



DEMOCRATIC PARTY OF WISCONSIN

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County Party Leadership Handbook

Greetings,

Welcome to your new officer position with the Democratic Party of Wisconsin. It is an exciting time to be a Democrat!

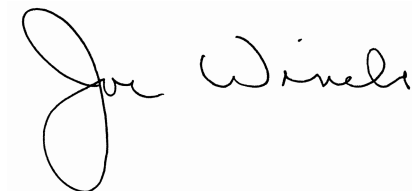
In 2008, we kept Wisconsin blue and had a landmark year. We took back the majority in the State Legislature, and helped make Barack Obama the President of the United States.

Looking forward to 2010, there is much more to do! But, we know that we have the issues on our side; we must work together to ensure our victory. Your role as a leader in our Party is critical to making that happen.

This orientation booklet is intended to provide you some basic information about your new role. Of course each County Party is a bit different, but there are a number of things that we all do the same.

I look forward to working with you over the next few months. Our role is to build this Party. When we do that, together we will elect Democrats to office throughout the State of Wisconsin.

Sincerely,

A handwritten signature in black ink that reads "Joe Wineke". The signature is written in a cursive style with a large, looped initial "J".

Joe Wineke, Chair
Democratic Party of Wisconsin

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History of the Democratic Party of Wisconsin

Even before Wisconsin became a state in 1848, political parties were forming in the territory. Originally, the two political parties were the Whig and the Democratic Parties, with the latter in the majority. Differences were largely sectional, and the farming and mining regions opposed the growing industrial areas. Out of these and other differences appearing at the two constitutional conventions, the political parties developed their platforms. The Whigs represented the commercial and industrial interests; the Democrats the farm, village, and mining interests.

Nelson Dewey, the first governor of the State of Wisconsin, and a Democrat, had the difficult task of administering the state during its transition from territorial to state government. During this time, the Whig Party began to decline nationally, and it disappeared in Wisconsin when the Republican Party was organized in Ripon in 1854.

As the commercial and industrial groups grew in power during the period from 1860 to 1890, a faction within the Republican Party was developing in opposition to the dominance of the commercial interest. From 1896 to 1932, Republicans controlled the state with the Progressive faction of the party dominating most of the time. It would appear that many Democrats joined the Progressive movement during this period, leaving the Democratic Party weakened. However; the Depression period, 1929 through the 1930s marked a return of the Democrats to their own Party.

After Democratic Governor Schmedeman's single term, from 1932 to 1934, the Republicans returned to power and the Democratic Party declined as the Republicans and Progressives dominated the state. The latter party was disbanded in 1946.

The present Wisconsin Democratic Party was formed in 1949 by a small band of dedicated people. Meeting in convention in Green Bay, they adopted a constitution, elected officers, and designated their group as the Democratic Organizing Committee, to differentiate themselves from the disintegrating Wisconsin Democratic Party.

As the group grew, it attracted liberals, former members of the Progressive Party, and many others. Termed a voluntary organization because there is no special provision for it in the Wisconsin Statutes as there is for the statutory party, it is one of three midwestern state Democratic organizations which might be defined as "citizen parties." The Party machinery is characterized by the participation of vast numbers of volunteers, to whom any Party office is open through active membership, and election by other Party members.

At its 1953 State Convention, the Democratic Organizing Committee changed its name to the Democratic Party of Wisconsin. It continued to grow in numbers and vigor until the first statewide breakthrough in 1957 when William Proxmire was elected to the United States Senate to fill an incomplete term. In 1958, ten years after the new Democratic Party was formed, Democrats reelected Senator Proxmire and elected a governor, a lieutenant governor, an attorney general, and a state treasurer.

During his two terms, Governor Gaylord Nelson was the author of major state reforms creating Departments of Administration and of Resource Development, a billboard control law, a \$5 million student loan program, and the well-known program to develop and conserve Wisconsin's outdoor resources.

Governor John Reynolds' major projects were his efforts to save the state from a general sales tax, his work to speed up the state's highway construction in a program called "Project 66," and his deep interest in preserving human rights and providing for the educational and mental health need of the state's citizens.

Governor Patrick J. Lucey, Wisconsin's first four-year governor, proved time and again the wisdoms of the people's choice. After his election in 1970 he managed to provide massive tax relief to Wisconsin citizens while at the same time producing pioneer legislation in the fields of education, tax reform, health care, environmental concern and consumer protection.

Lieutenant Governor Martin J. Schreiber became Acting Governor when Patrick Lucey was appointed by President Carter to be Ambassador to Mexico in July 1977. Governor Schreiber was successful in producing progressive legislation in campaign finance laws, property tax relief, drunk driving laws and many other areas.

Governor Anthony S. Earl made his mark in Wisconsin through landmark legislation dealing with the subjects of marital property reform, comparable worth, groundwater protection, and acid rain. No governor since Gaylord Nelson did as much for the environment, and Tony Earl's social programs were both humane and progressive.

Currently, the Democratic Party holds two U.S. Senate seats, five of eight Congressional seats, four constitutional offices and a majority in the State Senate and State Assembly.

In Wisconsin, we have a tradition of clean and honest politics. Progressive Wisconsin Democrats, as exemplified by our elected representatives, have shown experienced leadership. We represent the concerns of the worker, the family farmer, and the small businessperson. The Democratic Party of Wisconsin can take responsibility, either directly or indirectly, for the following progressive initiatives that have contributed to Wisconsin's national reputation:

- One of the best university systems and technical school systems in the country
- The Senior Citizen Meal Program
- Income and property tax relief for those on fixed incomes
- The Open Meetings Law
- The Farmland Preservation Act
- The Citizen Utility Board, a watchdog over rising utility rates
- The Wisconsin Fund, a long-term commitment to clean water and preservation of our state's natural resources
- Acid rain legislation, used as a model by other states
- Comparable worth legislation, designed to bring into line the often vast discrepancies in wages for work performed by women which is comparable to work performed by men at a higher rate of pay

- The Abortion Prevention and Family Responsibility Act of 1985, landmark legislation that addressed unwanted teenage pregnancies
- Technology Development Grants, helping small and medium-sized businesses develop new products to be manufactured in Wisconsin
- Labor Training Grants, helping train Wisconsin workers in new technological processes

The grassroots activists, upon whom the strength of the Democratic Party of Wisconsin is based, will continue their organizing for Election Day, will continue their sifting and winnowing in the marketplace of ideas for a progressive platform for tomorrow, and will continue to find exemplary candidates to lead Wisconsin forward.

History of the National Democratic Party

The Democratic Party has a proud history -- a history not just of a political organization but of a national vision. It is a vision based on the strength of millions of economically empowered, socially diverse, and politically active Americans. Over two hundred years ago, our Party's founders decided that wealth and social status were not an entitlement to rule. They believed that wisdom and compassion could be found within every individual and a stable government must be built upon a broad popular base.

Thomas Jefferson founded the Democratic Party in 1792 as a congressional caucus to fight for the Bill of Rights and against the Federalist Party. In 1798, the "party of the common man" was officially named the Democratic-Republican Party and in 1800 elected Jefferson the first Democratic President of the United States. Jefferson served two distinguished terms and was followed by James Madison in 1808. James Monroe was elected president in 1816 and led the nation through a time commonly known as "The Era of Good Feeling" in which Democratic-Republicans served with little opposition.

The election of John Quincy Adams in 1824 was highly contested and led to a four-way split among Democratic-Republicans. A result of the split was the emergence of Andrew Jackson as a national leader. The war hero, generally considered -- along with Jefferson -- one of the founding fathers of the Democratic Party, organized his supporters to a degree unprecedented in American history. The Jacksonian Democrats created the national convention process, the party platform, and reunified the Democratic Party with Jackson's victories in 1828 and 1832. The Party held its first National Convention in 1832 and nominated President Jackson for his second term. In 1844, the National Convention simplified the Party's name to the Democratic Party.

In 1848, the National Convention established the Democratic National Committee, now the longest running political organization in the world. The Convention charged the DNC with the responsibility of promoting "the Democratic cause" between the conventions and preparing for the next convention.

