HOW TO BE A DELEGATE

The complete guide to becoming a Delegate to the
Democratic National Convention, Charlotte, North Carolina

The Week of September 3rd, 2012

From the Missouri Democratic Party • Mike Sanders, Chair
P.O. Box 719 • Jefferson City, Missouri 65102

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Paid for by the Missouri Democratic State Committee, Airick West, Treasurer
www.missouridems.org
Not authorized by any candidate or candidate committee.
The National Democratic Party has allocated 102 National Convention Delegates (89 of whom will be pledged Delegates) and 7 National Convention Alternates to Missouri. In addition to these National Convention Delegates and Alternates, starting on March 29, 2012, Missouri Democrats will elect more than 2,000 delegates and alternates from ward, township, legislative district and county conventions who will be eligible to attend their April 26, 2012 Congressional District Conventions and the Missouri State Democratic Convention on June 9, 2012. The rules governing the process have been established by the “Delegate Selection Plan for the 2012 Democratic National Convention” that was submitted by the Missouri Democratic Party and has been approved by the Democratic National Committee. The information in this booklet is intended as an overview and summary of that plan to help you understand the process and rules and encourage you to participate.
PRESIDENTIAL PREFERENCE PRIMARY

The apportionment of the 89 pledged National Convention Delegates and all 7 of the National Convention Alternates will be determined based on the results of the Missouri Presidential Preference Primary on February 7, 2012. Therefore, the process of determining who receives the pledged delegates and alternates begins on that date so any Democrat who wants to attend any mass meeting or convention must vote in the February 7, 2012 primary. Consequently, we strongly encourage all Democrats to go to the polls on that day and cast their votes for the presidential candidate of their choice. Primary voters must be registered voters who are:

- 18 Years of age by Election Day
- US Citizen
- Missouri Resident

The actual election of 77 of the 89 pledged National Convention Delegates and all 7 Alternates will take place at Congressional District Conventions and the State Convention but the process begins with the election of delegates and alternates at mass meetings on March 29, 2012. After the results of the February 7th Presidential Primary are tabulated, each ward, township, legislative district, county and congressional district will be notified as to the percentage of delegates and alternates from each level to which each presidential candidate is entitled.

MISSOURI NATIONAL CONVENTION DELEGATE AND ALTERNATES

At the end of the delegate selection process at the Missouri State Democratic Convention on June 9, 2012, Missouri Democrats will have chosen 102 National Convention Delegates and 7 National Convention Alternates to the 2012 Democratic National Convention in Charlotte (week of September 3rd, 2012). National Convention Delegates and Alternates will be selected in four categories. (See chart below.)

CONGRESSIONAL DISTRICT AND STATE CONVENTION DELEGATES

Many Democrats may not want to pursue a National Convention Delegate or Alternate slot but instead on March 29, 2012, in most counties, delegates and alternates will be elected to Congressional District Conventions (with eligibility to also attend the Missouri State Democratic Convention) from ward, township, legislative district and county mass meetings. The exception will be those seven counties (see below) where the delegates and alternates elected at ward and township mass meetings on March 29, 2012 will move on to County Conventions on April 12, 2012.

<table>
<thead>
<tr>
<th>DELEGATE CATEGORY</th>
<th>DATE SELECTED</th>
<th>EVENT</th>
<th>DELEGATES</th>
<th>ALTERNATES</th>
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<tbody>
<tr>
<td>Unpledged Party Leader and Elected Officials</td>
<td>Not later than 3/1/12</td>
<td>DNC confirms names to State Chair</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>District-Level</td>
<td>4/26/12</td>
<td>CD Conventions&lt;br&gt;Attended by delegates elected at mass ward, township, legislative district and county meetings on 3/29/12 and 4/12/12.</td>
<td>58</td>
<td>0</td>
</tr>
<tr>
<td>Pledged Party Leader and Elected Official (PLEO)</td>
<td>5/5/12</td>
<td>Selected by State Committee&lt;br&gt;Allocated among presidential preferences according to state-wide primary vote</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>At-Large</td>
<td>6/9/12</td>
<td>State Convention&lt;br&gt;Allocated among presidential preferences according to state-wide primary vote</td>
<td>19</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>102</td>
<td>7</td>
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where they will elect delegates and alternates to April 26, 2012 Congressional District Conventions (with eligibility to also attend the State Convention). Delegates to the State Convention (June 9, 2012) participate in the election of At-Large National Convention Delegates and Alternates, DNC members and presidential electors as well as vote on other Democratic party issues.

This process will provide an opportunity for more than 2,000 delegates and alternates elected at ward, township, legislative district and county mass meetings to attend and participate at their April 26, 2012 Congressional District Conventions and the Missouri State Democratic Convention on June 9, 2012 at the Lodge of the Four Seasons.

