



**COUNTY  
CONVENTION  
GUIDE  
- 2008 -**

# 2008 County Convention Timeline

## February

TBD

Last day to order materials from the Iowa Democratic Party for the County Convention. (A separate e-mail and form will be sent to you shortly explaining how to order materials from the IDP.)

Monday 25

Suggested day for County Convention Information (i.e., Convention Calls) to be mailed out to Delegates and Alternates. Please note: Alternates should also be sent a County Convention Notice.

## March

Thursday 6

First day that County Central Committees may hold their required Biennial Organizational Meeting. County Chairs, Vice-Chairs, Secretaries, Treasurers, and other officers will be elected at this time.

Saturday 15

**County Conventions** (Many counties hold their required Biennial Organizational Meeting on this day.)

Wednesday 19

Lists of Delegates and Alternates to the District and State Conventions, Convention Committee Members, and District Affirmative Action Committee members should be mailed to the Iowa Democratic Party office by 5:00 p.m.

Saturday 22

First day for District Convention Committees to meet.

Tuesday 25

Last day that County Central Committees may hold their required Biennial Organizational Meeting.

## April

Saturday 26

**District Conventions**

## June

Saturday 14

**State Convention**

# Officers of the County Convention

The success of a convention depends upon the quality of its leadership. Conventions have the right to pick their own leadership, accepting or rejecting the nominations of the Convention Rules and Nominations Committee. It is the responsibility of the Rules and Nominations Committee to nominate qualified individuals that will work well with the Convention Chair. Care should be taken to nominate individuals who can serve without conflict of interest. Central Committee leaders can assist by encouraging potentially good leaders to become familiar with the details of the convention process, and make themselves available by seeking election to the committee of their choice in the precinct caucuses up through the State Convention. Thorough homework done well in advance of the convention can eliminate much confusion and frustration in the convention itself and make the whole experience more fruitful and enjoyable.

## **Committee Chairs and Secretaries**

Each convention committee selects its own leadership. It is advantageous to elect individuals who are aware of convention responsibilities to these leadership positions. Central Committee leadership can be helpful by encouraging technically competent and fair individuals to make themselves available to serve in these leadership positions. Great care should be taken to leave the committees free to make their own selection of leadership in an informed way.

## **Temporary Convention Chair**

In small conventions, this may often be an honorary position. The ability of the temporary chair becomes very important, however, in larger conventions and/or whenever there are complications in acting upon the Credentials Committee Report.

## **Permanent Convention Chair**

The Chair must have an understanding of convention rules, should understand the entire convention process, as well as have a basic awareness of parliamentary procedure well in advance of the convention. These considerations become especially important in large conventions. It is important to have a Vice-Chair as qualified to lead the convention as the Chair at large conventions that last many hours.

## **Parliamentarian**

The Parliamentarian serves as technical counsel to the Chair on the rules of the convention. Normally the Chair appoints the Parliamentarian in order to assure there is a good working relationship. It is the responsibility of convention delegates to raise points of order. If the Chair is in doubt on a point of order, it is proper to consult with the Parliamentarian and then announce the decision. Ultimately this person should be well versed in understanding the rules and procedures of the convention.

## **Tellers**

In small conventions, counting votes is a simple matter. In large conventions, it is more important that there be adequate plans and arrangements for counting votes. Duty assignments, ballots, calculators, etc. must be in order or conducting the convention business may be frustrating. The work of tellers is normally coordinated through the Nominations Committee. They are responsible for developing the necessary techniques to process votes quickly and accurately. The Nominations Committee may find it advisable to make use of alternate delegates and other competent and trustworthy Democrats to tally votes.

**Secretary**

The Secretary has the responsibility to make an accurate record of the decisions reached at the convention. It is generally impractical in a convention to make a full record of the content of the debate even though some of the major points in the debate may be noted. In complex proceedings of large conventions, it may be helpful to make a recording of the proceedings on a tape recorder. Please remember that it takes a long time to listen to such a recording. The Chair can simplify the work of the Secretary by opting to record only motions which are more than just a few words long.

**Sergeant-At-Arms**

A good humored but firm Sergeant-At-Arms may assist the Chair in maintaining order in the convention hall, especially in large conventions. Usually the Arrangements Committee designates the Sergeant-At-Arms. Friendly reminders to delegates to keep conversation down and/or off the convention floor can help make it easy for all to follow and participate in the business of the convention.

County Conventions differ across the state. The differences should be respected unless there are traditions and/or practices which are clearly unconstitutional and/or constitute violations of basic Democratic principles of fair procedure, honesty, openness, leadership, responsiveness, accountability, etc. Conventions exist to carry out business, but they also play an important social role.

# The County Convention Committees

Democratic conventions are prepared for and organized by Democratic activists across the state. Committees made up of members from all precincts, counties, and/or districts are formed to coordinate the conventions. For purposes of the County Convention the two committees are the Committee on Committees and the Platform Committee.

## The Committee on Committees

This committee is generally broken down into three different committees as follow: Arrangements, Credentials and Rules and Nominations. These subcommittees are outlined below.

- **The Arrangements Committee**

The Arrangements Committee is responsible for all physical arrangements of the convention site, for parking, and for the mailing of convention materials, etc. The Arrangements Committee also has the general responsibility of seeing that the Convention preparations occur in a timely manner. This committee must see that the other convention committees are meeting their deadlines. The Arrangements Committee should make a checklist appropriate to the convention size to help assess the progress as the weeks go by. The Arrangements Committee will also assist other Committees upon their request.

The Arrangements Committee is responsible for mailing the Convention Call to all delegates and alternates. The call must include the following items: the date, time, and place of the convention, the names of those individuals nominated to serve on the various District Convention Committees, and reports of the Rules and Nominations and Platform Committees.

The Arrangements Committee has few "political" decisions to make; however, no convention will run smoothly without them. In sum, the Committee is responsible for all the nuts and bolts of the convention!

### **Special Equipment Needs for the Convention:**

- A credentials table should be set up for every forty delegates attending, with two people to work each table. Signs should be hung AT LEAST 5 feet high indicating where delegates and alternates should go to receive their credentials.
- A sound system will be necessary for large conventions and should be tested well in advance of the County Convention date.
- Blackboards, chalk, or easel pads and markers should be provided for the election process.
- A copy machine should be available on site.
- Calculators will be needed for the elections and may be useful at other times during the Convention.
- Pencils, scrap paper, markers, tape, large envelopes to hold ballots, a stapler might also be helpful.

- **The Credentials Committee**

The Credentials Committee is responsible for determining who the proper delegates are. They will rule on any disputed subject at the will of the convention. They should oversee seating of alternates and should staff the registration table.

**Delegate Registration**

The Iowa Democratic Party will provide each county with a list of delegates and alternates. A fee may be suggested for each attending delegate and alternate to cover convention costs. It should be collected at the same time that delegates and alternates receive their credentials. Please remember, this fee CANNOT be mandated by the convention committees.

An envelope should be prepared containing the delegate's name, and inside should be his/her ballots and badge. When the delegate arrives, the envelope should be given to the delegate, the delegate's name should be checked on the State Party list, and the delegate fee collected. It is the responsibility of the Credentials Committee to provide the delegate packets.

The ballots must be identified with the name of the voting delegate. Secret ballots and proxy voting are prohibited under the Constitution of the Iowa Democratic Party.

**Alternate Delegate Seating**

**Section 5, paragraphs A through G** of the Iowa Democratic Party Bylaws provide for the seating of alternate delegates at conventions.

**Youth Delegate Seating**

Beginning with the 1988 precinct caucuses, the Iowa Democratic Party implemented a Youth Delegate program. This program permits young people to observe the Iowa Democratic Party caucus/convention process. The targeted group for this program includes young people between 13 and 17 years of age. Youth Delegates, however, will not have voting privileges. Be sure to plan special seating for these delegates.

At the County Convention, Youth Delegates should be permitted to caucus separately to elect delegates to represent their county at the district and state conventions. The county convention's Youth Delegates should elect district and state convention delegates of no less than two per county and no more than 10% of the district/state delegate allotment for that county. Fractions should always be rounded up. The Youth Delegates are separate from the county's regular district/state delegate allotment. Youth delegations should make every attempt to be gender balanced and to follow Affirmative Action Guidelines. Youth Delegates are not to be assessed delegate fees at any level.

- **The Rules and Nominations Committee**

This committee is charged with the responsibility of drafting such rules and regulations as are necessary to conduct the business of the convention, including but not limited to the adoption of the platform, the adoption or ratification of such resolutions as the convention may wish to consider, the election of delegates to the district and state conventions, the election of district convention committee members, the district affirmative action committee member who also serves as chair of the county affirmative action committee, and such other business as the convention may wish to consider.

The Rules and Nominations Committee is also charged with the responsibility of counting all ballots during the convention process, and conducting all elections that take place. The Credentials Committee may be called upon to assist in this effort.

### **The Purpose of the Rules Committee**

Convention rules have evolved over many years as a result of practical experience in how best to run a convention of many people. The purpose of these rules is to:

- Provide a way of making sure that only legitimately elected delegates participate
- Provide for fair and able leadership
- Define the items of business to be conducted and the best order of action to follow each item of business
- Provide practical procedures by which many citizens provide input into the making of necessary decisions
- Protect the minorities from the insensitivity/indifference of the majority
- Protect the majority from the zeal and excesses of the minorities
- Facilitate election by proportional representation to higher levels of convention process
- Provide ways to deal with unusual and/or unanticipated situations

### **Rules for your County Convention**

The Rules committee must prepare a set of proposed rules for the convention. Materials that are sent to convention delegates before the convention should include a copy of the proposed rules. It is best to refer to past convention rules from your county as a starting point in the development of your rules. The proposed rules otherwise referred to as the report of the rules committee, will generally include the following:

1. The Order of Business
2. Special orders of business
3. Convention chair powers and duties
4. Voting rules
5. Appeal procedures
6. Motions
7. Amendments to resolutions
8. Minority reports
9. Debate rules
10. Quorum (usually 40%)
11. Robert's Rules of Order (See attached)
12. Nomination procedures

The following are sample rules that can be used as a guide in the development of your county convention rules:

#### ***Sample: Order of Business***

1. Temporary chair (usually the County Chair) shall convene the convention within fifteen minutes of the scheduled time.
2. Temporary chair shall appoint a temporary secretary, a temporary parliamentarian, and a temporary sergeant-at-arms.