As the 19th Century came to a close, the American electorate changed increasingly rapidly. The Democratic Party embraced the immigrants who flooded into cities and industrial centers, built a political base by bringing them into the American mainstream, and helped create the most powerful economic engine in history. Democratic Party leader William Jennings Bryan led a movement of agrarian reformers and supported the right of women's suffrage, the progressive graduated income tax and the direct election of Senators. As America entered the 20th Century, the Democratic Party became dominant in local urban politics.

In 1912, Woodrow Wilson became the first Democratic president of the 20th Century. Wilson led the country through World War I, fought for the League of Nations, established the Federal Reserve Board, and passed the first labor and child welfare laws.

A generation later, Franklin Roosevelt was elected president running on the promise of a New Deal. Roosevelt pulled America out of the Depression by looking beyond the Democratic base and energizing citizens around the belief that their government could actively assist them in times of need. Roosevelt's New Deal brought water to California's Central Valley, electrified Appalachia and saved farms across the Midwest. The Civilian Conservation Corps, the WPA and Social Security all

brought Americans into the system, freeing us from fear, giving us a stake in the future, making the nation stronger.

With the election of Harry Truman, Democrats began the fight to bring down the final barriers of race and gender. Truman integrated the military and oversaw the reconstruction of Europe by establishing the Marshall Plan and the North Atlantic Treaty Organization. Truman's leadership paved the way for civil rights leaders who followed.

In the 1960s, President John F. Kennedy challenged an optimistic nation to build on its great history. Kennedy proclaimed a New Frontier and dared Americans to put a man on the moon, created the Peace Corps, and negotiated a treaty banning atmospheric testing of nuclear weapons.

Lyndon Johnson followed Kennedy's lead and worked to pass the Civil Rights Act and Voting Rights Act. Kennedy and Johnson worked together to end the practice of segregation in many southern states. Following Kennedy's assassination, Johnson declared a War on Poverty and formed a series of Great Society programs, including the creation of Medicare -- ensuring that older American would receive quality health care.

In 1976, Jimmy Carter was elected president, helping to restore the nation's trust in government following the Watergate scandal. Carter negotiated Panama Canal treaties and the Camp David peace accords between Egypt and Israel.

In 1992, Arkansas Governor Bill Clinton was elected the 42nd President of the United States. President Clinton ran on the promise of a New Covenant for America's forgotten working families. After twelve years of Republican presidents, America faced record budget deficits, high unemployment, and increasing crime. President Clinton's policies put people first and resulted in the longest period of economic expansion in peacetime history. President Clinton became the first Democratic president reelected since Roosevelt in 1996. In 1998, Democrats became the first party controlling the White House to gain seats in Congress during the sixth year of a president's term since 1822.

While we have accomplished a great deal -- as a nation and a Party -- now is not a time to rest. The Democratic Party will continue to bridge the divisions of race, region, religion, ethnicity and sexual orientation. We will succeed if we continue to govern by the same principles that have made America the greatest nation on earth -- the principles of strength, inclusion and opportunity. The Democratic Party is ready to take advantage of the opportunities we have and meet the challenges we face.

Structure of the Democratic Party of Wisconsin

As stated in its Constitution, the Democratic Party of Wisconsin is open to any person at least 14 years of age who subscribes to the progressive principles of the Party. It does not discriminate on the basis of race, creed, sex, color, national origin, sexual orientation, or economic status, and in fact, encourages participation in its affairs by all persons, particularly those who have been traditionally under-represented in Party activities (i.e., women, youth, and minority groups).

Membership in the party is accomplished by the payment of dues, currently \$25.00 per person. Upon payment of dues one is automatically a member of the County Party, Congressional District Party, and State Party as well. Students may elect to be members of the Party organization in the county in which they reside during the school year. Other membership classifications and dues are determined by the Administrative Committee and presently range from \$10.00 for senior citizens, the unemployed and students to \$2,400.00.

The Democratic Party of Wisconsin is a three-tiered organization: County (a few large counties have sub-county units), Congressional District, and State. Each level is closely inter-related with the next, and together they comprise the formal structure of the Party.

County

The basic unit of the Wisconsin Democratic Party is the county or local unit. Counties are permitted to organize sub-units, provided that they are based on politically significant sub-divisions within the county.

The County or Unit Party is responsible for developing the fullest possible membership, encouraging and recruiting Democratic candidates for elective office and generally promoting the interests of the Democratic Party.

An annual meeting is held in November or December to elect officers at which current members of a County or Unit Party are eligible to vote. The County Chair must give a ten-day written notice of an election to all members and the State Party Headquarters. Officers are usually elected for one-year terms, however counties may opt for two-year terms in their respective constitutions.

Each county is required to adopt a constitution, hold meetings at least once every three months, elect delegates and alternates to the Congressional District and State Conventions as specified in the Constitution and By-Laws of the State Party, make suggestions for the Party Platform and Resolutions, register with the State Elections Board, and the County or Unit Party Treasurer must file periodic reports as required by state law. County Party organizations share membership dues with the State Party and are permitted to solicit additional funds in any manner not in violation of state election laws.

Congressional District

All counties within the boundaries of a Congressional District are members of the Congressional District (CD) Party organization. The CD assists in the coordination of the policies and programs of the State Party, elects officers, adopts a constitution and, as its chief responsibility, recruits and assists in the election of Democratic representatives to the U.S. Congress.

An annual convention is held, usually in April or May, at the call of the CD Chair, with a sixty-day written notice to all member counties giving the date, location and purpose of the convention. In odd-numbered years, CD officers are elected for two-year terms and resolutions are considered. The Chair of the CD Party serves as a member of the Administrative Committee. In even-numbered years, an additional CD Representative is elected to serve as a member of the Administrative Committee, and the Platform is considered. Every CD is entitled to three members and one alternate member of the State Platform and Resolutions Committee. Each member is elected for a three-year term, and the alternate is elected for a one-year term.

Delegates and alternates to the CD Convention are elected from the member counties based upon quotas determined by the Administrative Committee, found in the By-Laws of the State Party.

The CD Executive Committee is comprised of the CD officers, the Chair of each member County Party organization or his or her designee, and others as determined by the respective CD Party Constitution. The Executive Committee must meet at least once every three months.

The CD Chair is responsible for keeping the Administrative Committee informed of decisions and recommendations of the CD organization and those of County or Unit Party organizations within the CD.

CD Party organizations may raise funds for their treasuries in accordance with federal election laws. The CD Party Treasurer must file periodic reports with the Federal Elections Commission.

State

The governing body of the Democratic Party of Wisconsin is the Administrative Committee. It is comprised of the elected officers of the State Party; the DNC members from Wisconsin; the Milwaukee County Chair; one member elected by the Democratic Caucuses in each of the two Legislative houses; the Chair of the College Democrats of Wisconsin; the CD Chairs; the Representative from each CD; the Chair of the County Chairs Association; and the immediate past State Chair. All of the foregoing persons must be current members of the Party.

The Administrative Committee sets the policy for the Party, adopts an annual budget, raises funds and makes expenditures on behalf of the Party, determines membership structure and generally oversees the operation of the State Party organization, including the adoption of rules (By-Laws) for the orderly conduct of Party affairs.

The delegates at the State Convention elect state party officers in odd-numbered years for two-year terms. The officers are as follows.

The **State Chair** is responsible for the executive direction of the entire State Party organization and is authorized to appoint administrative staff as necessary. She or he appoints committees, presides at meetings, and is the chief Party representative to the public-at-large.

The **First Vice-Chair** is a person of the opposite sex of the Chair. The First Vice-Chair is responsible for executive direction of the Party in the event the Chair is absent or incapacitated. The Chair or Administrative Committee may assign other duties to the person holding this office.

The Chair and First Vice-Chair are also members of the Democratic National Committee and the Association of State Democratic Chairs (ASDC).

The **Second Vice-Chair** is responsible for executive direction of the organization in the event the Chair or First Vice-Chair are both absent or incapacitated and for such other duties as the Chair or Administrative Committee may assign.

