



# **Iowa 2020 Caucus Recanvass and Recount Manual**

# Table of Contents

<b>Introduction &amp; Glossary</b> .....	<b>2</b>
<b>Before the Canvass</b> .....	<b>3</b>
• Who can file a request	
• How to file a request	
• Deadlines & Requirements	
• Assessing Recanvass Requests	
• Approval and Denial of Recanvass	
• Scope of Recanvass	
• Cost of Recanvass	
• Timing of Recanvass	
• Preparing for the Recanvass	
<b>Conducting the Recanvass</b> .....	<b>7</b>
• Caucus Reporting Sheets	
• Retabulating Precinct and Satellite Caucus Results	
• Observing the Recanvass	
• Challenging	
<b>After the Recanvass</b> .....	<b>9</b>
• Results	
• Reporting & Certification	
• Withdrawing a Request	
<b>Before the Recount</b> .....	<b>10</b>
• Requesting	
• Who can file	
• Scope of Recount	
• How & when to file	
• Assessing requests	
• Approval	
• Cost of recount	
• Preparing for recount	
<b>Conducting the Recount</b> ... ..	<b>15</b>
• Presidential Preference Cards	
• Observing the Recount	
• Challenging Votes	

**After the Recount.....18**

- Results
- Reporting & Certification
- Withdrawing a Request

## Introduction

The Iowa Democratic Party has prepared this guide of the recanvass and recount procedures for the 2020 First In The Nation Caucus. This guide provides the process and rules for requesting and receiving a recanvass, and, if necessary based on the results of the recanvass and other evidence presented, a recount upon the conclusion of the 2020 Democratic Caucuses on **February 3, 2020**.

This guide was completed by the Iowa Democratic Party in coordination with the Democratic National Committee. This guide will be provided to all Presidential campaigns.

## Glossary

**Recanvass:** A recanvass is a hand audit of Caucus Math Worksheets and Reporting Forms to ensure that they were tallied and reported in the telephone intake sheets and caucus reporting application correctly.

**Recount:** A recount is a hand count and audit of Presidential Preference Cards to ensure that caucus votes were tallied and reported correctly in the caucus worksheets and reporting forms.

**Recanvass/Recount Committee:** This committee will assess recanvass and recount requests and settle questions of process and voter intent. It shall be comprised of the Iowa Democratic Party Chair, the Iowa Democratic Party Executive Committee (Vice Chair, 2<sup>nd</sup> Vice Chair, Treasurer, Secretary), the Iowa Democratic Party Rules Committee Chair, and the Iowa Democratic Party Executive Director, Caucus Director, and Data/

## Before the Recanvass

### Who can File:

Any Presidential Campaign that is in compliance with Sections 9.E.2 and 3.B.1 of the Iowa Delegate Selection Plan may request a recanvass. The request must be signed by the candidate and must include name, phone number, and email address of the campaign's authorized representative.

### How to File:

Submit a Recanvass Request Letter, executed by the candidate, **to the Iowa Democratic Party Chair, Troy Price**, via:

- Email to [chair@iowademocrats.org](mailto:chair@iowademocrats.org) and copied to [kgeiken@iowademocrats.org](mailto:kgeiken@iowademocrats.org), [scohen@iowademocrats.org](mailto:scohen@iowademocrats.org)
- Deliver to Iowa Democratic Party, 5661 Fleur Drive, Des Moines IA 50321 between the hours of 9am-5pm, or
- Postal mail to Iowa Democratic Party HQ ATTN: Chair Troy Price to 5661 Fleur Drive, Des Moines IA 50321

**This letter will be considered your official request. To be accepted and processed, the letter must:**

- Be received by the Iowa Democratic Party no later than Friday, February 7, 2020, at 12:00 p.m CST.
- Include the name, phone number and email address for your campaign's authorized representative.
- include the precinct(s), satellite locations, the county or counties, or the districts at issue and a credible explanation describing the reason for the request.

### Deadlines & Requirements for Requesting a Recanvass

Requests for a recanvass must be received by the Iowa Democratic Party Chair no later than **Friday, February 7, 2020, at 12:00 p.m CST**. The Iowa Democratic Party will begin accepting requests for a recanvass 12 hours after the start of the precinct level caucuses.

