

2006 Conventions and Caucuses – 2

Steps and suggestions for County Conventions and Legislative District Caucuses

Dear Chair,

Now that the Precinct Caucuses are over it's time to begin planning for the next step in the process, County Conventions and Legislative District Caucuses. This document contains several items that will assist you in this process. These items include:

- **2006 Conventions and Caucuses - Next Steps** –After *making changes for differences in your Legislative District or County* this document is a useful hand out for members of your local organization. This document was originally prepared by 46th LD Chair Scott White.
- **Preparing for a Successful Legislative District Caucus or County Convention Meeting** – A list of steps to be taken in preparation for your Caucus or Convention.
- **Proposed Agenda and Rules For 2004 County Conventions**
- **Proposed Agenda and Rules For 2006 Legislative District Caucuses**
- **2006 County Convention and Legislative District Caucus Credentials Committee** – An explanation of the role of the Credentials Committee at your County Convention or Legislative District Caucus.

This document as well as several other helpful documents will be available shortly on the State Party Bulletin Board in the folder labeled “2006 Caucuses and Conventions – County Conventions and LD Caucuses” located at <http://www.wa-democrats.org/phpBB2/>. Please take advantage of this valuable resource.

2006 Conventions and Caucuses - Next Steps

County Convention, Legislative District Caucus and State Convention Information

Make changes in this document for differences in your County or Legislative District

Any Democrat can be nominated to be elected as a Delegate or Alternate at a Precinct Caucus meeting, a Legislative District Caucus or a Legislative District Sub-Caucus held in conjunction with a County Convention. However, only Delegates (and seated Alternates) may vote at a given level. *For example, if you are seated as a Delegate at the _____ LD Caucus, then you can vote on any matters at that Caucus. If you are not a seated Delegate, then you may not vote at that caucus. However, you may run for Delegate or Alternate for the next level – the State Convention.*

Blue and yellow "Certificates of Election" were given to Delegates and Alternates at the Precinct Caucuses. If you did not get one or lost yours, then do not worry – the certificates are not required for participation at the County Conventions and Legislative District Caucuses. While they may help in determining if you were elected a Delegate they are not essential. We have your names and will go from that list.

You will be notified by the Party of each meeting in the process. The Rules require that notice shall be given at least ten (10) days in advance to each Delegate and Alternate and to the news media by the appropriate Chair of each organization through each stage of the process.

- **Precinct Caucuses** were held on Saturday, March 4th. The Precinct Caucuses elected Delegates and Alternates to the _____ County Convention and the ____ Legislative District Caucus.
- _____ **County Convention** will be on April 8th. Location _____.
(Note that King County will meet on May 6th at 2pm, they are the sole exception.)

The business of the County Convention shall include the adoption of a platform or resolutions. Delegates to the County Convention shall be the duly elected Delegates or Alternates from the Precincts within the county.



- **Legislative District Caucus** will be held on Saturday, April 22nd at _____. The business of the ____ Legislative District Caucus shall be the election of Delegates and Alternates to the 2006 Democratic State Convention. A district platform and resolutions may also be considered at this meeting. There will be a registration fee of \$_____. Payment of fee shall not be condition of participation or election. Three committees have been established to prepare for the ____ Legislative District Caucus:

- **Rules Committee** - _____, Chair
Establish proposed rules for ____ Legislative District Caucus.
- **Platform Committee** - _____, Chair
Review resolutions and platform planks submitted at the Precinct Caucuses.
- **Credentials Committee** - _____, Chair
Review and approve credentials of Delegates and Alternates.

A packet containing the proposed rules, a draft platform and Delegate information will be sent out approximately 10 days prior to the ____ Legislative District Caucus on April 22nd.

- **2006 Democratic State Convention** will be held on June 2-4, 2006 at the Yakima Convention Center located at 10 North 8th St., in Yakima.

