3 _____

Line 4   Divide the value on Line 3 by the value on Line 2   Line 4 _____

Line 5   If the value of Line 4 is a whole number, add one to that value.

If the value on Line 4 has a decimal value, round the number up to the next highest whole number.

This is the "quota", or the number of votes that candidates need to obtain to be guaranteed election.   Line 5 _____

PLEASE READ THE FOLLOWING INSTRUCTIONS ALOUD TO THE ELECTORS/DELEGATES!

"Fill in your ballots with the names of as many candidates as you wish, in the order of your preference.

Only one candidate will actually receive your vote. In most cases it will be the candidate that you list on the first line, but in some cases it may be your second, third or lower choice.

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1. Collect the ballots in some sort of container and mix them to achieve a totally random draw.

2. Draw the first ballot, mark it with a "1" and read the name of the candidate on the first line. That candidate receives one vote.

3. Draw a second ballot, mark it with a "2" and read the name of the candidate on the first line. That candidate receives one vote.

4. Continue the process, numbering each ballot sequentially (so that the entire election tabulation can be re-created, if necessary) until one of the candidates reaches the calculated quota on Line 5.

5. Candidates who reach the quota are declared elected and no additional votes will be recorded for them. Ballots with their name on the first line will be awarded to the next preferred candidate on that ballot.

6. Continue the process until all of the ballots have been drawn.

If there are still positions available after all the ballots have been drawn, those candidates who are one short of the quota will be declared elected unless there are more candidates one vote short of the quota than there are positions to be filled (Line 5), in which case ties are broken by lot (e.g. drawing cards).

If there are still positions available, those candidates who are two votes short of the quota will be declared elected unless there are more candidates two votes short of the quota than there are positions to be filled (Line 5), in which case ties are broken by lot.

Continue until all the positions are filled.

Candidates who receive at least one vote but are not elected will be declared to be alternate delegates.

They should be listed in order of the number of votes received, with ties broken by lot, to obtain a preferential order.

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