3. Temporary chair shall ask for a motion on temporary rules. NOTE: The party constitution automatically amends and takes precedence over the temporary and permanent rules.
4. Temporary chair shall ask for a motion to make delegates, as certified by the County Chair to the County Auditor, the temporary delegates to the convention.
5. The chair of the Committee on Committees shall announce the chairs of all committees: platform, credentials, arrangements, and rules and nominations.
6. If necessary, the committees shall retire. The temporary chair will state where each committee will meet.
7. Suggested time for announcements, introduction of special guests, candidates, and convention speakers.
8. Report of the Credentials Committee and adoption of the Credentials Committee report by the convention.
9. Rules and Nominations Committee Chair shall nominate the permanent chair of the convention. Nominations from the floor may be received. Proceed with the election of convention chair.
10. Report of the Rules and Nominations Committee shall announce the procedure for the election by proportional representation of delegates and alternates to the district and state convention. The chair of the committee shall move the adoption of this report.
11. Youth delegate attendees shall caucus separately for the purpose of electing district and state convention youth delegates and alternate delegates.
12. Report of the Platform Committee. Platform Committee chair moves adoption of the platform. Remember to follow the rules on debate laid out by the rules committee. (See example below)
13. The Rules and Nominations Committee shall receive nominations for members to serve on the district convention committees.
14. The Rules and Nominations Committee shall receive nominations for one person to serve as the Affirmative Action Chair.
15. The convention chair will inquire as to further business to come before the convention.
16. Adjournment.

***Sample: Rules Governing Adoption of the Platform***

1. Soon after the convention has been called to order, the Chair of the Committee on Rules and Nominations shall instruct delegates on voting procedures to be used for indicating their support for planks during the initial vote for determination of debate of platform planks. Such voting will then be in order under the supervision of the Committee on Rules and Nominations while other convention business is being conducted.
2. The same form of ballot will be used in both determining which planks will be debated and for the actual adoption of the priorities and long-term goals that make up the statement of issues.
3. The debate determination balloting will be conducted with all ballots submitted to the Committee on Rules and Nominations within sixty (60) minutes after the instruction on voting procedures.
4. The Committee on Rules and Nominations shall make it possible for delegates to cast a second ballot and prioritize the vote on proposed planks within the Statement of Issues, i.e., priorities and long-term goals. The preliminary (debate determination) ballot shall become the final (prioritizing) ballot if it is not

changed. This would mean that any delegate departing the convention before this conclusion would still be assured of input into the platform, unless an alternate has been seated in place of that delegate.

5. The ballot used will provide the following alternatives to the delegates for each proposed platform plank:

Priority (P)	A priority is an item of high importance the Democratic Party seeks to achieve within the following two years.
Long-Term Goal (L)	A long-term goal is an item of some importance that the Democratic Party should seek to achieve, but that probably cannot be achieved within two years.
Not Included (N)	A proposal that should not be included in the Statement of Issues because of opposition to it, or because it does not reach the level of importance of a Priority or a Long-Term Goal.

6. The Constitution of the Iowa Democratic Party requires all standing committees to allow minority reports. Minority planks from the Platform Committee will be printed immediately following the proposed plank. There will be printed on the ballot form the option of voting for either proposed plank.
7. Following the voting that establishes which proposed planks are eligible for debate, the Chair of the Platform Committee will inquire of the delegates which of the eligible planks they wish to debate. The delegates will indicate their desire by voice vote on each plank. A standing vote may be called for if the Chair is in doubt about a voice vote.
8. Provision is made for the adoption of perfecting and clarifying amendments. Such amendments must be forwarded to the Platform Committee by a pre-determined time early on the day of the convention. The Platform Committee would make the decision as to the adoption of the proposed amendments, and would report the decision to the convention.
9. The debate process shall be supervised by the Platform Committee.
  - A. The Platform Committee will designate in advance of the convention individual committee members to speak on behalf of each proposed plank.
  - B. The proposed planks designated as being eligible for debate may be debated for no more than twelve (12) minutes.
  - C. Debate will begin with an assigned number of the Platform Committee speaking on behalf of the proposed plank. Debate will alternate between supporters and opponents of the plank.
  - D. No speaker may yield the floor to another speaker.
  - E. At the end of the initial debate time, the convention may by a two-thirds (2/3) standing division vote to extend the debate for no more than twelve (12) additional minutes, subject to rule C above.

10. Only those planks that receive an affirmative vote of over 50% of all convention delegates casting ballots shall be adopted. That means over 50% of all voting delegates must designate a plank as either a Priority or a Long-Term Goal before it becomes a part of the Statement of Issues.
11. The final ballot for determining platform prioritization will use the scoring system utilized in determining which planks should be eligible for debate. A continuum of planks that received an affirmative majority vote based upon the scoring mechanism will allow for a separation of the adopted planks into Priorities and Long-Term Goals.

A percentage of the adopted planks will be designated by rule as priority within the Statement of Issues. That percentage will be applied to the continuum of adopted planks and those planks so designated as Priorities will be announced to the convention. The rule developed by the Committee on Rules and Nominations will define as priorities ten (10) to twenty-five (25) percent of all adopted planks. The Iowa Democratic Party will make available a copy of the final platform, the Statement of Principles and the Statement of Issues including Priorities and Long-Term Goals, to any convention delegate requesting one.

12. The Priority planks and Long-Term Goal planks will together consist of no more than 3,000 words, since it is possible for all proposed planks to be adopted, the report to the convention from the Platform Committee may also contain no more than 3,000 words in the proposed Statement of Issues.

### **Nominations and Motions at the County Convention**

Forms to record the outcome of these elections will be sent on February 29, 2008. County Conventions will conduct the following elections:

- delegates and alternate delegates to the district and state conventions
- members to the district convention committees (Arrangements, Credentials, Platform, Rules and Nominations)
- county affirmative action chair

### ***Sample: Election Procedures***

The following are general procedures to be used in the elections listed above:

1. The chair of the Rules and Nominations Committee shall explain the nomination procedures.
2. The chair of the Rules and Nominations Committee shall report the total number of delegate votes as certified by the credentials committee. "The Credentials Committee has certified delegates to this convention. This convention shall elect \_\_\_\_\_ delegates to the district and state conventions."
3. The chair of the Rules and Nominations Committee shall read the following statement:

"All caucuses, conventions, committees, and Democratic Party officials shall take such practical steps as may be within their legitimate power to assure that all caucuses and conventions as well as committees shall include: men, women, various age groups, racial minority groups, economic groups, and representatives of identifiable geographically defined populations, all in reasonable relationship to the proportions in which these groups are found in the population of the respective constituencies."

Below is the process taken from the 2008 Iowa Delegate Selection Plan to explain the election proceedings for Delegates to the District/State Conventions as well as District Convention Committee Members.

1. Each county determines the starting time for delegate registration and the convening of their county convention.
2. Registration of late-arriving delegates shall remain open for at least one (1) hour after the convention is scheduled to convene. However, as soon as the credentials committee reports to the convention that a quorum of authorized delegates has been seated, the convention may transact official and binding business. A quorum for purposes of this section shall mean forty percent (40%) of the total authorized delegates to the convention. A determination of preference groups and the strength of preference groups shall not be determined until all delegates have been received and approved by the convention.
3. If a delegate is unable to attend all or part of the convention, he or she may select an alternate by designating the name of the alternate in writing to the credentials committee. If the delegate fails to name an alternate, the appropriate preference group, acting through its representative, shall designate the name of the alternate in writing to the credentials committee. The appropriate designated representative shall be the county preference group chair. In all cases, the alternate shall be of the same preference group as the delegate he or she is to replace and consideration shall be given to alternates of the same precinct. When an alternate has been designated by a duly elected delegate, he/she shall do so only until the originally elected delegate shall appear at the convention and request of the appropriate preference group chair his/her right to be seated. At such time, the alternate shall turn over his/her credentials and balloting material to the duly elected delegate. However, if the alternate has been selected by the preference group or by the county, and the duly elected delegate has failed to select an alternate, the alternate shall have the right to retain his/her position as a delegate despite the presence of the duly elected delegate. In the event of a dispute between the alternate and the delegate claiming to be duly elected, the precinct shall immediately resolve the dispute and inform the credentials committee of the resolution of the problem. Either the alternate or the claimed to be duly elected delegate may appeal immediately the decision of the precinct delegation to the conventions credentials committee. The convention shall uphold or overrule, if requested, the decision of the credentials committee. The business of the convention shall continue, unabated, during the resolution of this dispute (IDP Bylaws, Section 5, Subsection D).
4. For the purpose of determining the relative strength of preference groups within the convention, delegates to the county conventions shall align with a presidential preference or uncommitted group when they are registered for the convention. A delegate shall be required to designate his or her preference group at the time of his or her registration, and a delegate who

refuses to designate a presidential preference group shall be registered by the credentials committee as uncommitted. Delegates are not required to align with the same preference group that selected them at the caucuses.

5. The county credentials committee shall have the responsibility of determining the number of delegates within each presidential preference or uncommitted group, and shall, upon completion of registration and the presentation of its report, inform the convention of the relative strength of preference groups and the existence or absence of viable preference groups. For purposes of this section, any presidential preference or uncommitted group which fails to obtain fifteen percent (15%) of the total number of registered delegates by the time the credentials committee presents its final report shall be declared nonviable.
6. The first realignment of delegates into preference groups shall take place following the report of the credentials committee. At this time, all delegates will be afforded a one (1) hour period to realign with other groups if they so desire. The arrangements committee shall afford delegates the proper facilities to complete this realignment process. During this period, the convention may proceed with other business.
7. Delegates at the county convention who realign with a different presidential preference group shall then sign a statement that states: "I now support \_\_\_\_\_ for the Democratic nomination for President." This statement of support shall be signed prior to voting for district/state convention delegates.
8. Upon completion of the one (1) hour preference group realignment period, the credentials committee shall report to the convention the viable and nonviable groups' status within the convention. Members of nonviable groups shall have a reasonable time, as determined by the rules adopted by the county convention, in which to realign.
9. The number of district/state convention delegates to which each presidential preference or uncommitted group is entitled to elect shall be determined by multiplying the total number of delegates to be elected by the percentage of the total convention vote that each preference group represents. When a situation occurs where there are more viable preference groups than there are delegates to be elected, the preference group(s) with the largest fraction shall be awarded the delegate(s) in question.
10. The chair of the rules and nominations committee shall announce the number of delegates each preference group is entitled to elect to the district and state conventions. The convention will then divide into its respective preference groups - each seated delegate going to the preference group with which he or she is aligned.
11. Each preference group shall elect a chair.

