

Instructions for the Model Delegate Selection Plan For the 2012 Democratic National Convention

This **Model Delegate Selection Plan** is furnished to State Democratic Parties (including the District of Columbia, Puerto Rico, American Samoa, Guam, the Virgin Islands, and Democrats Abroad) to assist with the preparation of their respective Plans for the 2012 delegate selection process. In preparing their Plans, State Parties are welcome, but not required, to follow this “model” format.

Provisions applicable for both typical primary or caucus states are included in this Model Plan. A State Party can adapt this document to the requirements of its own unique primary or caucus system. State or date references appear in parentheses (e.g., *(state)* or *(date)*); state/system-specific choices or notations are indicated in brackets (e.g., *[indicate system: primary or caucus]*). All of these variables appear as ***bold and italicized*** text.

State Plans must be submitted to the Rules and Bylaws Committee by May 2, 2011. Before submitting the Plan, it must be approved by the State Party following a 30-day public comment period.

The Model Plan is available to State Parties electronically from the Office of Party Affairs and Delegate Selection at the Democratic National Committee.

For more information, please contact the Office of Party Affairs and Delegate Selection at (202)488-5086.

DIRECTIONS:

Please double click on the shaded area and enter or select the appropriate response. When you have completed one field, use the tab key to move to the next field. You will still need to fill in more detailed responses in certain portions of the document however this form will automatically populate the most frequent responses throughout the entire document. Please also insert your state’s name in the header of the plan.

Enter name of state: State

Enter total number of Delegates: ##

Enter total number of Alternates: ##

Select type of System: (Select One)

Enter number of District-Level Delegates: ##

Date of selection of District-Level Delegates:
1/1/11

Enter number of District-Level Alternates: ##

Date of selection of District-Level Alternates:
1/1/11

Enter number of Pledged PLEO Delegates: ##

Date of Selection of Pledged PLEO Delegates:
1/1/11

Enter number of At-Large Delegates: ##

Date of Selection of At-Large Delegates:
1/1/11

Enter number of At-Large Alternates: ##

Date of Selection of At-Large Alternates:
1/1/11

Enter number of Standing Committee
Members: ##

Enter number of Convention Pages: ##

STATE DELEGATE SELECTION PLAN

FOR THE 2012 DEMOCRATIC NATIONAL CONVENTION

ISSUED BY THE STATE DEMOCRATIC PARTY

MONTH 2011

The State Delegate Selection Plan For the 2012 Democratic National Convention

Table of Contents

I.	Introduction & Description of Delegate Selection Process.....	
A.	Introduction.....	
B.	Description of Delegate Selection Process	
II.	Presidential Candidates.....	
III.	Selection of Delegates and Alternates	
A.	Selection of Delegates and Alternates	
B.	Unpledged Delegates.....	
C.	Pledged Party Leader and Elected Official (PLEO) Delegates.....	
D.	At-Large Delegates and Alternates.....	
E.	Replacement of Delegates and Alternates.....	
IV.	Convention Standing Committee Members.....	
A.	Introduction.....	
B.	Temporary Standing Committee Members.....	
C.	Permanent Standing Committee Members.....	
V.	The Delegation	
VI.	General Provisions and Procedural Guarantees	
VII.	Affirmative Action and Outreach Plan.....	
A.	Statement of Purpose and Organization.....	
B.	Efforts to Educate on the Delegate Selection Process.....	
C.	Efforts to Publicize the Delegate Selection Process	
D.	Representation Goals.....	
E.	Obligations of Presidential Candidates to Maximize Participation.....	
F.	Inclusion Programs	
VIII.	Challenges.....	
A.	Jurisdiction and Standing	
B.	Challenges to the Status of the State Party and Challenges to the Plan.....	
C.	Challenges to Implementation.....	
IX.	Summary of Plan.....	
A.	Selection of Delegates and Alternates	
B.	Selection of Standing Committee Members.....	
C.	Selection of Delegation Chair and Convention Pages	
D.	Presidential Candidate Filing Deadline.....	
E.	Timetable.....	
	Exhibits to the Affirmative Action Plan	
	Attachments to the Delegate Selection Plan	

Section 1

Introduction & Description of Delegate Selection Process

A. Introduction

1. State has a total of ## delegates and ## alternates. (Call, I. & Appendix B.)
2. The delegate selection process is governed by the *Charter and Bylaws of the Democratic Party of the United States*, the *Delegate Selection Rules for the 2012 Democratic National Convention* (“Rules”), the *Call for the 2012 Democratic National Convention* (“Call”), the *Regulations of the Rules and Bylaws Committee for the 2012 Democratic National Convention* (“Regs.”), the rules of the Democratic Party of State, the State election code, and this Delegate Selection Plan. (Call, II.A.)
3. Following the adoption of this Delegate Selection Plan by the State Party Committee, it shall be submitted for review and approval by the DNC Rules and Bylaws Committee (“RBC”). The State Party Chair shall be empowered to make any technical revisions to this document as required by the RBC to correct any omissions and/or deficiencies as found by the RBC to ensure its full compliance with Party Rules. Such corrections shall be made by the State Party Chair and the Plan resubmitted to the RBC within 30 days of receipt of notice of the RBC’s findings. (Regs. 2.5, 2.6 & 2.7)
4. Once this Plan has been found in Compliance by the RBC, any amendment to the Plan by the State Party will be submitted to and approved by the RBC before it becomes effective. (Reg. 2.9)

B. Description of Delegate Selection Process

1. State will use a proportional representation system based on the results of the (Select One) for apportioning delegates to the 2012 Democratic National Convention.
2. The “first determining step” of State’s delegate selection process will occur on date, with a (Select One)
3. Voter Participation in Process
 - a. Participation in State’s delegate selection process is open to all voters who wish to participate as Democrats.

The following information must be specified:

- *The state’s voter registration or enrollment procedures, including the deadline to register to vote.*
- *The process by which voters will publicly declare their Party preference and that preference will be publicly recorded.* (Rules 2.A. & 2.C. & Reg. 4.3.)

- b. At no stage of State's delegate selection process shall any person be required, directly or indirectly, to pay a cost or fee as a condition for participating. Voluntary contributions to the Party may be made, but under no circumstances shall a contribution be mandatory for participation. *[Briefly explain any fees or contributions associated with the state's delegate selection process.]* (Rule 2.D. & Reg. 4.4.)
- c. No persons shall participate or vote in the nominating process for the Democratic presidential candidate who also participates in the nominating process of any other party for the corresponding elections. (Rule 2.E.)
- d. No person shall vote in more than one meeting which is the first meeting in the delegate selection process. (Rule 3.E. & Reg. 4.6.)

[NOTE: The section below is only required for those states using state government-run presidential primaries.]

- 4. State is participating in the state government-run presidential preference primary that will utilize government-run voting systems. The State Party has taken *(or will take)* provable positive steps to:
 - a. Promote the acquisition of accessible precinct based optical scan systems, wherever possible. (Rule 2.H.(1))
 - b. Seek enactment of legislation, rules, and policies at the state and local level to ensure that direct recording electronic systems include a voter verified paper trail (Rule 2.H.(2))
 - c. Seek enactment of legislation, rules and policies at the state and local level to ensure that both optical scan and direct recording electronic systems include recognized security measures. These measures include automatic routine manual audits comparing paper records to electronic records following every election and prior to certification or results where possible; parallel testing on election day; physical and electronic security for equipment; banning use of wireless components and connections; public disclosure of software design; use of transparent and random selection for all auditing procedures; and effective procedures for addressing evidence of fraud or error. (Rule 2.H.(3))
 - d. These provable positive steps have included:

[Provable positive steps include: the drafting of corrective legislation; public endorsement by the state party of such legislation; efforts to educate the public on the need for such legislation; active support for the legislation by the state party lobbying state legislators, other public officials, Party officials and Party members; and encouraging consideration of the legislation by the appropriate legislative committees and bodies.]

Section II Presidential Candidates

A. Ballot Access

A presidential candidate gains access to the State presidential preference primary ballot, or is eligible to participate in the State's first-tier caucuses, by *(indicate details)*.

Please note the following provisions concerning presidential candidate filing requirements:

- *The number of signatures or petitions filed by a presidential candidate may not exceed 5,000, if the filing of petitions is the sole method to place the candidate's name on the ballot.*
- *No fee for presidential candidates in connection with the presidential nominating process shall exceed \$2,500.*
- *Any signature requirements or fees cannot exceed those in effect as of January 1, 1994.*
- *Any filing deadline must be no less than 30 and no more than 75 days before the date of the primary or caucus, and all filing deadlines must be in 2012.*

The Plan should also indicate whether "uncommitted" automatically appears on the ballot and if write-ins are allowed.] (Rules 11.B., 14.A., 14.B., 14.D., 14.E., & 14.H.)

- B. Each presidential candidate shall certify in writing to the State Democratic Chair, the name(s) of his or her authorized representative(s) by *(date)*. (Rule 12.D.(1))
- C. Each presidential candidate (including uncommitted status) shall use his or her best efforts to ensure that his or her respective delegation within the state delegation achieves the affirmative action goals established by this Plan and is equally divided between men and women. (Rule 6.I.)

Section III Selection of Delegates and Alternates

A. District-Level Delegates and Alternates

1. State is allocated ## district-level delegates and ## district-level alternates. (Rule 8.C., Call, I.B., I.I. & Appendix B.)
2. District-level delegates and alternates shall be elected by a *[Choose one:]*
 - a. *Caucus (or convention) system [indicate the number of levels and summarize the function of each].*
 - b. *Pre-primary caucus to slate delegates followed by a presidential preference primary.*

- c. Presidential preference primary followed by a post-primary caucus.
- d. Two-part primary- a presidential preference primary that includes the election of delegates.

*[The Plan must provide **specific details** about the process utilized for selecting the district-level delegates. For example, in primary states, specify the date of the primary and describe how the delegates are to be elected. (If applicable, include the date and description of the pre-primary or post-primary caucus.) In caucus states, include the date of each caucus tier and its function.]*

3. Apportionment of District-Level Delegates and Alternates

- a. State’s district-level delegates and alternates are apportioned among the districts based on a formula giving **[Choose one:]** (Rule 8.A.; Regs. 4.10., 4.11 & Appendix A)
 - (1) Equal weight to total population and to the average vote for the Democratic candidates in the 2004 and 2008 presidential elections.
 - (2) Equal weight to the vote for the Democratic candidates in the 2008 presidential and the most recent gubernatorial elections.
 - (3) Equal weight to the average of the vote for the Democratic candidates in the 2004 and 2008 presidential elections and to Democratic Party registration or enrollment as of January 1, 2012.
 - (4) One-third (1/3) weight to each of the formulas in items 1, 2, and 3.
- b. The state’s total number of district-level delegates will be equally divided between men and women. *[For states with an odd total number of district-level delegates, the overall variance between men and women cannot exceed one.]* (Rule 6.C.(1) & Reg. 4.8.)
- c. The district-level delegates and alternates are apportioned to districts as indicated in the following chart: *[Provide the allocation for each CD in the chart below. Expand or contract the size of the chart, as necessary.]*

District	Delegates			Alternates		
	Males	Females	Total	Males	Females	Total
#1						
#2						
#3						
#4						
Total						

- d. [In a caucus/convention system, the apportionment of delegates to be elected from each tier to the next tier (e.g. precincts, counties, etc.) shall be based upon population and/or some measure of Democratic strength. Provide a brief description explaining how the state complies with this requirement.] (Rule 8.B.)

4. District-Level Delegate and Alternate Filing Requirements

- a. A district-level delegate and alternate candidate may run for election only within the district in which he or she is registered to vote. (Rule 12.H.)

b. *[Choose one:]*

- (1) An individual can qualify as a candidate for district-level delegate or alternate to the 2012 Democratic National Convention by filing a statement of candidacy designating his or her presidential (or uncommitted) preference and a signed pledge of support for the presidential candidate (including uncommitted status) with the State Party by *[Specify the date, which must be no more than 30 days before the date on which the delegates or alternates will be selected.]* (Rules 12.B. & 14.F.)

- (2) [For states holding a presidential primary where individual district-level delegates and alternates are voted upon on the ballot:] An individual can qualify as a candidate for district-level delegate or alternate to the 2012 Democratic National Convention by filing a statement of candidacy designating his or her presidential or uncommitted preference and a signed pledge of support for the presidential candidate (including uncommitted status) with the State Party by *[Specify the date, which must be no more than 90 days before the date on which they are to be voted upon.]* (Rules 12.B. & 14.F.)

[Provide a description of specific filing requirements (e.g. petitions, a statement of candidacy, a signed pledge of support, etc.) including the filing period and the filing address.] (Reg. 4.21.)

- c. *[If petition requirements are a prerequisite for participation in the process, then the Plan must specify how it complies with the rules:]*

- (1) *[The number of signatures required in the applicable district may not exceed one half of one percent (.5%) of the registered/enrolled Democrats in the district or one half of one percent (.5%) of the total votes in such district for all Democratic presidential candidates (including uncommitted) cast during the 2008 presidential nominating process, whichever is lower, but in no event shall the number of valid signatures required exceed 500.]* (Rule 14.C.)

- (2) *[The number of valid signatures required of a delegate or alternate candidate to gain access to the primary ballot, and the fees required to be paid by a delegate or alternate candidate to gain access to the primary ballot, in connection with the*

Democratic presidential nominating process, shall not exceed those in effect in the particular state as of January 1, 1994.] (Rule 14.D.)

- d. All candidates considered for district-level alternate positions must meet the same requirements as candidates for district-level delegate positions *[except that the state may allow candidates who were not chosen at the delegate level to be considered at the alternate level]*. (Rule 12.C.)

5. Presidential Candidate Right of Review for District-Level Delegates and Alternates

- a. The State Democratic Chair shall convey to the presidential candidate, or that candidate's authorized representative(s), not later than *(date and time)*, a list of all persons who have filed for delegate or alternate pledged to that presidential candidate. (Rules 12.D. & 12.F.)

[In states that use a pre-primary caucus to slate delegates, a State Party must convey to the presidential candidates, a list of all persons who have filed for delegate or alternate pledged to the respective presidential candidate.] (Reg. 4.22.)

- b. Each presidential candidate, or that candidate's authorized representative(s), must then file with the State Democratic Chair by *(date and time)*, a list of all such candidates he or she has approved, provided that approval be given to at least three (3) times the number of candidates for delegate men and three (3) times the number of candidates for delegate women, and three (3) times the number of candidates for alternate men and three (3) times the number of alternate women to be selected. (Rule 12.E.(1), Reg. 4.23.)