### Assessing Recanvass Requests

Requests for a recanvass will be assessed by the Recount/Recanvass Committee in consultation with the Democratic National Committee Voter Protection Team and Iowa Democratic Party legal advisors. This committee will assess recanvass requests using the following criteria:

Requests must present credible evidence suggesting that results were misreported or

erroneously counted in the jurisdiction (e.g., specific precinct or district) that is subject to the request.

The Recanvass/Recount Committee will review the submission provided by the requesting candidate to determine whether this threshold has been met.

### **Approval and Denial of Recanvass**

The Recount/Recanvass Committee will review all properly submitted requests for a recanvass and determine whether the requesting party has met the required standard. The Iowa Democratic Party will respond to all recanvass requests within 48 hours of receipt. In the case of a valid request, the response will include an anticipated timeline for review and a cost to the candidate in order to complete the recanvass.

The Iowa Democratic Party will provide the candidate(s) requesting the recanvass 24 hours following the receipt of the timeline and cost to provide the State Party with a payment of the full amount necessary to complete the requested recanvass.

Upon receipt of the payment, the Iowa Democratic Party Chair will send a copy of the request and the State Party's response to the authorized representative of any presidential candidate.

In the case of an invalid request, the response will state the reasons for invalidity and be communicated to that campaign within 48 hours of receipt.

### **Cost of Recanvass**

Upon responding to a valid recanvass request, the Iowa Democratic Party will include a cost to be assessed to the candidate in order to complete the recanvass. This cost will be assessed using the following criteria:

- Staff Capacity to conduct recanvass
  - Overtime pay
  - Payment for time spent away from job responsibilities
  - Fees and stipends for additional short-term staff
- Space rental
  - Recanvass Space
  - Storage Space
- Vendor fees
  - Staff and overtime fees
  - Additional retainer and project fees
- Legal and advisory fees

Campaigns must make a full deposit within 24 hours of receiving notice of a valid recanvass request from the Iowa Democratic Party. A campaign may elect to only pay for, and thus have the party only conduct, a recanvass in a subset of approved precincts or satellite locations.

Each candidate's payment will be for the total cost of conducting a recanvass in each jurisdiction they have chosen to proceed in, regardless of whether other candidates have also successfully requested a recanvass in that jurisdiction. If there are multiple valid requests to recanvass the same jurisdiction and multiple candidates submit full payments to cover the costs in that jurisdiction, the costs will be allocated between the requesting campaigns and the campaigns will receive a proportional refund. Timing of Recanvass

- **Tuesday, February 4, 2020 @ 7:00 am CST** - The IDP will begin accepting requests for recanvass
- **Friday, February 7, 2020 @ 12:00 pm CST** - The deadline for submitting a request for a recanvass
- The IDP will respond to requests for recanvass **within 48 hours** of receipt
- Candidates requesting a recanvass must provide the Iowa Democratic Party payment in full **within 24 hours** of receipt of an accepted request

### **Preparing for the Recanvass**

When conducting a recanvass the Iowa Democratic Party will only review past results. Allegations of a voter's eligibility to vote and any alleged voting irregularities will not be investigated.

The recanvass will take place in a space procured by the Iowa Democratic Party, the fee for which, if any, will be paid for by the requesting campaign. The recanvass room will be open to campaign staff observers. To ensure an orderly and efficient recanvass process, the Iowa Democratic Party Chair will appoint recanvass administrators to conduct the process, under the supervision and direction of the Recount/Recanvass Committee. A list of administrators will be provided to presidential campaigns' authorized representatives.

The Iowa Democratic Party will provide the recanvass schedule to all presidential campaigns, through the campaign's authorized representative. The Iowa Democratic Party will allow up to two (2) observers per campaign within any specific room in which the recanvass is being conducted.

The Iowa Democratic Party reserves the right to limit the number of non-observer campaign personnel in the facility in which the recanvass is occurring.

The recanvass room will not be open to the public or the press. Only Iowa Democratic Party staff/recanvass personnel, members of the Recount/Recanvass Committee, and authorized campaign observers will be permitted inside the recanvass space.