The business of the State Convention shall include the adoption of a platform or resolutions. Delegates to the State Convention shall be the duly elected Delegates or Alternates from the Legislative Districts within the State. In addition to the elected Delegates, the following are automatic Delegates to the State Convention: all State Committee members, County Chairs, Congressional District Chairs, Legislative District Chairs, Democratic Members of Congress from Washington State, Democratic Statewide Elected Officials, and Democratic State Senators and Representatives. There will be a State Convention Registration fee of \$40 for each Delegate. While this fee, like all fees in this process, is not a mandatory levy on each Delegate it would significantly help to defray the expenses of the Convention.

The host hotel for the State Convention is the Red Lion Hotel located at 607 East Yakima Ave., in Yakima. The price for a room at the Red Lion under the Washington State Democratic Party room block is \$80 per night for a single king room, \$90 per night for a double queen room. This is based on double occupancy; each additional person is \$10. Reservations can be made by calling the Red Lion at (509) 248-5900.

Preparing for a Successful County Convention or Legislative District Caucus Meeting

Please take the following steps to ensure that your County Convention or
Legislative District Caucus is successful

1. **Prepare the list of Delegates** - Prepare the list of the Delegates and Alternates qualified to participate. If you provided the information from your Precinct Caucuses to the State Party they can and will e-mail you the list of Delegates and Alternates elected in your County or Legislative District. Remember that Precinct Committee Officers serving prior to January 31, 2006, shall be automatic Delegates to their Legislative District Caucus in addition to the allocated Delegates. In such cases, an additional, Alternate may have been elected.

If you did keep copies of your Delegate and Alternate sign-in sheets from the Precinct Caucuses in your jurisdiction you must use them as the basis for your credentialing process.

2. **Prepare Sign-In Materials** - You should prepare a sign-in sheet for the Delegates to register at the County Convention or Legislative District Caucus. This list should be pre-printed with the following information:

- Name
- Precinct
- Address
- City/Zip
- Phone
- Email Address
- Signature

Having all of this information on the sign-in sheets will give you an opportunity to get any corrections you might need to make your lists accurate for future use.

You should prepare your sign-in sheets in duplicate and keep the extra set in case of emergency at your meeting. More than one meeting has had its credentialing process delayed because some person inadvertently picked up a sign in page or pages and walked off. An extra set won't be a perfect solution but may save you much valuable time in a crunch.

3. **Prepare Your Call to the Meeting** - Ten days before your meeting you must mail notice of the meeting, the "Official Call to the County Convention/Legislative District Caucus," to all Delegates and Alternates elected at your Precinct Caucuses. This notice must contain the following information:

- Location of the Meeting
- Date and Time of the Meeting
- The Purpose of the Meeting

- The process and procedure for selection of Delegates and Alternates to the State Convention (Contained in the Agenda and Rules located later in this document)
- State Democratic Convention Dates
- Who is eligible to participate (all Democrats registered in your County / Legislative District) and who is eligible to vote (all Delegates and Alternates elected at your Precinct Caucuses).
- Registration fee Information**

****You must include a notice that payment is voluntary, and not required to participate in the meetings.**

4. **Appoint a Credentials Committee** - You will have to appoint a Credentials Committee to oversee sign-in at your County Convention or Legislative District Caucus.

In addition to handling sign-in, the Credentials Committee will also count and report to the Chair the number of Delegates attending, the number of Alternates attending and eligible to be seated for absent Delegates. While you may want to put people who are Delegates or Alternates on the Credentials Committee you will not want them to be tied up in the process while the meeting is in progress. You should make sure the Credentials Committee has enough volunteers to complete the process quickly.

More detailed information regarding the role of Credentials Committees at County Conventions and Legislative District Caucuses has been included at the end of this document.