[In states where individual delegates and alternates are voted upon on the ballot, substitute the following language for the appropriate language in section above:] The presidential candidate, or that candidate's authorized representative(s), may approve a number of delegate candidates or alternate candidates equal to or greater than the number of delegates or alternates allocated to the district.] (Rule 12.E.(1))

[In states where delegates are voted upon on the ballot, the date by which the presidential candidate, or authorized representative(s), signifies approval or disapproval of the list of delegate and alternate candidates in writing to the State Party, must allow sufficient time to ensure that names removed from the list do not appear on the ballot.] (Rule 12.D.(2))

- c. Failure to respond will be deemed approval of all delegate and alternate candidates submitted to the presidential candidate unless the presidential candidate, or the authorized representative(s), signifies otherwise in writing to the State Democratic Chair not later than *(date and time)*.
- d. National convention delegate and alternate candidates removed from the list of bona fide supporters by a presidential candidate, or that candidate's authorized representative(s), may not be elected as a delegate or alternate at that level

pledged to that presidential candidate (including uncommitted status). (Rule 12.E. & Reg. 4.23.)

- e. The State Democratic Chair shall certify in writing to the Co-Chairs of the DNC Rules and Bylaws Committee whether each presidential candidate (including uncommitted status) has used their best efforts to ensure that their respective district-level delegate candidates and district-level alternate candidates meet the affirmative action and inclusion considerations and goals detailed in the Affirmative Action section of this Plan within three (3) business days of returning the list of approved district-level delegate candidates and district-level alternate candidates as indicated in section III.A.5.b of this Plan.

6. Fair Reflection of Presidential Preference

a. *[Choose one:]*

- (1) Presidential Primary - Proportional Representation Plan (Rules 13.A., 13.B. & 13.D.)

The (State) presidential primary election is a “binding” primary. Accordingly, delegate and alternate positions shall be allocated so as to fairly reflect the expressed presidential (or uncommitted) preference of the primary voters in each district. The National Convention delegates and alternates selected at the district level shall be allocated in proportion to the percentage of the primary vote won in that district by each preference, except that preferences falling below a 15% threshold shall not be awarded any delegates or alternates.

- (2) Caucus/Convention Proportional Representation Plan (Rules 13.A., 13.B. & 13.D.)

(State) is a caucus/convention state. Accordingly, delegate and alternate positions shall be allocated so as to fairly reflect the expressed presidential preference or uncommitted status of the caucus participants in each district. Therefore, the national convention delegates elected at the district level shall be allocated in proportion to the percentage of the caucus vote won in that district by each preference, except that preferences falling below a 15% threshold shall not be awarded any delegates or alternates. *[Specify the caucus level at which such percentages shall be determined.]* (Rule 13.B.)

- b. Within a district, if no presidential preference reaches a 15% threshold, the threshold shall be the percentage of the vote received in that district by the front-runner minus 10%. (Rule 13.F.)
- c. *[In states where delegates and alternates are not elected on the ballot, the Plan should indicate how the state ensures that district-level delegates and alternates pledged to a presidential candidate (including uncommitted status) are selected or nominated by a caucus of persons from the unit electing the delegate or alternate who sign statements of support for that presidential candidate. The Plan should also include the following*

information: the date and time of the meeting; the procedural requirements and timetable related to filing and participation; the number of delegates to be selected (if applicable); and the nomination and voting procedures. If more than one tier is used, provide details applicable and specific to each.] (Rule 12.G.)

- d. *[In pre-primary and two-part primary states where a presidential candidate (including uncommitted status) could qualify to receive delegates and alternates but fail to slate a sufficient number of delegate and alternate candidates, the Plan must describe the process that would be used to select additional delegates and alternates in a post-primary procedure. This description should indicate the type of meeting, who will vote, how such a procedure would be publicized, the filing deadlines, the presidential candidate review deadlines, and specific procedural rules.]* (Rule 13.C.)

7. Equal Division of District-Level Delegates and Alternates

- a. In order to ensure the district-level delegates are equally divided between men and women, delegate positions within each district will be designated by presidential preference beginning with the highest vote-getting presidential preference. This assignment of delegate positions, alternating by sex as mathematically practicable, will continue with the next highest vote-getting preferences in descending order until the gender of each position has been assigned. (Rule 6.C.(1) & Reg. 4.8.)

[States must specify a method for allocating district-level positions among presidential preferences in such a way as to ensure the district delegates and alternates are equally divided among men and women and within each respective presidential candidate's delegation. Here are some suggestions:

- *In states where delegates are pre-slated, the highest-vote getting delegate candidate for the district's winning presidential preference will be the first delegate assigned. Following that determination, the state will then designate the remaining positions for that presidential preference and any subsequent preferences alternating by gender, as mathematically practicable.*
- *In states where delegates are selected in caucuses or post-primary caucuses, the delegate positions shall be pre-designated so that the gender of the first position to be filled by the winning presidential candidate is pre-determined. Once the allocation of district delegates among presidential preference(s) has been calculated, the remaining delegate positions can be assigned to the presidential preference(s), in order of vote won, alternating by gender.*
- *In states where delegates are voted upon the ballot, there is a dual system. In districts with an odd number of delegates, the first delegate selected for the winning presidential preference must be of the same sex as the advantaged gender in that district. Following that determination, the allocation would continue alternating by gender for the winning presidential preference and any subsequent preferences. In districts with an even number of delegates, the highest-vote getting delegate candidate for the district's winning presidential preference will be the first delegate assigned. Following that determination, the state will then designate*

the remaining positions for that presidential preference and any subsequent preferences alternating by gender, as mathematically practicable.

- b. After the delegates are selected, the alternates will be awarded, using the same process described above.
8. The State Democratic Chair shall certify in writing to the Secretary of the Democratic National Committee (DNC) the election of the state's district-level delegates and alternates to the Democratic National Convention within ten (10) days after their election. (Rule 8.C. & Call, IV.A.)

[If a state cannot certify its delegates until the election results are certified by the state government, it should indicate this in the Plan and provide a time frame in which the results are expected to be certified. In such case, the State Chair must certify the delegates and alternates to the DNC Secretary within three days after the election results are certified.] (Regs. 5.3.B. & C.)

B. Unpledged Delegates

1. Unpledged Party Leaders and Elected Officials
 - a. The following categories (if applicable) shall constitute the Unpledged Party Leaders and Elected Official delegate positions:
 - (1) Members of the Democratic National Committee who legally reside in the state; (Rule 9.A.(1), Call I.F., J., & Reg. 4.13.)
 - (2) Democratic President and Democratic Vice President (if applicable); (Rule 9.A.2., Call I.G.)
 - (3) All of State's Democratic Members of the U.S. House of Representatives and the U.S. Senate; (Rule 9.A.(3), Call I.H. & J.)
 - (4) The Democratic Governor (if applicable); (Rule 9.A.(4), Call I.H. & J.)
 - (5) "Distinguished Party Leader" delegates who legally reside in the state (if applicable); *[Persons who qualify as "Distinguished Party Leader" delegates are: all former Democratic Presidents or Vice Presidents, all former Democratic Leaders of the U.S. Senate, all former Democratic Speakers of the U.S. House of Representatives and Democratic Minority Leaders, as applicable, and all former Chairs of the Democratic National Committee.]* (Rule 9.A.(5), Call I.G., and Reg. 4.13.)
 - b. The certification process for the Unpledged Party Leader and Elected Official delegates is as follows:
 - (1) Not later than March 1, 2012, the Secretary of the Democratic National Committee shall officially confirm to the State Democratic Chair the names of the unpledged delegates who legally reside in State. (Rule 9.A.)

- (2) Official confirmation by the Secretary shall constitute verification of the unpledged delegates from the categories indicated above. (Call, IV.B.1.)
- (3) The State Democratic Chair shall certify in writing to the Secretary of the DNC the presidential preference of state's unpledged delegates 10 days after the completion of the State's Delegate Selection Process. (Call, IV.B)

B. Pledged Party Leader and Elected Official (PLEO) Delegates

1. State is allotted ## pledged Party Leader and Elected Official (PLEO) delegates. (Call, I.D., E. & Appendix B)
2. Pledged PLEO Delegate Filing Requirements
 - a. Individuals shall be eligible for the pledged Party Leader and Elected Official delegate positions according to the following priority: big city mayors and state-wide elected officials (to be given equal consideration); state legislative leaders, state legislators, and other state, county and local elected officials and party leaders. (Rule 9.B.(1) & Reg. 4.15.)
 - b. An individual can qualify as a candidate for a position as a pledged PLEO delegate by [*Indicate the filing requirements: e.g. a petition and a statement of candidacy must be filed by (date and time) with the State Party Committee office located at (address). The filing deadline must be no more than 30 days before the selection*]. (Rules 9.B.(3), & 14.G., Reg. 4.16.)
 - c. [If the PLEO filing deadline is prior to the selection of district-level delegates, then an alternative filing process must be provided.] If persons eligible for pledged PLEO delegate positions have not already made known their presidential preference (or uncommitted status) as candidates for district-level or at-large delegate positions, their preference shall be ascertained through the following alternative procedure: [*Specify an alternative procedure which allows persons eligible for PLEO positions to file a signed pledge of support for a presidential candidate (including uncommitted status). (See * below.)*] (Rule 9.B.(3) & Reg. 4.16.)
3. Presidential Candidate Right of Review
 - a. The State Democratic Chair shall convey to the presidential candidate, or that candidate's authorized representative(s), not later than (*date and time*), a list of all persons who have filed for a party and elected official delegate pledged to that presidential candidate. (Rules 9.B.(3) & 12.D.)
 - b. Each presidential candidate, or that candidate's authorized representative(s), must file with the State Democratic Chair, by (*date and time*), a list of all such candidates he or she has approved, as long as approval is given to at least [*one (1)*]

name or two (2) names] for every position to which the presidential candidate is entitled. (Rule 12.E.(2) & Reg. 4.23.)

[A Plan may provide that presidential candidates (including uncommitted status) may remove any candidate for a PLEO delegate position from the list of bona fide supporters as long as, at a minimum two (2) names remain for every position to which the presidential candidate is entitled. (Whichever minimum number the state chooses to use, that same minimum must also apply to its list of unpledged add-on delegates and at-large delegates and alternates.)] (Rule 12.E.(2) & Reg. 4.23.)

* *[If an alternative procedure as described above is used to ascertain the presidential preference of persons eligible for PLEO delegate positions it must also provide an opportunity for disapproval by the presidential candidate or the candidate's authorized representative(s).]* (Rule 9.B.(3))

- c. Failure to respond will be deemed approval of all delegate candidates submitted to the presidential candidate unless the presidential candidate or the authorized representative(s) signifies otherwise in writing to the State Democratic Chair not later than *(date and time)*.
- d. The State Democratic Chair shall certify in writing to the Co-Chairs of the DNC Rules and Bylaws Committee whether each presidential candidate (including uncommitted status) has used their best efforts to ensure that their respective pledged PLEO delegate candidates meet the affirmative action and inclusion considerations and goals detailed in the Affirmative Action section of this Plan within three (3) business days of returning the list of approved pledged PLEO candidates as indicated in section III.C.3.b of this Plan.

4. Selection of Pledged Party Leader and Elected Official Delegates

- a. The pledged PLEO slots shall be allocated among presidential preferences on the same basis as the at-large delegates. (Rule 9.B.(2), 10.C., 13.E. & F.)
- b. Selection of the pledged PLEO delegates will occur at *(time)* on 1/1/11 at *(location)*, which is after the election of district-level delegates and alternates and the unpledged add-on delegates and prior to the selection of at-large delegates and alternates. *[Provide details about the meeting, including the election procedures for selecting the PLEO delegates.]* (Rule 9.B.)
- c. These delegates will be selected by: *[Choose one:]* (Rule 9.C.)
 - (1) the state convention.
 - (2) a committee consisting of a quorum of the district-level delegates.
 - (3) the State Party Committee, provided that:

- (a) Membership on the State Party Committee is apportioned on the basis of population and/or some measure of Democratic strength. *[Provide specific information to indicate compliance with this rule.]* (Rule 9.C.(1))
 - (b) Members of the State Party Committee have been elected through open processes in conformity with the basic procedural guarantees utilized for delegate selection. *[Provide specific information to indicate compliance with this rule.]* (Rule 9.C.(2))
 - (c) Such delegates are elected at a public meeting subsequent to the election of district-level delegates. *[Provide specific information to indicate compliance with this rule.]* (Rule 9.C.(3))
 - (d) Members of the State Party Committee shall have been elected no earlier than the date of the previous presidential election. *[Provide specific information to indicate compliance with this rule.]* (Rule 9.C.(4))
 - (e) Membership of the State Party Committee complies with the equal division requirements of Article 9, Section 16 of the Charter of the Democratic Party of the United States. *[Provide specific information to indicate compliance with this rule.]* (Rule 9.C.(5))
- (4) Alternates are not selected at the pledged Party Leader and Elected Official level. These alternates are combined with the at-large alternates and selected as one unit. (Reg. 4.30.)
5. The State Democratic Chair shall certify in writing to the Secretary of the Democratic National Committee the election of the state's pledged Party Leader and Elected Official delegates to the Democratic National Convention within ten (10) days after their election. (Rule 8.D. & Call, IV.A.)

C. At-Large Delegates And Alternates

- 1. The state of State is allotted ## at-large delegates and ## at-large alternates. (Rule 8.C., Call, I.B., II. & Appendix B)
- 2. At-Large Delegate and Alternate Filing Requirements
 - a. Persons desiring to seek at-large delegate or alternate positions may file a statement of candidacy designating their presidential or uncommitted preference and a signed pledge of support for the presidential candidates (including uncommitted status) with the State Party by *[specify the date, which must be no more than 30 days before the date the at-large delegates and alternates are to be selected and is at the same time or after the selection of the pledged PLEOs]*. (Rules 12.B. & 14.G.; Regs. 4.21. & 4.27.)