## **Conducting the Recanvass**

### **Caucus Reporting Sheets**

The Iowa Democratic Party's Caucus Math Worksheet and Reporting Form are the paper record of the report that will be submitted through the Iowa Democratic Party's Caucus Reporting tool on February 3, 2020 and will be the record audited in any recanvass.

The Caucus Math Worksheet and Reporting Form will be returned to the Iowa Democratic Party office in Des Moines by **February 5, 2020, at 7 pm CST**. At the conclusion of the caucus, Permanent Precinct Chairs will place the Caucus Math Worksheet and Reporting Form in a designated return envelope. That envelope along with other materials including Presidential Preference Cards will be sealed in envelopes with security tape. The Iowa Democratic Party will complete an intake process of all Caucus materials to ensure we have received the Caucus Math Worksheet and Reporting Forms from each precinct and satellite location. Each Caucus Math Worksheet and Reporting Form will be logged and stored securely by precinct or satellite location.

When recanvassing the Caucus Math Worksheet and Reporting Form, recanvass administrators will work in teams to review one precinct or satellite location for which a recanvass has been ordered at a time. The recanvass administrators will reference the total number of eligible caucus participants and delegates won by each candidate to establish consistency between the intended results on the Caucus Math Worksheet and Reporting Form and the results submitted through the Caucus Reporting Tool or via the telephone.

In reviewing Caucus Math Worksheets and Reporting Forms, inconsistencies are declared if results on official precinct or satellite forms are different from the results reported through the Caucus Reporting Tool or by telephone. The Iowa Democratic Party will review all precincts and satellite locations at issue before taking further action on any inconsistencies and before tabulating whether the inconsistencies affect the allocation of national delegates.

### **Re-tabulating precinct and satellite caucus results**

Once all precincts and satellite locations that have been ordered recanvassed have been recanvassed, the Iowa Democratic Party will work with our technology vendor to re-tabulate caucus results from the precinct and satellite level to the district and statewide level.

### **Observing the Recanvass**

The Iowa Democratic Party will provide the recanvass schedule to all campaigns. To

ensure an orderly and efficient recanvass process, the Iowa Democratic Party Chair will appoint recanvass administrators to implement the recanvass process. The Iowa Democratic Party will allow up to two (2) observers per campaign per recanvass room. The recanvass room will not be open to the public or the press. Only Iowa Democratic Party staff, members of the Recount/Recanvass Committee, and authorized campaign representatives will be permitted inside the recanvass space.

Campaign observers must remain quiet during the recanvass process. Observers will be able to record precinct and satellite location results. Campaign observers may not challenge the process or individual preferences during the recanvass process. Campaign observers may not engage with staff or vendors conducting the recanvass while they are working. Violators of this rule will be ejected from the space where the recanvass is being conducted. Any campaign concerns or issues that they would like to communicate regarding the recanvass may be submitted to an individual(s) designated by the Recount/Recanvass Committee.

### **Challenging Preferences**

No challenges to or interference in the recanvass will be allowed. The Iowa Democratic Party will only review past results through Caucus Math Worksheet and Reporting Form.

The Iowa Democratic Party will not allow for challenges to the intent of a voter's preference. Likewise, a voter's eligibility cannot be called into question during a recanvass. The Iowa Democratic Party assumes good faith when registering voters to participate in the caucus and expects voters to fill out voter registration forms honestly and legally.

## After the Recanvass

### Recanvass Results

At the conclusion of the recanvass, the Iowa Democratic Party will write a summary report of the results and provide a CSV file outlining the number of delegates awarded to each candidate in each precinct or satellite caucus and a roll up of those awarded delegates at the county, congressional district and statewide levels. The results will be approved by the Recount/Recanvass Committee. The summary report and results will be sent via email and certified USPS mail to all campaigns.

After providing all of the campaigns notice, the Iowa Democratic Party will publish the results on its website. All recanvass results are final.