The **Treasurer** is the custodian of the funds of the Party and must make written financial reports to the Administrative Committee at least every three months, make a full financial report in writing at each annual State Convention, file the required reports with the State Elections Board and the Federal Elections Commission, and can expend funds only in accordance with the directives of the Administrative Committee. The Treasurer is also to assist the Chair with fundraising activities.

The **Secretary** is responsible for keeping an accurate record of the meetings of the Administrative Committee and the State Conventions and filing them at the State Party Headquarters immediately after each meeting. The Chair or the Administrative Committee may assign other duties as necessary.

The **Democratic National Committee Members**, two of each gender, are elected at the State Convention in presidential election years. They assume their positions on the DNC in accordance with the By-Laws of the National Party (i.e., at the first DNC meeting after the first National Convention following their election).

The Administrative Committee fills vacancies in any position normally elected at the State Convention until the next State Convention, at which time an election is held to fill the remainder of the term.

State Party Committees

In the selection of all State Party Committees, every effort is made to ensure equal representation of youth, both genders, minority groups, and locations across Wisconsin. These committees, usually appointed by the State Chair with approval by the Administrative Committee, serve at the pleasure of the State Chair and are charged with specific duties. The State Party Constitution and By-Laws provide for the following:

Executive Committee of the Administrative Committee

Members:

Elected officers of the State Party, elected Democratic National Committee members, and two other members of the Administrative Committee appointed by the State Chair.

Function:

Advise the State Chair in making decisions entrusted to him or her by the Administrative Committee.

Election Commission

Members:

Five people appointed by the State Chair, with approval of the Administrative Committee, to serve five-year staggered terms.

Function:

Conduct the election of Party officers at the State Convention and report the results prior to adjournment.

Budget Committee

Members:

The State Chair, Treasurer, and three others appointed by the State Chair prior to the end of the fiscal year.

Function:

Prepare and present a budget for the next fiscal year to be approved by the Administrative Committee at the first meeting of the new fiscal year.

Credentials Committee

Members:

Chair or Co-Chairs appointed by the State Chair with approval of the Administrative Committee, and one member appointed from each Congressional District at least thirty days prior to the State Convention.

Function:

Take complete charge of delegate and alternate lists for the State Convention and settle any disputes or challenges with respect to delegate/alternate credentials.

Constitution Committee

Members:

Five members appointed by the State Chair with approval by the Administrative Committee immediately after the State Convention.

Function:

Review all County and CD Party Constitutions and amendments thereto and make recommendations to the Administrative Committee on proposed amendments to the State Party By-Laws. Prepare a report on any proposed amendments to be considered at the State Convention.

Rules Committee

Members:

Chair or Co-Chairs appointed at least six months prior to the State Convention. The State Chair makes appointments with approval of the Administrative Committee and members from each Congressional District.

Function:

Propose rules to be adopted by the State Convention as its first order of business. The report must be at State Party Headquarters no later than thirty days prior to the State Convention.

Platform and Resolutions Committee

Members:

Three members from each Congressional District elected at CD Conventions for staggered three-year terms, and an alternate from each Congressional District, elected for a one-year term. In addition, one representative of the College Democrats, and one representative of the highest elected Democratic State Constitutional officer shall participate as voting members.

Function:

To write and revise the State Party Platform in even-numbered years, holding hearings and consulting with any persons or groups necessary to write a Platform. To consolidate, edit and manage any resolutions before the State Convention, first submitted by County and Unit organizations at CD Conventions.

State Convention

The State Convention is a function of the State Democratic Party and is usually held in June. Host County Party organizations share in the Convention responsibilities as well as profits.

The State Chair is required to issue a Call to Convention to all County Party Chairs and to the members of the Administrative Committee at least ninety days prior to the starting date. The Call must include the date, place, purpose, all information regarding delegates and alternates, registration fees, and related Convention activities.

Delegates and alternates to the State Convention are elected by the County and Unit Party organizations. Democratic legislators, County and Unit Party Chairs, Administrative Committee members, State Constitutional Officers, Democratic U.S. Senators and Congressmen are automatic delegates but have no alternates. Quotas for delegates and alternates are established by the Administrative Committee and are based upon current County and Unit Party membership and the most recent vote for the Democratic nominee for U.S. Senate in the respective county. All delegates and alternates, including automatic delegates, must be members of the Party, having joined at least fourteen days prior to the State Convention.

In odd-numbered years the State Convention elects State Party officers and considers resolutions and amendments to the State Party Constitution. In even-numbered years, the State Convention adopts a platform and considers resolutions and amendments to the State Party Constitution. In presidential election years, members of Wisconsin's delegation to the Democratic National Committee are elected.

County Chairs Association

An auxiliary group within the Democratic Party of Wisconsin is the County Chairs Association. First organized in 1983, the purposes of the Association are to elect county, state, and national officials who subscribe to the principles of the Democratic Party of Wisconsin, to make certain that the views and policies of County Party leaders are heard and implemented by the State Party's Administrative Committee, and to strengthen the Party organization throughout the state.

Each County organization is entitled to two voting members, usually the Chair and Vice-Chair of the respective organization. However, all persons holding an office in a County organization with the duties or title of Vice-Chair shall receive communications and shall be encouraged to attend meetings of the Association regardless of voting status.

The Association must meet at least twice per year, one meeting to be held in conjunction with the annual State Convention. Officers of the Association include a Chair, Vice-Chair, and Secretary-Treasurer, elected for two-year terms. In addition to the elected officers, two at-large representatives will be appointed by the Chair to serve with the officers on the Executive Committee. The Executive Committee is empowered to act on the behalf of Association members between meetings of the entire Association.

The Chair of the County Chairs Association shall serve as a member of the State Party Administrative Committee, in which capacity he or she shall represent the interests of the members of the Association.

In addition to the two required meetings, the Chair or the Executive Committee may call additional meetings. Past activities of the Association have included the organizing of Leadership Conferences for the education and benefit of the Party leadership on the local level.

County and Unit Organization

Duties of County and Unit Party Officers

While the number of officers elected varies from one county party to another, the following are descriptions of the duties for the four offices almost always elected by County and Unit Party organizations.

The duties of the County or Unit Chair shall be:

- To set a regular monthly meeting of the County or Unit Party organization and to also set a regular monthly meeting of the Executive Committee, usually about two weeks prior to the County or Unit Party meeting;
- To preside at meetings of the Membership and the Executive Committee;
- To follow parliamentary procedure and conduct meetings in an efficient manner;
- To appoint or call for the election of the various committee chairs as desired locally and as requested by the CD or State Party organizations;
- To keep in contact with officers and committee chairs to be sure they are functioning according to their assigned duties and give them opportunities to report to the Executive Committee and the general membership on a regular basis;
- To know the basic laws which affect the Party organization and its candidates and become familiar with “Election Laws of Wisconsin”, a booklet which can be obtained free of charge from the State Elections Board in Madison;
- To assume leadership in candidate recruitment for local or courthouse offices and to assist the State Party in recruitment of candidates for legislative races;
- To assist the overall campaign in the county, keeping in touch with all campaigns, candidates, and the State Party;
- To attend CD caucuses and State Party meetings, particularly those which directly deal with educational issues of concern to Party leadership.

The Vice-Chair should be more than a “second-string” Chair. Specific assignments, such as organization, membership, finance, etc., should be assigned by the Chair or requested by the person holding the office of Vice-Chair. Many counties and Unit Party organizations elect more than one person to hold an office with the title of Vice-Chair and assign specific tasks at the outset.

The duties of the Secretary shall be:

- To inform the membership of the County or Unit Party meetings;
- To keep accurate minutes of all meetings, for both the membership and the Executive Committee. The Secretary is the custodian of all Party records, except those specifically assigned to others, such as the Treasurer’s books;

- To keep a file of the names and addresses of current members of the County or Unit Party organization;
- To read and follow through on all correspondence and to initiate correspondence at the direction of the membership of the Executive Committee.