12. The first formal action of the preference group chairs shall be to read the following statement: “All public meetings at all levels of the Democratic Party in Iowa shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, disability, or status. In order that the Democratic Party at all levels be an open Party, which includes rather than excludes people from participation, a program of effective affirmative action has been adopted by the Iowa Democratic Party. Discrimination on the basis of ‘status’ in the conduct of Iowa Democratic Party affairs is prohibited.”
13. The procedure to be used within the presidential preference or an uncommitted group to elect district/state delegates is as follows:
  - a. All delegates and party members who desire to run for district/state delegate positions shall inform the caucus chair of the appropriate preference group. This business must be done prior to the election proceedings of the delegates. Candidates for the delegate positions shall be listed on a ballot in alphabetical order and numbered. Additional names may be submitted for nomination. They shall be placed at the end of the list and given a number. Persons need not be present to be elected but all delegates must be present to vote. A candidate for a district/state delegate position need not be a delegate or alternate to the county convention but must be 18 years of age by election day, Tuesday, November 4, 2008, and be registered as a Democrat and reside within the county from which they are seeking election, they must support the purposes of the Iowa Democratic Party (those 17 years old who otherwise qualify as candidates for delegate positions, but are not within six months of their 18th birthday are exempted from the registration requirement).
  - b. Each delegate or alternate who is an authorized member of a preference group, empowered to vote on the election of the candidate or candidates, shall do so by casting a vote or votes necessary to elect a simple majority of the positions being sought by the candidates. In accordance with the National Party Charter, delegates will vote using a signed ballot. Counties are permitted to institute a system whereby preference groups can vote for less than the simple majority of delegates to be selected on any given ballot.
  - c. The ballots shall be collected and counted under the authority of the rules and nominations committee. If the number of positions to fill is less than five (5), each elector shall vote for the number of candidates equal to the number of positions to be filled.
  - d. No more than a simple majority of the delegate positions may be determined by the result of the first balloting. Counties may be permitted to institute a system whereby preference groups can vote

for less than the simple majority of delegates to be selected on any given ballot.

- e. No candidate may be elected with less than five (5) votes. All candidates receiving the same number of votes must, without violation of any other rule, either be defeated as a group or else elected as a group.
- f. When those elected have been tabulated, their names shall be read.
- g. Balloting shall continue until all delegate positions have been filled.
- h. The rules and nominations committee chair shall take possession of all the ballots. The ballots shall be preserved for one year.
- i. Each preference group shall then proceed to elect its alternates. Any number of alternates may be elected. Careful record should be kept of the alternates elected, so as to avoid any confusion in seating the alternates at either the district or the state conventions.
- j. The entire convention shall ratify the election of the entire slate of delegates and alternates to the district conventions. Ratification shall mean only that it is the sense of the convention that the procedures used by the various preference groups were in conformity with required procedures under the Constitution of the Iowa Democratic Party (a copy of which has been attached), and under applicable convention procedures and rules. The standard policies concerning challenges and minority reports shall apply, with such being carried to the district affirmative action committee and then to the district convention credentials committee.

**At a later time a form will be sent that asks you to fill out the names of all delegates and alternates elected at the County Convention to serve at the District & State Conventions. It is imperative that this information be returned as quickly as possible to the Iowa Democratic Party so that we can provide that information to our District Chairs.**

- 14. The procedure for election of district convention committee members shall be as follows:
  - a. The number of members to be elected by each county convention to the district convention committees has been apportioned in a manner using a proportional representation system based on the results of the 2008 precinct caucuses for apportioning district convention committee members.
  - b. If the county convention is to elect less than three (3) members to each of the district convention committees, then the committee members shall be elected by the convention at large.

- c. If the county convention is to elect three (3) or more members to each of the district convention committees, then the committee members shall be elected by preference group.
- d. The number of district convention committee members to be elected within preference groups shall be determined in the same manner that delegates are allocated to the preference groups - proportional to their percentage of the entire convention.
- e. At least ten (10) days prior to the county conventions, each of the county convention committees shall nominate individuals to serve on the corresponding committee at the district conventions.
- f. Additional nominations may be made from the floor.
- g. When there are no further nominations or upon adoption of a motion to cease nominations, the convention chair (or preference “groups” chair) shall, after giving any nominee the opportunity to decline the nomination, conduct a vote for each position to be filled.
- h. A simple majority vote of the delegates present and voting shall be required to elect district convention committee members.

## **The Platform Committee**

The Iowa Democratic Party bylaws provide specific instructions as to the length and form of the county, district, and state platforms. Please refer to the enclosed copy of the bylaws, paying particular attention to **Sections 1 through 12**.

## **The County Affirmative Action Committee**

During the convention season, it is the job of the affirmative action committee to increase the opportunity for members of various target groups and outreach groups to attend the conventions and to participate fully and effectively in the process.

### **Affirmative Action Committee Checklist**

1. Where can convention delegates call to find a ride to the convention?
2. How will the committee help to inform the delegates as to their affirmative action goals and responsibilities?
3. How will the committee find those who may have difficulty covering the cost of attending the convention?

4. Has someone been appointed to write up these services and submit them to the district convention Arrangements Committee?

### **Accessibility**

The following is a brief description of some areas of concern that meeting and event sponsors should review to ensure accessibility for persons with disabilities as required by the Americans with Disabilities Act.

All meetings or events should be held in physically accessible locations. Please consider the following when selecting a meeting or event site:

- **Accessible parking should be available for all attendees.**
- **An accessible path of travel should be available from the parking area to the event building and from the building entrance to the meeting room or event site. If a raised platform is being used, a ramp or lift may need to be provided for presenters, guests, etc.**
- **The entrance to the meeting or event site should have doors wide enough for clearance by a person using a wheelchair (32 inches). Any thresholds that are not beveled should not be higher than 1/4 inch.**
- **Tables should have at least 27 inches of clearance under the table for a person using a wheel chair.**
- **Restrooms, where provided they should be fully accessible.**
- **Provide additional convention materials in large print for those with visual impairments, if requested.**
- **Include a statement in all materials sent to delegates and alternates requesting the county chair be notified or any additional special requests. The county chair should make every attempt, to accommodate the additional needs.**

# The Biennial Organizational Meeting

The biennial organizational meeting of the county central committee shall occur within ten (10) days before or after the county convention. Each member of the newly elected central committee is required to receive written notice of the meeting date, place, and time at least five (5) days in advance of the meeting. All notices should be mailed out at least seven (7) days in advance.

At this organizational meeting, the following business **must** be completed by the county central committee:

- Elect a County Party Chair\*
- Elect a County Party Vice Chair\*
- Elect a County Party Treasurer\*
- Elect a County Party Secretary\*
- Elect such additional officers that are required by your county party constitution or bylaws.\*

**Please note: individuals are not required to be precinct committeepersons to be elected to any of the offices described above. However, if they are not precinct committeepersons and serve as an executive officer of the county central committee they may NOT vote.**

- Report vacancies that now exist on the county central committee and take nominations to fill these vacancies. Elections to fill these positions must be held at the next meeting.

**Immediately following this meeting, please mail a list of officers to the Iowa Democratic Party including the name, complete physical address, complete best mailing address (if different), home and office telephone numbers and email address. A form to record the results of this election will be mailed to you on February 29, 2008.**

# Robert's Rules of Order

**What Is Parliamentary Procedure?** It is a set of rules for conduct at meetings that allow everyone to be heard and to make decisions without confusion.

**Why is Parliamentary Procedure Important?** Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. The list below is a typical example.

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers' reports.
5. Committee reports.
6. Special orders. Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express ideas is in the form of moving motions. A motion is a proposal that requires that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

## **There are four Basic Types of Motions:**

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## How are Motions Presented?

1. Obtain the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the chairperson by saying, "Chairperson."
  - c. Wait until the chairperson recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. (i.e., "I move that we ..." rather than, "I move that we do not ...")
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the chairperson will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairperson States Your Motion
  - a. The chairperson will say, "the motion has been moved and seconded ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairperson it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairperson.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the chairperson.
8. Putting the Question to the Membership
  - a. The chairperson asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

## Voting on a Motion:

The method of vote on any motion depends on the situation and your organizations by-laws of policy. The five methods most organizations use to vote by are:

1. **Voice** -- The chairperson asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. **General Consent** -- When a motion is not likely to be opposed, the chairperson says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairperson so desires. Members raise their hands or stand.
5. **Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting. They are:

1. **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.
- Most importantly, *BE COURTEOUS*.

## Robert's Rules Made Simple

### Points

The following three points are always in order:

1. **Point of Order:** a question about process, or objection and suggestion of alternative process. May include a request for the facilitator to rule on process.
2. **Point of Information:** a request for information on a specific question, either about process or about the content of a motion. This is not a way to get the floor to say something you think people should know. People misusing points of information in this fashion will be defenestrated, or otherwise sanctioned forcefully.
3. **Point of Personal Privilege:** a comment addressing a personal need - a direct response to a comment defaming one's character, a plea to open the windows, etc.

### Motions

All motions must be seconded, and are adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. Motions are in order of precedence: motions may be made only if no motion of equal or higher precedence is on the floor (i.e., don't do a number 5 (move to end debate) when the body is discussing a number 4 (move to suspend rules)).

1. **Motion to Adjourn:** not debatable; goes to immediate majority vote.
2. **Motion to Recess:** not debatable. May be for a specific time.
3. **Motion to Appeal the Facilitator's Decision:** Not debatable; goes to immediate vote. Allows the body to overrule a decision made by the chair.
4. **Motion to Suspend the Rules:** suspends formal process for dealing with a specific question. Debatable; requires 2/3 vote.
5. **Motion to End Debate and Vote or Call the Question:** applies only to the motion on the floor. Not debatable; requires 2/3 vote.
6. **Motion to Extend Debate:** can be general, or for a specific time or number of speakers. Not debatable.