### Withdrawing Requests

Candidates may withdraw a request for a recanvass at any time by submitting a **letter to the Iowa Democratic Party Chair, Troy Price via.**

- Email to [chair@iowademocrats.org](mailto:chair@iowademocrats.org) and copied to [kgeiken@iowademocrats.org](mailto:kgeiken@iowademocrats.org), [scohen@iowademocrats.org](mailto:scohen@iowademocrats.org)
- Deliver to Iowa Democratic Party, 5661 Fleur Drive, Des Moines IA 50321 between the hours of 9am-5pm, or
- Postal mail to Iowa Democratic Party HQ ATTN: Chair Troy Price to 5661 Fleur Drive, Des Moines IA 50321

All payments made to the Iowa Democratic Party per the fees assessed to conduct a recanvass or recount are nonrefundable.

## Before the Recount

### Requesting a Recount

After the results of any recanvass are published to the Iowa Democratic Party's website, a recount may be requested and those requests will be reviewed according to the following procedures.

### Who can File:

Only a presidential campaign that requested a recanvass and whose request for a recanvass was granted may request a recount. The request must be signed by the candidate and must include name, phone number, and email address of the campaign's authorized representative.

### Where Recounts Can Be Requested:

Recounts may only be requested for precincts, satellite locations, counties, or districts that have been recanvassed in response to a candidate's valid recanvass request. Candidates that requested at least some jurisdictions to be recanvassed may request a recount in a jurisdiction that they did not request a recanvass for, as long as that location was recanvassed in response to another candidate's valid recanvass request.

### How and When to File:

Submit a Recount Request Letter, executed by the candidate, **to the Iowa Democratic Party Chair, Troy Price**, via:

- Email to [chair@iowademocrats.org](mailto:chair@iowademocrats.org) and copied to [kgeiken@iowademocrats.org](mailto:kgeiken@iowademocrats.org), [scohen@iowademocrats.org](mailto:scohen@iowademocrats.org)
- Deliver to Iowa Democratic Party, 5661 Fleur Drive, Des Moines IA 50321 between the hours of 9am-5pm, or
- Postal mail to Iowa Democratic Party HQ ATTN: Chair Troy Price to 5661 Fleur Drive, Des Moines IA 50321

**This letter will be considered your official request. To be accepted and processed, the letter must:**

- Be received by the Iowa Democratic Party **no later than 24 hours after the Iowa Democratic Party makes the results of the recanvass public via its website.**
- Include the name, phone number and email address for your campaign's authorized representative.
- include the precinct(s), satellite locations, the county or counties, or the districts where you would like there to be a recount and any credible evidence that indicates that the recount could change the national delegate allocation.

## Assessing Recount Requests

Requests for a recount in a particular jurisdiction will be assessed by the Recanvass/Recount Committee. This committee will assess recount requests using the following criteria:

Whether there is credible evidence suggesting that there were material irregularities in how Presidential Preference Cards were counted or reported in a particular precinct, satellite location or other specified jurisdiction, and that the error has affected the allocation of one or more National Delegates.

The Recount/Recanvass Committee in consultation with the Democratic National Committee Voter Protection Team and Iowa Democratic Party legal advisors will review the argument provided by the requesting candidate to determine whether this threshold has been met. Only evidence suggesting errors that would change the allocation of one or more National Delegates will be considered an adequate justification for a recount.

**Please review the following example in which candidate B is requesting a recount:**

<b>Candidate</b>	<b>Percentage of Delegates</b>	<b>County Conv. Delegates Awarded on Caucus Day</b>	<b>At- Large National Delegates Awarded</b>
A	37%	4,875	3
B	25%	3,250	2
C	38%	5,000	3
<b>Total</b>		<b>13,125</b>	<b>8</b>

Threshold for 1 At-Large Delegate = 15%

Threshold for 2 At-Large Delegates = 25%

Threshold for 3 At-Large Delegates = 37%

In order to win a third At-Large delegate, Candidate B would need to provide evidence that they were not properly awarded an additional 1,625 county convention delegates.

*Note: This example is not reflective of the real statewide delegate count for county convention delegates. Please also keep in mind that while At-Large delegates are awarded proportionally based on the statewide outcome, district-level delegates are awarded by the outcome of each Congressional District.*

## **Approval and Denial of a Recount**

The Recount/Recanvass Committee in consultation with the Democratic National Committee Voter Protection Team and Iowa Democratic Party legal advisors will review all properly submitted requests for a recount and determine whether the requirements have been met. The Iowa Democratic Party will respond to all recount requests within 48 hours of receipt. In the case of a valid request, the response will include an anticipated timeline for review, the jurisdictions to be recounted, and a cost to the candidate in order to complete the recount.