- b. The statement of candidacy for at-large delegates and for at-large alternates will be the same. After the at-large delegates are elected by *[indicate the body that will select the at-large delegates]*, those persons not chosen will then be considered candidates for at-large alternate positions unless they specify otherwise when filing. *[optional]* (Rule 18.A.)
3. Presidential Candidate Right of Review
 - a. The State Democratic Chair shall convey to the presidential candidate, or that candidate's authorized representative(s), not later than *(date and time)*, a list of all persons who have filed for delegate or alternate pledged to that presidential candidate. (Rule 12.D.) *[Note: This deadline must be after the selection of the district-level and PLEO delegates.]* (Reg. 4.22. & 4.27.)
 - b. Each presidential candidate, or that candidate's authorized representative(s), must then file with the State Democratic Chair, by *(date and time)*, a list of all such candidates he or she has approved, provided that, at a minimum, *[one (1) name or two (2) names]* remains for every national convention delegate or alternate position to which the presidential candidate is entitled. *[Per Rule 12.E.(2), a state Plan may provide that two names remain for each position to which the presidential candidate is entitled, as long as that minimum also applies to pledged PLEO delegates.]* (Rule 12.E.(2) & Reg. 4.23.)
 - c. Failure to respond will be deemed approval of all delegate candidates submitted to the presidential candidate unless the presidential candidate or the authorized representative(s) signifies otherwise in writing to the State Democratic Chair not later than *(date and time)*.
 - d. The State Democratic Chair shall certify in writing to the Co-Chairs of the DNC Rules and Bylaws Committee whether each presidential candidate (including uncommitted status) has used their best efforts to ensure that their respective at-large delegate candidates and at-large alternate candidates meet the affirmative action and inclusion considerations and goals detailed in the Affirmative Action section of this Plan within three (3) business days of returning the list of approved at-large delegate candidates and at-large alternate candidates as indicated in section III.D.3.b of this Plan.
 4. Fair Reflection of Presidential Preference
 - a. At-large delegate and alternate positions shall be allocated among presidential preferences according to *[Choose one:]* (Rule 10.C.)
 - (1) *[Primary States:]* the state-wide primary vote.
 - (2) *[Convention/Caucus States:]*

- (a) the division of preferences among convention participants, provided that no person participating shall automatically serve by virtue of holding a public or Party office. (Rule 9.D. & Reg. 4.18.)
 - (b) *[in non-primary states that do not hold state conventions authorized to elect delegates]* the division of preferences among district-level delegates at the time of district-level selection.
 - b. Preferences which have not attained a 15% threshold on a state-wide basis shall not be entitled to any at-large delegates. (Rule 13.E.)
 - c. If no presidential preference reaches a 15% threshold, the threshold shall be the percentage of the statewide vote received by the front-runner, minus 10%. (Rule 13.F.)
 - d. If a presidential candidate is no longer a candidate at the time of selection of the at-large delegates, then those at-large slots that would have been allocated to the candidate will be proportionally divided among the remaining preferences entitled to an allocation. (Rule 10.C.)
 - e. If a given presidential preference is entitled to one or more delegate positions but would not otherwise be entitled to an alternate position, that preference shall be allotted one at-large alternate position. (Rule 18.B., Call, I.I. & Reg. 4.30.& 4.33.)
5. Selection of At-Large Delegates and Alternates
- a. The selection of the at-large delegates and alternates will occur at *(time)* on *(date)* at *(location)*, which is after all unpledged delegates and pledged Party Leader and Elected Official delegates have been selected. *[Provide details of the meeting, including the election procedures for selecting the at-large delegates and alternates. Note: This selection must occur not later than June 23, 2012.]* (Rule 8.D. & Call, III.)
 - b. *[In states with one congressional district, the Plan may provide for the election of district-level and at-large delegates and alternates to take place at the same meeting, provided that affirmative action and fair reflection guidelines are met, the Democratic Chair makes the certifications required by Rule 8.D., and the presidential candidates have sufficient time to review the respective lists of their delegate and alternate candidates.]* (Rule 8.E. & Reg. 4.12.)
 - c. These delegates and alternates will be selected by: *[Choose one:]* (Rules 10.B. & 8.E.)
 - (1) the state convention.
 - (2) a committee consisting of a quorum of the district-level delegates.
 - (3) the State Party Committee, provided that: *[If the State Party Committee selects these delegates, provide specific information to explain compliance with each*

provision below. If the State Party Committee also selects the PLEO's and the specific information related to the subsections below is already provided under the PLEO section, then the Plan only needs to refer to the appropriate section e.g., (see III.C.4.C.(3) above) and does not need to repeat subsections (a)-(e) below.]

- (a) Membership on the State Party Committee is apportioned on the basis of population and/or some measure of Democratic strength. (Rule 9.C.(1))
- (b) Members of the State Party Committee have been elected through open processes in conformity with the basic procedural guarantees utilized for delegate selection. (Rule 9.C.(2))
- (c) Such delegates are elected at a public meeting subsequent to the election of district-level delegates. (Rule 9.C.(3))
- (d) Members of the State Party Committee shall have been elected no earlier than the date of the previous presidential election. (Rule 9.C.(4))
- (e) Membership of the State Party Committee complies with the equal division requirements of Article 9, Section 16 of the Charter of the Democratic Party of the United States. (Rule 9.C.(5))

d. Priority of Consideration

- (1) In the selection of the at-large delegation priority of consideration shall be given to African Americans, Hispanics, Native Americans, Asian Americans and Pacific Islanders and women. (Rule 6.A.)
- (2) In order to continue the Democratic Party's ongoing efforts to include groups historically under-represented in the Democratic Party's affairs and to assist in the achievement of full participation by these groups, priority of consideration shall be given other groups by virtue of race/ethnicity, age, sexual orientation or disability. (Rules 5.C., 6.A.(3), & Reg. 4.7.)
- (3) The election of at-large delegates and alternates shall be used, if necessary, to achieve the equal division of positions between men and women, and may be used to achieve the representation goals established in the Affirmative Action section of this Plan. (Rule 6.A. & 6.C.)
- (4) Delegates and alternates are to be considered separate groups for this purpose. (Rules 6.A.(3), 10.A. & Regs. 4.8 & 4.19.)

- 6. The State Democratic Chair shall certify in writing to the Secretary of the Democratic National Committee the election of the state's at-large delegates and alternates to the Democratic National Convention within ten (10) days after their election. (Rule 8.C. & Call, IV.A.)

D. Replacement of Delegates and Alternates

1. A pledged delegate or alternate may be replaced according to the following guidelines:
 - a. Permanent Replacement of a Delegate: (Rule 18.D.(2))
 - (1) A permanent replacement occurs when a delegate resigns or dies prior to or during the national convention and the alternate replaces the delegate for the remainder of the National Convention.
 - (2) Any alternate permanently replacing a delegate shall be of the same presidential preference (including uncommitted status) and sex of the delegate he/she replaces, and to the extent possible shall be from the same political subdivision within the state as the delegate.
 - (a) In the case where the presidential candidate has only one alternate, that alternate shall become the certified delegate.
 - (b) If a presidential candidate has only one alternate, and that alternate permanently replaces a delegate of the opposite sex, thereby causing the delegation to no longer be equally divided, the delegation shall not be considered in violation of Rule 6.C. In such a case, notwithstanding Rule 18.D.(2), the State Party Committee shall, at the time of a subsequent permanent replacement, replace a delegate with a person of the opposite sex, in order to return the delegation to equal division of men and women. (Reg. 4.32.)
 - b. Temporary Replacement of a Delegate: (Rule 18.D.(3))
 - (1) A temporary replacement occurs when a delegate is to be absent for a limited period of time during the convention and an alternate temporarily acts in the delegate's place.
 - (2) Any alternate who temporarily replaces a delegate must be of the same presidential preference (including uncommitted status) as the delegate he/she replaces, and to the extent possible shall be of the same sex and from the same political subdivision within the state as the delegate.
 - c. The following system will be used to select permanent and temporary replacements of delegates: *[Choose one, or any combination of the following alternatives:]* (Rule 18.D.(1))
 - (1) The delegate chooses the alternate.

- (2) The delegation chooses the alternate.
 - (3) The alternate who receives the highest number of votes becomes the delegate.
 - (4) Another such process for selecting the replacement that protects the interests of presidential candidates, delegates and alternates [*indicate the specific process*].
- d. Certification of Replacements
- (1) Any alternate who permanently replaces a delegate shall be certified in writing to the Secretary of the DNC by the State Democratic Chair. (Rule 18.D.(2))
 - (2) Permanent replacement of a delegate (as specified above) by an alternate and replacement of a vacant alternate position shall be certified in writing by the State's Democratic Chair to the Secretary of the Democratic National Committee within three (3) days after the replacement is selected. (Call, IV.D.1.)
 - (3) Certification of permanent replacements will be accepted by the Secretary up to 48 hours before the first official session of the Convention is scheduled to convene. (Call, IV.D.1. & Reg. 4.31.)
 - (4) In the case where a pledged delegate is permanently replaced after 48 hours before the time the first session is scheduled to convene or, in the case where a pledged delegate is not on the floor of the Convention Hall at the time a roll call vote is taken, an alternate may be designated (as specified above) to cast the delegate's vote. In such case, the Delegation Chair shall indicate the name of the alternate casting the respective delegate's vote on the delegation tally sheet (Call, VIII.F.3.d., VIII.F.3.b. & Reg. 5.5.)
- e. A vacant alternate position shall be filled by the delegation. The replacement shall be of the same presidential preference (or uncommitted status), of the same sex and, to the extent possible, from the same political subdivision as the alternate being replaced. (Rule 18.E.)
2. Unpledged delegates shall not be entitled to a replacement, nor shall the state be entitled to a replacement, except under the following circumstances: (Rule 18.E. & Reg. 4.33.)
- a. [*As applicable*] Members of Congress and the Democratic Governor shall not be entitled to name a replacement. In the event of changes or vacancies in the state's Congressional Delegation, following the official confirmation and prior to the commencement of the National Convention, the DNC Secretary shall recognize only such changes as have been officially recognized by the Democratic Caucus of the U.S. House of Representatives or the Democratic Conference of the U.S. Senate. In the event of a change or vacancy in the state's office of Governor, the

- DNC shall recognize only such changes as have been officially recognized by the Democratic Governors' Association. (Call, IV.D.2.a.)
- b. Members of the Democratic National Committee shall not be entitled to a replacement, nor shall the state be entitled to a replacement, except in the case of death of such delegates. In the case where the state's DNC membership changes following the DNC Secretary's official confirmation, but prior to the commencement of the 2012 Democratic National Convention, acknowledgment by the Secretary of the new DNC member certification shall constitute verification of the corresponding change of unpledged delegates. (Call, IV.D.2.b.)
 - c. *[If applicable]* Unpledged distinguished Party Leader delegates allocated to the state pursuant to Rule 9.A.(5), shall not be entitled to name a replacement, nor shall the state be entitled to name a replacement. (Call, IV.C.2.c.)
 - d. In no case may an alternate cast a vote for an unpledged delegate. (Call, VIII.F.3.d.)

Section IV Convention Standing Committee Members

A. Introduction

1. State has been allocated (#) member(s) on each of the three standing committees for the 2012 Democratic National Convention (Credentials, Platform and Rules), for a total of (##) members. (Call, VII.A. & Appendix D.)
2. Members of the Convention Standing Committees need not be delegates or alternates to the 2012 Democratic National Convention. (Call, VII.A.3.)
3. These members will be selected in accordance with the procedures indicated below. (Rule 1.G.)

B. Standing Committee Members

1. Selection Meeting
 - a. The members of the standing committees shall be elected by a quorum of State's National Convention delegates, at a meeting to be held on (*date*). *[This date must be no more than fourteen days after the at-large delegates are selected, and not later than June 23, 2012.]* (Call, VII.B.1.)
 - b. All members of the delegation shall receive adequate notice of the time, date and place of the meeting to select the standing committee members. (Call, VII.B.1.)
2. Allocation of Members

- a. The members of the standing committees allocated to State shall proportionately represent the presidential preference of all candidates (including uncommitted status) receiving the threshold percentage used in the state's delegation to calculate the at-large apportionment pursuant to Rule 13.E. of the Delegate Selection Rules. (Call, VII.C.1. & Reg. 5.7.)
 - b. The presidential preference of each candidate receiving the applicable percentage or more within the delegation shall be multiplied by the total number of standing committee positions allocated to State. If the result of such multiplication does not equal 0.455 or above, the presidential preference in question is not entitled to representation on the standing committee. If the result of such multiplication is 0.455 but less than 1.455, the presidential preference is entitled to one (1) position. Those preferences securing more than 1.455 but less than 2.455 are entitled to two (2) positions, etc. (Call, VII.C.2.)
 - c. Where the application of this formula results in the total allocation exceeding the total number of committee positions, the presidential candidate whose original figure of representation is farthest from its eventual rounded-off total shall be denied that one (1) additional position. Where the application of this formula results in the total allocation falling short of the total number of committee positions, the presidential candidate whose original figure of representation is closest to the next rounding level shall be allotted an additional committee position. (Call, VII.C.3.)
 - d. Standing committee positions allocated to a presidential candidate shall be proportionately allocated, to the extent practicable, to each of the three standing committees. When such allocation results in an unequal distribution of standing committee positions by candidate preference, a drawing shall be conducted to distribute the additional positions. (Call, VII.C.4.)
3. Presidential Candidate Right of Review
- a. Each presidential candidate, or that candidate's authorized representative(s), shall be given adequate notice of the date, time and location of the meeting of the state's delegation authorized to elect standing committee members. (Call, VII.D.1.)
 - b. Each presidential candidate, or that candidate's authorized representative(s), must submit to the State Democratic Chair, by (*date and time*), a minimum of one (1) name for each slot awarded to that candidate for members of each committee. The delegation shall select the standing committee members submitted by the presidential candidates (including uncommitted status). Presidential candidates shall not be required to submit the name of more than one person for each slot awarded to such candidate for members of standing committees. (Call, VII.D.2.)
4. Selection Procedure to Achieve Equal Division

- a. Presidential candidates (including uncommitted status) shall use their best efforts to ensure that their respective delegation of standing committee members shall achieve State's affirmative action goals and that their respective members are equally divided between men and women. (Rule 6.I. & Reg. 4.9.)
- b. *[Include the specific provisions the state will use to achieve equal division of its standing committee members. The following is an example:]*

Each position on each standing committee shall be assigned by gender. For example, the first position on the Credentials Committee of the presidential candidate with the most standing committee positions shall be designated for a *[male]*, the second position for a *[female]*, and the remaining positions shall be designated in like fashion, alternating between males and females. Positions for presidential candidates on each committee shall be ranked according to the total number of standing positions allocated to each such candidate. After positions on the Credentials Committee are designated by sex, the designation shall continue with the Platform Committee, then the Rules Committee.