The duties of the Treasurer shall be:

- To work with the Budget Committee to prepare a comprehensive budget for the year;
- To keep an accurate record of all receipts and disbursements and make a financial report at each membership and Executive Committee meeting;
- To assist in fundraising efforts;
- To forward the State Party's share of membership dues at least once a month according to the procedure established in any give year;
- To prepare the financial reports as required by state law and file them with the State Elections Board.

Executive Committee

Many County and Unit Party organizations elect members of an Executive Committee in addition to the officers described above. An Executive Committee may include representatives from different groups and persons responsible for specific jobs, such as membership, publicity, fundraising, etc. The person performing the duties of recruiting Committee members and Poll Workers should also be a member of the Executive Committee.

A good, representative, and effective Executive Committee can meet more frequently than the general membership. It may act on business that would take up too much time at a general membership meeting and can meet more quickly in emergencies.

Committee Chairs

County and Unit Party organizations may create as many committees for activities as may be needed, and every committee, both standing and special, needs a person to serve as Committee Chair. They may be appointed by the County or Unit Party Chair or, in the case of standing committees, may be elected by the membership. All committee Chairs should serve as members of the Executive Committee and should be expected to make regular reports about the activities of the committee they oversee.

Membership

It is in the interest of all Democrats to build membership year after year. No organization is well served if there is no effort to bring in new faces and ideas.

There are many reasons to buy a membership in the Democratic Party of Wisconsin. It's an opportunity for Democrats to invest in their Party. A person who has invested money has a commitment and feels a part of the overall effort, identifies with the Party and its projects, and is interested in its welfare. Each membership adds to the County or Unit Party's list of potential workers and contributors, as well as Democratic voters.

The Democratic Party of Wisconsin is broadly based and built upon small and medium sized contributions from a large number of people. The vested interest of a few large contributors affects the democratic functioning of a political party. In our Party, thousands of people are in control.

For further membership information, see the Membership Handbook, available from the State Party.

Fundraising and Finance

The Finance Chair may be responsible for County or Unit Party participation in the statewide fundraising efforts, initiating and carrying out County or Unit Party fundraising projects, or both. This position is one of the biggest responsibilities and more than one person may be assigned to share the duties.

Suggestions for Organizing a Fundraising Dinner

The political dinner is an important part of political organization and successful politics. While the primary purpose of such a dinner is to raise money in a relatively short period of time, it has the added bonus of bringing Party leaders and activists together for a social occasion, thereby helping them become accustomed to working together towards other common goals. It also provides the potential for publicity through coverage in the local newspapers and on local TV and radio.

The two main ingredients of a successful political dinner are early planning and good organization. It is imperative that the County or Unit Party Chair calls an Executive Committee meeting as soon as possible to discuss the necessary arrangements. At that time, a Dinner Committee, under the overall direction of the Finance Chairperson, should be appointed:

- A person responsible for the location and menu selection
- A person responsible for organizing the printing and sales of the tickets
- A person in charge of decorations
- A person charged with getting the actual dinner program written, typeset, and printed
- A person to make sure the dinner is well publicized
- A person in charge of the Speaker's Table, deciding upon composition and placement, name-cards, etc.

At the first meeting of the Dinner Committee, three important items need to be determined: the date, the ticket price, and the speaker. The price of the ticket will vary a great deal, and the bottom line is to arrive at a price that will not keep people away but will allow the County or Unit Party to make a profit. Regarding the speaker, the State Party Office staff can help locate someone who might help to draw a crowd.

At this point, there are no tried-and-true rules to follow. Every County or Unit knows its territory and is naturally unique when it comes to organizing. The above guidelines are only very broad suggestions and members/officers of your county party who have fundraised in the past are invaluable resources to what works and what does not.

Other Ideas for Fundraising

Although dinners are the time-honored means of political fundraising, there are many other interesting projects that may appeal to all Democrats or to certain groups within the Party. Reliance on dinners and cocktail parties alone soon becomes boring and costly to participants. A combination of several different activities will add variety and sparkle to the year's activities. Fundraising activities are not only vital to sustaining your local organization, but they are also a great method to

obtain visibility and boost morale. In short, make sure that “fun” is a big part of your fundraising. Some other considerations to keep in mind:

- Be creative, both in the activity and the invitations;
- Keep your expectations realistic to help avoid inflated and unnecessary expenses and to ensure that the event is a success;
- Consider organizing an annual event for the sake of continuity and to have a tradition, something to look forward to attending;
- Bring in some new people to help organize each event but make sure the overall direction and planning is consistent;
- Do not invite the same list of people to every event; try to bring in new faces, and then get them to join the Party;
- Be thorough in your initial planning and in your follow through; keep in mind the importance of the location, the appearance of the invitation, the need to quickly write thank you notes, checking for any conflict in dates with holidays or other fundraisers for candidates, etc.
- Consider organizing a fundraising event around a specific need, such as a newsletter, a headquarters, or a computer.

Some ideas for other fundraising projects which have been used successfully by Wisconsin Democrats are: fish fry’s; spaghetti or chili suppers; pancake breakfasts; salad buffets; potluck suppers and picnics; garage, white elephant, antique and bake sales; bazaars; barbeques; corn roasts; auctions; dances; box socials; card parties; garden and home tours; variety and talent shows; boat cruises; carnivals; ice cream socials; dessert buffets; style shows; raffles (remember to get the appropriate licenses); progressive dinners; athletic gatherings; car washes; and selling fun and useful items.

The Power of Positive Fundraising Thinking

Many County Party organizations believe four common myths about fundraising. Here are the myths and a positive response to each:

- “People will not give to the Democratic Party in this county.”
 - This is absolutely not true. Every public opinion survey has shown that thousands of Americans will contribute to a party if they are asked. You just have to ask.
- “We do not need to raise money to have a good political campaign/organization in this county.”
 - If there is little fundraising, the Democratic Party can neither organize nor communicate with the voters. Contributors will give to a campaign if they know where the money is going and who is spending it.
- “We cannot hold out fundraiser now because it might interfere with someone else’s fundraiser.”

- While you want to coordinate as much as possible, you cannot wait to coordinate a fundraiser around other people's schedules. It is impossible to get the "best" date for a fundraiser, as there is no such date. Rather you must choose a date and go forward. Just make sure you let other Democratic candidates know when your event will be.
- "We need a name at the fundraiser."
 - Many think that to hold a successful fundraiser you need a "name" or special guest at the event. Many successful events are held without a special guest. Sometimes Democrats just like to talk to other Democrats.

Making a Budget

Every business operation, including political parties, must adopt a budget. Each County and Unit Party Chair, at the beginning of the year, should appoint a Budget Committee. Such a committee should logically include the Treasurer, the Finance Chair, and one or two others and is charged with proposing a workable budget for approval by the Executive Committee.

After the Executive Committee has adopted the budget, it is up to the membership-at-large to raise enough money to meet expenses. Because one of the primary functions of our Party is to assist in raising money for our candidates, the largest, and most important, single expense is usually campaigns, it is important to allocate sufficient money for those people running for courthouse offices as well as for the Legislature.

It cannot be stressed enough that a budget is established to be followed and maintained. There is no need to spend every cent of revenue, either, as it is often a good idea to use an off year to set aside money for an election year.

Remember the State Party is here to help in your efforts. If you have questions, the State is just a phone call away. The DPW's Finance and Compliance Director can be invaluable resources when trying to answer your questions.

Communications

Newsletters

The County Party newsletter is the best way for you to publicize group activities, keep members and friends informed, bring inactive members up-to-date and give them the feeling of participating, and to bring news of Democratic candidates and elected officials.

Your newsletter should aim to:

- Inform
- Educate
- Exchange Ideas
- Elect Democrats!

Steps to take

- Appoint a newsletter editor. This could be someone with newspaper or writing experience or someone who has always wanted to be a news writer.
- Select a newsletter format.
- Select a name for your newsletter. In every issue, your newsletter should include: the editor's name and phone number; the date of the newsletter.
- Size and print type: An 8 ½ by 11" sheet is the least expensive newsletter an organization can produce. But newsletters can be printed on 11 by 17" paper that is folded in half to produce four 8 ½ by 11" pages. With computers, many counties or units utilize word processing or desktop publishing in laying out and producing their newsletter.
- Style: Put your most important message first. Keep each item short; use simple sentences. Use titles for each item, and sub-titles if the article is long. Boldfacing or underlining names of individuals is a great way to emphasize their role in the county .