The Iowa Democratic Party will provide the candidate(s) requesting the recount 24 hours following the receipt of the timeline and cost to provide the State Party with a payment of the full amount necessary to complete the requested recount.

Upon receipt of the payment, the Iowa Democratic Party Chair will send a copy of the request and the State Party's response to the authorized representative of any presidential candidate.

In the case of an invalid request, the response will state the reasons for invalidity and be communicated to that campaign within 24 hours.

## **Cost of Recount**

Upon responding to a valid recount request, the Iowa Democratic Party will include a cost to the candidate(s) in order to complete the recount. This estimate will be assessed using the following criteria:

- Staff Capacity to conduct a recount
  - Overtime pay
  - Payment for time spent away from job responsibilities
  - Fees and stipends for additional short-term staff
- Space rental
  - Recount Space
  - Storage Space
- Vendor fees
  - Staff and overtime fees
  - Additional retainer and project fees
- Legal and advisory fees

Campaigns must make a full payment within 24 hours of receiving notice of a valid recount request from the Iowa Democratic Party. A campaign may elect to only pay for, and thus have the party conduct, a recount in a subset of approved precincts or satellite locations.

Each candidate's payment will be for the total cost of conducting a recount in

each jurisdiction they have chosen to proceed in, regardless of whether other candidates have also successfully requested a recount in that jurisdiction. If there are multiple valid requests to recount the same jurisdiction and multiple candidates submit full payments to cover the costs in that jurisdiction, the costs will be allocated between the requesting campaigns and the campaigns will receive a proportional refund.

### **Preparing for the Recount**

The recount will take place in a space procured by the Iowa Democratic Party, the fee for which, if any, will be paid for by the requesting campaign(s). The recount room(s) will be open to campaign staff observers under the rules specified below. To ensure an orderly and efficient recount process, the Iowa Democratic Party Chair will appoint recount administrators to conduct the process, under the supervision and direction of the Recount/Recanvass Committee. A list of administrators will be provided to presidential campaigns' authorized representatives.

The Iowa Democratic Party will provide the recount schedule to all presidential campaigns, through the campaign's authorized representative. The Iowa Democratic Party will allow up to two (2) observers per campaign within any specific room in which the recount is being conducted.

The Iowa Democratic Party reserves the right to limit the number of non-observer campaign personnel in the facility in which the recount is occurring.

The recount room(s) will not be open to the public or the press. Only Iowa Democratic Party staff/recount personnel, members of the Recount/Recanvass Committee, and authorized campaign observers will be permitted inside the recount space.

## Conducting the Recount

### Presidential Preference Cards

Presidential Preference Cards are a paper record of a caucus-goer's first and final expression of preference. Presidential Preference Cards include the voter's name, their voting address, and require their signature or mark for each preference (see figure 2).

Presidential Preference Cards will be returned to the Iowa Democratic Party office in Des Moines by **February 5, 2020, at 7 pm CST**. Once the caucus has concluded, Presidential Preference Cards will be stored in envelopes and secured with security tape to prevent tampering. Additionally, the Caucus Chair and Secretary will attest with their signature that they witnessed the cards being sealed. The Iowa Democratic Party will complete an intake process of all Caucus Day supplies and materials to ensure all have been received.

### Tabulating results

The Iowa Democratic Party Chair will appoint recount administrators to conduct the process. A list of administrators will be provided to presidential campaigns' authorized representatives. Recount administrators will work in teams to review Presidential Preference Cards from each jurisdiction for which a recount has been ordered, one precinct or satellite location at a time. The total number of Presidential Preference Cards in a precinct or satellite location will be the official number of participants in that jurisdiction. All Presidential Preference Cards will be counted and sorted by first preference. Once this is completed, first expression will be recorded via a Recount Caucus Math Worksheet. If a group is found to be non-viable, those Presidential Preference Cards will be moved to the stated second preference. Once this is completed, second (or final expression) will be recorded via the same Recount Caucus Math Worksheet. Finally, the delegate allocation formula will be used to determine delegate allocation for viable groups.