5. **Appoint a Rules Committee** - You will need to appoint a Rules Committee to propose rules for the County Convention or Legislative District Caucus. Sample rules for Conventions and Caucuses are contained at the end of this document. The Rules Committee should have at least one member from the County or Legislative District Affirmative Action Committee.
6. **Appoint a Platform Committee** - You will need to appoint a Platform Committee to draft a platform from existing documents and those submitted by the Precinct Caucuses. This is listed in the 2006 Delegate Selection and Affirmative Action Plan rules for County Conventions, but many Legislative Districts also convene Platform Committees.
5. **Prepare an Agenda** - A sample Agenda is included later in this document. Please make any additions that you feel are necessary.
6. **Review the Rules for Delegate Selection** - The Rules for Delegate Selection have been set by the 2006 Delegate Selection and Affirmative Action Plan. A set of these Rules is included later in this document. You will, of course, want to adopt Rules for the conduct of any other business you transact, such as adopting a platform or passing resolutions. But you will not be allowed to amend the Delegate Selection Rules. Doing so will subject the Delegates and Alternates you elect to challenge and possible disqualification.

7. **Appoint a Chair** - You may decide to be the Chair yourself, but if you don't want to do so you can choose any Democrat you think will be able to conduct an orderly and fair meeting. If you do pick some other person to conduct the meeting it will nonetheless be your responsibility to call the meeting to order. You can then nominate them to be elected as Permanent Chair.

If you do plan on nominating some other person to serve as Permanent Chair you should sit down with him or her well before the meeting and go through the Agenda and the procedures of the elections of Delegates and Alternates so that there are no mistakes made in the process.

8. **Plan for Other Appointments** - The Permanent Chair of the County Convention or Legislative District Caucus will need to appoint the following officers at the meeting; Secretary, Sergeant-at-Arms, and Parliamentarian. For the election of Delegates and Alternates to the State Convention it will also be necessary to for the Chair to appoint a representative Tally Committee of Alternates or non-Delegates.
9. **Return Materials Immediately** - After your County Convention or Legislative District Caucus it will be your responsibility to collect your credentials materials and convey them and the results of your Delegate and Alternate elections to the State Party. *In addition please call the State Party offices at (206) 583-0275 immediately after your County Convention or Legislative District Caucus to report attendance levels at your meeting.* This information is important for press releases.

Mailing Instructions

Washington State Democrats
Attn: County Convention/LD Caucus
PO Box 4027
Seattle, WA 98104

Drop-Off or Delivery Instructions

Washington State Democrats
616 - 1st Ave., Suite #300
Seattle, WA 98104

There will be a State Convention Registration fee of \$40 for the Delegates elected at your County Convention or Legislative District Caucus. It will be your responsibility to collect this fee from each of the State Convention Delegates you elect and forward the funds to the State Party. You will find it much easier to collect this fee at the time of their election than to chase it down later. While this fee, like all fees in this process, is not a mandatory levy on each Delegate it is strongly suggested in order to help defray the expenses of the Convention.

Proposed Agenda and Rules for 2006 Legislative District Caucuses

AGENDA

1. 9:00 a.m. – Registration
2. 9:45 a.m. – Call to order.
3. Flag salute
4. Credentials report, Seating of Alternates, Challenges
5. Adoption of Agenda and Rules
6. Election of Permanent Chair
7. Appointment of Secretary, Sergeant-at-Arms, and Parliamentarian
8. Election of State Convention Delegates and Alternates
9. Adoption of Platform and Resolutions
10. Good of the Order
11. Adjournment

RULES

1. The Legislative District Caucus shall be held on Saturday, April 22, 2006 commencing at 9:00 a.m., at _____
2. Delegates to the Legislative District Caucus shall be the Delegates and Alternates elected at the Precinct Caucuses. An Alternate shall not have a vote unless seated to replace an absent or ineligible Delegate. Alternates shall be listed and seated in the order in which they were elected. To the extent possible, of same gender as the Delegate being replaced. Precinct Committee Officers serving prior to January 31, 2006, shall be automatic Delegates to their Legislative District Caucus in addition to the allocated Delegates. In such cases, an additional, Alternate may be elected.
3. Any duly elected Delegate or Alternate who moves from his or her precinct prior to the Legislative District Caucus shall automatically forfeit his or her seat and an Alternate shall be seated in his or her place.
4. At the time of signing in, Delegates and Alternates shall sign in by Precinct. There will be a registration fee for all Delegates and Alternates to the Legislative District Caucus of \$ _____ at the door. Payment of this fee shall not be a condition of participation or election.
5. The Legislative District Chair or the Chair's designee shall serve as the Temporary Chair of the Caucus.

