



MISSOURI

DEMOCRATIC PARTY

HOW TO BE A DELEGATE

**The complete guide to becoming a Delegate to the
Democratic National Convention, Philadelphia, Pennsylvania**

July 25-28, 2016

**From the Missouri Democratic Party • Roy Temple, Chair
P.O. Box 719 • Jefferson City, Missouri 65102**

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Not authorized by any candidate or candidate committee.



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The National Democratic Party has allocated 84 National Convention Delegates (71 of whom will be pledged Delegates) and 6 National Convention Alternates to Missouri. In addition to these National Convention Delegates and Alternates, starting on April 7, 2016, Missouri Democrats will elect more than **2,000 delegates and alternates** from ward, township, and county conventions who will be eligible to attend their April 28, 2016 Congressional District Conventions and the Missouri State Democratic Convention on June 18, 2016. The rules governing the process have been established by the “Delegate Selection Plan for the 2016 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 84 National Convention Delegates and all 6 of the National Convention Alternates will be determined based on the results of the Missouri Presidential Preference Primary on March 15, 2016. 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 March 15, 2016 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 47 of the 71 pledged National Convention Delegates and all 6 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 April 7, 2016. After the results of the March 15th 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.

To be elected a Delegate at the Mass Meeting level on April 7th, you must first fill out for MM and mail to to Chairman the MO State Party headquarters, P.O. Box 719, Jefferson City, MO 65102 or e-mail it to info@missouridems.org by 5 PM on March 31, 2016.

MISSOURI NATIONAL CONVENTION DELEGATE AND ALTERNATES

At the end of the delegate selection process at the Missouri State Democratic Convention on June 18, 2016, Missouri Democrats will have chosen 84 National Convention Delegates and 6 National Convention Alternates to the 2016 Democratic National Convention in Philadelphia (week of July 25-28, 2016). National Convention Delegates and Alternates will be selected in four categories. (See chart below.)

DELEGATE CATEGORY	DATE SELECTED	EVENT	DELEGATES	ALTERNATES
Unpledged Party Leader and Elected Officials DNC members, U.S. Reps, U.S. Senators, "Distinguished Party Leaders".	Not later than 3/1/16	DNC confirms names to State Chair	13	0
District-Level see chart on page 3	4/28/16	CD Conventions Attended by delegates elected at mass ward, township, legislative district	47	0
Pledged Party Leader and Elected Official (PLEO) Priority order: big city mayors and state-wide elected officials; state leaders, state legislative legislators, and other state, county and local elected officials and party leaders.	5/7/16	Selected by State Committee Allocated among presidential preferences according to state-wide primary vote	9	0
At-Large	6/18/16	State Convention Allocated among presidential preferences according to state-wide primary vote	15	6
Total			84	6

CONGRESSIONAL DISTRICT AND STATE CONVENTION DELEGATES

Many Democrats may not want to pursue a National Convention Delegate or Alternate slot but instead on April 7, 2016, 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, and county mass meetings where they will elect delegates and alternates to April 28, 2016 Congressional District Conventions (with eligibility to also attend the State Convention). Delegates to the State Convention (June 18, 2016) participate in the election of At-Large National Convention Delegates/ Alternates, and vote on other Democratic party issues.

This process will provide an opportunity for more than 2,000 delegates and alternates elected at ward, township, and county mass meetings to attend and participate at their April 28, 2016 Congressional District Conventions and the Missouri State Democratic Convention on June 18, 2016 at the Columbia, MO Expo Center.

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).
4. Has voted in the 2016 Missouri Democratic Presidential Preference Primary March 15th.
5. To be elected at the local Delegate at the Mass Meeting April 7th you must first fill out Form MM and send or e-mail it to MO Democrat HQ by 5PM April 7th, 2016.

Such Democrats will receive a "pledge of support" form at the door 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 31, 2016 mass meetings—whether ward, township, or coun-

ty—have been allocated based on a formula that used the average votes cast for the Democratic nominee for President in the 2008 and 2012 general elections. The process of delegate selection is then determined by county of residence:

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 April 7th will go directly to the Congressional District Conventions where they will elect National Convention Delegates and will continue to serve as delegates (and alternates) at the June 18, 2016 State Convention.

All other counties: The remaining 112 counties meeting on April 7th. (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 April 7th mass meetings in these 114 counties and St. Louis City will go directly to the April 28th Congressional District Conventions where they will elect National Convention Delegates and Alternates and will continue to serve as delegates (and alternates) at the June 18th State Convention.

To be elected a Delegate at the Mass Meeting level on April 7th, you must first fill out Form MM and get it to the Chairman at the MO State Party headquarters, P.O. Box 719, Jefferson City, MO 65102 or e-mail it to info@missouridems.org by 5PM on March 31, 2016.