- (1) A separate election shall be conducted for membership on each standing committee.
- (2) The membership of the standing committees shall be as equally divided as possible under the state allocation; if the number is even, the membership shall be equally divided between men and women; if the number is odd, the variance between men and women may not exceed one (1), and the advantaged gender must not remain constant for the three standing committees. (Call, VII.E.1.)
- (3) The positions allocated to each presidential candidate on each committee shall be voted on separately, and the winners shall be the highest vote-getter(s) of the appropriate sex.

5. Certification and Substitution

- a. The State Democratic Chair shall certify the standing committee members in writing to the Secretary of the Democratic National Committee within three (3) days after their selection. (Call, VII.B.3.)
- b. No substitutions will be permitted in the case of standing committee members, except in the case of resignation or death. Substitutions must be made in accordance with the rules and the election procedures specified in this section, and must be certified in writing to the Secretary of the Democratic National Committee within three (3) days after the substitute member is selected. (Call, VII.B.4.)

Section V The Delegation

- A. STATE will select one (1) person to serve as Delegation Chair and ## to serve as Convention Pages. (Call, IV.E., F.1. & Appendix C.)
- B. Delegation Chair**
1. Selection Meeting
 - a. The Delegation Chair shall be selected by a quorum of the state's National Convention Delegates, at a meeting to be held on (*date*). [*Selection of the Delegation Chair should be made at the same time the standing committee members are chosen, or no later than seven days after the at-large delegates have been selected.*] (Call, IV.E.)
 - b. All members of the delegation shall receive timely notice of the time, date and place of the meeting to select the Delegation Chair. (Rule 3.C.)
 2. The State Democratic Chair shall certify the Delegation Chair in writing to the Secretary of the Democratic National Committee within three (3) days after his or her selection. (Call, IV.E.)
- C. Convention Pages**
1. ## individuals will be selected to serve as State's Convention Pages by the State Democratic Chair in consultation with the members of the Democratic National Committee from the state. This selection will take place [*indicate a date that is not later than the date by which the state selects its standing committee members*]. (Call, IV.F.3., Appendix C & Reg. 5.6.)
 2. The Convention Pages shall be as evenly divided between men and women as possible under the state allocation and shall reflect as much as possible, the Affirmative Action guidelines in the Affirmative Action Plan. (Reg. 5.6.A.)
 3. The State Democratic Chair shall certify the individuals to serve as State's Convention Pages in writing to the Secretary of the Democratic National Committee within three (3) days after the selection. [*This certification shall be made not later than the time the state certifies its standing committee members.*] (Call, IV.F.3. & Reg. 5.6.B.)

Section VI General Provisions and Procedural Guarantees

- A. The STATE Democratic Party reaffirms its commitment to an open party by incorporating the ‘six basic elements’ as listed below. These provisions demonstrate the intention of the Democratic Party to ensure a full opportunity for all minority group members to participate in the delegate selection process. (Rules 4.A. & C.)
1. All public meetings at all levels of the Democratic Party in State should 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 or physical disability (hereinafter collectively referred to as “status”). (Rule 4.B.(1))
 2. No test for membership in, nor any oaths of loyalty to the Democratic Party in State should be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination based on “status.” (Rule 4.B.(2))
 3. The time and place for all public meetings of the Democratic Party in State on all levels should be publicized fully and in such manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all Party members and large enough to accommodate all interested persons. (Rule 4.B.(3))
 4. The Democratic Party in State, on all levels, should support the broadest possible registration without discrimination based on “status.” (Rule 4.B.(4))
 5. The Democratic Party in State should publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of Democratic Party officers and representatives on all levels. Publication of these procedures should be done in such fashion that all prospective and current members of each State Democratic Party will be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels of the Democratic Party organization. (Rule 4.B.(5))
 6. The Democratic Party in State should publicize fully and in such a manner as to assure notice to all interested parties, a complete description of the legal and practical qualifications of all positions as officers and representatives of the State Democratic Party. Such publication should be done in timely fashion so that all prospective candidates or applicants for any elected or appointed position within each State Democratic Party will have full and adequate opportunity to compete for office. (Rule 4.B.(6))

State 2012 Delegate Selection Plan

- B. Discrimination on the basis of 'status' in the conduct of Democratic Party affairs is prohibited. (Rule 5.B.)
- C. STATE's delegation shall be equally divided between delegate men and delegate women, and alternate men and alternate women. Such goal applies to the entire delegation, which includes all pledged delegates and alternates and all unpledged delegates. Delegates and alternates shall be considered separate groups for purposes of achieving equal division. (Rule 6.C.)
- D. All delegate and alternate candidates must be identified as to presidential preference or uncommitted status at all levels which determine presidential preference. (Rule 12.A.)
- E. No delegate at any level of the delegate selection process shall be mandated by law or Party rules to vote contrary to that person's presidential choice as expressed at the time the delegate is elected. (Rule 12.I.)
- F. Delegates elected to the national convention pledged to a presidential candidate shall in all good conscience reflect the sentiments of those who elected them. (Rule 12.J.)
- G. All delegates, alternates and standing committee members must be bona fide Democrats who have the interests, welfare and success of the Democratic Party of the United States at heart, who subscribe to the substance, intent and principles of the Charter and Bylaws of the Democratic Party of the United States, and who will participate in the Convention in good faith. (Rule 12.H. & Reg. 4.24.)
- H. [*Specify an amount no less than 40% (forty percent)*] of the members of any Party body above the first level of the delegate selection process shall constitute a quorum for any business pertaining to the selection of National Convention delegates, alternates, standing committee members, and other official Convention participants. (Rule 15)
- I. An accredited participant in a caucus, convention or committee meeting, after having appeared at such meeting and having established credentials, may register a non-transferable proxy with another duly accredited participant at that meeting (except where an accredited alternate is present and eligible to serve as a replacement), provided that no individual may hold more than three (3) proxies at one time. [*This provision for proxy voting is discretionary. Alternatively, a Plan may prohibit proxy voting.*] (Rule 16 & Reg. 4.28.)
- J. The unit rule, or any rule or practice whereby all members of a Party unit or delegation may be required to cast their votes in accordance with the will of a majority of the body, shall not be used at any stage of the delegate selection process. (Rule 17.A.)
- K. Any individual or group of Democrats may sponsor or endorse a slate of candidates for convention delegates. But no slate may, by virtue of such endorsement, receive a preferential place on a delegate selection ballot or be publicly identified on the ballot as the official Democratic Party organization slate, and all slates must meet identical qualifying requirements for appearing on a ballot at all levels of the delegate selection process. (Rule 17.B.)

- L. All steps in the delegate selection process, including the filing of presidential candidates, must take place within the calendar year of the Democratic National Convention, except with respect to the implementation of the Affirmative Action Plan. (Rules 1.F. & 11.B.)
- M. In electing and certifying delegates and alternates to the 2012 Democratic National Convention, STATE thereby undertakes to assure all Democratic voters in the state full, timely and equal opportunity to participate in the delegate selection process and in all Party affairs and to implement affirmative action programs toward that end, and that the delegates and alternates to the Convention shall be selected in accordance with the Delegate Selection Rules for the 2012 Democratic National Convention, and that the voters in the state will have the opportunity to cast their election ballots for the Presidential and Vice Presidential nominees selected by said Convention, and for electors pledged formally and in good conscience to the election of these Presidential and Vice Presidential nominees, under the label and designation of the Democratic Party of the United States, and that the delegates certified will not publicly support or campaign for any candidate for President or Vice President other than the nominees for the Democratic National Convention. (Call, II.B.)

Section VII

Affirmative Action, Outreach and Inclusion Plan

[NOTE: This Affirmative Action, Outreach and Inclusion Plan (hereinafter referred to as the "Affirmative Action Plan") is provided for illustrative purposes only. Each state is unique and its own circumstances should dictate the approach that needs to be taken to conduct outreach to all Democratic voters in the state, to encourage their full participation in the delegate selection process, and to achieve broad representation by all of the Party's constituencies within the delegation. While compliance with certain specific Rules must be reflected in the state's Affirmative Action Plan (see citations), these rules can also provide a general framework around which the state may develop its own outreach program. State Party Affirmative Action Committees should be involved in the design of an Affirmative Action Plan targeted to the state.]

A. Statement of Purpose and Organization

- 1. Purpose and Objectives
 - a. 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 is hereby adopted by State. (Rule 5.A.)
 - b. Discrimination on the basis of "status" in the conduct of Democratic Party affairs is prohibited. (Rule 5.B.)
 - c. All public meetings at all levels of the Democratic Party in State should 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 or physical disability (hereinafter collectively referred to as "status"). (Rule 4.B.(1))

- d. Consistent with the Democratic Party's commitment to including groups historically under-represented in the Democratic Party's affairs, by virtue of race/ethnicity, age, sexual orientation, or disability, State has developed Party outreach programs. Such programs include recruitment, education and training, in order to achieve full participation by such groups and diversity in the delegate selection process and at all levels of Party affairs for 2012. (Rule 5.C & Reg. 4.7.)

[States should design these programs to pro-actively reach out to the state's various Democratic constituencies including groups such as African Americans, Hispanics, Native Americans, Asian Americans and Pacific Islanders, women, ethnics, youth, persons over 65 years of age, lesbians and gay men, workers, persons with disabilities,, to heighten the awareness of these groups and the Democratic Party's desire to have them fully participate.]

- e. In order to encourage full participation by all Democrats in the delegate selection process and in all Party affairs, the State Democratic Party has adopted and will implement programs with specific goals and timetables for African Americans, Hispanics, Native Americans, Asian Americans and Pacific Islanders and women. (Rule 6.A.)

(1) The goal of the programs shall be to encourage participation in the delegate selection process and in Party organizations at all levels by the aforementioned groups as indicated by their presence in the Democratic electorate. (Rule 6.A.(1))

(2) This goal shall not be accomplished either directly or indirectly by the Party's imposition of mandatory quotas at any level of the delegate selection process or in any other Party affairs. (Rule 6.A.(2))

- f. In order to achieve full participation of other groups that may be under-represented in Party affairs, including members of the LGBT community, people with disabilities and youth, the State Democratic Party has adopted and will implement Inclusion Programs. *[State Parties may designate other groups that may be under-represented.]* (Rule 7)

2. Organizational Structure

- a. An Affirmative Action Committee shall be appointed by the State Democratic Chair on *[Specify a date that is not later than March 1, 2011.]*. (Rule 6.F.)
- b. The State Democratic Chair shall certify in writing to the Rules and Bylaws Committee of the Democratic National Committee the compliance of the State's Affirmative Action Committee with Rules 5.C, 6.A and 7, and submit the names, demographic data and contact information no later than 15 days after their appointment. (Reg. 2.2.K)

- c. The Committee shall consist of members from each delegate district representing the Democratic constituency groups set forth in the Introduction to the Affirmative Action Plan. *[Attach "Exhibit #1"- listing the members of the Affirmative Action Committee and identifying each member's relevant demographic ("status") information.]*

 - d. The Affirmative Action Committee shall be responsible for:
 - (1) Reviewing the proposed Delegate Selection and Affirmative Action Plans and making recommendations to the State Democratic Chair.
 - (2) Reviewing the proposed Inclusion Programs and making recommendations to the State Democratic Chair.
 - (3) Directing the implementation of all requirements of the Affirmative Action section of this Plan.
 - (4) Implementing a financial assistance program for delegates and alternates.
(Rule 6.G.)
 - (5) Ensuring, on behalf of the State Party Committee, that district lines used in the delegate selection process are not gerrymandered to discriminate against African Americans, Hispanics, Native Americans, Asian Americans and Pacific Islanders and women. (Rule 6.E.)

 - e. Financial and staff support for the Affirmative Action Committee shall be provided by the State Party Committee to the greatest extent feasible, including, but not limited to, making available on a priority basis, the State Party staff and volunteers and covering all reasonable costs incurred in carrying out this Plan.
3. Implementation of the Affirmative Action Plan shall begin on *[specify a date that is not later than September 16, 2011]*, with the distribution of the press kits, and will continue through the end of the delegate selection process. (Rule 1.F.)

B. Efforts to Educate on the Delegate Selection Process

1. Well publicized educational workshops will be conducted in each of the delegate districts beginning in September 2011. These workshops will be designed to encourage participation in the delegate selection process, including apprising potential delegate candidates of the availability of financial assistance. These workshops will be held in places which are easily accessible to persons with physical disabilities. The times, dates, places and rules for the conduct of all education workshops, meetings and other events involved in the delegate selection process shall

be effectively publicized by the party organization and include mailings to various organizations representative of the Democratic voting populace. (Rules 3.A., 3.C. & 3.D.)

2. A speakers bureau of volunteers from the Affirmative Action Committee comprised of individuals who are fully familiar with the process, will be organized to appear before groups, as needed, to provide information concerning the process.
3. The State Party's education efforts will include outreach to community leaders within the Democratic Party's constituencies and making sure that information about the delegate selection process is available to Democratic clubs and Party caucuses representing specific constituencies.
4. The State Party will publish and make available at no cost: a clear and concise explanation of how Democratic voters can participate in the delegate selection process; an explanation of how, where and when persons can register to vote; and delegate district maps. As well, the State Party shall also make available copies of the State Party Rules, the Delegate Selection Plan (and its attachments), the Affirmative Action Plan, and relevant state statutes at no cost. Copies of documents related to the state's delegate selection process will be prepared and the Affirmative Action Committee will distribute them in the various delegate districts not later than *[Specify a date which is at least 90 days prior to the first step in the process.]*. (Rule 1.H.)
5. The State Party shall take all feasible steps to encourage persons to register and to vote as Democrats and will seek to ensure simple and easy registration procedures. (Rule 2.C.)

C. Efforts to Publicize the Delegate Selection Process

1. Special attention shall be directed at publicizing the delegate selection process in the state. Such publicity shall include information on eligibility to vote and how to become a candidate for delegate, the time and location of each stage of the delegate selection process and where to get additional information. The foregoing information will also be published in the State Party newspaper. The Party organization, official, candidate, or member calling a meeting or scheduling an event, shall effectively publicize the role that such meeting or event plays in the selection of delegates and alternates to the Democratic National Convention. (Rules 3.C. and 3.D.)
2. Newspapers, radio and television will be utilized to inform the general public how, when and where to participate in the delegate selection process. Specifically, this information should provide details as to how to qualify to run as a delegate candidate. Special effort shall be directed to the major daily newspapers, radio and television stations by the State Democratic Chair, Affirmative Action Committee members and staff. Regular releases during the delegate selection process to all other media sources, weekly newspapers, and wire services should complete timely coverage. *[Attach "Exhibit #2"- a listing of the media outlets to receive this information, either as a whole or as part "A" ("Major Daily Newspapers, Radio and Television Stations") and part "B"- ("Other 'Non-Minority' Media Outlets.")]* (Rules 4.B.(3) & 6.D.)