6. The Chair of the Credentials Committee shall present the report of the Credentials Committee which shall include the following (*More detailed information regarding the role of Credentials Committees at County Conventions and Legislative District Caucuses has been included at the end of this document*):
 - a. the total number of Delegates certified elected within the District;
 - b. the total number of Delegates registered and seated at the time the report is given;
 - c. the total number of Alternates eligible to be seated at the time due to the absence of elected Delegates;
 - d. supervision by name and Precinct of the seating of eligible Alternates;
 - e. presentation of challenged Precinct documentation for decision by the Legislative District Caucus as a whole, starting with the lowest numbered Precinct or at the beginning of the alphabet and proceeding in alpha-numerical order until all challenges are resolved. If the challenged Delegate is not sustained, he or she shall be removed immediately and replaced by a qualified Alternate. A challenged Delegate may not vote on the question of his or her own challenge.

The Credentials Committee may seat unchallenged Delegates arriving after the Credentials Committee report.

7. The Chair of the Rules Committee shall present the report of the Rules Committee.
8. Any registered voter of the District who is a Democrat and is willing to be known as such may be nominated by a Delegate to the Legislative District Caucus for the position of Permanent Chair. Any registered voter of the District who is a Democrat and is willing to be known as such may nominate himself or herself. Nominations, seconding speeches and speeches by the candidate on his or her own behalf shall not total more than three (3) minutes per nominee. A majority is required to elect. If no person has a majority, the candidate receiving the least votes is dropped and balloting shall be repeated using the remaining names. This procedure shall be repeated until a candidate receives a majority.
9. The Permanent Chair shall appoint a Secretary, Sergeant-at-Arms, and Parliamentarian.
10. The Chair shall announce the allocation of State Convention Delegates and Alternates to the Legislative District Caucus.
11. The Election of State Convention Delegates and Alternates:
 - a. Each candidate for State Convention Delegate or Alternate must be a resident registered voter in the Legislative District.
 - b. Each candidate for State Convention Delegate or Alternate shall be nominated individually. No second is required. A candidate who is not a Delegate to the Legislative District Caucus or who is not present must signify in advance, in writing individually, that he/she will serve if elected and that he/she is a Democrat and is willing to be known as such. The letter of any absent candidate shall be read by the Legislative District Caucus Chair and shall constitute a nomination, no second required.

All other nominations shall be made by signing the nomination list at the registration table. Each candidate shall have up to one minute (including the time spent by the Chair reading an absent candidate's nomination letter) for speech on his/her behalf. Nomination of Alternates shall occur after the election of Delegates.

- c. Voting shall be by signed ballot and a ballot to be counted must have all positions filled with no duplications. The Chair shall give clear notice to the Delegates that they must vote for the allotted number of candidates, give adequate time to do so, and ask voting Delegates to check their ballots before turning them in. A majority of those present and voting shall be required to elect. The Chair shall provide the ballots. After the votes are collected and tallied, the person receiving the most votes and a majority of the votes shall have been elected, the person receiving the next most votes and a majority of the votes shall have been elected, and so forth until all allotted Delegate positions are filled or until candidates are no longer receiving a majority of the vote. If candidates are no longer receiving a majority of the vote and Delegate slots are still available then a second vote must be taken to fill the remaining slots. Election as a Delegate will be contingent on the same factors as the first vote. This process shall continue until all Delegate slots are filled. In case of a tie vote, the assignment of a Delegate position shall be by lot. The election of Alternates shall be in the same manner as the election of Delegates, except that the Alternate receiving the most votes and a majority of the votes shall become Alternate number one, and the Alternate receiving the next most votes and a majority of the vote shall be Alternate number two, and so forth. In case of a tie vote, the assigning number to the Alternates shall be by lot. Legislative District delegations elected shall be equally divided between women and men in both the delegate and alternate categories unless there are an insufficient number of nominees from one gender to fill available positions.