7. **Motion to Refer to Committee:** applies only to the main motion. Refers question to a specific group with a specific time and charge.
8. **Motion to Divide the Question:** breaks the motion on the floor into two parts, in manner suggested by mover.
9. **Motion to Amend:** must be voted for by a majority to be considered and by a 2/3 to be passed. If amendment is accepted as "friendly" by the one proposing the amendment then many bodies will allow it to be accepted without a formal vote; this is a way of including a consensus-building process into procedure without endless debate over amendments to amendments. Strictly speaking, however, once the main motion is made it is the property of the body to amend.
10. **Main Motion:** what you're debating and amending.

### **Other Meeting Guidelines**

1. **When a topic is first introduced** or a main motion is made, allow all questions for information purposes to be asked before opening to debate.
2. **Discourage the repetition of arguments.** Attempt to call on people who have not yet spoken before those who have already spoken. Discourage dialogues that start up between two individuals in debate.
3. **If debate carries on too long,** impose time limits on speakers.  
**Discourage people from talking in initials** - spell them out.

# **Constitution of the Iowa Democratic Party**

*As Amended by the 2006 State Convention*

## **Preamble**

We, the people of the Iowa Democratic Party, in order to organize and perpetuate a representative, effective, and responsible party organization in the State of Iowa, advance the interests of the Democratic Party nationally, sustain and advance the principles of social justice and democracy, and uphold civil rights, civil liberties, and constitutional government, do establish this Constitution of the Iowa Democratic Party.

## **Article I - Name and Membership**

*Section 1 - Name:* This organization shall be known as the Iowa Democratic Party.

*Section 2 - Eligibility to Participate:* All persons at least 18 years of age as of the date of the next General Election who are residents of Iowa, who support the purposes of the Iowa Democratic Party, and who are registered Democrats, or who register at the time of their request to participate in the process in question as Democrats, shall be eligible to participate as members of this organization.

*Section 3 - Young Persons:* All young persons who are not eligible to vote in the next General Election, who are residents of Iowa, and who support the purposes of the Democratic Party of Iowa shall be eligible to participate as full party members except for voting and holding of elective positions within the party, or as restricted by Iowa law.

*Section 4 - Members:* Unless specifically denied such right by law, all members of the Iowa Democratic Party shall be eligible to participate in all activities of the Party; shall be eligible to be elected as delegates to conventions; shall be eligible to be elected to an office in the Iowa Democratic Party; and shall be eligible to vote on any motion, resolution, nomination, or election affecting the Iowa Democratic Party at any meeting, caucus, conference, or convention in the state, districts, counties, or precincts, provided, however, that such person shall have been elected to a position of such authority and that at the time of such service, holding office, and/or voting, such person shall be a resident within the geographic boundaries of the political subdivision he or she represents.

## **Article II - Precinct Caucuses**

*Section 1 - Party Foundation:* Precinct caucuses shall compose the foundation of the organizational structure of the Iowa Democratic Party.

*Section 2 - In Even-Numbered Years:* precinct caucuses shall be held each even-numbered year upon a call issued by the State Chair of the Iowa Democratic Party, which call shall be subject to the approval of the State Central Committee of the Party. The State Chair shall issue the call at least 90 days before the date of the precinct caucuses. The call shall be issued to all County Central Committee officers and all major news media in the state. The call shall also specify the dates and times for the County, District, and state conventions. A precinct caucus shall be convened for each precinct within the state. In presidential election years County Central Committees shall arrange for the caucus sites according to the following priority order:

A. Precinct caucuses shall be held at public meeting facilities or sites used for public meetings located within the precinct boundaries where possible.

B. If no public meeting facility is available within the precinct boundaries, a public meeting facility in an adjacent or nearby precinct may be used. In non-presidential years, county central

committees may arrange for several precinct caucuses to meet at a common site. Each precinct will conduct separate business at that site. Public meeting facilities shall be used whenever possible. Notification of each precinct caucus shall be as prescribed by law.

*Section 3 - Responsibilities:* Those members of the Iowa Democratic Party in attendance who are eligible to vote at a caucus, as provided by the Statutes of the State of Iowa shall:

A. Elect by majority vote precinct committeepersons who shall serve on the County Central Committee. The number of precinct committeepersons shall normally be two for each precinct. County Central Committee Constitutions may provide for additional Central Committee Members based on the weighting required by Article VIII, Section 7.

The initial elections to fill such additional positions shall occur at the precinct caucuses of an even-numbered year.

B. May elect by majority vote, alternate precinct committeepersons who shall serve, as specified herein, on the County Central Committee in place of elected precinct committeepersons unable to fulfill their responsibilities.

C. Elect delegates and alternate delegates to represent the precinct in a County Convention.

D. Discuss and may indicate priorities regarding such issues of national, state, and local importance or interest as those in attendance may determine. Resolutions or issue statements adopted by a precinct caucus shall be forwarded to the County Platform Committee in the manner and as directed in the packet of information provided by the Party.

E. Elect by majority vote (from the delegates and/or alternate delegates to the County Convention) members and alternate members of the Platform Committee and the Committee on Committees for such Convention - to represent and cast the votes to which the precinct is entitled on those committees and their subcommittees. Alternate members of the convention Committees may only replace an elected member from the same precinct who is unable to fulfill their responsibilities.

F. Transact such other party business as may come before it.

*Section 4 - Meetings in Odd-Numbered Years:* Meetings shall be held upon the call of the State Chair with the approval of the State Central Committee; in the first quarter of odd-numbered years, within precincts and/or jointly in centralized convenient locations within counties, and by vote of those members of the Iowa Democratic Party in attendance, shall:

A. Discuss and may indicate priorities regarding resolutions on such issues of national, state, and local importance or interest as those in attendance may determine; and forward such resolutions to the County and State Platform Committees for such action as their members may wish to take.

B. Nominate a committeeperson if a vacancy has occurred in that post between the election year caucus and the off-year meeting. The committeeperson nominated at the off-year meeting shall stand for election by the County Central Committee, and if elected, serve until the completion of the term of the predecessor.

### **Article III – County Central Committees and Conventions**

*Section 1 - County Central Committees - Structure:* The County Central Committee, composed of committeepersons elected at the precinct caucuses, shall meet and organize at their biennial organizational meeting. Members term of office shall begin immediately following the start of the biennial organizational meeting and shall continue for two years until the successor is elected and qualified; unless he or she is sooner removed by the County Central Committee for non-

residency, inattention to duty, incompetence, or support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

The biennial organizational meeting shall be within ten (10) days of the date of the County Convention, before or after, unless the County Central Committee Constitution provides that the organizational meeting take place in the odd numbered year. County Central Committees holding their organizational meeting in the odd-numbered year shall meet and organize at a time set by the County Central Committee between March 1 and April 1.

Members of the County Central Committee assembled shall forthwith elect a Chair, a Vice-Chair, a Secretary, a Treasurer, and such other officers as they may deem necessary. Such officers need not be selected from County Central Committee membership; however, they shall be qualified voting members of the Iowa Democratic Party. The term of office for each officer shall begin immediately upon election by the County Central Committee, and shall continue for two years, and until the successor is elected and qualified; unless he or she is sooner removed by the County Central Committee for non-residency, inattention to duty, incompetence, or support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

Vacancies on the Committee shall be filled as soon as possible from alternate precinct committeepersons as per Article II, Section 3, Subsection B following majority vote of the County Central Committee attending any official committee meeting provided that due notice of such election was previously given. An alternate precinct committee person may also serve as a substitute at a regular meeting or portion of a central committee meeting if the elected committee member is unable to attend.

If no alternate precinct committeepersons are elected at the precinct caucuses, the vacancy shall be filled as soon as possible and by majority vote of County Central Committee attending any official committee meeting provided that due notice of such election was previously given.

The term of office of alternate County Central Committee members elected to fill a vacancy pursuant to either of the two preceding paragraphs, shall begin immediately following their election and shall continue until the successor is elected and qualified; unless he or she is sooner removed by the County Central Committee for non-residency, inattention to duty, incompetence, or support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

*Section 2 - County Central Committees - Meetings:* County Central Committees shall meet at least once every three (3) months. The Committee may, by majority vote of those committee members attending any official committee meeting, direct the Chair to call regular meetings at times and places selected by the Committee. The Chair shall cause notice of such meetings to be mailed (postal or electronic) to each member and officer of the Committee at least seven (7) days before the date set for each meeting. Upon receiving a petition signed by twenty-five (25) percent of the members of the County Central Committee, the Chair shall call a special meeting which must be held within twelve (12) days of the receipt of such petition. The Chair shall cause notice of such meetings to be mailed (postal or electronic) to each member and officer of the Committee at least seven (7) days before the date set for such meeting.

*Section 3 - Conventions/Responsibilities:* County Conventions by vote of the accredited delegates shall:

A. Elect delegates and alternate delegates to the State Convention. Such delegates and alternate delegates so elected shall also represent the county at the Congressional District Convention. No delegates to District or State Conventions shall represent less than one vote.

B. Approve, adopt, and may indicate priorities regarding county resolutions.

C. Elect members and alternates to Congressional District Convention Committees. At least ten (10) days prior to the County Convention, each of the convention committees shall nominate individuals to serve on the corresponding committee of the District Convention. At the County Convention further nominations may be accepted. Elected alternates to District Convention Committees may only replace an elected convention committee member from their own county.

D. Transact such other party business as may come before the convention.

#### **Article IV - Legislative District Organization**

No provision in the Constitution shall prevent Legislative Districts from organizing for purposes consistent with the Constitution and regulations set down by the State Central Committee.

#### **Article V - Congressional District Committees and Conventions**

##### *Section 1 - Congressional District Central Committees:*

A. Congressional District Central Committees shall exist. The membership shall consist of the six District Committeepersons on the State Central Committee, and one person for each 5,000 votes cast for the Democratic candidate for Congress in the last two General Elections. Each county shall have at least three members.

B. One member shall be the County Chair or the Chair's designee. Others shall be elected by the County Central Committee at their first regular meeting following their biennial organizational meeting specified in Article III, Section 1.

C. One member from each county shall be specifically responsible for finances and another for issues and research. The Chair of the District Central Committee shall be elected by the District Central Committee from among the District Committeepersons on the State Central Committee. The primary purpose of the District Central Committee shall be the election of a Democratic member of Congress. The District Central Committee shall also be responsible for assisting the election of legislators from districts which cross county lines.