General Eligibility: Participation in Missouri’s delegate selection process is open to all voters who wish to participate as Democrats and are current members of the Missouri Democratic Party. To participate in the delegate selection process or to be elected as a delegate or alternate at any level of the process, each participant/delegate or alternate candidate must sign a standardized declaration furnished by the Missouri State Democratic Committee that confirms he or she:

1. Is a resident of, and a registered voter in, the political subdivision of the mass meeting/convention location where they choose to participate.
2. Is at least 18 years of age (appropriate legal identification required).
3. Is a declared Democrat and has not participated in any other party’s primary or caucus (by signed declaration).
5. Must be a member of the Missouri Democratic Party in good standing.

Such Democrats will receive a “pledge of support” form to be submitted to their caucus leader at the time each caucus is formed.

ELECTION AND APPORTIONMENT OF CONGRESSIONAL DISTRICT-LEVEL NATIONAL CONVENTION DELEGATES AND ALTERNATES

The number of delegates to be elected at the March 29, 2012 mass meetings—whether ward, township, legislative district or county—have been allocated based on a formula that used the average votes cast for the Democratic nominee for President in the 2004 and 2008 general elections. The process of delegate selection is then determined by county of residence:

A. Jackson County townships, Kansas City wards, St. Louis County townships, and City of St. Louis wards: The delegates (and alternates) elected in the mass meetings in these townships and wards on March 29th will go directly to the April 26, 2012 Congressional District Conventions where they will elect National Convention Delegates and Alternates and will continue to serve as delegates (and alternates) at the June 9, 2012 State Convention.

B. Boone, Buchanan, Clay, Franklin, Greene, Jefferson and St. Charles Counties: These seven counties (which each cast an average of 30,000 or greater votes for the Democratic nominee for President in the 2004 and 2008 general elections) will elect delegates (and alternates) from mass ward, township or legislative district meetings on March 29th. (The county Democratic Committee, or, if the county Democratic Committee expresses no preference, the county Democratic Chair, will make the decision with regard to what type of mass meetings will be held in each county. The decision must be announced in the published call to delegates.) The delegates (and alternates) who are elected at the March 29th mass meetings in these seven counties must then meet at County Conventions at 7:30 pm on April 12, 2012, where they will elect delegates (and alternates) who will go on to the April 26th Congressional District Conventions where they will elect National Convention Delegates and will continue to serve as delegates (and alternates) at the June 9th State Convention at the Lodge of the Four Seasons.

C. All other counties: The remaining 105 counties (those counties casting a combined total of less than 30,000 votes for the Democratic nominee for President in the 2004 and 2008 general elections) have the option of holding either legislative district meetings or holding a county mass meeting on March 29th. (The county Democratic Committee, or, if the county Democratic Committee expresses no preference, the county Democratic Chair, will make the decision with regard to what type of mass meetings will be held in each county but generally it is the same type as in previous Presidential election years. The decision must be announced in the published call to prospective delegates.) The delegates (and alternates) who are elected at the March 29th mass meetings in these 105 counties will go directly to the April 26th Congressional District Conventions where they will elect National Convention Delegates and Alternates and will continue to serve as delegates (and alternates) at the June 9th State Convention.

NOTE: In those wards, townships, legislative districts and counties having more than one congressional district, the chair of the mass meeting shall divide the participants by congressional district of residence. The participants in each congressional district shall then hold separate submeetings for the purpose of forming caucuses and electing congressional district level delegates (and alternates).

CONGRESSIONAL DISTRICT CONVENTIONS

There will be district-level delegates elected at the nine Congressional District Conventions on April 26, 2012. [There must be an equal division between female and male delegates with a maximum deviation of one at any level in each Congressional District. In accordance with an established process, an alternate may replace a delegate who is unable to attend the Congressional, State and National Conventions.] The delegates will be apportioned among the nine congressional districts. (See chart top of page 3.)
Delegates to be chosen at Congressional District Conventions

<table>
<thead>
<tr>
<th>DISTRICT</th>
<th>MALES</th>
<th>FEMALES</th>
<th>TOTAL</th>
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<tr>
<td>#1</td>
<td>5</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>#2</td>
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</tr>
<tr>
<td>#9</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>29</td>
<td>29</td>
<td>58</td>
</tr>
</tbody>
</table>

1. If you want to be elected a National Convention Delegate or Alternate at the Congressional District:

A. You need to work hard for your chosen Presidential Candidate in the February 7th Primary. The more votes that your candidate receives, the better the chance you have of being elected a National Convention Delegate.

