Agendas for 2016 GPP Team Meetings

# Overview

Below are the agenda items for most of the GPP Team Meetings. The actual meeting may have included more topics but this gives a general idea of what topics were covered in what time frame.

# Agendas

## Oct 8, 2015

\* team

\* first deadlines

\* Q&As for CC leaders

\* DSP Summary Guide (coming)

\* Will's one pager/presentation to A/P Regional Meeting in Tokyo

## Oct 30, 2015

1. GPP overview and questions about DSP

2. Division of responsibilities: GPP Team, Affirmative Action Committee

     - training and Q&A

     - Voting Centers and “back-office” work

3. Short-term priorities

     - clarification on Voting Center procedures

     - materials for CCs and chapters

4. Practices

     - collecting tasks

     - assigning responsibilities

## Nov 18, 2015

1. Q&A about Global Primary to get everyone on the same page

 - based on reading the 15-page guide and the Deadlines document

2. Prioritizing recent requests

 - a 2016 update of the 2012 Voting Center guide, with detailed checklists

 - procedure for handling new members at VC (e.g. passport challenge?)

 - participation in Super Tuesday but not a full Voting Center, for anemic chapters

 - "why we sign our ballots" explanation for hesitant voters

 - whether Voting Centers can be low-visibility due to security concerns

 - problems with supporting members who want to vote by email

 - orders from the Coop for primary-related stuff (e.g. "I voted" stickers)

 - list of 2008 and 2012 voting centers

 - press talking points for 2015 (with AA and Comms)

 - unsolicited mass ballot mailing / emailing

3. Message on voting in two states

4. Business from prior meeting

 - "absentee" ballot design, to include membership ID

 - casting 2 ballots: using provisional ballots at Voting Centers

## Nov 27, 2015

One purpose of the short meeting on Friday is to settle on an overview of the work through December 15. The other tasks for Friday are to consider the recommendation made by the Victoria Chapter of DA-Canada and to review briefly a draft press release's language (both attached).

**Deadline: ASAP**

1. Message for voting in two primaries - Jim & Bill, then Team

2. Coordination with Comms on global schedule - Will

3. Guidelines for low-visibility Voting Centers - Will, then ExCom

**Deadline: Dec 15**

4. Guidance for sending unsolicited ballots to ExCom for approval - Will, then Team

5. Ballot design to ExCom for approval - Tom, then Team

6. Distribute 2016 update to general 2012 Voting Center Guide - Shari

7. Open survey for CC decisions due Dec 31 - Shari, then Team to test

8. “Why We Sign” distributed to CC leaders - Bill

## Dec 3, 2015

I would like to focus on two topics in tomorrow's hour-long meeting. First, I believe there is an urgent need to publish the final version of a short paragraph about voting in two primaries. We should follow-up (and repeat) later with details on making the case for voting in DA's Presidential Primary. But I'd like to get that short version out by Thursday.

To that end, I have two versions for you to review before tomorrow's meeting. Given how well we've worked together so far, I expect us to combine the best of both versions in a short time.

Version 1: You may vote in only ONE primary at the Presidential level. When you vote in DA’s Presidential Primary, you may not vote at the Presidential level in your voting state’s primary. BUT you may still vote in your voting state’s primary for US House and Senate and other downballot races as determined by your local election official.

Version 2: You may only vote for a President candidate EITHER in DA’s Presidential Primary or in your home state’s primary, NOT BOTH. You should vote in DA’s Presidential Primary. When you do, you can still vote in primaries for Congressional Representative, Senators, and downticket races (where available), so be sure to request your absentee ballot using VFA too.