The Editor's Responsibilities

It is a good idea to have one person coordinate the process of getting your newsletter published and distributed. The newsletter editor would be responsible for:

- Selecting an assistant to help check facts, to type and proofread and to help accumulate news.
- Establishing a deadline for "all copy in", for printing purposes.
- Selecting topics for articles and recruiting writers. Once selected, set deadlines for when the articles are due. Suggest news ideas or news sources such as Democratic Party officials, chairs of special events or Democratic elected officials.

- Developing a mailing list. Include all the members of your organization, other county chairs, and congressional district committee members. Some counties include “friendly” organizations and community members on their mailing list. Remember to send the State Party Office a copy of your newsletter and calendar of events! We will include them on our website calendar.
- Printing and distribution. Your newsletter can be printed using many forms. If possible, use a union printer. The newsletter can be mailed and distributed at community functions. An alternative in these days of electronic correspondence is an email newsletter. Many counties are saving valuable dollars by emailing their communications to those who have access to this format while sending a traditional paper copy to those who do not.

Suggested Subjects

- Voter information: how to register; how to vote in primary and general elections; list of primary and general election dates, etc.
- Political activities in your area: rally dates, literature dropping or door knocking dates; candidates meetings; Democratic Party functions of such as fundraisers and trainings.
- Summarize or condense materials sent out by your congressional district party or the State Party.
- Honors bestowed on Democrats.
- Biographies of candidates, party officers or persons of interest.
- Information of elected officials: governor, senators, members of congress or state legislators, etc.
- Summaries of legislation of interest.
- Reviews of political books and articles.
- Fundraising ideas.
- County program ideas.
- By-line articles by Democratic leaders of elected officials.
- Profiles of interesting people in your organization.

How to mail your newsletter

Most newsletters are “self mailers”, a folded form that requires no envelope, with the address space on the back of the newsletter.

Many counties or units have an extensive list and have invested in a U.S. Postal permit or bulk-mailing permit. The cost of bulk mailing your newsletter is less expensive than usual mailing costs. (For more information about bulk mail contact your local post office).

Media

The County or Unit Party Chair can designate someone to serve the Party as a Publicity Chairperson, having the very important job of handling publicity and public relations for the local Party organization.

Public Relations is the public's perception of a group, an individual or an institution. If the public relations program is effective, the community will have a clear and positive impression of the organization. While the men and women who serve as Democratic elected officials often make the public's impression of the Party, the actions and activities of the County or Unit Party participate in molding this image as well.

Therefore, we must project a clear and positive image at all times in order to successfully communicate with the public, attract new members, and woo independent voters in elections. The press easily plays the most important part in molding public opinion because it reaches the largest audience with the most sustained impact.

What is News?

“Man bites dog” is the most often used example, something out of the ordinary, everyday routine. Your news item must be something which is important to the local community and which affects the lives of many people, if you expect the local media to cover the event.

Political units and politicians are factors in the lives of the people of your community. Meeting notices are important, but they will impress a News Editor only if they reflect a vital, active organization that is meeting to learn, progress and inform. A press release that looks professional, explains clearly and precisely who, what, where, when and why the meeting is of importance to the community-at-large has a good chance of being published, and also establishes a reputation of credibility with the press. Such a reputation is very important. It is also important to remember:

- When publicizing a speaker, send a short biography with a photo if possible;
- Even if a paper has carried an advance notice of your meeting, follow through with a phone call or a note a day or two before the meeting or event and invite a reporter and photographer to attend. If the event involves a meal, send along complimentary tickets, a justifiable expense if the result is positive publicity. While the focus of this section is on the print media, keep in touch with local radio and TV stations. If an event is sufficiently newsworthy, it is in their interest to attend and cover it;
- Offer assistance. If a reporter or photographer appears, introduce yourself and offer to help with names and introductions;
- Follow-up. If the paper fails to cover the event, due to a lack of personnel for example, call them soon after, depending upon the time of publication, and offer them details, quotes, comments, election results, etc.
- In addition, TV and radio stations are often quite eager to set up taped or live interviews with out-of-town speakers or public officials. Never neglect an inquiry about this if your speaker has enough time before or after the event.

Check List

- Keep track of deadlines. Morning papers usually have their deadlines at 10:00 p.m.; evening papers 11:00 a.m. For weekly or bi-weekly papers, the deadline is Monday or Tuesday. These are not, however, hard and fast rules, so remember to check for yourself.
- Know the names of your local newspaper editors and political or community affairs reporters and send your press releases to their attention. The same applies to radio and TV stations.
- Target your media for maximum coverage, and don't forget special interest publications such as The Union Labor News, the Catholic Herald, El Conquistador, etc.
- Try to limit your press release to one page.
- Names make news. If the main attraction of the event or meeting is a special guest speaker, put that information in the first sentence, and make sure the name is spelled correctly.
- If there is more than one local paper and radio or TV station, keep a ready-to-mail file of envelopes for all your media outlets. If you send one station or paper a press release, send them all one.
- Double space your press release and limit your paragraphs to three sentences.

Program and Hospitality

One of the chief functions of a political party is to educate. This involves not only informing the uncommitted or non-Democratic voter about our candidates and positions on issues, but also providing educational opportunities for our own Party members. Interesting and even provocative programs at County and Unit Party meetings serve this function, increase attendance, and have great publicity value.

The person designated to be responsible for programming may want to use a committee to carry out the details and provide ideas for interesting and informative programs for the monthly meetings.

Many exceptional program possibilities are available on the local level. Programming may include speakers, films, debates, panels, or forums on local, state and national issues. Do not overlook your more knowledgeable Party members, elected officials, college and high school faculty, and other issue-oriented groups such as the League of Women Voters.

When arranging for a speaker, keep the follow points in mind:

- A request for a speaker should be made at least a month in advance and followed-up in writing. In the invitation, indicate whether your meeting date is set or flexible.
- Be clear and concise about the date, time, place, and directions to the meeting site.
- A speaker who must drive some distance will appreciate the opportunity to speak at an early hour in order to be able to start home before too late in the evening. Arrangements for an overnight stay may be necessary.
- Inform the speaker about the approximate length of time available and whether or not there will be a scheduled question period.
- A special effort should be made to notify Party members of the meeting to assure good attendance. Speakers who come to speak at a poorly attended event will likely not return.
- Make arrangements with the Publicity Chair for advance and follow-up publicity. Request photos and a biography of the speaker for use in the press release, a good story in the paper will reach thousands of people.

Suggestions for County and Unit Chairs

Meetings

To attract people to our regular meetings we must make each person a part of the program and conduct meetings in which all can participate. Everyone has something to contribute, and he or she wants an opportunity to be heard. If people are allowed to take a real part in making decisions, they will work harder toward the successful accomplishment of the programs and activities of the Democratic Party.

What makes a good meeting? A good meeting is the result of planning, participation, and publicity. A mere half hour spent in planning a meeting may mean the difference between success and failure.

The County or Unit Party Chair, together with the Party Executive Committee, should plan the agenda for each meeting. Recruiting candidates, finance projects, voter registration, campaign strategy, issues, ward organization, banquets, social affairs, etc. are all good meeting topics, and there are many more. Do not try to do everything at one meeting, only present as much as you feel you can successfully accomplish. The quality of the meeting, and the opportunity for all to participate, is more important than the quantity of agenda items covered.

As mentioned in the previous section, meetings are usually more successful if there is more than Party business to cover. An outside speaker, or important issue, can bring in active Democrats, eager for information, and people not yet Party members, eager to be convinced.

Finally, don't let any meeting drag on any longer than necessary. Proceed with the business quickly and then allow some time to socialize or serve refreshments during the discussion or before the speaker, if any, is introduced.

Remember: planning is the key to success.