3. A priority effort shall be directed at publicity among the Democratic Party's constituencies.
 - a. Information about the delegate selection process will be provided to minority newspapers and radio stations, ethnic press, Native American, Asian Americans and Pacific Islanders, Spanish-speaking and other non-English press, radio stations and publications, and women's organizations, student newspapers, gay and lesbian press, disability press, and any other speciality media in the state that is likely to reach the Democratic constituency groups set forth in the Introduction of this Affirmative Action Plan.
 - b. The State Party shall be responsible for the implementation of this publicity effort. *[Attach the list of "Constituency and Speciality Media Outlets and Targeted Groups" as part "C" of "Exhibit #2"]* For purposes of providing adequate notice of the delegate selection process, the times, dates, places and rules for the conduct of *[specify type(s) of event(s) involved in the delegate selection process, i.e. caucuses, conventions, meetings, etc.]* shall be effectively publicized, multilingually where necessary, to encourage the participation of minority groups. (Rule 6.D.)
4. Not later than *[specify a date consistent with the date for implementation of this Plan, as specified in section VII.A.3. above]*, a press kit shall be made and provided to each daily and weekly newspaper as well as to the electronic media. The press kit will include:
 - a. a summary of all pertinent rules related to the state's delegate selection process;
 - b. a map of delegate districts and how many delegates will be elected within each district;
 - c. a summary explaining the operation and importance of the 2012 Convention; and
 - d. materials designed to encourage participation by prospective delegate candidates.

D. Representation Goals

1. The State Party has determined the demographic composition of African Americans, Hispanics, Native Americans, and Asian Americans and Pacific Islanders in the state's Democratic electorate. These constituency percentages shall be established as goals for representation in the state's convention delegation. (Rule 6.A.)
2. The State Party has determined the demographic composition of members of the LGBT community, people with disabilities, and youth in the state's Democratic electorate and furthermore, the State Party has chosen to establish these percentages as goals for representation in the state's convention delegation.

State 2012 Delegate Selection Plan

[Indicate the method used for conducting the study of the demographic composition of the state's Democratic electorate. List the results of the study showing the constituency percentages and specify the numeric goals for each constituency's representation in the convention delegation.]

[If a state has chosen not to determine percentages and goals for members of the LBGT community, people with disabilities, and youth, contract the size of the chart below.]

	African Americans	Hispanics	Native Americans	Asian Americans and Pacific Islanders	LGBT Americans	People with Disabilities	Youth
% in Democratic Electorate							
Numeric Goals for Delegation							

3. When selecting the at-large portion of the delegation, the demographic composition of the other delegates (district-level, pledged PLEO, and unpledged) shall be compared with the State Party's goals in order to achieve an at-large selection process which helps to bring about a representative balance.
4. Use of the at-large delegation to achieve the affirmative action goals established by this Plan does not obviate the need for the State Party to conduct outreach activities such as recruitment, education and training. (Rule 6.A.(3))

E. Obligations of Presidential Candidates to Maximize Participation

1. Presidential candidates shall assist the State Democratic Party in meeting the demographic representation goals reflected in the Affirmative Action Plan. *[State parties may impose reasonable specific affirmative action obligations on presidential candidates consistent with the delegate selection system employed by the state.]* (Rule 6.H.)
2. Each presidential candidate must submit a written statement to the State Democratic Chair by *(date)* which indicates the specific steps he or she will take to encourage full participation in State's delegate selection process, including, but not limited to, procedures by which persons may file as candidates for delegate or alternate. (Rule 6.H.(1))
3. Each presidential candidate must submit demographic information with respect to all candidates for delegate and alternate pledged to them. Such information shall be submitted in conjunction with the list of names approved for consideration as delegate and alternate candidates pledged to the presidential candidate. (Rule 6.H.(2))
4. Presidential candidates (including uncommitted status) shall use their best effort to ensure that their respective delegations within the state's delegate, alternate and standing committee delegations shall achieve the affirmative action goals reflected in the Affirmative Action Plan and that the respective delegations of each presidential

candidate shall be equally divided between men and women. Furthermore, presidential candidates shall use their best efforts at the district level to approve delegate and alternate candidates who meet applicable equal division and affirmative action considerations in order to achieve the affirmative action goals and equal division for their respective delegations. (Rule 6.I. & Reg. 4.9.)

F. Inclusion Programs [Optional]

[NOTE: This section is included for informational purposes for a State Party that DOES NOT establish goals and timetables for members of the LGBT community, people with disabilities and youth as provided in Rule 7. This Rule requires State Parties to develop a plan intended to secure the full participation in the delegate selection process of LGBT Americans, people with disabilities, youth, and other groups the State Party may choose, commensurate with each group's participation in the state's Democratic electorate. In lieu of this separate Inclusion Program section, a State Party may determine constituency percentages and goals for LGBT Americans and people with disabilities as indicated in Section D – Representation Goals – above.]

1. In order to achieve full participation of other groups that may be under-represented in Party affairs, including members of the LGBT community, people with disabilities and youth, the State Democratic Party has adopted and will implement Inclusion Programs.
2. The State Party has taken reasonable steps to determine the composition of members of the LGBT community, people with disabilities, and youth in the state's Democratic electorate. *[Section should further indicate the "reasonable steps" the State Party took.]*
3. In securing this level of full participation, the State Party will conduct the education and publicity outreach efforts outlined in Sections B and C of this Section respectively.
4. The State Party will make accommodations to facilitate greater participation by people with disabilities. *[Section should specify what those accommodations would consist of.]*

Section VIII Challenges

A. Jurisdiction & Standing

1. Challenges related to the delegate selection process are governed by the *Regulations of the DNC Rules and Bylaws Committee for the 2012 Democratic National Convention* (Regs., Sec.

- 3.), and the “Rules of Procedure of the Credentials Committee of the 2012 Democratic National Convention.” (Call, Appendix A.)
2. Under Rule 20.B. of the *2012 Delegate Selection Rules*, the DNC Rules and Bylaws Committee has jurisdiction over challenges pertaining to the submission, non-implementation and violation of state Delegate Selection and Affirmative Action Plans. (Rule 20.B. & Call Appendix A.)
3. The Rules and Bylaws Committee has jurisdiction to hear and decide any challenge provided it is initiated before the 56th day preceding the date of the commencement of the 2012 Democratic National Convention. (Call, Appendix A. & Reg., 3.1.)
4. Challenges to the credentials of delegates and alternates to the 2012 Democratic National Convention initiated on or after the 56th day preceding the date of commencement of the Democratic National Convention shall be processed in accordance with the “Rules of Procedure of the Credentials Committee of the 2012 Democratic National Convention.” (Call, Appendix A)
5. Any challenge to the credentials of a standing committee member shall be considered and resolved by the affected standing committee in accordance with Appendix A of the *Call for the 2012 Democratic National Convention*. The Rules and Bylaws Committee shall have jurisdiction over challenges brought before the 56th day preceding the date of the commencement of the Democratic National Convention. (Call, VII.B.5.)
6. Copies of the Regulations of the Rules and Bylaws Committee and/or the Call for the 2012 Democratic National Convention, including the Rules of Procedure of the Credentials Committee (Appendix A), shall be made available by the State Party upon reasonable request.
7. Any group of fifteen Democrats with standing to challenge as defined in Reg. 3.2 or the Call (Appendix A, Sec. 2.A.), may bring a challenge to this Plan or to the implementation of this Plan, including its Affirmative Action provisions.

B. Challenges to the Status of the State Party and Challenges to the Plan

1. A challenge to the status of the State Party Committee as the body entitled to sponsor a delegation from that state shall be filed with the Rules and Bylaws Committee not later than thirty (30) calendar days prior to the initiation of the state’s delegate selection process. (Rule 20.A. & Reg. 3.4.A.)
2. A challenge to the state’s Delegate Selection Plan shall be filed with the Chair of the State Democratic Party and the Co-Chairs of the Rules and Bylaws Committee within fifteen (15) calendar days after the adoption of the Plan by the State Party. (Reg. 3.4.B.)
3. A challenge to a Plan must be brought in conformity with the Rules and the Regs., which should be consulted for a detailed explanation of challenge procedures.

C. Challenges to Implementation

1. A challenge may be brought alleging that a specific requirement of an approved Plan has not been properly implemented. Jurisdiction over all challenges initiated in a timely fashion shall reside with either the Rules and Bylaws Committee or the Credentials Committee of the National Convention (See Section VII.A. above). However, the Rules and Bylaws Committee may provide advice, assistance or interpretations of the Delegate Selection Rules at any stage of the delegate selection process. (Reg. 3.1.C.)
2. An implementation challenge brought before the Rules and Bylaws Committee is initiated by filing a written challenge with the State Party Committee and with the Rules and Bylaws Committee not later than fifteen (15) days after the alleged violation occurred. The State Party has twenty-one (21) days to render a decision. Within ten (10) days of the decision, any party to the challenge may appeal it to the Rules and Bylaws Committee. If in fact, the State Party renders no decision, any party to the challenge may request the Rules and Bylaws Committee to process it. The request must be made within ten (10) days after expiration of the above twenty-one (21) day period. (Regs. 3.4.C., E., & H.)
3. Performance under an approved Affirmative Action Plan and composition of the convention delegation shall be considered relevant evidence in the challenge to any state delegation. If a State Party has adopted and implemented an approved affirmative action program, the State Party shall not be subject to challenge based solely on delegation composition or primary results. (Rule 6.B.) The procedures are the same for challenges alleging failure to properly implement the Affirmative Action section of a Plan, except that such challenges must be filed not later than thirty (30) days prior to the initiation of the state's delegate selection process. (Reg. 3.4.C.)
4. Depending on the appropriate jurisdiction (see Section VIII.A. above), implementation challenges must be brought in conformity with the Regulations of the Rules and Bylaws Committee or the Rules of Procedure of the Credentials Committee, which should be consulted for a detailed explanation of challenge procedures.

Section IX Summary of Plan

A. Selection of Delegates and Alternates

State will use a proportional representation system based on the results of the (Select One) apportioning its delegates to the 2012 Democratic National Convention.

The “first determining step” of State’s delegate selection process will occur on (*date*), with a (Select One).

Delegates and alternates will be selected as summarized on the following chart:

Type	Dele-gates	Alter-nates	Date of Selection	Selecting Body
				Filing Requirements and Deadlines
District-Level Delegates District-Level Alternates	##	##	1/1/11	<i>Selecting Body: [Specify the selecting body]</i>
			1/1/11	<i>[Summarize the basic filing requirements and deadlines]</i>
Unpledged Party Leader and Elected Official Delegates*	##	n/a	n/a	Automatic by virtue of respective public or Party office as provided in Rule 8.A. of the 2012 Delegate Selection Rules.
Pledged Party Leaders and Elected Officials (PLEOs)	##	**	1/1/11	<i>Selecting Body: [Specify the selecting body]</i>
				<i>[Summarize the basic filing requirements and deadlines]</i>
At-Large Delegates	##	##	1/1/11	<i>Selecting Body: [Specify the selecting body]</i>
At-Large Alternates			1/1/11	<i>[Summarize the basic filing requirements and deadlines]</i>
TOTAL Delegates and Alternates	##	##		

* Unpledged Party Leader and Elected Official (PLEO) delegates includes the following categories, if applicable, who legally reside in the state: the Democratic National Committee Members, the Democratic President, the Democratic Vice President, all Democratic Members of Congress, the Democratic Governor, and any other Distinguished Party Leader as specified in Rule 9.A. of the 2012 *Delegate Selection Rules*. The exact number of Unpledged PLEO Delegates is subject to change due to possible deaths, resignations, elections or special elections.

** Pledged Party Leader and Elected Official (PLEO) alternates are selected with the At-Large alternates. [Applicable to most states.]

B. Selection of Standing Committee Members (For the Credentials, Platform and Rules Committees)

Standing committee members will be selected by the state’s National Convention delegates as summarized below:

Members Per Committee	Total Members	Selection Date	Filing Requirements and Deadlines
##	##	(date)	[Summarize the basic filing requirements and deadlines]

C. Selection of Delegation Chair and Convention Pages

The Delegation Chair will be selected by the National Convention Delegates on (date).

Convention Pages will be selected by the State Democratic Chair on (date).

D. Presidential Candidate Filing Deadline

[Specify the deadline, if any, by which presidential candidates must file in order to participate in the primary or caucus, and with whom the candidate must file. Note: Filing deadline must be within the calendar year of the convention.] (Rule 11.B. & 14.E.)

Presidential candidates must certify the name of their authorized representative(s) to the State Democratic Chair by (date).

E. Timetable

*[The following example is for provided **ILLUSTRATIVE PURPOSES ONLY**, and should be adjusted and expanded to reflect each specific step in the state’s process.]* (Reg. 2.2.B.)

Date	Activity
2011	
February 1	Delegate Selection Affirmative Action Committee members are appointed by the State Chair. <i>[Note: This appointment is required to be made by March 1, 2011.]</i>
February 13	Affirmative Action Committee meets to draft proposed Delegate Selection and Affirmative Action Plans.
February 15	Delegate Selection Affirmative Action Committee members must be submitted to the Rules and Bylaws Committee including names, contact information and demographic data.
February 27	Proposed Delegate Selection and Affirmative Action Plans are tentatively approved for public comment by State Party Committee.
March 1	Public comments are solicited on the proposed Delegate Selection and Affirmative Action Plans. Press releases are mailed announcing the public comment period.
April 2	Period for public comment on state Plan is concluded. Responses are compiled for review by the State Party Committee.
April 10	State Party Committee reviews public comments and adopts revised Delegate Selection and Affirmative Action Plans for submission to DNC Rules and Bylaws Committee. Press releases are mailed announcing the approval of the Plan.
April 28	Delegate Selection and Affirmative Action Plans are forwarded to the DNC Rules and Bylaws Committee.

