

**Town of \_\_\_\_\_ Caucus Script**

**Introduction**

1. **Call to Order** @ \_\_\_\_\_ PM by \_\_\_\_\_
2. **Pledge of Allegiance** (optional)
3. **Welcome remarks**; Introduction of Special Guests
4. **Announcements** (No smoking, fire evacuation, explain that Roberts Rules of Order shall govern the meeting)

**5. A. Select Caucus Chairman:**

A motion made by \_\_\_\_\_ that \_\_\_\_\_

Be recognized as the permanent Chairman of the Caucus.

Seconded by \_\_\_\_\_. All those in favor: AYES \_\_\_\_\_ NAYS \_\_\_\_\_

**B. Appoint Secretary:**

The Chair appoints \_\_\_\_\_ as Secretary of the Caucus.

6. **Oath of Office is taken by Chair and Secretary.** Each should swear in the other.

**OATH OF OFFICE FOR CHAIRMAN AND SECRETARY OF CAUCUS**

***I SOLOMNLy SWEAR TO UPHOLD THE CONSTITUTION OF THE UNITED STATES OF AMERICA, THE CONSTITUTION OF THE STATE OF NEW YORK, THE ELECTION LAW OF THE STATE OF NEW YORK AND THE RULES OF THE ULSTER COUNTY (Political Body conducting Caucus) PARTY BY PROMISE AND AFFIRMATION BY MY HONOR AND BY MY CONSCIENCE.***

\_\_\_\_\_  
SIGNATURE

***I SOLOMNLy SWEAR TO UPHOLD THE CONSTITUTION OF THE UNITED STATES OF AMERICA, THE CONSTITUTION OF THE STATE OF NEW YORK, THE ELECTION LAW OF THE STATE OF NEW YORK AND THE RULES OF THE ULSTER COUNTY (Political Body conducting Caucus) PARTY BY PROMISE AND AFFIRMATION BY MY HONOR AND BY MY CONSCIENCE.***

\_\_\_\_\_  
SIGNATURE

All matters of procedure shall be governed by Roberts Roles of Order, newly revised. This should be announced by Caucus Chairman after he/she has taken the oath of office.

**7. Roll Call by the Chairman:**

*NOTE: You may request a Motion to Dispense with the Roll Call. Roll Call may be waived until a vote is needed.*

Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

If a Roll Call is taken, announce the total number of people present who are eligible to vote: \_\_\_\_\_.

A sign-in sheet of all attendees is advisable. Request a current voter list from BOE 845.334.5470.

Then appoint four Tellers:

\_\_\_\_\_  
\_\_\_\_\_

**8. Nominations of Candidates (refer to BOE for full list of vacancies and terms)**

A. Nominations are now open for the office of **SUPERVISOR** for a \_\_\_\_\_ year term.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Nomination.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Second.

Person Nominated: \_\_\_\_\_

Are there any other nominations? \_\_\_\_\_ If not, the Chair will entertain a MOTION TO CLOSE THE NOMINATIONS.

A Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

*NOTE: If only one nomination: "the Secretary shall cast one vote for the nominee." For additional nominations follow the same format and post the names of each nominated candidate on a large poster board or similar so that caucus voters will have the names for writing in selection. Next instruct Tellers and take the appropriate vote. With current voter list as a guide, distribute paper ballots to each caucus attendee eligible to vote. After collecting ballots, Tellers will count ballots to see who wins the nomination.*

Announce the results and ask the candidate to speak. \_\_\_\_\_

B. Nominations are now open for the office of **Town Clerk/Tax Collector** for a \_\_\_\_\_ year term.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Nomination.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Second.

Person Nominated: \_\_\_\_\_

Are there any other nominations? \_\_\_\_\_ If not, the Chair will entertain a MOTION TO CLOSE THE NOMINATIONS.

A Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

*NOTE: If only one nomination: "the Secretary shall cast one vote for the nominee." For additional nominations follow the same format as previous.*

Announce the results and ask the candidate to speak. \_\_\_\_\_

C. Nominations are now open for the office of **Highway Superintendent** for a \_\_\_\_ year term.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Nomination.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Second.

Person Nominated: \_\_\_\_\_

Are there any other nominations? \_\_\_\_ If not, the Chair will entertain a MOTION TO CLOSE THE NOMINATIONS.

A Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

*NOTE: If only one nomination: "the Secretary shall cast one vote for the nominee." For additional nominations follow the same format as previous.*

Announce the results and ask the candidate to speak. \_\_\_\_\_

D. Nominations are now open for the office of **Town Justice** for a \_\_\_\_ year term.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Nomination.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Second.

Person Nominated: \_\_\_\_\_

Are there any other nominations? \_\_\_\_ If not, the Chair will entertain a MOTION TO CLOSE THE NOMINATIONS.

A Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

*NOTE: If only one nomination: "the Secretary shall cast one vote for the nominee." For additional nominations follow the same format as previous.*

Announce the results and ask the candidate to speak. \_\_\_\_\_

E. Nominations are now open for the office of **Councilman (Position 1)** for a \_\_\_\_ year term.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Nomination.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Second.

Person Nominated: \_\_\_\_\_

Are there any other nominations? \_\_\_\_ If not, the Chair will entertain a MOTION TO CLOSE THE NOMINATIONS.

A Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

*NOTE: If only one nomination: "the Secretary shall cast one vote for the nominee." For additional nominations follow the same format as previous.*

Announce the results and ask the candidate to speak. \_\_\_\_\_

F. Nominations are now open for the office of **Councilman (Position 2)** for a \_\_\_\_\_ year term.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Nomination.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Second.

Person Nominated: \_\_\_\_\_

Are there any other nominations? \_\_\_\_\_ If not, the Chair will entertain a MOTION TO CLOSE THE NOMINATIONS.

A Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

*NOTE: If only one nomination: "the Secretary shall cast one vote for the nominee." For additional nominations follow the same format as previous.*

Announce the results and ask the candidate to speak. \_\_\_\_\_

G. Nominations are now open for the Committee on Vacancies (3 persons)

The Chair recognizes \_\_\_\_\_ for the purposes of making a Nomination.

The Chair recognizes \_\_\_\_\_ for the purposes of making a Second.

Persons Nominated: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Are there any other nominations? \_\_\_\_\_ If not, the Chair will entertain a MOTION TO CLOSE THE NOMINATIONS.

A Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

*NOTE: If only three nominations: "the Secretary shall cast one vote for the nominee." For additional nominations follow the same format as previous.*

Announce the results: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## 9. Closing Remarks

- Thank attendees
- Thank the candidates for running (and, if any signatures are required for authorizations ask them to see the Chair and Secretary
- Thank the volunteers
- Again, introduce any dignitaries and guests and invite them to speak (optional)

**10. Motion to Adjourn**

The Chair entertains a motion to adjourn the Caucus.

A Motion by \_\_\_\_\_, and Seconded by \_\_\_\_\_.

All those in favor: AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Caucus adjourned @ \_\_\_\_\_ PM by \_\_\_\_\_

Total attendance at Caucus: \_\_\_\_\_

Guests in Attendance:

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SAMPLE