In recounting Presidential Preference Cards, they will not be counted if:

- A. the Presidential Preference Card is not signed
- B. the voter listed in "Voter Name" is not signed in on the Voter Roll or with an Early Check-In form
- C. The caucus-goers preference or intent cannot be determined
  - a. If a recount administrator identifies a Presidential Preference Card where the caucus-goers preference is not immediately discernible, the Recount/Recanvass Committee will determine by majority vote how to count the Presidential Preference Card or whether no intent can be determined, and therefore that the Card will not be counted. Specific procedures and processes for the reviewing of Cards for which Iowa Democratic Party staff could not determine intent will be set by the Recount/Recanvass Committee.

## **Observing the Recount**

The Iowa Democratic Party will provide the recount schedule to all campaigns. The State Party will allow up to (2) two observers per campaign in the recount room. The recount room will not be open to the public or the press. Only Iowa Democratic Party staff, members of the Recount/Recanvass Committee, and authorized campaign observers will be permitted inside the recount space.

Campaign observers must remain quiet during the recount process. Observers will be able to record precinct results. Campaign observers may not challenge the process or the intent of the voter on an individual Card to the recount personnel in the room. Only Iowa Democratic Party staff/recount personnel may raise a question regarding whether there is a problem with an individual Presidential Preference Card or a question of an individual's intent for the Recount/Recanvass Committee during the recounting of Presidential Preference Cards. Campaign observers may not engage with staff or vendors conducting the recount while they are working. Violators of this rule will be ejected from the space where the recount is being conducted. Any comments or questions regarding the recount must be separately submitted to an individual(s) designated by the Recount/Recanvass Committee.

After Iowa Democratic Party recount personnel have flagged that a Presidential Preference Card will require the review of the Recount/Recanvass Committee, campaigns or individual voters may submit written evidence regarding the voter's intent to the Recount/Recanvass Committee according to a timeline and process established by the Committee. The Recount/Recanvass Committee may consider this evidence when determining how to treat a Presidential Preference Card.

## **Challenging Votes**

Authorized representatives of presidential candidates will be permitted to observe the process, but no challenges to how Preference Cards are counted or interference in the recount will not be allowed. Except as explicitly noted above with regard to Preference Cards identified by recount staff, the Iowa Democratic Party will only review Presidential Preference Cards.

The Iowa Democratic Party will not allow for provisional votes during the caucus process nor a provisional vote chase during the recount process.

A voter's eligibility cannot be called into question during a recount. For the purposes of the recount, the Iowa Democratic Party assumes validity of the Presidential Preference Cards, good faith when registering voters to participate in the caucus, and expects voters to fill out voter registration forms honestly and legally. The Iowa Democratic Party will not ID voters at any caucus location. Any allegations of any irregularities or issues not within the purview of the Iowa Democratic Party's recount

may be addressed in a challenge filed in accordance with the 2020 Delegate Selection Rules for the Democratic National Convention.

## After the Recount

### Recount Results

At the conclusion of the recount, the Iowa Democratic Party will write a summary report of the results and in the form of a CSV file outlining the number of delegates awarded to each candidate in each precinct and satellite location and a roll up of those awarded delegates at the county, congressional district and statewide levels. The results will be reviewed by the Recount/Recanvass Committee and certified by the State Party Chairman. These results will be sent via email and certified USPS mail to all campaigns.

Once notice has been given to all campaigns, the Iowa Democratic Party will publish the results on its website. All recount results are final.

### Withdrawing Requests

Candidates may withdraw a request for a recount at any time by submitting **a letter to the Iowa Democratic Party Chair, Troy Price via.**

- Email to [chair@iowademocrats.org](mailto:chair@iowademocrats.org) and copied to [kgeiken@iowademocrats.org](mailto:kgeiken@iowademocrats.org), [scohen@iowademocrats.org](mailto:scohen@iowademocrats.org)
- Delivery to Iowa Democratic Party, 5661 Fleur Drive, Des Moines IA 50321 between the hours of 9am-5pm
- Postal mail to Iowa Democratic Party HQ ATTN: Chair Troy Price to 5661 Fleur Drive, Des Moines IA 50321

All payments made to the Iowa Democratic Party per the fees assessed to conduct a recount are nonrefundable.



**Figure 2**