State 2012 Delegate Selection Plan

Date	Activity
September 16	State Party begins implementation of the Affirmative Action Plan. Press kits, as described in the Affirmative Action Plan, are sent to all state media. <i>[Note: This is the deadline by which implementation of the affirmative action program must begin.]</i>
October 1	Deadline for each announced presidential candidate to submit a statement specifying steps the candidate will take to encourage full participation in the delegate selection process. (Individuals who announce their candidacy after this date must provide this full participation statement to the State Party not later than 30 days after their announcement.)
December 3	Presidential candidate petition forms are available from the State Party Committee Headquarters.
2012	
January 4	Delegate and alternate candidates may obtain the statement of candidacy and pledge of support forms and filing instructions from State Party Committee Headquarters, in person, by mail, or from State Party's web site at [www.democrats.org] .
January 7	Presidential candidate deadline for certifying the name(s) of their authorized representative(s) to the State Party.
January 14	Presidential candidate deadline for filing the petition of candidacy with the Secretary of State and a copy to the State Party.
February 4	District-level delegate and alternate deadline for filing the statement of candidacy and pledge of support forms with State Party.
February 8	State Party provides list of district-level delegate and alternate candidates to the respective Presidential candidates.
February 14	Presidential candidates provide list of approved district-level delegate and alternate candidates to State Party.
February 18	Pre-primary congressional district caucuses slate district-level delegate and alternate candidates.
March 14	Presidential preference primary.
April 14	Secretary of State certifies results of primary; pre-slated district-level delegates and alternates are allocated according to presidential preference.
April 24	State Party certifies elected district-level delegates and alternates to the Secretary of the Democratic National Committee.
May 1	Pledged PLEO and at-large delegate or alternate candidate deadline for filing the statement of candidacy and pledge of support forms with State Party.
May 4	State Party provides list of PLEO and at-large delegate and alternate candidates to the respective Presidential candidates.
May 8	Presidential candidates provide approved list of pledged PLEO delegate candidates to State Party.
May 27	State Convention convenes. Pledged PLEO delegates selected. Following selection of PLEO delegates, presidential candidates provide approved list of at-large delegate and alternate candidates to State Party. State Convention selects at-large delegates and alternates. Presidential candidates submit lists of candidates for standing committee members to State Party.
May 28	National Convention delegation meeting. Delegates select National Convention Standing Committee Members and Delegation Chair. State Chair names convention pages.
May 29	State Party certifies remainder of elected delegates and alternates (PLEOs and at-large), along with standing committee members, delegation chair, and convention pages.
May 31	State Chair certifies in writing to the Secretary of the DNC the State's Delegation Chair, Convention Pages and Standing Committee Members.
June 6	State Party certifies in writing to the Secretary of the DNC the presidential preference of Pledged PLEOs and At-Large Delegates and Alternates.
June 7	State Party certifies in writing to the Secretary of the DNC the presidential preference (including uncommitted) of the state's Unpledged Delegates.

Exhibits to the Affirmative Action Plan

A. Members of the Affirmative Action Committee

[List each member of the Affirmative Action Committee and indicate relevant demographic data about each member (i.e. African American, Hispanic, Native American, Asian Americans and Pacific Islanders or White, Female or Male, and any other applicable Democratic constituency group as set forth in the Introduction to the Affirmative Action Plan).]

B. Media Outlets to be Contacted Regarding the Delegate Selection Process

1. Major Daily Newspapers, Radio and Television Stations

[List the other non-minority media sources, weekly newspapers, and wire services that will receive regular releases during the delegate selection process as part of the State Party's outreach efforts.]

2. Other "Non-Minority" Media Outlets

[List the other non-minority media sources, weekly newspapers, and wire services that will receive regular releases during the delegate selection process as part of the State Party's outreach efforts.]

3. Constituency and Speciality Media Outlets and Targeted Groups

[List minority newspapers and radio stations, ethnic press, Native American, Asian Americans and Pacific Islanders, Spanish-speaking and other non-English press, radio stations and publications, women's organizations, student newspapers, gay and lesbian press, disability press, and any other speciality media and community organizations in the state that is likely to reach the Democratic constituencies set forth in the Introduction to the Affirmative Action Plan. This list should also specify the constituencies these media outlets will target as a priority effort to effectively publicize (bilingually where necessary) information about the delegate selection process.]

ATTACHMENTS TO THE DELEGATE SELECTION PLAN

[As specified in Reg. 2.2, the following documentation must accompany the state's Delegate Selection Plan at the time it is formally submitted to the Rules and Bylaws Committee.]

1. **A summary** of the process for selecting delegates, alternates, standing committee members, the delegation chair and convention pages, along with related deadlines. *[It is recommended that this information be incorporated as part of the state's Delegate Selection Plan - see Section IX. of the Model Plan.]* (Reg. 2.2.A.)
2. **A timetable** reflecting all significant dates in the state's delegate selection process. *[It is recommended that this information be incorporated as part of the state's Delegate Selection Plan - see Section I. of the Model Plan.]* (Reg. 2.2.B.)
3. **A statement from the State Democratic Chair certifying the Plan** as submitted to the RBC was approved by the State Party Committee. (Reg. 2.2.C.)
4. **A copy of the press release** distributed by the State Party Committee announcing its adoption of the Plan and summarizing the major components of the Plan. (Reg. 2.2.D.)
5. **A statement from the State Democratic Chair certifying that the proposed Plan**, including all attachments and appendices, was placed on the State Party website during the 30-day public comment period. (Reg. 2.2.E.)
6. **A statement from the State Democratic Chair certifying compliance with Rule 1.C.** which requires a 30 day public comment period prior to the adoption of the Plan by the State Party Committee, provided that the State Party has published specific guidance for the submission of public comments. (Reg. 2.2.F.)
7. **A copy of all written public and online comments** submitted through the process provided above on the Plan. *[Include information identifying each person and/or organization making the comment and where appropriate, a description of the person or group so represented, if such information has been provided or is available to the State Party.]* (Reg. 2.2.G.)
8. **A blank copy of forms to be filed with the state or the State Party by delegate candidates.** (Reg. 2.2.H.)
9. **A statement from the Chair of the Affirmative Action Committee certifying compliance with Rule 6.F.,** which requires that the Affirmative Action Committee has reviewed the proposed Affirmative Action outreach plan, including any numerical goals established. (Reg. 2.2.I.)
10. **A statement from State Democratic Chair outlining the reliable data** and source used for numerical goals established under Rules 5.C., 6.A., and 7. (Reg. 2.2.J.)
11. **A statement from the State Democratic Chair certifying that the State Affirmative Action Committee composition complies with Rules 5.C, 6.A., and 7** and that the names, demographic data and contact information of members was submitted to the RBC 15 days after their appointment. (Reg. 2.2.K.)

12. **Copies of all state statutes reasonably related to the Delegate Selection Process** [*For example, include any and all state statutory requirements related to: ballot access for presidential candidates; filing requirements for delegate and alternate candidates; timing of the presidential primary, caucuses, and/or the state convention; participation in the state's presidential primary or caucuses, including Party registration or enrollment provisions; and any other stipulations made by the state regarding the selection process or the role of National Convention delegates.*] (Reg. 2.2.L.)

13. **A copy of all qualifying forms to be filed with the state or the State Party by presidential candidates.** (Reg. 2.2.M.)

CHECKLIST FOR STATE DELEGATE SELECTION PLANS

For the 2012 Democratic National Convention

DATE: _____

STATE: _____

(Check if complete and include page number for reference)

I. INTRODUCTION & DESCRIPTION OF DELEGATE SELECTION PROCESS

- 1. Is the total number of delegates and alternates to be selected indicated?
- 2. Does the Plan indicate that the process is governed by National Party rules, State Party rules, state laws and the Delegate Selection Plan? *(Call II.A.)*
- 3. **First Determining Step**
 - a. What is the first determining step and when will it be held? _____
 - b. Is the first determining step scheduled on or after March 6, 2012, and not later than June 12, 2012? *(Rule 11.A.)*
- 4. Does the Plan include a statement of who can participate in the delegate selection process and an explanation of the registration or enrollment process and how individuals are identified as Democrats? *(Rule 2.A. & 2.C.; Reg. 4.3)*
- 5. For states using state government-run primaries, does the Plan specify the provable positive steps a State Party has taken to promote the acquisition of precinct based optical scan systems and ensure that direct recording electronic systems include a voter verified paper trail and other recognized security measures? *(Rule 2.H.)*
- 6. Prohibition of fees? *(Rule 2.D.)*
- 7. Prohibition of cross-over participation? *(Rule 2.E.)*
- 8. Prohibition of double-voting in the first tier? *(Rule 3.E.)*

II. PRESIDENTIAL CANDIDATES

- 1. If applicable, is the presidential candidate filing deadline within the calendar year of the convention? *(Rule 11.B.)*
- 2. If applicable, are filing requirements for presidential candidates detailed, including the filing deadline and the name and address of the entity with whom papers must be filed? _____
 - (1) If a petition is required, is it the sole method of ballot access? If so, how many signatures are required, and is the requirement less than 5,000? *(Rule 14.A.)*

 - (2) If a fee is required for ballot access, is it \$2,500 or less? *(Rule 14.B.)*

 - (3) If petition signatures and/or a fee is required for ballot access, is it less than or equal to the requirement in effect on 1/1/94? *(Rule 14.D.)*
 - (4) In primary states, is the filing deadline for presidential candidates between 30 and 75 days before the primary? How many days? *(Rules 14.E.)* _____
- 3. Is the date indicated by which the presidential candidate must certify his/her authorized representative in writing to the State Chair? *(Rule 12.D.(1))* _____
- 4. Does the Plan require presidential candidates to use their best efforts to ensure their respective delegation achieves the state's affirmative action goals and equal division?

III. SELECTION OF DELEGATES AND ALTERNATES

A. District-Level Delegates and Alternates

- 1. Does the Plan indicate how many district-level delegates and alternates will be elected?

2. Election of District-Level Delegates and Alternates

- What is the method the state uses to elect its district-level delegates and alternates and are specific details and dates included for the process? _____
- (1) If the state uses a caucus system, are the first-tier caucuses scheduled for the same time and date throughout the state? (*Rule 3.B.*)
- (2) Are the dates, times and locations for each tier of caucuses indicated in the Plan? (*Rule 3.A.*)
- (3) Are rules of procedure set forth for each level of the delegate selection process? (Do the rules of procedure address such issues as: Where a delegate elected at one level is unable to attend the next-level caucus, is the delegate allowed to run for the next level? Can the delegate appoint an alternate and can that alternate be "temporary"?)

3. Apportionment of District-Level Delegates and Alternates

- a. Does the Plan indicate which one of the four formulas was used to apportion delegates among districts? (*Rule 8.A.*)
- (i) Equal weight to total population and to the average vote for the Democratic candidates in the 2004 and 2008 presidential elections;
- (ii) Equal weight to the vote for the Democratic candidates in the 2008 presidential and the most recent gubernatorial elections;
- (iii) Equal weight to the average of the vote for the Democratic candidates in the 2004 and 2008 presidential elections and to the Democratic Party registration or enrollment as of January 1, 2012;
- (iv) One-third (1/3) weight to each of the above formulas.
- b. Does the Plan provide for equal division of the district-level delegates and alternates? (*Rule 6.C.(1)*)
- c. Does the Plan specify how many delegates and alternates are allocated to each district?
- (1) Is the math correct for the number of delegates and alternates to be allocated?
- (2) Are all districts smaller than a Congressional district? (*Rule 8.C.*)
- (3) Are all districts large enough to have at least two district-level delegates? (*Rule 13.G.*)
- d. If applicable, does the Plan specify how the apportionment of delegates to be elected from each tier to the next tier in a caucus/convention system (e.g. precincts and counties) is based upon population and/or some measure of Democratic strength? (*Rule 8.B.*)

4. District-Level Delegate and Alternate Filing Requirements

- a. Does the Plan specify that district-level delegate and alternate candidates may run for election only within the district in which they are registered to vote? (*Rule 12.H.*)
- b. Does the Plan specify exactly how an individual files to run for district-level delegate or alternate? (*Rule 12.B.*)
- c. Does the Plan require a statement of candidacy and signed pledge of support to be filed? (*Rule 12.B.*)
- (i) If petitions are used, does the Plan comply with the rule that limits the number of signatures required to one half of one percent (.5%) of the registered/enrolled Democrats in the district, or one half of one percent (.5%) of the total votes in the district for all Democratic presidential candidates cast during the 2008 presidential nominating process, whichever is lower, but in no event exceeds 500 valid signatures? (*Rule 14.C.*)
- (ii) If petitions are used, and if fees are required to be paid by a delegate/alternate candidate in order to get on the ballot, does the Plan indicate that the signature requirements and the fees do not exceed those in effect as of 1/1/94? (*Rule 14.D.*)
- d. Is the deadline for a person to file to run for district-level delegate specified and is it no more than 30 days before the date district-level delegates are to be selected? (*Rules 12.B. and 14.F.*)
- In states holding a presidential primary where individual district-level delegates or alternates are voted upon on the ballot, is the deadline by which delegate and alternate candidates file a statement of candidacy or a pledge of support no more than 90 days before the primary? (*Rules 12.B. and 14.F.*)

- e. Does the Plan provide that district-level alternate candidates meet the same requirements as district-level delegate candidates? *(Rule 12.C.)*
 - f. Does the state allow candidates not chosen at the delegate level to be considered at the alternate level (optional)? *(Rule 12.C.)*
- 5. Presidential Candidate Right of Approval for District-Level Delegates and Alternates**
- a. When does the state give the list of delegate and alternate candidates to the presidential candidate? *(Rules 12.D. and 12.F.)* _____
 - In states using pre-primary caucuses to slate delegates, does the Plan allow the presidential candidates to review the list of their respective delegate and alternate candidates before the caucuses? *(Reg. 4.22.)*
 - b. When does the presidential candidate have to return a list of approved delegate and alternate candidates to the State Chair? _____
 - c. Does the Plan specify that the presidential candidate must approve at least three times the number of names for each delegate man and delegate woman and each alternate man and alternate woman to be elected? *(Rules 12.D. and 12.E.(1))*
 - In states where individual delegates and alternates are voted upon on the ballot, does the Plan indicate that presidential candidates may approve a number of delegate and alternate candidates equal to or greater than the number of delegates and alternates to be elected? *(Rules 12.D.(2) and 12.E.(1))*
 - d. Does the Plan state that district-level delegate and alternate candidates removed from the list of bona fide supporters by the presidential candidate may not be elected at that level as a delegate or alternate pledged to that presidential candidate? *(Rule 12.E.)*
 - e. Does the Plan specify that the state party must certify to the RBC whether a presidential candidate has used their best efforts to submit a list of delegate candidates that meets the affirmative action considerations within three (3) days of receiving the list of approved delegate candidates? *(Rule 6.I.)*
- 6. Fair Reflection of Presidential Preference**
- a. Does the Plan specify the method for allocating district-level delegate positions proportionately among presidential preferences? *(Rules 13.A. and 13.D.)*
 - b. If the state uses a caucus system, at which level are the presidential preference percentages determined? *(Rule 13.B.)* _____
 - c. Does the Plan specifically indicate that a threshold of 15% will be used? *(Rule 13.B.)*
 - d. Does the Plan indicate that if no preference reaches the 15% threshold, the threshold will be the percentage received by the front runner, minus 10%. *(Rule 13.F.)*
 - e. If delegates and alternates are not elected on the ballot:
 - (i) Does the Plan indicate how the delegates and alternates will be selected or nominated by a caucus of persons from the unit who sign statements of support for that presidential candidate? *(Rule 12.G.)*
 - (ii) Does the Plan specify the date and time of the meeting to elect the district-level delegates and alternates and the procedural requirements for the election? If more than one tier is used, are details about each of the tiers provided? _____
 - f. In a state where a presidential candidate could qualify to receive more delegates/alternates than he/she slated (applicable to pre-primary and two-part primary systems):
 - (i) Does the Plan describe how additional delegates will be selected in a post-primary procedure? *(Rule 13.C.)*
 - (ii) Does the procedure include a description of the type of meeting, the delegate candidate filing deadline, the presidential review deadline and other procedural rules? *(Rule 13.C.)*
- 7. Equal Division of District-Level Delegates and Alternates**
- a. Does the Plan clearly specify how equal division between men and women will be achieved for district-level delegates and alternates? *(Rule 6.C.(1))*