B. You need to attend the March 29th mass meeting and, if you are in one of the seven counties noted above and have been elected as a delegate to the County Convention, attend the April 12th County Convention. There will be a notice in many of the major city and town papers as to where your mass meeting will be held. We will also have them on line at: www.misouridems.org. If you need assistance finding your mass meeting or county convention locations call the party headquarters at 573-636-5241. The County Convention locations will be announced at the appropriate mass meetings. There will be a total of 58 National Convention Delegates elected on April 26th at the Congressional District Conventions. Delegates elected at the March 29th mass meetings (or at the April 12th County Conventions) must attend the Conventional District Convention for the congressional district in which you live. Depending on your county, your Congressional District Convention location will be announced at the ward, township, legislative district or county mass meetings on March 29th or the County Conventions on April 12th.

C. You need to be pledged to and approved by your chosen Presidential Candidate.

D. If you are interested in running for a National Delegate or Alternate position after the March 29th mass meetings or the April 12th County Convention you must file a statement of candidacy and pledge of support three-part form (form F) and file copies with your Congressional District Chair and Missouri Democratic State Chair Mike Sanders at the State Headquarters by April 16th. These forms will be available at the March 29th mass meetings and the April 12th County Conventions. We will be using the existing nine (9) Congressional Districts to hold these conventions.

E. If you are elected as a National Convention Delegate or Alternate, you must attend the State Convention to be held at the Lodge of the Four Seasons on June 9th since the final information about the Democratic National Convention in Charlotte (the week of September 3rd, 2012) will be promulgated after the final 19 National Convention Delegates and 7 Alternates are elected that day.

F. At all levels, including the State Convention, a caucus of 15% or more can be formed as unpledged. Such caucuses are independent of any allegiance to any candidate. If at the next level there is not 15% to form a similar caucus, the Delegates are free to join another caucus.

2. If you want to be elected as an At-Large National Convention Delegate or Alternate at the State Convention on June 9, 2012:

A. You must be elected a delegate by your fellow attendees at the mass meeting on March 29th and — if you reside in one of the seven counties noted above — by the delegates at the County Convention on April 12th.

B. You must fill out the Form F statement of Candidacy and Pledge of Support three-part form F3 and submit it to the State Chair by April 16th. These will be available at your March 29th mass meetings, your April 12th County Conventions and April Congressional Conventions.

C. There will be a total of 19 Delegates and 7 Alternates elected on June 9, 2012 at the State Convention, 50% will be male and 50% will be female.

D. You must attend each mass meeting and convention, join your chosen candidate caucus, give a brief self-nominating speech, and collect enough votes to be elected within that caucus.
3. Two Additional Categories of Delegates
Include:

- Unpledged PLEO (DNC chooses)  
- Pledged PLEO (Party Leaders and Elected Officials) (Selected by the State Committee)

4. In accordance with DNC rules the Missouri Democratic Party has implemented an affirmative action plan that requires that at least twenty-two of the National Convention Delegates must be African-Americans and at least three must be of Hispanic descent.

**ALLOCATION OF DELEGATES TO PRESIDENTIAL CANDIDATES**

The February 7th Presidential Primary is a binding primary in the sense that the percentages that each candidate receives in each Congressional District determines the allocation of delegates at the ward, township, legislative district and county level. Therefore, the Presidential Primary is actually the first step in the delegate selection process in Missouri.

The vote for President on February 7th in each Congressional District will determine the split of the National Convention Delegates beginning with the March 29th mass meetings and through the April 28th Congressional District Conventions. A candidate must get 15% or more of the vote in that Congressional District on March 6th to qualify for any delegates.

As an example, if, based on the percentage of votes received on February 7th, Candidate A has earned 40% of the National Convention Delegates in Congressional District 4 then Candidate A is eligible to receive 40% of the Delegates from the ward, township, legislative district and county level mass meetings and again at the Congressional District Conventions where the District-Level National Convention Delegates and Alternates will be elected; provided, however, that there are enough attendees/delegates at each level to form a viable caucus (at least 15% of the eligible participants) at each level.