12. At the time of the election, each elected State Convention Delegate shall be requested to pay the \$40.00 State Convention Registration fee to the Secretary who shall send fees and a list of Delegates and Alternates with addresses and phone numbers to the State Chair within five (5) days. No person shall be excluded or disqualified from any part of the process for failure to pay such fee.
13. At the discretion of the Chair, consideration of resolutions may commence without suspension of the rules.
14. The motion "to table" shall be out of order at all times.
15. Debate shall alternate pro and con, limited to three speakers for and three speakers against any motion, each speaker to speak no more than one minute.
16. A quorum shall consist of 30% of the number eligible to vote as shown on the Credentials report, as most recently amended.

17. Resolutions shall be submitted in writing, and whenever possible on disk or by email to the Chair. Resolutions may be submitted prior to the meeting to: [Name/ Address/Email].
18. The Chair shall appoint a representative Tally Committee of Alternates or non-Delegates. All ballots shall be returned to the State Democratic Headquarters and shall be retained by the State Chair until the State Convention has adjourned.
19. The unit rule shall not be permitted at any time.
20. Proxy voting shall not be allowed.
21. All possible efforts shall be made to insure maximum participation of ethnic minorities, women, youth, persons over 65 years of age, lesbians and gays, Labor, persons with a high school education or less, disabled, and persons of economic disadvantage.
22. Robert's Rules of Order, Newly Revised, shall prevail in other matters not specifically covered herein.

Proposed Agenda and Rules for 2006 County Convention

AGENDA

1. 9:00 a.m. – Registration
2. 9:45 a.m. – Call to order.
3. Flag salute
4. Credentials report, Seating of Alternates, Challenges
5. Adoption of Agenda and Rules
6. Election of Permanent Chair
7. Appointment of Secretary, Sergeant-at-Arms, and Parliamentarian
8. Election of State Convention Delegates and Alternates by Legislative District (if necessary)
9. Adoption of Platform and Resolutions
10. Good of the Order
11. Adjournment

RULES

1. The County Conventions shall be held on Saturday, April 8, 2006, commencing at 9:00 am at _____
except for King County which will hold it's Convention on Saturday May 6, 2006, commencing
at 2:00 pm at the IAM Hall, 9125 - 15th Ave. S, Seattle.
2. Delegates to the County Convention shall be the Delegates and Alternates elected at the Precinct Caucuses. An Alternate shall not have a vote unless seated to replace an absent or ineligible Delegate. Alternates shall be listed and seated in the order in which they were elected. To the extent possible, of same gender as the Delegate being replaced. Precinct Committee Officers serving prior to January 31, 2006, shall be automatic Delegates to their County Convention in addition to the allocated Delegates. In such cases, an additional, Alternate may be elected.
3. Any duly elected Delegate or Alternate who moves from his or her Precinct prior to the County Convention shall automatically forfeit his or her seat and an Alternate shall be seated in his or her place.
4. At the time of signing in, Delegates and Alternates shall sign in by Precinct. There will be a registration fee for all delegates and alternates to the County Convention of \$ _____ at the door. Payment of this fee shall not be a condition of participation or election.
5. The County Chair or the Chair's designee shall serve as the Temporary Chair of the Caucus.

6. The Chair of the Credentials Committee shall present the report of the Credentials Committee which shall include the following (*More detailed information regarding the role of Credentials Committees at County Conventions and Legislative District Caucuses has been included at the end of this document*):
- a. the total number of Delegates certified elected within the County;
 - b. the total number of Delegates registered and seated at the time the report is given;
 - c. the total number of Alternates eligible to be seated at the time due to the absence of elected Delegates;
 - d. supervision by name and Precinct of the seating of eligible Alternates;
 - e. presentation of challenged Precinct documentation for decision by the Legislative District Caucus as a whole, starting with the lowest numbered Precinct or at the beginning of the alphabet and proceeding in alphanumerical order until all challenges are resolved. If the challenged Delegate is not sustained, he or she shall be removed immediately and replaced by a qualified Alternate. A challenged Delegate may not vote on the question of his or her own challenge.

The Credentials Committee may seat unchallenged Delegates arriving after the Credentials Committee report.