D. Each County may elect alternates to the district committee to serve as substitutes at District Central Committee meetings if the elected committee person is unable to attend. The number of alternates should not exceed twice the number of apportioned county representatives to the district committee. It is the responsibility of the county chair and the elected representative to notify an alternate if they are to be a substitute for them at a given meeting.

E. The District Central Committee shall hold a minimum of one meeting every three months. A report of the financial status of programs of the State Central Committee as well as a financial status of the district shall be presented.

F. The District Central Committee shall conduct a district workshop in odd-numbered years which shall be open to all active Democrats. This workshop may be one of the required meetings.

G. The Chair of the District Central Committee shall propose programs of activities for the Committee.

*Section 2 - Conventions, Call and Apportionment:* Congressional District Conventions, composed of delegates elected at County Conventions to represent their respective counties at such District Conventions, shall be held each even-numbered year within the Congressional Districts. The State Chair shall, subject to the approval of the State Central Committee, issue a call for such conventions in the same manner and at the same time that the call for precinct caucuses is issued. The number of votes to which each county shall be entitled in such

conventions shall be the same as for the State Convention as based upon the weighting required by Article VIII, Section 7.

*Section 3 - Conventions, Responsibilities:* District Conventions, by vote of their accredited delegates present, shall:

A. Elect six district committeepersons, by majority vote, three of whom shall be men and three of whom shall be women, who shall represent such district on the State Central Committee of the Democratic Party of Iowa, and whose terms of office shall commence immediately following the next State Convention, and shall continue for two years, and until his or her successor is elected and qualified.

B. Elect from the delegates and/or alternate delegates from such District to the State Convention, members and alternates of all committees for such Convention, to represent and cast the votes to which such District is entitled on such committees. At least fifteen (15) days prior to the District Convention each of the Convention Committees shall nominate individuals to serve on the corresponding committees of the State Convention. At the District Convention further nominations may be accepted. Elected alternates to State Convention Committees may only replace an elected convention committee member from their own district.

The number of members and alternates on all committees to the State Convention from each Congressional District shall be determined by the State Central Committee for the Iowa Democratic Party, in advance of the District Conventions, based upon the weighting requirements of Article VIII, Section 7.

C. Transact such other party business that may come before them.

*Section 4 - Convention Committees' Formation and Responsibilities:*

A. Each District Convention shall be lead by District Committees on Arrangements, Credentials, Rules and Nominations, and Platform.

B. The State Chair shall, in consultation with the State Central Committee, apportion membership on the above District Convention Committees to the counties within each district in keeping with the provisions of Article VIII, Section 7.

C. Members of the above District Convention Committees shall be elected by county conventions; the right to elect District Convention Committee members being apportioned to preference groups within county conventions which divide into preference groups, else election shall be by the convention as a whole.

D. At their first meeting each District Convention Committee shall elect a number of members to a Temporary similar State Convention Committee as needed, and as provided herein. The fruits of the work of the Temporary Committee shall be provided to the Permanent State Convention Committee before the first permanent Committee meeting - sufficiently in advance for timely consideration.

E. Each District Convention Committee shall nominate to the District Convention those members of the committee which it recommends be elected to serve on the corresponding permanent Committee of the State Convention; election being apportioned to preference groups within District Conventions which divide into preference groups, else election shall be by the convention as a whole.

F. Each District Convention Committee shall make a report to the District Convention for the consideration and action of the District Convention.

G. Members of State Convention Committees shall carry to their State Committee meetings reports of the priority concerns and formal actions of the District Convention and Committee for the consideration of the State Committees. Such reports shall include recommendations on how to improve the Iowa Democratic Party's Caucus/Convention Process in future years.

*Section 5 - National Convention Delegates' Election:* In each Presidential election year, District Conventions shall elect their District's proportionate share of 75% of Iowa's delegates and alternate delegates to the National Democratic Presidential Convention.

The State Central Committee shall determine the number of delegates to be elected from each District according to the weighting requirements of Article VIII, Section 7.

## **Article VI - State Central Committee and Convention**

*Section 1 - State Central Committee Authority:* The State Central Committee of the Iowa Democratic Party shall be the governing body of the Party when the State Convention is in adjournment; however, such actions by the State Central Committee shall be in accord with the expressed policies of the State Convention and the provisions of this Constitution.

*Section 2 - State Central Committee Structure:* The State Central Committee shall be composed as follows: The District Committeepersons from each Congressional District, the National Committeepersons, the Chair of the State Affirmative Action Committee, the President of the Iowa Young Democrats, State Rules Chair, State Platform Chair, and the Black, Latino, Pacific Islander/Asian, Disability, Lesbian & Gay, American Indian, and Armed Forces Veterans caucuses representatives. These Committee members shall be entitled to vote on all policy matters not in conflict with the Code of the State of Iowa. The Black, Latino, Pacific Islander/Asian, Disability, Gay & Lesbian, American Indian, and Armed Forces Veterans caucuses shall consist of all of each minority's delegates respectively to the State Convention. Each Caucus shall meet one half hour after the start of the seating of delegates on the day of each State Convention and shall then elect a Caucus Chair by a majority vote and a Caucus Vice-Chair, also by a majority vote, to be their representatives on the State Central Committee. The results of the said elections shall be reported to and ratified by the entire Convention. Both the Caucus Chair and Vice-Chair shall be members of the State Central Committee. The Caucus Vice-Chair shall only vote in the absence of the Caucus Chair.

*Election of officers:* The Committee shall meet and organize no later than thirty (30) days following the adjournment of the State Convention. Members of the state Central Committee shall elect a Chair, Vice-Chair, a Secretary, and a Treasurer and such other officers that they may deem necessary within ninety (90) days following the general election. Such officers need not be members of the State Central Committee however, they must be eligible members of the Iowa Democratic Party. The term of office of each officer shall be for two years and until his or her successor is elected and qualified.

*Meetings of Committee:* The State Central Committee shall meet at least once every three (3) months. Meetings of the Committee may be called by the Chair as deemed necessary. Regular meetings at stated times and places may be scheduled by a majority vote of the Committee in attendance at an official meeting. A special meeting of the Committee may be called by any ten (10) members of the Committee, provided they cause to be mailed to all other members and officers of the State Central Committee a signed petition designating the time and place proposed for such meeting, which shall be held no less than five (5) days after the mailing of the petition. The State Chair shall cause five (5) days notice by mail or three (3) days notice by electronic mail or telephone, to be given to each member and officer of the Committee for all other

meetings, regular or special. Quorum: The State Central Committee shall conduct no business in the absence of a quorum, which shall consist of a simple majority of the voting members.

Elected and Party Leaders: The Democratic floor leader in the House of Representatives and Senate of the Iowa General Assembly, and the Democrats holding offices of Governor, Lieutenant Governor, and Speaker of the House, the elected representative of the Democratic County Elected Officials Organization, and the elected representative of the Association of Democratic County Executives shall be extended an invitation and may attend all meetings regular or special of the State Central Committee in ex-officio, nonvoting status.

*Section 3 - Members' Terms and Vacancies:* The term of office of a member of the State Central Committee shall begin immediately following the adjournment of the State Convention and shall continue for two years and until his or her successor is elected and qualified. When there is a vacancy on the State Central Committee which has occurred other than at the expiration of a regular term, a new member shall be elected by a majority of votes cast by the County Chairs and County Vice-Chairs of the Congressional District in which the vacancy occurs. These County Central Committee officers shall cast the number of votes allotted to their respective counties in the last previous State Convention. If a Chair and Vice-Chair from the same county cannot agree on a candidate, each shall be allowed to cast one-half of the number of votes to which their county is entitled for the candidate of his or her choice.

A member of the State Central Committee may be removed by majority vote of the State Central Committee for failure to attend three consecutive State Central Committee meetings without a valid excuse, non-residency, or for support of a candidate for public office who is running against a candidate nominated by the Iowa Democratic Party.

Officer Vacancies: Vacancies in the Chair, Vice-Chair, Secretary, Treasurer, and other elective offices of the State Central Committee shall be filled by the State Central Committee upon a majority vote of the members present and voting at an official meeting for which prior notice of the election was properly made in the call for the meeting.

National Committeepersons: The allotted number of National Committeepersons shall be elected by a majority vote of the delegates to the State Convention held during presidential years. The term of office shall be for a period of four years and until their successors are elected at the next Presidential Convention. Vacancies in the office shall be filled by the State Central Committee upon a majority vote of the members present and voting at an official meeting for which prior notice of the election was properly made in the call for the meeting. The National Committeeperson so elected by the State Central Committee shall serve out the term of the vacancy except in the event the vacancy occurs prior to the State Convention in a non-presidential year. Then the term so filled shall expire at the close of the State Statutory Convention next following such vacancy and the delegates at that Convention shall elect the National Committeeperson to fill out the remaining term of vacancy.

*Section 4 - State Chair and Vice-Chair:* The State Chair's duties shall be those of a chief executive officer. The Chair of the Iowa Democratic Party may be paid a salary or serve in a voluntary capacity. Candidates for the Office of Chair must report prior to the election, to the central committee, whether they intend their service to be paid or to be voluntary. He or she may provide for the employment of any office personnel necessary. Employment of personnel by the State Chair shall be subject to the approval of the State Central Committee. The State Vice-Chair shall assume the duties of the State Chair during that officer's absence.

*Section 5 - Secretary:* The Secretary shall be in charge of all files and records of the Party, and it shall be his or her duty to prepare necessary documents, and preserve such files and records as may be necessary.

*Section 6 - Treasurer:* The Treasurer, in concert with the State Central Committee, shall determine who shall have custody of the funds for the Party which shall be under the control of the State Central Committee. He or she shall cause written accounts of receipts and disbursements to be prepared prior to each regular meeting of the State Central Committee. These written accounts shall be a record of all receipts and disbursements subsequent to the last previous report and shall be presented to the members of the State Central Committee at each regular meeting. He or she shall also make a report of total receipts and disbursements subsequent to the last previous State Convention, to each State Convention. **Bonds and Audit:** The Treasurer, and any other officer or employee who may be responsible for the handling of the State Central Committee funds shall be under bond, the amount to be determined by the State Central Committee. The State Central Committee shall cause an audit of all financial records and transactions of the State Central Committee accounts to be made by a certified public accountant at least once in each calendar year, and at such other times as may be directed by the State Central Committee. A copy of each audit shall be sent to each member and officer of the State Central Committee upon completion.

*Section 7 - State Convention Powers:* The State Convention is the supreme governing body of the Iowa Democratic Party.