Building the Organization with Meetings

Conduct some workshop meetings on political techniques, ward organization, Election Day activities, etc. Try an educational session on various issues. This is most effective when you have a good speaker or discussion leader to conduct the program and provide expert information.

You do not need a big crowd to start a program of successful Democratic Party meetings in your county or area. Remember, six people actively working together toward a goal will come back and bring others with them. Six hundred who are made to suffer through a dull and unorganized meeting will not accomplish anything, and they will not be back! People's time is valuable and when you waste someone's time, it is very disrespectful and often downright offensive. It is always important to remember that the Democratic Party of Wisconsin, as it exists today, was started by a mere handful of people in 1949, a handful of organized, dedicated, and spirited people.

Membership Meetings

A regular monthly membership meeting, set for the same day, time, and location each month, helps people plan ahead. If meetings are regularly planned, people will be able to arrange their schedules around them. Some County and Unit Party organizations make take the summer off but many do

not. Since the State Convention is held in June and many local groups have organizational picnics in July or August, it is not always necessary to meet during the summer.

Committee Meetings

Unlike membership meetings, committee meetings need to be held only when necessary. Much consultation can be done individually by phone, e-mail, or in person.

When a meeting is scheduled, be sure to plan in advance what items of business must be covered. Prepare an agenda, involving other members of the Committee.

Parliamentary procedure need not be used at a committee meeting. Make it as informal as possible, but the group should have reached conclusions through a consensus before the meeting is adjourned. In addition, someone should be designated as the note-taker at each committee meeting, assuming there is not a secretary appointed for each committee. For the sake of the future committees and Party leaders, thorough records are always good to have.

Delegating Authority

Most people will go to a committee meeting but never actually feel responsible for doing the work. Make sure to give a job to each person on the committee or Executive Board to foster a sense of accountability. Try to fit assigned jobs with the interests and skills of the individual members.

Set a deadline for completion of the task at hand. Remind the person responsible that you will be checking in periodically to see how the work is progressing. Be sure to make contact a week before the deadline to see if any help is needed. Telephone again, if necessary, the day before the deadline as a final reminder. Many people require a gentle push to finish on time, but never forget that we are all volunteers. When making these reminder calls you can simply say you are calling for a report because you were putting together materials for the next meeting. Expect people to have finished the task assigned. When you expect people to flack out they will recognize your lack of confidence no matter how well you think you hide it and flack out. People will fulfill your expectations, so show confidence in your members and they will likely not let you down.

Most importantly, give credit where it is due. Let each person responsible for carrying out a project or task know that his or her work has been appreciated. Whenever possible, and appropriate, mention the contribution at meetings or in other ways.

The Good Executive Plans Ahead

Be creative in figuring out new ways to achieve your purposes. Your committee expects real leadership from the Chair. Think through all angles of the assignment at hand and discuss it with other people. All this helps to get fresh ideas.

Do not be afraid to show leadership. The committee expects it, and your example may well inspire others to work harder.

Always be on the lookout for new leaders and committee members, people who may not as yet have helped on any projects. Encourage their interest and support, which should increase by working with other Democrats toward a common goal.

Require Good Committee Reports at Meetings

Let the entire group hear from the Chairs of the various committees. When attending an Executive Committee meeting, Chairs should be prepared to give a detailed report on any progress made on their tasks. While no one is expected to be involved in every project, the Party Chair should always be kept informed.

Preparation

Involve as many people as possible in the planning and preparation for each meeting without impeding functionality. Assign specific jobs to individuals or sub-committees, such as publicity, telephoning a reminder, bringing and serving refreshments, meeting the speaker, bringing and introducing new members, etc. Remember that there is a job for everyone, and as Chair, it is your responsibility to find the right person for the job and also to make sure that no one is wasted in a particular assignment.

Designate someone to greet people at the door and to help them all get acquainted. A candidate would be a good choice for such an assignment.

Someone should also be put in charge of the “little” details such as checking on chairs and tables, ventilation, proper lighting, room temperature, a podium, drinking water, etc.

A registration book to get the names and addresses, phone numbers, and e-mail addresses of all those who attend the meeting, is a valuable source for new Party members and workers. A registration book also serves to commit newcomers to the Party and demonstrates to them that there is genuine interest in their attendance and participation. This little bit of recognition may result in big dividends through future attendances and increased involvement.

All of these tasks should be delegated to members and not be done by the Chair. Each person who is given a responsibility, no matter how small, becomes an important part of the meeting and is sure to attend.

Hold your meeting in an attractive, comfortable place; the courthouse is not ordinarily an ideal meeting spot. Investigate the possible use of the library, a school room, or other place where you can have an informal, friendly atmosphere with a clean, well-lit meeting room with comfortable chairs. Also check on the availability for serving coffee or refreshments. Of course, cost is always a factor, and if the type of meeting room described cannot be located without a significant charge, it is usually better to save money for projects and meet somewhere else.

Conducting the Meeting

Somewhere between strict parliamentary procedure and complete disorganization there is a happy medium of controlled informality that makes for a comfortable and effective meeting atmosphere. Yet, within this informal climate, the meeting should progress in an orderly, businesslike manner.

- Have a well-organized business program with a planned agenda. Do not waste time, it is inconsiderate.
- Stick to a time schedule as much as possible, particularly when it comes to starting and adjourning. If you regularly begin on time people will come to expect this but if you regularly begin, you proceed down a slippery slope of beginning later every time.

- Designate a period before or after the meeting as social time, with refreshments if desired.
- Do not ask everyone to “say a few words” or you probably will not have time for anything else.
- Encourage everyone to stick to the subject and to be brief in his or her discussion.
- Decide whether certain items of business should be referred to the proper committee before being discussed on the floor.
- Make sure that someone, if not the elected Secretary, is taking the minutes.
- Before adjournment, briefly review the accomplishments of the meeting and suggest items of business upon which decisions are likely at the next meeting. It is always a good idea to have the time and location of the next meeting set to be able to make the announcement at the end of the meeting.

Simplified Parliamentary Procedures

Order of Business

- The meeting is “called to order” by the chair.
- The minutes of the preceding meeting are read by the secretary and may be:
 - Approved as read, or
 - Approved with additions or corrections.
- The monthly statement of the treasurer is “received as read and filed for audit” (so stated by the presiding officer).
- The chair calls for reports of standing committees.
- The chair calls for reports of special committees.
- The chair calls for any unfinished business.
- New Business.
- The program. The program is part of the meeting; the chair “presides throughout,” but the program chair makes the report and any necessary introductions
- Adjournment.

Principal Motions

General Statement: When a motion is made, seconded and stated by the chair, the assembly may not consider any other business until this motion has been disposed of. If the motion is long and involved, the chair may ask the person making the motion to hand it in writing to the secretary. The person making the motion cannot withdraw the motion after the chair has stated it.

- To Amend: This motion is “to change, add, or omit words” in the original main motion, and is debatable; a majority vote is necessary for passage.
- To Amend the Amendment: This is a motion to change, add, or omit words in the first amendment; debatable; majority.
 - Method: The first vote is on changing words of the second amendment; the second vote (if the first vote adopts a change) is on the first amendment as changed; the third vote is on adopting the main motion as changed.
- To Commit: When a motion becomes involved through amendments or when it is wise to investigate a question more carefully, it may be moved to commit the motion to a committee for further consideration; debatable; amendable; the committee must make a report on the question.