7. The Chair of the Rules Committee shall present the report of the Rules Committee.
8. Any registered voter of the District who is a Democrat and is willing to be known as such may be nominated by a Delegate to the Legislative District Caucus for the position of Permanent Chair. Any registered voter of the District who is a Democrat and is willing to be known as such may nominate himself or herself. Nominations, seconding speeches and speeches by the candidate on his or her own behalf shall not total more than three (3) minutes per nominee. A majority is required to elect. If no person has a majority, the candidate receiving the least votes is dropped and balloting shall be repeated using the remaining names. This procedure shall be repeated until a candidate receives a majority.
9. The Permanent Chair shall appoint a Secretary, Sergeant-at-Arms, and Parliamentarian.

**Rules 10 - 12 apply to County Conventions which will be convening
Legislative District Sub-Caucuses
to elect Delegates and Alternates to the State Convention.**

10. The Chair shall announce the allocation of State Convention Delegates and Alternates to the County Convention. including the following information for each Legislative District that is electing Delegates and Alternates:
- a. the number of qualified Delegates seated;
 - b. the number of qualified Alternates seated in place of disqualified or absent Delegates;
 - c. the total number eligible to vote at the convention;

11. The election of State Convention Delegates and Alternates by Legislative District Sub-Caucus:
- a. Each candidate for State Convention Delegate or Alternate must be a resident registered voter in the Legislative District.
 - b. Each candidate for State Convention Delegate or Alternate shall be nominated individually. No second is required. A candidate who is not a Delegate to the County Convention or Legislative District Caucus or who is not present must signify in advance, in writing individually, that he/she will serve if elected and that he/she is a Democrat and is willing to be known as such. The letter of any absent candidate shall be read by the Sub-Caucus Chair and shall constitute a nomination, no second required. All other nominations shall be made by signing the nomination list at the registration table. Each candidate shall have up to one minute (including the time spent by the Sub-Caucus Chair reading an absent candidate's nomination letter) for speech on his/her behalf. Nomination of Alternates shall occur after the election of Delegates.
 - c. Voting shall be by signed ballot and a ballot to be counted must have all positions filled with no duplications. The Chair shall give clear notice to the Delegates that they must vote for the allotted number of candidates, give adequate time to do so, and ask voting Delegates to check their ballots before turning them in. A majority of those present and voting shall be required to elect. The Chair shall provide the ballots. After the votes are collected and tallied, the person receiving the most votes and a majority of the votes shall have been elected, the person receiving the next most votes and a majority of the votes shall have been elected, and so forth until all allotted Delegate positions are filled or until candidates are no longer receiving a majority of the vote. If candidates are no longer receiving a majority of the vote and Delegate slots are still available then a second vote must be taken to fill the remaining slots. Election as a Delegate will be contingent on the same factors as the first vote. This process shall continue until all Delegate slots are filled. In case of a tie vote, the assignment of a Delegate position shall be by lot. The election of Alternates shall be in the same manner as the election of Delegates, except that the Alternate receiving the most votes and a majority of the votes shall become Alternate number one, and the Alternate receiving the next most votes and a majority of the vote shall be Alternate number two, and so forth. In case of a tie vote, the assigning number to the Alternates shall be by lot. Legislative District delegations elected shall be equally divided between women and men in both the delegate and alternate categories unless there are an insufficient number of nominees from one gender to fill available positions.
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12. At the time of the election, each elected State Convention Delegate shall be requested to pay the \$40.00 State Convention Registration fee to the Secretary who shall send fees and a list of Delegates and Alternates with addresses and phone numbers to the State Chair within five (5) days. No person shall be excluded or disqualified from any part of the process for failure to pay such fee.