*Section 8 - State Convention Call:* Each even-numbered year the State Chair shall, subject to the approval of the State Central Committee of the Party, issue a call for the State Convention in the same manner and at the same time as the call for precinct caucuses, setting forth:

A. The number of delegates to which each county shall be entitled in that Convention shall be based upon the weighting required by Article VIII, Section 7.

B. The time and place of such convention.

C. All other available information and documents necessary for the conduct of such convention.

The State Chair shall cause such call to be mailed to all members of the State Central Committee, and to the Chair and Vice-Chair of each County Central Committee.

*Section 9 - State Convention Responsibilities:* The State Convention by vote of its accredited delegates present, shall:

A. Approve, adopt, and may indicate priorities with respect to a party platform.

B. Determine all other matters of party concern.

C. In each year, when the election of the office of President of the United States is to be held, the State Convention shall:

1) Elect 25% of the delegates and alternate delegates to the National Democratic Convention and,

2) Elect the National Committeepersons by majority vote of the convention.

*Section 10 - Convention Committees:* The State Convention shall be led by State Committees on Arrangements, Credentials, Rules and Nominations, and Platform. Each Committee shall consist of those members elected at the Congressional District Conventions and all members shall be entitled to cast one vote. The Committees shall initially meet at a time and place selected by the State Chair, which shall be at least twenty-five (25) days prior to the date designated for the convening of the State Convention. All meetings shall be open to the public; shall be widely publicized by the State Chair, and shall be held in places easily accessible to those wishing to attend meetings of the Committees.

The Platform Committee membership shall also include the Democratic Governor or the Governor's representative, the Democratic leader of the Senate, the Democratic leader of the House, and such at-large members as may be selected by the State Chair with the approval of the State Central Committee of the Party. In no event, shall the at-large members of the committee constitute more than twenty percent (20%) of the elected members of the Committee. The Committee shall consider but not necessarily include in its report, all platform planks and resolutions adopted at Congressional District Conventions held in that year. A copy of the party platform proposed by the Platform Committee shall be distributed to each delegate elected to the State Convention not less than seven (7) days prior to the date designated for the convening of the State Convention.

*Section 11 - State Convention Committee Vacancies:* The State Chair shall, in concert with and subject to the approval of the State Central Committee of the Iowa Democratic Party appoint such special convention committee members that have not been elected by the District Conventions at least twenty-five (25) days prior to the day designated for the convening of the State Convention. The State Chair shall appoint members to such committees from a list of nominees for each Congressional District. Each Congressional District shall be represented on each committee and members of said committee shall be evenly distributed, as nearly as possible, among the Congressional District.

## **Article VII - Restrictions on Delegates Prohibited**

*Section 1 - Instructions:* No delegate to any County, District, State, or National Convention may be bound to the instructions of the precinct caucus, County, District, or State Convention by which such delegates were elected.

*Section 2 - Unit Rule:* No delegate may be required, by a majority of the members of his or her delegation, to vote as a majority determines, under the "Unit Rule."

*Section 3 - Restrictions:* No delegate certified by the Credentials Committee to any County, District, State, or National Convention shall be in any manner prohibited or restricted from voting on any matter before such convention.

*Section 4 - Fees:* No delegate's right to fully participate or vote in any convention shall be dependent on the payment of a delegate fee.

## **Article VIII - Delegate and Committee Selection Procedure**

*Section 1 - Proportional Representation:* All caucuses, conventions, committees, and Democratic Party Officials shall take such practical steps as may be within their legitimate power to assure that all caucuses, conventions, and committees shall include: men, women, various age groups, racial minority groups, economic groups, and representatives of identifiable geographically defined populations - all in reasonable relationship to the proportions in which the groups are found in the populations of the respective constituencies. In the spirit of the above, all caucuses, conventions, and committees will also endeavor to include citizens of all national origins, ethnic identities, religions, sexual orientations, gender identities, and disabilities.

*Section 2 - Majority and Minority Viewpoints:* Delegates to all conventions shall reflect, as accurately as possible, the varying majority and minority viewpoints of those engaged in the delegate selection process. A convention or precinct caucus shall, when at least 15% of the delegates present desire to form a single preference group, (except for the purpose of selecting national delegates in which case the proportion shall be set by the Democratic National

Convention delegate selection rules); divide into groups in order to elect delegates, alternate delegates, and convention committee members and alternate members to the next level under the following provisions:

A. The number of representatives to the succeeding convention to be apportioned to each group shall be determined by taking the ratio of each preference group's size, the size of the total precinct caucus or convention, and applying that ratio to the total number of representatives to be chosen.

B. In presidential years, each precinct caucus and convention shall be apportioned by presidential candidate preference group.

C. In gubernatorial years conventions may be apportioned by candidate, issue, or other category.

D. Nominations shall be made by each preference group.

E. No more than a simple majority of the national convention delegates or alternate delegates shall be elected at one time.

F. When convention delegates and alternates are elected by preference group, and more than six (6) representatives of the convention's committees are to be elected, those committee members and alternate members shall be apportioned to the preference groups in the same manner as the delegates.

G. Convention rules shall contain clear provisions for achieving gender balance within preference groups in keeping with the National Democratic Party requiring that the Iowa delegation to the National Convention be gender balanced as a whole, and within each presidential preference group. The chair of the Committee on Rules and Nominations shall explain the provisions for achieving gender balance to the convention.

*Section 3 - Naming Own Replacement:* In case a delegate may be temporarily or permanently absent from the proceedings of any convention, the delegate may choose a temporary or permanent replacement from among the alternates of the delegate's preference group. If the delegate refuses or is unable to select a replacement, the delegation shall choose one of the alternates from the same preference group to replace that delegate. Elected convention alternates need not be present to be accredited.

*Section 4 - National Convention Delegates:* Candidates for the position of delegate or alternate delegate to the Democratic National Convention shall be required to submit a petition which is to be filed with the State Chair twelve (12) days before the Convention or the Chair of the Nominating Committee at the Convention. A petition filed with the State Chair shall be signed by one percent or 250 signatures, whichever is less, of the delegates to the Convention. All petitions shall contain an affidavit from the presidential candidate's state or district representative that they do not disapprove of the candidate except that no affidavit is required for uncommitted delegate candidates. A valid petition for the national delegate position shall be considered a valid petition for the national alternate delegate position.

*Section 5 - Nominee of the Party:* In all cases where a Convention or Committee elects the nominee of the Party, the nominee shall be elected by a majority vote of those delegates or members present and voting. In the instance of a reconvened Convention, the delegates and alternates shall be those originally elected to the Convention; preference affiliations of alternates being of no consequence unless such affiliations pertain to candidates for the office in question.

*Legislative District Central Committee:* In the case of a meeting of Legislative District Central Committee, each precinct committee member present shall cast an equal share of the votes apportioned to the member's precinct based on the number of votes cast for the Democratic

candidate for the same office in the most recent general election. The nominee shall be elected by a majority vote of the votes cast under this procedure.

*Section 6 - Temporary Chair:* The Temporary Chair of each caucus or convention or other Party committee shall be designated by the County Chair, by agreement among the district committee persons, or by the State Chair, corresponding to the level of the caucus, convention, or committee.

Said designees are automatically nominated for election to the position of permanent chair of the caucus, convention, or committee.

Said designees shall work with the person(s) making the appointment and the staff of the Iowa Democratic Party (at the state convention level) well before the first meeting of the caucus, committee, or convention to expedite the work to be done by all. The state chair shall designate the temporary chairs of the state convention committees before the scheduled date for the congressional district conventions.

*Section 7 - Apportionment of Delegates:* Apportionment of delegates to conventions and to district and state convention committees shall be according to a formula which gives equal weight to the Democratic votes cast in the most recent electoral contests for United States President and the Governor of Iowa.

## **Article IX - Affirmative Action Committees**

*Section 1 - Structure:* The State Affirmative Action Committee shall consist of one member from each Congressional District elected every two years at district conventions, three members appointed by the State Chair and approved by the State Central Committee, and the Chair of the State Affirmative Action Committee to be elected every two years at the state convention. The District Affirmative Action Committees shall consist of the State Affirmative Action Committee members elected at the district conventions who shall serve as Chairs of their respective district committees, and one member from each county within the congressional district elected every two years at county conventions. The County Affirmative Action Committee shall consist of the District Affirmative Action Committee members elected at county conventions who shall serve as Chairs of their respective county committees and two or more additional members elected by County Central Committees at the first regular meeting following their biennial organizational meeting specified in Article III, Section 1.

*Section 2 - Responsibilities:* The Affirmative Action Committees shall promote recruitment of new members into the Iowa Democratic Party and encourage their full participation in the caucus/convention, platform-development, and delegate-selection processes, and within central committees and other party organizations with particular concern toward those groups which have been historically under-represented within the Iowa Democratic Party.

## **Article X - Credentials Challenges**

*Section 1 - Initiation:* Any Democrat may challenge any delegate or alternate certified to any convention by notifying the County, District, or State Chair in writing at least ten (10) days before the date of the Convention. At the same time a copy of the challenge shall be sent by the challenger to the delegate or alternate who is challenged.

*Section 2 - Contents:* A challenge shall include the basis for the challenge, the name and address of the challenged delegate or alternate, and the name and address of the challenger.

*Section 3 - Notice:* The Chair notified of the challenge shall send all challenges to the Credentials Committee Chair of the Convention in question and to the delegates or alternates who are challenged as soon as possible after they are received.

*Section 4 - Call of Meeting:* The Chair of the Committee on Credentials shall convene the committee at a publicized location at least one hour before the time when the Convention is to meet. Both the challenged delegate/alternate and the challenger shall be notified of the meeting time and place.

*Section 5 - Committee Consideration:* The Committee on Credentials shall consider any statements from the challenger, from the delegate or alternate being challenged and from any other person who wishes to testify on the challenge. In hearing a challenge, the Committee on Credentials may allot a period of time within which the challenger and challenged shall be granted equal time to make their statements.

*Section 6 - Report to Convention:* In case of an appeal of the Credentials Committee findings, the Credentials Committee shall report to the Convention the name of the delegate or alternate who it believes is entitled to participate in the Convention. A minority of the Committee on Credentials may present a minority report of the challenge to the Convention. When a number of challenges are to be resolved, the Committee on Credentials shall report on each in alphabetical/numerical order by County or by precinct in which the delegates or alternates being challenged reside.