- To Lay on the Table: The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some point in the near future, when a motion to “remove from the table” would be in order. These motions are not debatable or amendable; majority vote.
- To Postpone: A motion to postpone the question before the assembly to some future time is in order, except when a speaker has the floor; debatable; majority vote.
- To Adjourn: This motion is always in order, except:
 - When a speaker has the floor;
 - When a vote is being taken;
 - After it has just been voted down; and
 - When the assembly is in the midst of some business that cannot be abruptly stopped.
- To Reconsider: The motion to reconsider a motion that was carried or lost is in order if made on the same day or the next calendar day, but the motion must be made by someone who voted with the prevailing side. No question can be reconsidered twice. This motion is both debatable and amendable; majority vote. This motion requires two votes: first on whether the original motion should be reconsidered; the second on the original motion after reconsideration has been approved.
- The Previous Question: This motion is used to close the debate on the pending question and may be made when the debate has become too long and drawn out. It is not debatable. The form is: “Mr./Madam Chair, I move the previous question.” The chair then asks, “Shall debate be closed and the question now put?” If this is adopted by a two-thirds vote, the question before the assembly is immediately voted upon.
- Point of Order: This motion is always in order but can be used only to present an objection to a ruling made by the chair or to some method or parliamentary procedure. The form is: “Mr./Madam Chair, I rise to a point of order.” The chair: “Please state your point of order.” After the member has stated his or her objection, the chair answers:
 - “Your point of order is sustained.” or
 - “Your point of order is denied.”

If any member remains unsatisfied, he or she may appeal the decision of the chair. The chair then addresses the assembly, “Shall the decision of the chair be sustained?” This is debatable, and the presiding officer may discuss it without leaving the chair. It is voted upon like any other motion; a majority or tie vote sustains the decision of the chair. A majority of “no” votes is required to reverse the decision of the chair.

Nominations and Elections

General Henry M. Robert, author of Robert’s Rules of Order, says: “In the election of the officers of a society, it is more usual to have the nominations made by a committee. When the committee makes its report, which consists of a ticket (a ticket is one name for each office to be filled by ballot),

the chair asks, 'Are there any other nominations?' at which time they may be made from the floor. The committee's nominations are treated just as if made by members from the floor, no vote taken on accepting them."

If nominations are made from the floor, these names are added to those submitted by the nominating committee. Neither nominations by the committee nor nominations from the floor require a second or adoption by vote, but are acted upon in the election ballot. Nominations are never seconded except as a complimentary endorsement of candidates not known to the assembly.

When nominations are completed, the assembly proceeds to the election voting by the method prescribed in the constitution and by-laws. The usual method is by ballot, the balloting continuing until the offices are filled. If a member is in good standing in the organization and receives a majority of the votes cast in the elective ballot (or a plurality, if the by-laws so require), he or she is then declared to be legally elected to fill the office, even though he or she has not been nominated from the floor or by the nominating committee.

A motion may be made to close nominations, but this motion is not in order until the assembly has been given reasonable time to add further nominations to those already made. It is a non-debatable main motion incidental to the nominations. It may be amended as to the time of closing nominations but may not have any other subsidiary motion applied to it because it deprives members of one of their rights. It requires a two-thirds vote for passage. The motion to reopen nominations is non-debatable and requires a majority vote to pass. It may also be amended as to time but no other subsidiary motion may be applied.

The chair should remind the members that the nominating committee has endeavored to present as sure a ticket as possible, but it is now their privilege to name a candidate for any or all of the offices to be filled and that they still have the opportunity to cast a ballot, for any eligible members, whether nominated or not.

A member may withdraw his or her name if placed in nomination, announcing that if elected he or she would not be able to serve, but he or she cannot "withdraw in favor of another member."

Majority vote means one over half of the members voting, and a plurality vote is the largest of three or more numbers. A plurality vote never adopts a motion or elects a member to office except by virtue of a special rule previously adopted in the constitution or by-laws. In an election, a candidate has a plurality when he has a larger vote than any other candidate.

When the vote is by ballot, the chair writes his or her ballot and casts it with the rest.

In the event of a tie vote by ballot, balloting must continue until a candidate receives a majority (or plurality, if so specified in the by-laws).

To move "that an election be made unanimous" is a mistaken courtesy as it forces those who did not vote for the prevailing candidate to unwillingly submit to the transferring of their vote, thus making it appear to be unanimous when it was not. One negative response causes such a motion to be lost.

An election takes effect immediately following the completion of the annual business unless the by-laws specify another date. This does not mean that the newly elected officers are to assume office at the same meeting. The duties of the outgoing officers are not completed until after the adjournment of the annual session and until all business relating to the annual meeting has been perfected.

Candidate Recruitment

Offering the voters a slate of qualified candidates for county and legislative offices is the most basic function of a County or Unit Party organization. All the fundraising and other organizational work are only means to the important end of recruiting candidates and filling a slate of Democrats for the election and then winning the election.

Qualified candidates are vital to overall success because able, respected, local Democrats' names on the ticket will help increase the voting percentages for all the Democratic candidates. Furthermore, only when Democrats hold a majority of courthouse positions, the real base of political strength, can the Democratic Party call itself the majority party.

Recruiting Committee

Operating on a very informal basis, several Party members should be responsible for seeking out qualified candidates. The most effective technique is personal contact. Look for candidates in all sections of the county; no one area has a monopoly on well-known and respected potential candidates. Geographic balance is important in putting together a ticket.

Recruiting good candidates should start at least a year before the election. Given sufficient time, a candidate can arrange his or her business affairs and social life, rather than run into conflict with them later. In subtle ways a candidate's campaigning can begin months ahead of his or her opponent.

A prospective candidate should be given a very clear picture of the amount of help that can be expected from the County or Unit Party in terms of finances and volunteers. Having an understanding from the beginning will prevent later disagreements and disillusionment on the part of the candidate or the County or Unit Party as to what one expected from the other.

Where to Look

Although qualified candidates can be found in many places, several categories of people should be especially investigated. They are:

- Present and past officeholders such as county supervisors, municipal officials and members of local government committees;
- Civic-minded citizens active in community affairs;
- Recent college graduates seeking opportunities to get established in the community;
- Retired people eager to serve as elected officials;
- Individuals with disabilities whose skills may particularly suit them for administrative elected positions.

Campaign Planning

It is never too early to plan a campaign. The day after the election is the time to start planning for the next one.

Many elections have been lost because the campaign was not planned properly. Even the best candidates are helpless if they are not provided with an orderly, well-planned schedule of campaign activities.

When individual candidates are “on their own” and going in all different directions, there is a waste of time and money and a duplication of effort that can only lead to complete disorganization and chaos. It is essential, therefore, that we lay out a systematic framework upon which to build a campaign that will be comparatively easy to wage and highly effective.

There are many elements that make up a political campaign: organization, candidates, finances, publicity, issues, speeches, rallies, meetings, and many more. Some central authority must be designated to properly coordinate these many elements so that all of the parts will fit together smoothly and thereby build a vehicle that will carry the Democratic Party to victory on all levels.

Setting Up a Campaign Schedule

Attention should be given to building the campaign’s organization many months before Election Day; strengthen the Party, beef-up the weak spots in the wards, encourage the involvement of the College Democrats, help recruit new workers from business people, workers, farmers, etc.

Early attention should also be given to finances. Building an adequate campaign fund before the campaign gets into high gear will make it much easier to make definite commitments for advertising, headquarters operation, candidate assistance.

One cannot assign a certain time at which the program of publicity should be started because there should never be a time when the Democratic Party does not try to obtain favorable publicity for itself and its candidates. However, as the campaign progresses, the production of news releases, advertising, rallies and meetings, and “letters to the editor” should be increased. In effect, the goal is to devise every means of presenting our issues and our candidates to the greatest number of voters in order to create a favorable impression of the Democratic Party.

As soon as a campaign begins to organize, important issues should be researched and community leaders should be contacted. Knowing the “pulse of the people” is the responsibility of the political party organization, and the Party that devotes its time and effort to those issues closest to the hearts of the greatest number of voters will win at the polls.

The operation of a campaign headquarters should also be taken into consideration in the planning sessions. From the urban center, which usually has a permanent office, to the rural area, which may only set up “headquarters” on Election Day, there are campaign headquarters in operation for several months or for several weeks. In all cases, decisions must be made as to location, rental equipment, staffing, duties, etc. A campaign headquarters will only run efficiently and effectively with careful planning.

An advance schedule should also be created with the dates for major rallies and important meetings during the closing weeks of the campaign. By planning for these events months in advance, speakers

can be obtained, facilities can be secured, proper publicity and promotion can be set up, and a thorough ticket sales program can be implemented, all key factors in an event's success.