The second topic for tomorrow's meeting is to begin to tackle the procedures for counting ballots. The way that we receive, track, and count ballots will affect the design of the ballot itself and most other issues we resolve over the next six weeks. (Ballot designs from 2008 and 2012 attached.) Here's an overview of the inputs and outputs for the procedure:

Sources of ballots:

1. Email to central account

2. Mail to Prien

3. Fax to Prien

4. Mail to each CC

5. In-person at each Voting Center

6. Provisional from Voting Centers (and elsewhere?)

Ballot processing:

1. Eliminate duplicates before VCs open (?)

2. Eliminate duplicates for final tally

3. Eliminate non-members for final tally

4. Catch non-members before Super Tuesday (?)

5. Count from “first in world” VC

6. Count for Super Tuesday press blitz

7. Final Count

Ballot design, sections:

1. Presidential Preference

2. DSP-mandated fields

3. Membership Number

4. Office use only (?)

## Dec 16, 2015

1. Review Ballot
2. Tasks to define and assign
* Compose guide for CC handling of requests and returns of remote ballots
* Compose parts of the Guide for Voting Center Managers
* Work with Comms on blurbs for CC leaders to promote the GPP
* Compose guidelines for informal events to aid remote voters during the primary week

## Jan 6, 2016

1. Documents & texts with Jan 11 deadlines

     - webpage text for ballot requests

     - PDF instructions + postal addresses

     - remote voting guide for CC admins (and global too)

     - update to DPCA-Leadership

     - Voting Center list?

     - press release?

2. Fax & email submissions

     - review of fax & email methods

     - work together? (e.g. fax to email)

     - volunteers to respond to requests AND accept ballots (separate email accounts?)

3. Killing the false rumor about eligibility for remote voting

4. Over the Jan 11 horizon

     - Voting Assistance Events

     - guide for Voting Center Managers

     - cut & paste texts for CC emails, newsletters, presentations

     - outline for global comms plan

## Jan 20, 2016

1. GPP mailbox handling (please review Shari's message from Jan 11)

2. Security at CC level

3. Priorities in composing documents, making policy, and sending to CCs

- VAE guidance

- promotion of the GPP (talking points, why vote in ours, and non-secret ballot)

- list of Voting Centers (including late additions)

- Guide for Voting Center Managers

4. Declaration issue

5. DA-Canada at 8pm DC time

6. Voters' feedback from Week 1

7. Ballot-counting: volunteers needed, where and when and how

If you have a chance before our meeting today, please review:

1. Katie's draft letter for CC leaders to send to local Embassy staff (attached)

2. Bob Vallier's FAQ for Voters at

<http://www.democratsabroad.org/bobvallier/frequently_asked_questions_about_the_global_presidential_primary>

3. Jim's draft of "why vote in GPP" (attached)

## Jan 27, 2016

1. results from meeting with Comms last week
2. progress on Guide for Voting Centers: open questions raised by texts written so far
3. printing the electronically delivered ballots (Shari)
4. how much energy to devote to alternative activities: survey or other?

## Feb 3, 2016

Review the commitments from our Jan 20 meeting:

* Tom: Voting Center procedures from the voter's arrival to handing the voter a ballot
* Tom & Shari: Tabulation
* Shari: Setting up the Voting Center
* Will: Auxiliary activities, such as VFA, events, alternatives for ineligible persons
* Bill: Observers and the media
* Jim: Advance publicity of the Voting Center

## Feb 9, 2016

* Continue our progress on the Guide to Voting Centers (or Guide for Voting Center Managers?)

## Feb 16, 2016

1. Ballot and provisional ballot (see draft regular ballot attached)

2. Forms for Voting Centers and Remote Ballot Wardens

3. Comms & Promoting GPP

4. Remote ballot questions

## Feb 23, 2016

1. Forms - aim to distribute tomorrow

2. Support for Voting Centers: a "hotline" for March 1 - 8?

3. Counting for early results

## Mar 14, 2016

I expect us to discuss two major topics: strategies and problems with the remote ballots emailed and faxed to our inbox, and plans for tabulation later that week.

## Apr 6, 2016

1. GPP Results
2. Review of GPP process

## Apr 15, 2016

Our approach to reviewing the GPP will be to:

1. collect our thoughts separately and write short documents of review

2. meet in the coming week to discuss those thoughts

3. add to our documents based on topics and views expressed at that meeting

4. compile a formal document, adding the results of Shari's survey

When you collect your thoughts, please consider:

- what went well

- what went poorly

- what we could have done differently (better or worse or just different)

- events and decisions from Jan, Feb, Mar, and Apr

- topics including DSP text and interpretations, training, preparation, voting centers, tabulation

## Apr 25, 2016

1. Report on GPP

- who to write

- what to write

2. Letter on membership requirements

- consensus of team?

- revision of letter