*Section 7 - Convention Action:* The Convention shall vote on the report of the Committee on Credentials on each challenge being made. The report of the Committee on Credentials on each challenge must be approved by a majority vote of the Convention before a delegate or alternate being challenged may participate in the Convention. No challenged delegate or alternate may vote on the report of the Committee on Credentials which involves the delegate's challenge.

#### **Article XI - Minority Reports**

Upon a vote of 10% of the members of any Convention Committee, a minority report of the Committee shall be prepared and presented to the full convention.

#### **Article XII - General Provisions**

*Section 1 - Code of Iowa:* The relevant sections of the Code of Iowa election laws are made a part of this Constitution. No provision of the Constitution is meant to supersede or abrogate any of the provisions of the Statutes of Iowa.

*Section 2 - Absentee Ballots:* No voting by absentee or proxy ballot shall be permitted at any meeting or convention of the state, district, county, or precinct organizations or at any meeting of any organization affiliated with and subordinate to the Iowa Democratic Party.

*Section 3 - Secret Ballot:* No secret ballots shall be used by elected representatives at any convention or central committee meeting.

*Section 4 - Quorum:* No convention shall elect delegates to the next level convention in the absence of a quorum of at least forty (40) percent of the accredited delegates to the convention.

*Section 5 - Open Meetings:* All meetings of Democratic Central Committees and Conventions, and of their committees, shall be open in the same manner as an agency of the state government is required to hold open meetings.

#### *Section 6*

*Subsection A - Platform Committees:* The Platform Committees of the County, District, and State Conventions shall be continuing bodies. After the Convention, members upon resignation may name their replacement and if they fail to do so, the Committee may elect a replacement taking into consideration the requirements of Article VIII, Sections 1 and 2.

Duties: The duties of the Platform Committees following conventions may include but are not limited to:

- 1) Research of public statements, voting records, and performance of official duties of elected officials within their constituencies;
- 2) Factual research and development of proposals for legislative action in keeping with the Iowa Democratic Party Platform;
- 3) Gathering information on the developing senses of priorities of active Democrats within their constituencies and giving guidance to the Democratic Leadership and to the Democratic Legislators from within their constituencies regarding such priorities and legislative developments;
- 4) Making preliminary preparations for the next caucus/convention process of platform development.

In these efforts, the Platform Committee shall work in close cooperation with their corresponding Central Committee and elected Democratic legislators and other public officials.

*Subsection B - Rules Committees:* The Rules Committees of the County, District, and State Conventions shall work in consultation with the other convention committees to produce fair and efficient rules for their convention.

*Section 7 - Chartered City:* Any organization functioning as a Democratic City Central Committee in a special chartered city shall be governed by this Constitution and the rules and procedures of the Iowa Democratic Party. The rules and procedures of a City Central Committee cannot be in conflict with the rules and procedures of the Iowa Democratic Party with the exception of those specifically covered by the laws of the State of Iowa.

*Section 8 - Accessibility:* Where possible and giving priority to all Democratic polling places, caucus sites, district convention sites, state convention sites, and meeting sites are to be totally accessible to the handicapped.

*Section 9 - All County, District, and State Convention organizing committees* duly elected under the applicable provisions of the Code of Iowa, this Constitution and Iowa Democratic Party By-Laws shall publish a booklet containing the reports of the Arrangements, Rules and Nominations, Credentials, and Platform committees, and such other information as may be deemed necessary for the operation of the convention. The Arrangements committee shall cause this booklet to be physically distributed as a paper booklet or distributed in electronic format no later than seven (7) days prior to the start of the convention. The Arrangements committee shall have the option of publishing the booklet in electronic format under the following conditions:

- A. A separate paper credential document, which shall include an alternate designation form and instructions for obtaining a paper version of the booklet, must be mailed to each duly elected delegate to the convention. This credential will be mailed no later than fourteen (14) days prior to the start of the convention.
- B. The electronic booklet will be published in a computing platform-neutral format and be easily available for public download. The credential document will include instructions for downloading the booklet.
- C. The electronic booklet will under no circumstances include any credential or alternate designation documents. Possession of a convention booklet without the appropriate credential documents shall not constitute evidence that the possessor has been elected as a delegate.

- D. All convention committees publishing electronic booklets must provide paper copies to any delegate on request no later than seven (7) days prior to the start of the convention. The credential document shall include instructions informing delegates how to obtain a paper copy of the booklet and the responsible party to contact to get a paper booklet.
- E. Delegates who request a paper copy shall not be charged any additional fees for a printed booklet.

All convention committees who choose to publish printed booklets rather than electronic booklets shall continue to include their credential documents and alternate designation forms with their booklets and shall continue to distribute their booklets by physical means as described above.

### **Article XIII - Affiliated Organizations**

*Section 1 - Terms of Affiliations:* Organizations subordinate to and affiliated with the State Central Committee, or any County Central Committee, may be recognized and encouraged, provided written consent of the State Central Committee and the appropriate County Central Committee is obtained.

*Section 2 - Youth Caucuses:* Iowa Democratic Party Youth Caucuses may be created to promote and encourage the ideals of the Iowa Democratic Party. The Iowa Democratic Youth Caucuses may organize activities, formulate viewpoints, aid in campaigns, and aid in any other functions to the betterment of the Iowa Democratic Party.

### **Article XIV - Amendments**

This Constitution may be amended at any State Convention by a majority vote of the accredited delegates assembled in the Convention. All proposed amendments must be in writing and submitted by an elected delegate to the State Convention, and be delivered to the State Chair not less than thirty (30) days prior to the State Convention, and be included in the convention booklet distributed to all delegates to the State Convention.

### **Article XV - By-Laws**

*Section 1 - Adoption and Amendment:* By-laws of the Iowa Democratic Party shall be adopted/amended by a majority vote of the State Central Committee following at least three weeks notice (of the proposed by-laws, the time and the place of the meeting) to all members of the State Central Committee and its officers, and to all County Central Committee Chairs and Vice-Chairs.

*Section 2 - Scope:* By-Laws shall be in conformity with the provisions of this Constitution, shall be designed to advance the purposes of the Iowa Democratic Party as stated in the Preamble, and shall not abridge the right of precinct caucuses, conventions, convention subcommittees, convention caucuses, central committees, and central committee subcommittees to elect their own leadership and representatives - but they may specify procedural rules, committee roles, and leadership roles to be observed by those groups within the party.

## **ARTICLE VIII – COUNTY, DISTRICT, AND STATE CONVENTIONS**

**Section 1.** The platform shall consist of two parts, a Statement of Principles and a Statement of Issues. At the State level the Statement of Issues will include two parts: Priorities and Long Term Goals.

**A.** For purposes of the Platform Committee report, the Statement of Principles shall consist of no more than 500 words and the Statement of Issues shall consist of no more than 3000 words.

**B.** The Statement of Principles shall be a statement of abiding Democratic values and principles. This document is to be reviewed by the Platform committee for the purpose of making recommendations for additions and changes to reflect changes in the law, or to remove a statement achieved as Party goals. It is expected that few recommendations, if any, will be offered by the Platform committee. The Statement of Principles is a permanent statement of the Party philosophy.

**C.** The priorities and long term goals of the Issue statement will be specified by delegates of the State convention through a balloting process defined by the Rules Committee. The process will allow delegates, for the purpose of debate, to indicate priorities (those issues of importance in the next two years) and long term goals. Debate of planks should be limited to those which more than 33% of the convention delegates support, but less than 66% of the convention support. This is to focus limited debate time on those resolutions which could gain majority support through the debate process.

**D.** The Rules committee shall recommend a specific time at which delegates may begin casting their final ballots on platform prioritization and a time at which all votes should be cast.

**E.** The priorities and long term goals of the Issue statement will be specified by delegates of the State convention through a balloting process defined by the Rules Committee. The final priority ballot will define the priorities of the convention, as distinct from long term goals.

**F.** The Rules Committee shall set additional time deadlines and make additional rules governing debate, amendment, and adoption of platform planks as necessary for the efficient and fair consideration of the platform.

**G.** The Platform Committee of the State Convention shall, prior to the convening of the State Convention, hold a public hearing to allow Democrats the opportunity to comment on the draft platform. The Platform Committee shall include a report of this hearing in its report to the State Convention.

**Section 2.** Pursuant to Article XV, Section 1, of the Constitution of the Iowa Democratic Party, there shall be established, in addition to the Platform Committee, as set forth in Article VI, Section 10, of the Constitution of the Iowa Democratic Party, the following standing committees for each County, District, and State Convention:

**A. Rules and Nominations Committee:** Consistent with the delegate selection plan, the Constitution and By-Laws of this body, and the Charter and By-Laws of the Democratic Party of the United States, this committee shall be charged with the responsibility of drafting such rules and regulations as are necessary to conduct the business of the convention, including but not limited to the adoption of a Party platform, the adoption or ratification of such resolutions as the convention may wish to consider, the selection of delegates to district, state, and national conventions and meetings, the election of Party office holders and such other business as the convention in question may wish to consider. The Rules Committees of the County, District and State Conventions shall work in consultation with the other convention committees to produce fair and efficient rules for their convention. In addition, said committee shall have the responsibility for the counting of all ballots taken during the convention process and the conducting of such elections as shall take place.

**B. Arrangements Committee:** This committee shall be charged with the responsibility, in conjunction with the staff of the State Democratic Party, of arranging appropriate facilities and equipment for the conducting of the County, District, and State Conventions.

**C. Credentials Committee:** Consistent with the delegate selection plan, the Constitution, and By-Laws of this body, this committee shall be charged with the responsibility for the certification and accreditation of the delegates to the County, District, and State Conventions.

**Section 3.** The following procedure shall govern the registration and accreditation of delegates to the District and State Conventions of this Party:

**A.** The Credentials Committee of the appropriate convention shall timely obtain from each county a list of elected delegates to the convention and preference group, if any, to which the delegate purports to belong. Further, the county chair shall inform the Credentials Committee, at the same time at which the delegates and preference group information is supplied to the committee, of the name or names of the head of any viable preference group or groups within his/her county.

**B.** In the event the County Chair fails to carry forth promptly the duties as set forth in sub-section A of this Section, either the vice-chair of said county or the recognized head of a preference group within that county may supply the Credentials Committee with the information set forth in sub-section A of this Section.