13. At the discretion of the Chair, consideration of resolutions may commence without suspension of the rules.
14. The motion "to table" shall be out of order at all times.
15. Debate shall alternate pro and con, limited to three speakers for and three speakers against any motion, each speaker to speak no more than one minute.
16. A quorum shall consist of 30% of the number eligible to vote as shown on the credentials report, as most recently amended.
17. Resolutions shall be submitted in writing, and whenever possible on disk or by email to the Chair. Resolutions may be submitted prior to the meeting to: [Name/ Address/Email]
18. The Chair shall appoint a representative Tally Committee of Alternates or non-Delegates. All ballots shall be returned to the State Democratic Headquarters and shall be retained by the State Chair until the State Convention has adjourned.
19. The unit rule shall not be permitted at any time.
20. Proxy voting shall not be allowed.
21. All possible efforts shall be made to insure maximum participation of ethnic minorities, women, youth, persons over 65 years of age, lesbians and gays, Labor, persons with a high school education or less, disabled, and persons of economic disadvantage.
22. Robert's Rules of Order, Newly Revised, shall prevail in other matters not specifically covered herein.

2006 County Convention Credentials Committee

The County Chair shall appoint a Chair of the Credentials Committee no later than March 17, 2006. The County Chair shall also appoint, by the same date, additional members of the Committee sufficient to conduct its business.

General Rules

1. All meetings of the Credentials Committee are open to other Democrats and to the general public.
2. Only persons who are harmed by an infraction have standing to file a challenge to the seating of any delegate reported as having been elected at a Precinct Caucus or to file a challenge to the procedures followed at a Precinct Caucus.
3. No other person or organization may bring a challenge on behalf of a person alleged to have been harmed by an infraction of the rules.
4. All challenges to the election of any Delegate or Alternate, or asserting a violation or non-implementation of the Delegate Selection Plan must be submitted to the County Chair in writing no later than seven (7) days before the County Convention. The County Chair is responsible for scheduling all meetings of the Credentials Committee and for transmitting to the Committee all challenges and materials necessary for the Committee to conduct its business.
5. The Credential Committee shall receive the challenge, examine the documents germane to the challenge, and interview any persons necessary to come to a ruling.
6. The findings of the Credentials Committee are final only after they have been adopted by a vote of the County Convention. No person involved in a challenge may vote on his/her challenge.

Operation of the Credentials Committee

The Credentials Committee Chair shall appoint a Secretary from among the members appointed by the County Chair. The Secretary shall keep detailed notes of all of the proceedings of the Committee, including

1. The names of all of the members present
2. Each challenge brought before the Committee, identified by the name of the person or persons bringing the challenge, and in any other manner necessary to ensure that all evidence brought before the Committee can be associated with each challenge at a later date

3. The discussion of each challenge
4. Any motions made both before a motion for final disposition of the challenge, including the name of the person making the motion
5. The motion for the final disposition of the challenge, including the name of the maker of such a motion
6. The final vote on the motion for final disposition.

If more than 1/3 of the members of the committee, present and voting, do not concur with a final disposition of a challenge they may opt to file a minority report which must be brought before the County Convention at the time of the consideration of the Report of the Credential Committee.

The Chair of the Committee shall examine all challenges and determine the sequence for their consideration. Challenge will be brought to the County Convention starting with the lowest numbered Precinct or at the beginning of the alphabet and proceeding in alphanumerical order until all challenges are resolved.

Challenges shall be presented by the Committee Chair in the following order:

1. The name of the person filing the challenge
2. A determination of standing of the person filing the challenge
3. A presentation of the evidence
4. An introduction of any persons wishing to testify on the challenge.

Any member of the Committee may pose questions of any persons testifying.

The first action of the committee in each challenge shall be to concur or reject the Chair's determination of standing of the person bringing the challenge. In order to have standing a person must demonstrate that he or she is harmed by the infraction alleged. If the person bringing the challenge cannot demonstrate that he or she is harmed the challenge cannot stand and must be dismissed.

If standing is determined the Committee shall then debate the matter, propose a final disposition and enter a motion to such effect and vote on its passage. If a minority of 1/3 of the members does not concur with the decision they may file a minority report on then challenge.

When all challenges have been disposed of the Committee shall prepare a Report to be delivered to the County Convention. The Report shall contain:

- Each challenge filed, identified by the name of the person filing the challenge
- The nature of the infraction alleged
- The disposition of the challenge by the Credentials Committee
- Any Minority Report filed on the challenge.