- b. Does the Plan explain how district-level delegates and alternates will be allotted to presidential candidates in such a way as to ensure equal division of the respective candidates' delegation? *(Rule 6.C. and Reg. 4.8.)*
- 8. Does the Plan provide that the State Chair certifies, in writing to the DNC Secretary, the district-level delegates and alternates within 10 days of their election? *(Rule 8.C. and Call, IV.A.)*
 - If the primary results need to be certified by the state, does the Plan indicate when the results will be official and when the delegates and alternates will be certified? *(Regs. 5.3.B. & C.)* _____

B. Unpledged Delegates

1. Unpledged Party Leaders and Elected Official Delegates

- a. Does the Plan indicate that the DNC Members, the Democratic President and Vice President (if applicable), Democratic Members of Congress, the Democratic Governor (if any), and the Distinguished Party Leaders (if any) who legally reside in the state will be recognized to serve as unpledged delegates to the National Convention? *(Rule 9.A.)*
- b. Does the Plan indicate that the DNC Secretary will confirm the names of these delegates who legally reside in the state to the State Chair by March 1, 2012? *(Rule 9.A.)*
- c. Does the plan state that the State Democratic Chair shall certify in writing to the Secretary of the DNC the presidential preference of the State's Unpledged Delegates ten (10) days after the completion of State's Delegate Selection Process? *(Rule 9.A., Call IV.C. & Reg. 5.4.)*

C. Pledged Party Leader and Elected Official Delegates (PLEOs)

- 1. Is the number of pledged PLEO delegates to be selected specified in the Plan? _____

2. Pledged PLEO Filing Requirements

- a. Does the Plan indicate who is eligible to be selected as pledged PLEO delegates and the priority of consideration? *(Rule 9.B.(1))*
- b. Are the filing deadline and the requirements specified for persons who want to be considered for these positions?

Do these requirements indicate:

 - (1) The requirements for filing a statement of candidacy and a pledge of support for a presidential or uncommitted preference? *(Rule 9.B.(3))*
 - (2) Is the filing deadline within 30 days of the date of the selection? *(Rule 9.B.(3))* _____
 - (3) Is the filing deadline after the selection of district-level delegates?

If not, then does the Plan:

 - (i) provide an alternative filing procedure with a deadline after the selection of the district-level delegates? *(Rule 9.B.(3))*
 - (ii) provide an opportunity for disapproval of the delegate candidates by the presidential candidates? *(Rule 9.B.(3))*

3. Presidential Candidate Right of Approval

- a. Does the Plan specify the date by which the state must give the list of delegate candidates to the presidential candidate to whom they have filed a pledge of support? *(Rule 12.D. and 12.F.)* _____
- b. Does the Plan indicate the date by which the presidential candidate must return his/her list of approved delegate candidates to the State Chair? _____
- c. Does the Plan specify that the presidential candidate must approve at least one name for each delegate position to which the presidential candidate is entitled? *(Rule 12.E.(2))*

-OR-

- Does the Plan provide that a presidential candidate must approve at least two names for each position to which he or she is entitled?
- (Check to make sure the same minimum requirement is reflected for the add-ons and at-large delegates.) *(Rule 12.E.(2))*

- d. Does the Plan specify that the state party must certify to the RBC whether a presidential candidate has used their best efforts to submit a list of delegate candidates that meets the affirmative action considerations within three (3) days of receiving the list of approved delegate candidates? *(Rule 6.I)*

4. Selection of Pledged PLEOs

- a. Is the method for allocating delegate positions to presidential preferences described and is it the same basis used for allocating the at-large delegates? *(Rule 9.B.(2), 13.E. & 13.F.)*
- b. Does the Plan indicate the date on which the PLEO delegates will be selected, and is it after the election of the district-level and the unpledged add-on delegates and prior to the at-large? *(Rule 9.C.)* _____
- c. Are the time, date, place, election procedures and other details of the selecting meeting specified?
- d. Is the body selecting the PLEO delegates indicated as the *(Rule 9.C.)*:
 - State convention?
 - Committee of a quorum district level delegates?
 - State committee? If the state committee will select the PLEOs, is there a description of how the committee complies with the following criteria? *(Rule 9.C.(1-5))*
 - (i) Membership on the Committee is apportioned on the basis of population and/or some measure of Democratic voting strength.
 - (ii) Members of the Committee have been elected through open processes in conformity with the basic procedural guarantees utilized for delegate selection.
 - (iii) Such delegates are elected at a public meeting subsequent to the election of district level delegates.
 - (iv) Members of the State Party Committee shall have been elected no earlier than the date of the previous presidential election.
 - (v) Members of the Committee are equally divided as required by the Charter.
- e. Does the Plan provide for alternates at this level to be selected with the at-large alternates?
- 3. Does the Plan provide that the State Chair certifies, in writing to the DNC Secretary, the pledged PLEO delegates within ten days of their selection? *(Rule 8.D. & Call IV.A.)*

D. At-Large Delegates and Alternates

- 1. Is the number of at-large delegates and alternates to be selected specified in the Plan?

- 2. **At-Large Delegate and Alternate Filing Requirements**
 - a. Does the Plan explain exactly how an individual files to run for an at-large delegate or alternate position?

 - b. Do filing requirements include a statement of candidacy and signed pledge of support? *(Rule 12.B.)*
 - c. Is the filing deadline specified and is it no earlier than 30 days before the date of the selecting meeting and at the same time or after the selection of the PLEOs? *(Rule 14.G. and Reg. 4.27)*
- 3. **Presidential Candidate Right of Approval**
 - a. Does the Plan specify the date by which the State Chair must submit the list of at-large delegate and alternate candidates to the presidential candidate? *(Rule 12.D.)* _____
 - b. Does the Plan specify the date by which the presidential candidate must file the list of approved at-large delegate and alternate candidates with the State Chair and is the deadline after the selection of the PLEOs? *(Rule 12.D. & Reg. 4.22)* _____
 - c. Does the Plan specify that a presidential candidate must approve at least one name for each delegate position to which the presidential candidate is entitled? *(Rule 12.E.(2))*

-OR-

Does the Plan provide that a presidential candidate must approve at least two names for each position to which he or she is entitled?

(Check to make sure the same minimum requirement is reflected for the add-ons and PLEO delegates.) (Rule 12.E.(2))

- d. Does the Plan specify that the state party must certify to the RBC whether a presidential candidate has used their best efforts to submit a list of delegate candidates that meets the affirmative action considerations within three (3) days of receiving the list of approved delegate candidates? (Rule 6.I.)

4. Fair Reflection of Presidential Preference

- a. Does the Plan specify the method that will be used to determine how delegate and alternate positions will be allocated among presidential preferences? (Rule 10.C.) Is it:
 - (i) according to the state-wide primary vote? (For primary states.)
 - (ii) according to the division of preferences among district-level delegates at the time of district-level selection? (For non-primary states which do not hold state conventions authorized to elect delegates.)
 - (iii) according to the division of preferences among convention participants? (for convention and caucus states.) If a state convention is used, is there assurance that their automatic delegates are not involved in the allocation process? (Rule 9.D & Reg. 4.18)
- b. Does the Plan specify that in order to receive delegates, preferences must have a 15% threshold on a state-wide basis. (Rule 13.E.)
- c. Does the Plan specify that if no candidate attains a 15% threshold, then the threshold will be the percentage of the vote received by the front-runner minus 10%. (Rule 13.F.)
- d. Does the Plan provide that if a presidential candidate is no longer a candidate at the time at-large delegates are selected, his/her allocation will be proportionately divided among the other preferences entitled to an allocation? (Rule 10.C.)
- e. Does the Plan provide that, if a presidential preference is entitled to at least one delegate position but would not be entitled to an alternate position, that preference will be allotted one at-large alternate position? (Rule 18.B., Call, I.I., and Reg. 4.29.)

5. Selection of At-Large Delegates and Alternates

- a. Does the Plan specify the date on which the at-large delegates and alternate will be selected and is it after the PLEOs have been selected? (Rule 8.D.)
- b. Is the delegate selection process completed no later than June 23, 2012? (Call III)
- c. In states with one Congressional District, does the Plan provide for the selection of all delegates at the same meeting? If so, does the Plan ensure that the affirmative action guidelines will be met, the state chair makes the certifications required by Rule 8.D., and the presidential candidates have sufficient time to review their respective lists of delegate and alternate candidates? (Rule 8.E. & Reg. 4.12)
- d. What body selects the at-large delegates and alternates? (Rule 10.C. & 10.B.)
 - State convention;
 - Committee of a quorum of district level delegates; or,
 - State committee? If this is the same body that selects the PLEOs, and the Plan described how the committee complies with the following requirements in that section, it does not need to be repeated below.
 - (i) Membership on the Committee is apportioned on the basis of population and/or some measure of Democratic voting strength.
 - (ii) Members of the Committee have been elected through open processes in conformity with the basic procedural guarantees utilized for delegate selection.
 - (iii) Such delegates are elected at a public meeting subsequent to the election of district-level delegates.
 - (iv) Members of the State Party Committee exercising such authority shall have been elected no earlier than the date of the previous presidential election.
 - (v) Members of the Committee are equally divided, between men and women, as required by the Charter.

- (vi) Is there a brief explanation of how the Committee complies with the points listed above?
- e. Does the Plan include the rules of procedure for the selection of the at-large delegates and alternates?

- f. Does the Plan indicate that the selection of at-large delegates will be used to achieve equal division and that priority of consideration may be given to certain groups, if necessary, to achieve the Affirmative Action goals? *(Rules 5.C., 6.A.(3), 10.A. and Regs. 4.7. & 4.19.)*
- g. Does the Plan also provide for priority of consideration to the other groups as described in Rule 5.C. *(Reg. 4.7.)*
- 6. Does the Plan provide that the State Chair certifies, in writing to the DNC Secretary, the at-large delegates and alternates within ten days of their selection? *(Rule 8.C., Call IV.A.)*

E. Replacement of Delegates and Alternates

1. Pledged Delegates and Alternates

- a. Permanent replacement of a delegate. Does the Plan include the following provisions related to the permanent replacement of a delegate? *(Rule 18.D.(1))*
 - (1) A permanent replacement occurs when a delegate resigns or dies prior to or during the convention and an alternate replaces the delegate for the remainder of the convention.
 - (2) Any alternate permanently replacing a delegate shall be:
 - (i) of the same presidential preference (including uncommitted status);
 - (ii) of the same sex; and
 - (iii) to the extent possible from the same political subdivision within the state as the delegate being replaced; except
 - (iv) when there's only one alternate, that alternate shall become the delegate.
 - (3) If, as the result of a permanent replacement of a delegate, the delegation is no longer equally divided between men and women, then the state shall use a subsequent permanent replacement to bring the delegation back into equal division. *(Reg. 4.32)*
- b. Temporary Replacement of a Delegate. Does the Plan include provisions for the temporary replacement of a delegate? *(Rule 18.D.(3))*
 - (1) A temporary replacement occurs when a delegate is to be absent for a limited period of time during the convention and an alternate acts in the delegate's place.
 - (2) Any alternate temporarily replacing a delegate:
 - (i) must be of the same presidential preference (including uncommitted status) as the delegate; and
 - (ii) to the extent possible, shall be of the same sex as the delegate; and
 - (iii) to the extent possible, shall be from the same political subdivision within the state as the delegate being replaced.
- c. Does the Plan indicate the system that will be used to select an alternate to replace a delegate on a temporary and permanent basis? *(Rule 18.D.(1))*
 - (1) The delegate chooses the alternate.
 - (2) The delegation chooses the alternate.
 - (3) The alternate who receives the highest number of votes replaces the delegate.
 - (4) Such other process that protects the interests of presidential candidates, delegates and alternates – specifically:

- d. Certification of Replacements
 - (1) Does the Plan indicate that alternates permanently replacing a delegate and individuals selected to fill vacant alternate positions shall be certified within three days by the State Chair? *(Call, IV.D.1. & Rule 18.D.2.)*

- (2) Does the Plan also indicate that certification will be accepted up to 48 hours before the beginning of the convention? *(Call, IV.D.1)*
- (3) Does the Plan indicate that if a replacement occurs after 48 hours before the beginning of the convention, the Delegation Chair will indicate the name of the alternate casting the respective delegate's vote on the tally sheet? *(Cal, VIII.F.3.b. & 3.d.)*
- e. Does the Plan indicate how vacant alternate positions will be filled and does it specify that the replacement must be:
 - (1) of the same presidential preference;
 - (2) of the same sex; and
 - (3) of the same political subdivision (to the extent possible) as the alternate being replaced? *(Rule 18.E.)*

2. Unpledged Delegates

- a. If applicable, does the Plan specify that Members of Congress and Democratic Governors are not entitled to name a replacement? (The Plan may indicate that changes or vacancies in such offices will be those officially recognized by the respective Democratic organization.) *(Call, IV.D.2.a.)*
- b. Does the Plan specify that DNC Members shall not be entitled to a replacement and the state shall not be entitled to a replacement, except in the case of death? (The Plan may indicate that DNC membership changes and corresponding delegate changes will be as acknowledged by the DNC Secretary.) *(Call, IV.C.2.b.)*
- c. If applicable, does the Plan specify that Distinguished Party Leaders shall not be entitled to name a replacement, nor shall the state be entitled to name a replacement? *(Call, IV.C.2.c.)*
- d. Does the Plan specify that in no case may an alternate cast a vote for an unpledged delegate? *(Call, VIII.F.3.d.)*