To qualify as an active caucus and qualify for the election of any delegates, each caucus must form with at least 15% of the mass meeting attendees/ previously-elected delegates who are actually in attendance. (The March 29th mass meetings are open to all qualified attendees—i.e., persons who are: declared Democrats; at least 18 years of age; residents of, and registered voters in, the political subdivision where they choose to participate; and voted in the March 6th Presidential Preference Primary. However, attendance and participation in caucuses at the levels that follow the mass meetings—Congressional District Conventions and the State Convention—is limited to only those delegates elected at the mass meetings. Likewise, for the seven counties holding County Conventions on April 12th, only the delegates elected at the March 29th mass meetings may attend and participate in the County Conventions where they will elect delegates who will be eligible to attend and participate in the Congressional District Conventions and the State Convention.) If at any level there are not enough mass meeting attendees/delegates to form a viable 15% caucus on behalf of a specific candidate to elect the allocated number of delegates for that candidate, then that candidate loses those delegates. The “lost” delegates are not reassigned to any other caucus. [Therefore, if Candidate B has “won” three of the seven attendees at your mass meeting and only one person shows up for that candidate at the caucus then there is less than 15% for that candidate and their votes are “lost” to that Presidential candidate. Those delegate positions cannot be assigned to another caucus. In the total count for the Congressional District Convention and the State Convention that delegate spot is eliminated. The individual delegates in attendance can move to another formed caucus at that meeting. Similarly if there are three delegate positions to be elected for Candidate B and only two people show up for that candidate then the third delegate is “lost” throughout the process as well.] However, at any level of the selection process, a group of 15% or more mass meeting attendees /previously-elected delegates who are actually in attendance may come together to form an unpledged caucus and elect delegates who are unpledged through at least the next level of the process.

The At-Large National Convention Delegates and Alternates elected at the State Convention on June 9, 2012 as well as the Pledged PLEO (Party Leader and Elected Officials) Delegates elected by the State Committee on May 5, 2012 are allocated to candidates based on the statewide March 6th Presidential Primary vote for each candidate. The election of the At-Large National Convention Delegates is also governed by the 15% minimum vote rule.
**AFFIRMATIVE ACTION**
The MDP seeks to encourage full participation in the 2012 delegate selection process. Our goal is to send a delegation, which reflects the demographic composition of Missouri.

At every level of the delegate selection process, there must be an equal division between male and female delegates, with a maximum deviation of one.

Using data from 2008 CNN Exit polls, our recruitment goals consist of the following: seventy-seven Caucasian delegates; twenty-two African-American delegates; and three Hispanic delegates. When selecting the at-large portion of the delegation, the district-level delegate composition will be compared with the plan’s goals and priority of consideration will be given to those groups needed to help achieve a representative balance. The minority numbers are minimum only. Many more minorities can be elected.

**MEETING LOCATIONS**
Meeting locations will be posted on the Missouri Democratic website at www.missouridems.org. You may also want to contact your county committee chair or committee person. In addition, public notices will run in local newspapers.

**ELECTION PROCESS**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 7th</td>
<td>Presidential Preference Primary</td>
</tr>
<tr>
<td>March 29th, 7:30 pm</td>
<td>Ward, Township, Legislative District and County Mass meetings.</td>
</tr>
<tr>
<td>April 12th, 7:30 pm</td>
<td>County Conventions (Boone, Buchanan, Clay, Franklin, Greene, Jefferson and St. Charles only) You are Elected a State Delegate April 16 Date to file Form F to be elected a National Delegate</td>
</tr>
<tr>
<td>April 26, 7:30 pm</td>
<td>Congressional District Convention</td>
</tr>
<tr>
<td>June 9, 12:00 pm</td>
<td>Missouri State Democratic Convention</td>
</tr>
<tr>
<td>May 11</td>
<td>Deadline to file a Form F-3 for At-Large Delegate or Alternate</td>
</tr>
<tr>
<td>June 9, 12:00 pm</td>
<td>Missouri State Democratic Convention</td>
</tr>
</tbody>
</table>

Vote for your candidate! The primary results determine how delegates are allocated to the presidential candidate(s).

If you live in one of the seven listed counties, you will attend a county convention. If elected here, you will proceed to the April 26 Congressional District and June 9 State Conventions.

As a national delegate/alternate, you will attend the State Convention to elect the At-Large delegates (19) and alternates (7) and participate in other Party business. You will also attend a mandatory meeting for National delegates/alternates immediately following the convention.

Attend the convention, vote on the Presidential and Vice-Presidential candidates, and participate in other Party business. Congratulations!

Attend your mass meeting, which is the first step in the process. You will pledge your presidential preference and participate in the respective caucus to elect delegates. If you are elected to attend your Congressional District Convention, submit Form F and proceed to the April 26 Congressional District and June 6 State Convention. If you are elected to attend your county convention, proceed to the April 12 County Convention.

If you were not elected as a CD Delegate/Alternate, you may file a Form F3 and run as an At-Large Delegate or Alternate at the State Convention. Whether or not you decide to run, you will still attend the State Convention to elect the remaining delegation and participate in other Party Business.

If you are running as an At-Large delegate, you should campaign prior to the Convention and plan to present a brief nominating speech prior to a vote. If you do not run, simply attend and participate.