In addition, the Credentials Committee shall provide the County Chair the minutes of the Committee meetings and all of the evidence considered in the resolutions of each and all challenges that came before it. The County Chair will retain these records at least until the adjournment of the 2006 State Democratic Convention.

2006 Legislative District Caucus Credentials Committee

The Legislative District Chair shall appoint a Chair of the Credentials Committee no later than March 31, 2006. The Chair shall also appoint, by the same date, additional members of the Committee sufficient to conduct its business.

General Rules

1. All meetings of the Credentials Committee are open to other Democrats and to the general public.
2. Only persons who are harmed by an infraction have standing to file a challenge to the seating of any delegate reported as having been elected at a Precinct Caucus or to file a challenge to the procedures followed at a Precinct Caucus.
3. No other person or organization may bring a challenge on behalf of a person alleged to have been harmed by an infraction of the rules.
4. All challenges to the election of any Delegate or Alternate, or asserting a violation or non-implementation of the Delegate Selection Plan must be submitted to the Legislative District Chair in writing no later than seven (7) days before the Legislative District Caucus. The Legislative District Chair is responsible for scheduling all meetings of the Credentials Committee and for transmitting to the Committee all challenges and materials necessary for the Committee to conduct its business.
5. The Credential Committee shall receive the challenge, examine the documents germane to the challenge, and interview any persons necessary to come to a ruling.
6. The findings of the Credentials Committee are final only after they have been adopted by a vote of the Legislative District Caucus. No person involved in a challenge may vote on his/her challenge.

Operation of the Credentials Committee

The Credentials Committee Chair shall appoint a Secretary from among the members appointed by the Legislative District Chair. The Secretary shall keep detailed notes of all of the proceedings of the Committee, including

7. The names of all of the members present
8. Each challenge brought before the Committee, identified by the name of the person or persons bringing the challenge, and in any other manner necessary to ensure that all evidence brought before the Committee can be associated with each challenge at a later date

9. The discussion of each challenge
10. Any motions made both before a motion for final disposition of the challenge, including the name of the person making the motion
11. The motion for the final disposition of the challenge, including the name of the maker of such a motion
12. The final vote on the motion for final disposition.

If more than 1/3 of the members of the committee, present and voting, do not concur with a final disposition of a challenge they may opt to file a minority report which must be brought before the Legislative District Caucus at the time of the consideration of the Report of the Credential Committee.

The Chair of the Committee shall examine all challenges and determine the sequence for their consideration. Challenge will be brought to the Legislative District Caucus starting with the lowest numbered Precinct or at the beginning of the alphabet and proceeding in alphanumeric order until all challenges are resolved.

Challenges shall be presented by the Committee Chair in the following order:

1. The name of the person filing the challenge
2. A determination of standing of the person filing the challenge
3. A presentation of the evidence
4. An introduction of any persons wishing to testify on the challenge.

Any member of the Committee may pose questions of any persons testifying.

The first action of the committee in each challenge shall be to concur or reject the Chair's determination of standing of the person bringing the challenge. In order to have standing a person must demonstrate that he or she is harmed by the infraction alleged. If the person bringing the challenge cannot demonstrate that he or she is harmed the challenge cannot stand and must be dismissed.

If standing is determined the Committee shall then debate the matter, propose a final disposition and enter a motion to such effect and vote on its passage. If a minority of 1/3 of the members does not concur with the decision they may file a minority report on then challenge.

When all challenges have been disposed of the Committee shall prepare a Report to be delivered to the Legislative District Caucus. The Report shall contain:

- Each challenge filed, identified by the name of the person filing the challenge
- The nature of the infraction alleged
- The disposition of the challenge by the Credentials Committee
- Any Minority Report filed on the challenge.

In addition, the Credentials Committee shall provide the Legislative District Chair the minutes of the Committee meetings and all of the evidence considered in the resolutions of each and all challenges that came before it. The Legislative District Chair will retain these records at least until the adjournment of the 2006 State Democratic Convention.