IV. SELECTION OF STANDING COMMITTEE MEMBERS

A. Introduction

- 1. Is the number of members to be selected for the three standing committees indicated? _____
- 2. Does the Plan indicate that standing committee members need not be delegates or alternates to the 2012 Convention? *(Call, VII.A.3)*

B. Standing Committee Members

1. Selection Meeting

- a. Is the process for selecting the standing committee members fully described? *(Call VII.B.(1))*
- b. Is the date of the selection meeting specified, is it within fourteen days of the final selection of delegates, and is it not later than June 23, 2012? *(Call, VII.B.1.)*

- c. Is there provision for adequate notice of time and place for the selection meeting? *(Call, VII.B.1.)*

2. Allocation of Members

- a. Does the Plan provide that standing committee members will be allocated on the same basis as the at-large delegates? *(Call VII.C.(1))*
- b. Is the formula for allocating the standing committee members to the presidential candidates described? *(Call VII.C.(2))*
- c. Is the method for rounding the formula results described? *(Call VII.C.(2))*
- d. Does the Plan indicate that committee positions will be allocated to presidential candidates proportionately, to the extent practicable, among each committee? *(Call VII.C.(4))*

3. Presidential Candidate Right of Approval

- a. Does the Plan indicate that presidential candidates will receive adequate notice of the date, time and place of the selection meeting? *(Call VII.D.(1))*
- b. Does the Plan require the presidential candidates to submit the name of one individual for each position the candidate is to receive? *(Call VII.D.(2))*
- c. Is the deadline for making the submission specified? _____

4. Selection Procedure to Achieve Equal Division

- a. Does the Plan specify a process for ensuring equal division of standing committee member positions among men and women for each committee? (*Call VII.E.(1)*)
- b. Are presidential candidates required to use their best efforts to ensure their respective delegations are equally divided between men and women, and that the names they submit will help achieve the affirmative action goals established in the Delegate Selection Plan? (*Rule 6.I. and Reg. 4.9.*)

5. Certification and Substitution

- a. Does the Plan provide that the State Chair certifies, in writing to the DNC Secretary, the standing committee members within three days of their selection? (*Call VII.B.(3)*)
- b. Does the Plan indicate that substitution of standing committee members is not permitted except in the case of resignation or death? Does it indicate that substitute members must be selected in accordance with the Plan and certified to the DNC Secretary within three days? (*Call VII.B.(4)*)

V. THE DELEGATION**A. Introduction**

- Does the Plan indicate that the state will select one Delegation Chair and its allocation of Convention Pages?

B. Delegation Chair**1. Selection Meeting**

- a. Is the date for selecting the Delegation Chair indicated and is it within fourteen days of the final selection of the state's delegates? (*Call, IV.E.*)
- b. Does it provide for the Chair to be selected at an open and well-publicized meeting of the state's National Convention delegation? (*Rule 3.C.*)
2. Does the Plan provide that the State Chair certifies, in writing to the DNC Secretary, the Delegation Chair within three days of his or her selection? (*Call IV.E.*)

C. Convention Pages

1. Is the number of Convention Pages to be selected indicated? _____
2. Will the selection take place no later than when the standing committee members are selected? (*Call, IV.F.3.*)
3. Does the Plan indicate that the State Chair will select the Pages, in consultation with the state's DNC members? (*Reg. 5.6.A.*)
4. Does the Plan require that the Pages be equally divided between men and women and, as much as possible, reflect the Affirmative Action guidelines in the Delegate Selection Plan? (*Reg. 5.6.A.*)
5. Does the Plan provide that the State Chair certifies, in writing to the DNC Secretary, the Convention Pages within three days of their selection and no later than the time the standing committee members are certified? (*Call IV.F.3. and Reg. 5.6.B.*)

VI. GENERAL PROVISIONS

Does the Plan include the following points:

1. Six principles reaffirming the Party's commitment to an open party? Is "status" specified as "all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, or physical disability"? (*Rule 4*)
2. Prohibition of discrimination on the basis of "status"? (*Rule 5.B.*)
3. Provision calling for equal division of delegates (including all pledged and unpledged delegates) and alternates? (*Rule 6.C.*)
4. Does the Plan provide that all candidates for delegate and alternate will be identified as to presidential preference or uncommitted status? (*Rule 12.A*)
5. No mandated voting contrary to preference? (*Rule 12.I.*)
6. The "good conscience" rule? (*Rule 12.J.*)

- 7. All delegates, alternates and standing committee members must be *bona fide* Democrats? (Rule 12.H. and Reg. 4.24)
- 8. Quorum requirements of no less than 40%? (Rule 15)
- 9. Statement of proxy procedures, if proxy voting is permitted? (Rule 16)
- 10. Prohibition of the "unit rule"? (Rule 17.A.)
- 11. Slate-making limitations? (Rule 17.B.)
- 12. Confirmation that all steps of the delegate selection process take place during 2012, except those related to the implementation of the Affirmative Action Plan? (Rules 1.F. and 11.B.)
- 13. Assurances on behalf of the State Party to the provisions of the Call? (Call, II.B.)

VII. AFFIRMATIVE ACTION

A. Statement of Purpose & Organization

Does the Plan:

- 1. Indicate that the Party has developed outreach programs that include recruitment, education and training? (Rule 5.C.)
- 2. State that the Party has adopted and will implement affirmative action programs with specific goals and timetables for African Americans, Hispanics, Native Americans, Asian Americans and Pacific Islanders, and women? (Rule 6.A.)
 - a. State that the goal of the affirmative action programs is to encourage participation in the process by the targeted groups? (Rule 6.A.(1))
 - b. Prohibit the use of quotas? (Rule 6.A.(2))
- 3. State that the Party has adopted and will implement Inclusion Program for members of the LGBT community, and people with disabilities and youth. (Rule 7)
- 4. Indicate the date implementation of the Affirmative Action Plan will begin, which must be no later than September 16, 2011? (Rule 1.F.) _____
- 5. Is there provision for the appointment and operation of a representative Affirmative Action Committee not later than March 1, 2011? (Rule 6.F.)
- 6. Does the Plan provide for the State Chair to submit the names of Affirmative Action Committee members to the Rules and Bylaws Committee no later than 15 days after their appointment? (Reg. 2.2.K)
- 7. Does the Plan provide a specific program for making financial assistance available to delegates otherwise unable to go to the convention? (Rule 6.G.)
- 8. Does the Plan ensure that district lines will not discriminate against minorities and women? (Rule 6.E.)

B. Efforts to Educate on the Delegate Selection Process

- 1. Does the Plan provide for effectively publicizing and explaining events in the delegate selection process through media and through specific meetings and workshops? (Rules 3.C. & D.)
- 2. Does the Plan provide for multilingual publication, where necessary, to encourage the participation of minority groups? (Rule 6.D.)

C. Representation Goals

- 1. Has a demographic study been conducted and goals established for representation of constituencies in the state's convention delegation? What are the specific percentages and numeric goals? (Rule 6.A.)
- 2. Is the methodology used for creating percentages and goals provided? (Reg. 4.7.C.)

	African Americans	Hispanics	Native Americans	Asian Americans and Pacific Islanders	LGBT Americans	People with Disabilities	Youth
% in Democratic Electorate							
Numeric Goals for Delegation							

- 2. Does the Plan include goals and timetables for other groups such as LGBT, people with disabilities and youth (optional)? If so, is the methodology used to set these included? (Rule 7) _____
- 3. Does the Plan state that the use of the at-large delegation to meet the affirmative action goals does not obviate the need for outreach activities by the State Party? (Rule 6.A.(3))

D. Obligations of Presidential Candidates to Maximize Participation

- 1. Does the Plan require presidential candidates to assist the state in meeting its demographic representation goals? (Rule 6.H.(1))
- 2. Do presidential candidates have to submit a written statement indicating steps and procedures to encourage full participation? Does the Plan specify a date? (Rule 6.H.(1))

- 3. Do presidential candidates have to submit demographic information on all delegate and alternate candidates pledged to them? (Rule 6.H.(2))
- 4. Require presidential candidates to use their best efforts to ensure their respective delegations of delegates, alternates and standing committee members are equally divided and reflect the state’s affirmative action goals; and, require presidential candidates to use their best efforts to approve delegate and alternate candidates at the district level who meet applicable equal division and affirmative action considerations in order to achieve the affirmative action goals and equal division for their respective delegations? (Rule 6.I. & Reg. 4.9)

VIII. CHALLENGES

- 1. Does the Plan track the provisions on challenges from the Model Plan (check the Model Plan)?

IX. SUMMARY OF PLAN

A. Selection of Delegates and Alternates

- 1. Does the summary indicate the system the state uses for allocating delegates to presidential candidates?
System Type: _____ Date of 1st Step: _____
- 2. Does the summary briefly describe the number of delegates and alternates to be selected, the selecting body and the filing requirements?

Type	Delegates	Alternates	Selection Date	Selecting Body & Filing Requirements
District-Level Delegates & Alternates				
Unpledged Delegates				
Unpledged Add-ons				
Pledged PLEOs				
At-Large Delegates & Alternates				
TOTAL (check 2012 allocation chart)				

B. Selection of Standing Committee Members

- Does the summary indicate how many standing committee members will be selected and does it include a brief description of the filing requirements and deadlines?

Members per Committee <i>(check 2012 allocation chart)</i>	Total Members <i>(Members per Committee x 3)</i>	Selection Date <i>(After selection of all delegates)</i>	Filing Requirements & Deadlines

C. Selection of Delegation Chair and Convention Pages

Does the summary indicate how and when the Delegation Chair and Convention Pages are selected?

Type	Number	Selection Date	Selecting Body
Delegation Chair	1		<input type="checkbox"/> Delegation
Convention Pages			<input type="checkbox"/> State Chair

D. Presidential Candidate Filing Deadline

1. If applicable, does the Plan summarize the state's presidential candidate filing requirements and deadline (after 1/1/2012)?

2. Is the date specified by which a presidential candidate must certify his/her authorized representative(s) to the State Chair?

E. Timetable

Are the dates indicated for the following steps in the process:

a. Date on which the Affirmative Action Committee was appointed (on or before 3/1/11)? _____

b. Beginning and end of period for soliciting public comment on the proposed Delegate Selection and Affirmative Action Plans (min. of 30 days)? _____

c. Date State Party adopted the Delegate Selection and Affirmative Action Plans (after comment period)? _____

d. Date the Affirmative Action Plan goes into effect (by 9/16/11)? _____

e. All deadlines, including the following steps:

(1) Presidential candidate filing, if applicable? _____

(2) Presidential candidate certification of authorized representative(s)? _____

(3) Presidential candidate full participation statement? _____

(4) Filing deadlines for delegate and alternate candidates:

Level / Filing Deadline	Statement of candidacy and pledge of support	State Party transmits lists to Presidential Candidates	Presidential Candidates file approved Lists of delegate and alternate candidates
<input type="checkbox"/> District-Level			
<input type="checkbox"/> PLEOs	<i>(after the election of the district-level delegates)</i>		
<input type="checkbox"/> At-Large	<i>(same as or after the selection of the PLEOs)</i>		<i>(after the selection of the district-level and PLEO delegates)</i>

- f. ALL dates related to the selection of delegates and alternates (including the primary date in primary states or the date for each tier in caucus states) for each level (as noted below):

<input type="checkbox"/>	Date of Primary (and any pre- or post-primary caucus meetings) - OR - Date and description of each Caucus tier.	
<input type="checkbox"/>	District-level delegates & alternates When selected and by whom?	

□	PLEOs delegates When selected and by whom?	
□	At-large delegates & alternates When selected and by whom?	

g. Standing committee members:

- (1) Date by which presidential candidates must provide list of approved candidates?

- (2) Date on which standing committee members are selected?

- h. Date for selecting the Delegation Chair and the Convention Pages? _____

EXHIBITS – To the Affirmative Action Plan

Are the following exhibits attached for the Affirmative Action Plan:

- 1. Exhibit 1: A list of the members of the Affirmative Action Committee and demographic information on each member?
- 2. Exhibit 2: A list of media outlets to receive information on the delegate selection process and events? Does the list indicate major media outlets, non-minority media outlets and minority media outlets?

ATTACHMENTS

Is the following documentation included with the Plan: (Reg. 2.2)

- 1. A summary of the process for selecting delegates, alternates, standing committee members, the delegation chair and convention pages, along with related deadlines? (It is recommended that this information be incorporated as part of the Plan – see Section I.)
- 2. A timetable reflecting all significant dates in the state’s delegate selection process? (It is recommended that this information be incorporated as part of the Plan – see Section I.)
- 3. A statement from the State Chair certifying the adoption of the Plan by the State Party?
- 4. A copy of the press release distributed by the State Party announcing the adoption of the Plan and summarizing the major components of the Plan?
- 5. A statement from the State Democratic Chair certifying that the proposed Plan, including all attachments and appendices, was placed on the State Party website during the 30-day public comment period.
- 6. A statement from the State Chair certifying compliance with Rule 1.C. (e.g., a copy of the press release announcing the availability of the proposed Delegate Selection and Affirmative Action Plans for public comment for 30 days)? (Rule 1.C.)
- 7. Copies of all written public and online comments on the Plan as submitted to the State Party through the process provided above on the plan? Is each person and/or organization making comments identified and, where appropriate, is the person or group so represented described, if such information was provided or is available to the State Party? (Rule 1.C.)
- 8. Blank copies of delegate candidate filing forms?
- 9. A statement from the Chair of the Affirmative Action Committee certifying compliance with Rule 6.F?
- 10. A statement from the State Democratic Chair outlining the reliable data and source used for numerical goals established under Rules 5.C, 6.A. and 7.F?
- 11. A statement from the State Democratic Chair certifying that the State Affirmative Action Committee composition complies with Rules 5.C, 6.A., and 7 and that the names, demographic data and contact information of members was submitted to the RBC 15 days after their appointment.
- 12. Copies of all state statutes reasonably related to the delegate selection process? (Does this include state provisions regarding ballot access for presidential candidates, filing requirements for delegates/alternates, timing requirements for primaries, caucuses or conventions, party registration or enrollment provisions, etc.)
- 13. Blank copies of qualifying forms for presidential candidates?