NOTE: In those wards, townships, 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 eight Congressional District Conventions on April 28, 2016. [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

DISTRICT	DELEGATES		
	MALES	FEMALES	TOTAL
#1	5	5	10
#2	3	3	6
#3	3	2	5
#4	2	3	5
#5	3	4	7
#6	2	3	5
#7	2	2	4
#8	3	2	5
TOTAL	23	24	47

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

A. You are encouraged to work hard for your chosen Presidential Candidate in the March 15th 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 April 7th mass meeting. There will be a notice in many of the major city and town papers as to where your mass meeting will be held. To qualify to be elected a Delegate at the mass meeting you must fill out Form MM and send it to Chair Roy Temple at the Party office. We will also have them on line at: www.missouridems.org. If you need assistance finding your mass meeting or county convention locations call the party headquarters at 573-636-5241. There will be a total of 47 National Convention Delegates elected on April 28th at the Congressional District Conventions. Delegates elected at the April 7th mass meetings must attend the Congressional 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, or county mass meetings on April 7th.

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 April 7th mass meetings 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 Roy Temple at the State Headquarters by April 10, 2016. These forms will be available at the April 7th mass meetings. We will be using the existing eight (8) 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 Columbia Convention Center on June 18th since the final information about the Democratic National Convention in Philadelphia (July 25-29th) will be promulgated after the final 15 National Convention Delegates and 6 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 18, 2016:

A. 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 15th. These will be available at your April 7th mass meetings, and April Congressional Conventions.

B. There will be a total of 15 Delegates and 6 Alternates elected on June 18, 2016 at the State Convention at the Columbia, MO Expo Center.

C. 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) 13
- Pledged PLEO (Party Leaders and Elected Officials) 9
(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 of the National Convention Delegates must be African-American and at least three must be of Hispanic descent.

ALLOCATION OF DELEGATES TO PRESIDENTIAL CANDIDATES

The March 15th 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, and county level. Therefore, the Presidential Primary is actually the first step in the delegate selection process in Missouri.

The vote for President on March 15th in each Congressional District will determine the split of the National Convention Delegates beginning with the April 7th 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 the March 15th primary election to qualify for any delegates.

As an example, if, based on the percentage of votes received on March 15th, 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, 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 April 7th 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 have voted in the March 15th primary. However, attendance and participation in caucuses at the levels that follow the mass meet-

ings—Congressional District Conventions and the State Convention—is limited to only those delegates elected at the mass meetings. 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 re-assigned 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 Congressional 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 18, 2016 as well as the Pledged PLEO (Party Leader and Elected Officials) Delegates elected by the State Committee on May 7, 2016 are allocated to candidates based on the statewide March 7th Presidential Primary vote for each candidate. The election of the At-Large National Convention Delegates is also governed by the 15% minimum vote rule and the results of March 15th statewide vote.



AFFIRMATIVE ACTION

The MDP seeks to encourage full participation in the 2016 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 2012 People's Press and Gallup Exit polls, our recruitment goals consist of the following: sixty-one Caucasian delegates; twenty African-American delegates; and three Hispanic delegates. When selecting the at-large portion of the delegation, the district-level delegate composi-

tion 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 affirmative action numbers are goals, and nothing prevents additional individuals who fit these categories from being elected delegate.

MEETING LOCATIONS

Meeting locations for the April 7th Mass Meetings and the April 28th 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

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

March 15th
Presidential
Preference
Primary

April 7th, 7:30 pm
Ward, Township,
and
County Mass meetings.

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 18 State Convention.

If elected at the April 7th Mass Meeting you will proceed to the April 28 Congressional District and June 18 State Conventions. You do not need to be elected at the mass meeting level to run for National Convention Delegate at your Congressional District Convention.

You are
Elected a
State Delegate

April 10
Date to file Form F
to be elected a
National Delegate

April 28th
7:30 pm
Congressional
District
Convention

OBSERVERS ARE ALLOWED IN ALL MEETINGS AND CAUCUSES!

Attend your Congressional District Convention where the Congressional District Delegates (47) to the National Convention will be elected (according to the respective district apportionments and presidential candidate allocations).

You ARE
Elected a
National Delegate

You are NOT
Elected a
National Delegate

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. To be elected a Delegate at the Mass Meeting level on April 7th, you must first fill out for MM and get it to the Chairman at the MO State Party headquarters. 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.

As a national delegate/alternate, you will attend the State Convention to elect the At-Large delegates (15) and alternates (6) and participate in other Party business. You will also attend a mandatory meeting for National delegates/alternates immediately following the convention.

June 18th
12:00 pm
Missouri State
Democratic
Convention

May 13th
Deadline to file
a Form F-3 for
At-Large
Delegate or
Alternate

Attend the Democratic National Convention and vote to nominate the Presidential and Vice-Presidential candidates and participate in other Party business.
Congratulations!

Week of
July 25-28th, 2016
**Democratic
National Convention**
Philadelphia,
Pennsylvania

You are
elected a
National
Delegate

June 18th, 12:00 pm
**Missouri State
Democratic
Convention**

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.



www.missouridems.org