**C.** In the event the county chair, vice-chair, or the recognized head of a preference group within a specific county fails to provide the Credentials Committee with such information as is required by sub-section A of this Section of these By-Laws, the chairperson of the Credentials Committee or the designated representative shall be empowered to appoint a representative of the county or preference group or groups within the county to assemble and provide the committee with the required information.

**Section 4.** Delegates to county, district, and state conventions shall be considered to have aligned with a preference group when they are registered for the convention in question. A delegate shall be required to designate his or her preference group at the

time of his or her registration, and a delegate who refuses to designate a preference group shall be registered by the Credentials Committee as uncommitted.

The Credentials Committee of the Convention in question shall have the responsibility of determining the number of delegates within each preference group, and shall, upon completion of registration present a report to inform the convention of the size of each preference group.

Following the report of the credentials committee, all delegates will be afforded a one hour period to realign with other groups if they so desire. A delegate choosing not to realign shall continue to be counted as a part of his/her initial alignment. The Arrangements Committee will afford delegates the proper facilities to complete this realignment process.

For the purposes of this section, any preference group which fails to obtain fifteen (15) percent of the total number of registered delegates at the County Convention and fifteen (15) percent of the registered delegates at the District and State Conventions shall be declared non-viable.

Upon completion of the one (1) hour period for realignment of all delegates, the Credentials Committee shall report to the convention the viable and non-viable groups' status within the convention. Members of non-viable groups only shall have a reasonable time, not less than one half hour, in which to realign with or into other viable groups.

Following the time for realignment of those who are members of non-viable groups, the Credentials Committee shall report to the convention the final preference groups and their relative strength within the convention.

**Section 5.** If a delegate is unable to attend all or part of a convention, an alternate delegate shall be selected using one of the following methods:

**A.** A delegate may select an alternate by designating the name of the alternate in writing to the Credentials Committee of the appropriate convention. The Credentials Committee shall certify the alternate in the delegates' place.

**B.** In the event that a delegate fails to name an alternate in the manner prescribed in subsection A of this section, the appropriate preference groups, acting through its designated representative, shall designate the name of the alternate in writing to the Credentials Committee. The Credentials Committee shall certify the alternate in the delegate's place. In presidential years, or in years in which a preference group is selected, the appropriate designated representative shall be the preference group chair for county, district, and state conventions.

**C.** In all cases the alternates shall be of the same preference group. At county conventions consideration shall be given to alternates of the same precinct. At District and State Conventions, consideration shall be given to alternates from the same county.

**D.** In all cases where the alternate has been properly designated by a duly elected delegate pursuant to sub-section A of this section to serve as an alternate, he/she shall

do so only until the originally elected delegate shall appear at the convention and request of the appropriate preference group chair or county chair his/her right to be seated. At such time, the alternate shall turn over his/her credentials and balloting material to the duly elected delegate. However, if the alternate has been selected by the preference group or by the county, and the duly elected delegate has failed to select an alternate, pursuant to subsection A, the alternate shall have the right to retain his/her position as a delegate despite the presence of the duly elected delegate. In the event of a dispute between the alternate and the delegate claiming to be duly elected, the precinct or the county shall immediately resolve the dispute and inform the Credential Committee of the resolution of the problem. Either the alternate or the claimed to be duly elected delegate may appeal immediately the decision of the precinct or county delegation to the convention's Credentials Committee. The convention shall uphold or overrule, if requested, the decision of the Credentials Committee. The business of the convention shall continue, unabated, during the resolution of this dispute.

**E.** In non-presidential years, or in years in which a preference group is not selected, the designated representative for the selection of an alternate, in the event an alternate has not been selected as set forth in sub-section A of this section, shall be the precinct committee persons at the county convention, and at a district or state convention, the County Chair.

**F.** If any of the foregoing methods of alternate seating are not used, the proposed alternate shall not be seated.

**G.** All non-preferred alternates shall be seated in a designated area in the business area of the convention hall until such time as the Chair or the Chair's designee calls them to a specific area to be seated as delegates.

**Section 6.** The Credentials Committee shall as expeditiously as possible seat any alternate who presents to them, either before or on the day of the convention, proper convention credentials from the appropriate designated representative. The Credentials Committee shall substitute the name of the alternate in place of the delegate for the official convention record.

**Section 7.** The registration processes of county, district and state conventions shall be as follows:

**at county conventions,** delegate registration shall remain open for at least one hour. The determination of preference groups and the strength of preference groups shall not be made until all delegates have been received and approved by the county convention.

**at district conventions,** delegate registration shall be open for one hour and late arriving delegate registration shall be open for one additional hour immediately following. Official business of the district convention, such as the report of the platform committee, shall begin, with a preliminary credentials committee report announcing a quorum, as soon as one hour after registration begins. A quorum, for purposes of this section shall mean forty (40) percent of the total number of delegates elected to the district convention. The determination and the strength of preference groups, delegate selection, and platform prioritization shall begin after the final report of the credentials

committee, when all registered delegates have been received and approved by the district convention.

**at state conventions**, delegate registration and credentialing shall be open from 4:00 p.m. until 8:00 p.m. the Friday evening before the state convention is scheduled to convene. On the day of the state convention, delegate registration shall be open from 8:00 a.m. until 9:00 a.m. Late arriving delegate registration shall be open from 9:00 a.m. until 10:00 a.m.

Delegates and alternate delegates arriving after 10:00 a.m. shall report to the state convention credentials committee. The credentials committee will determine on a case by case basis whether or not that individual may be received by the convention.

Delegates and alternate delegates arriving after the state convention has begun the process of breaking into preference groups shall not be seated.

Official business of the state convention shall begin with a preliminary credentials committee report announcing a quorum as early as 9:00 a.m. A quorum for purposes of this section shall mean forty (40) percent of the total number of delegates elected to the state convention.

The determination and the strength of preference groups, delegate selection, and platform prioritization, shall begin after the final report of the credentials committee, when all registered delegates have been received and approved by the state convention.

**Section 8.** With regard to gender balancing:

**A.** The delegates and alternates to the Democratic National Convention shall be equally divided between men and women. If there have not been sufficient nomination papers filed within a gender group in order to achieve gender balance within the delegation, nominations may be taken from the floor of the convention.

**B.** All preference groups at a District Convention shall, within each preference group, elect an equal number of male and female delegates and alternates, provided that, in the event that a preference group is to select an odd number of delegates to the National Convention, no more than a simple majority shall be of the same gender.

**C.** To the extent that the total number of delegates elected at the District Convention within a preference group is not balanced in gender, delegates elected to the National Convention at the State Convention from the preference group must balance that preference group as equally as possible.

**D.** To the extent that a preference group remains out of balance in gender, delegates appointed to the National Convention from a preference group must balance that preference group as equally as possible.

**E.** To the extent that there remains gender imbalance among the delegation in its entirety, the Rules and Nominations Committee of the State Convention, and the Convention as a whole, must balance the delegation.

**F.** Each preference group delegation shall make an effort to fairly reflect ethnic-racial minority representation.

**G.** To the extent that the delegation in its entirety fails to reflect fairly ethnic-racial minority representation, the Rules and Nominations Committee of the State Convention and Convention as a whole shall take steps to correct any deficiency.

**Section 9.** In the selection of delegates and alternates to National Conventions by preference groups at State and District Conventions, in the selection and election of members of the Party to serve in Party positions and public positions by preference groups, District and State Conventions, the following procedures shall be followed:

**A.** All delegates and Party members who are candidates for the aforementioned positions shall be listed on a ballot for the office or position sought by alphabetical order and number.

**B.** Each delegate who is an authorized member of a preference group, a District or a State Convention, empowered to vote on the selection or election of the candidate or candidates, shall do so by casting a vote or votes necessary to select or elect a simple majority of the position being sought by the candidates. For example, in the event that thirteen individuals are seeking one of seven positions, the delegates shall be authorized to cast seven ballots, not more than one of which shall be cast for any one candidate.

**C.** No more than a majority of any positions sought may be filled by a preference group or a District or State Convention on any one round of voting. A candidate for any of the aforementioned positions shall be deemed elected when the candidate shall gather or obtain more than fifty (50) percent of the votes cast. All tied votes shall either be elected or defeated as a group.

**D.** A candidate for any of the aforementioned positions shall, subject to the provisions of sub-section E of these By-Laws, be eliminated from further consideration as a candidate in the event that the individual fails on any ballot to obtain fifteen (15) percent of the votes cast by the total number of delegates voting on a given round of balloting.

**E.** A candidate who has been eliminated for any of the aforementioned positions under the provisions of subsection D of these By-Laws may be reconsidered and stand again for the position sought if all of the members of that candidate's gender, racial, or ethnic minority have been eliminated and it is necessary to obtain gender, racial, or ethnic minority balance by the selection or election of a candidate of the gender or racial or ethnic minority to which that candidate belongs.

**F.** The provision of these By-Laws shall not apply to the selection of any delegate to be selected or elected by a county convention, nor shall it apply to the selection or election of any officer of any county Central Committee.

**G.** Any candidate who files national delegate or national alternate papers shall not be required to declare a category at the time his/her papers are filed and shall be allowed to run in any category for which he/she is qualified.

**Section 10.** The first order of convention business, with the exception of elections, shall be the consideration of proposed amendments to the Iowa Democratic Party Constitution.

**Section 11.** If there are more than six (6) candidates for Presidential Elector, there will initially be no nomination or candidate speeches. An election shall be held with each delegate voting for two candidates. If no candidate is elected by majority vote, the top four (4) vote-getters will proceed to a second balloting round. At this time, one minute speeches will be allowed. If, after the second balloting round, the two (2) positions are not filled, the candidate having received the least number of votes in the second balloting round will be eliminated from any subsequent balloting rounds, and the remaining candidates shall stand again.

**Section 12.** Constitutionally mandated caucuses shall convene during the noon recess called by the Convention Chair at which time the first order of business in each caucus shall be to elect a caucus chair and alternate. The Rules and Nominations Committee shall assign a representative to attend each caucus meeting. The current chair of each caucus shall call the caucus to order and immediately defer to the Rules and Nominations Committee representative for the purpose of conducting the elections.

The Rules and Nominations Committee representative shall upon completion of the elections, immediately report the results of said elections to the State Convention Chair.

At such time as the State Convention Chair has received reports from all constitutionally mandated caucuses, official convention business may resume.