Throughout all this there should be a master plan, an activity timetable. Goals should be established and someone should be responsible for their successful accomplishment. Experience, training, political background, and special local conditions will shape the particular structure of a political campaign in each area, but realistic planning can, and will, do much to determine the outcome of the election.

Campaign Tips

Following is a list of the kinds of data many organizations try to keep on hand to assist in planning campaigns and winning elections. Adapt it to your County or area.

Maps: Congressional District maps (showing the location of your county in the district); Assembly and State Senate District maps; County plat book (showing municipal boundaries); city and area maps (as specific as possible)

Statistics: Population breakdown by cities, townships, election districts, etc.; voter registration figures from municipal clerks' offices; voter lists from recent elections; county and election district returns for recent years for the elections of county officials, state legislators, Congressmen, U. S. Senate, Governor, and President

Laws and Regulations: Copies of state election laws and statutes covering voter registration, qualification of candidates; financial reporting, voting, nominations, and political parties; constitutions for the State and County Party organizations

Dates: A political calendar showing registration deadlines, primary and general election dates, filing deadlines, major Party events, community gatherings (picnics, fairs, parades, etc.)

People: A list of county elected officials with the name and duties of the incumbent; a list of county appointed officials with name and duties of the incumbent; a list of County Party officers with addresses and phone numbers; a list of State Party officers with addresses and phone numbers

Organizations: A list of daily and weekly newspapers, radio and television stations with the names of editors, reporters, program managers, etc., and the publication dates; a list of organizations (women's service, nationality, youth, seniors, trade unions, business groups) with names and addresses of the leaders with a regular meeting time and place; a list of plant gates with appropriate shift change times and the number of employees; a list of shopping centers, auction barns, and other places where crowds congregate

Some sources for this information are the Secretary of State's Office, the Wisconsin Blue Book, the county courthouse, the State Elections Board, public libraries, an almanac, newspaper files, and State Party Headquarters.

The Urban County Campaign

Analyze Democratic Strengths in Your County or Area

- Review past election returns to find which voting districts have been consistently 60 percent Democratic or better.
- Use the election returns to learn which wards/precincts shift more than 20 percent from election to election.
- Find out which wards/precincts cast the largest percentage of the total county vote.
- Make a list of the wards/precincts from which your candidates come in order to capitalize upon their popularity with their neighbors.

Areas of Democratic Advantage

- Pinpoint your voter strengths. Through cross-listing the voters in a previous, similar election, you will target the most likely voters in your election.
- Get-out-the-vote in the 60 percent or better wards by obtaining voter lists from municipal clerks. If the lists don't list phone numbers get a volunteer to look them up so that a crew can make phone calls to all voters in those strong areas on Election Day. It is better to have a headquarters from which to make such calls, but if this is not possible, have the calls made from the homes of volunteers.
- Try to win the "swing" wards by a direct mail campaign or a door-to-door distribution. Hold rallies for your candidates in these areas and give those voters a chance to meet and hear your candidates. This will ideally cause a shift towards your candidate in these areas.
- Do not hesitate to capitalize on the "friends and neighbors" appeal of your candidates. A candidate will probably run strongest in his or her home area, so try to transfer popularity to the rest of the Democratic ticket by holding a rally in that area. The "home" candidate should preside and introduce the rest of the ticket and urge the election of all. Prepare a "Dear Friends" letter from the "home" candidate to all voters in the home territory.

Border Areas or Those of Democratic Disadvantage

Obtain a list of every plant, and shift times, in your county. The Wisconsin Directory of Manufacturers published by the Wisconsin Manufacturers Association should be of help. Assign candidates and/or volunteers to go to plant gates on certain days so that every candidate or information about every candidate gets to every plant gate at least once.

Organize a "Candidate Canvass Night" once per week. All county candidates should canvass in the same ward, dividing it amongst themselves and then going door-to-door. They should ask for support for themselves and the entire ticket. They should distribute their own literature and others' as well. Coordination between candidates can maximize your resources.

Such canvassing should occur in wards with the largest percentage of the county vote. These figures should be in the previous analysis of the vote as earlier discussed.

Even if every voter is not reached, the word will spread that the Democrats are waging a vigorous campaign. It will also let people know that the Democratic Party is a strong and active party. People do not like to support a political party that does not present an image of confidence and strength.

One Party member should make a file of all auctions, picnics, and other events that draw large crowds. The list of events should be sent to all candidates each week so that they can attend them and meet people.

The Party should assist in arranging speaking engagements for the candidates at the various union headquarters. There are union meetings almost every evening, and this creates an opportunity for the Democratic candidates to reach as many labor activists as possible, one of the Party's natural constituencies.

The Party can also assist in lining up coffee hours and other such informal gatherings, usually in the homes of well-known residents of a particular neighborhood or area.

The Party should help candidates put up yard and window signs. Remember not to post anything on utility poles as it is against the law. If one person in each ward took responsibility for 10 to 20 yard and window signs, the entire county would be effectively covered.

The Party should attempt a mass distribution of literature. If a countywide distribution is not possible, the more important wards, as previously analyzed and targeted, should be reached.

Prepare large postal cards with the names of the Democratic candidates, leaving a space for a written message. Have Party members and friends send out 50 cards each with personal messages attached. This utilizes the personal touch, proven to be effective if properly organized.

Try a last minute distribution. This can be done with an inexpensive door hanger in the swing wards, and others if you wish. Going door-to-door in the traditionally heavy Democratic areas and reminding people to vote on Election Day can suffice.

Your Publicity Campaign

Send out press releases at every possible opportunity. Many of the will not be used, but every one used is free advertising for the Democrats. The following occasions are good opportunities for a release:

- Speeches
- Party meetings
- Formation of candidate committees
- Announcements of candidacies
- Coffee hours
- Speeches at labor meetings
- Endorsements of candidates by noted individuals

- Issue statements

Organize people to write letters to local newspapers on Democratic accomplishments and supporting the Democratic candidates.

The Rural County Campaign

Form a Committee As Soon As Possible

Make the campaign coordinating committee small enough to be a working unit – perhaps five people. Members should include the County Party Chair, someone with advertising or public relations experience, someone experienced in meeting and working with people, and someone who has been a candidate in the past. This committee has a very important job and must be willing to work.

Money and Candidates

Obviously, you must have candidates before a campaign can get underway. You must also have money. Candidates for county office cannot raise their own campaign funds as easily as candidates for legislative or statewide offices. They should be expected to contribute time, personality, a vehicle, gas, tires, etc. – but they cannot be expected to bankroll their campaign themselves. A vigorous organizational fundraising campaign must be carried out during the entire year. Big results should not be expected from last minute appeals for any campaign.

Advertising

- Newspapers: A political ad without a picture is not effective. People want to see the candidate, and his or her family. Avoid small print and present the message with only a few words and a good photo.
- Radio: Depending on your local situation, some short radio spots may be tried with some success; 30 seconds per spot is long enough.
- Bumper stickers: Usually not a wise investment for county candidates.
- Yard and window signs: If used, they should contain the name of the candidate, the office sought, and the Party represented.

Personal Campaigning

This is the most important part of any campaign. The candidate is a salesperson. Here are some steps to help make the candidate into a successful salesperson:

Let the candidate know from the beginning that he or she is expected to go out and actively sell his or her candidacy and ideas.

Train the candidate! A person joining an organization to sell magazines, insurance or brushes will be trained, you cannot afford not to. Encouragement and pep talks are not enough; the candidate must be trained in the techniques necessary to sell him or herself. An experienced candidate, or someone in the organization that is experienced in meeting people, should do the training.

The candidate should not campaign from town chair to town chair. Get out and meet the average voters; the town chair has more than likely made up his or her mind long ago, John and Jane Doe have not.

Membership Response

The participation of the rank-and-file Democrats is essential to the success of a county campaign. Ask the members to help organize town meetings, to hold coffee hours in their homes, to pass out campaign literature, and talk up the candidates. County campaigns are often won by the casual talk at local meeting places as well as by professional strategy.

Mass Media for Campaigns

Radio, television and newspaper display advertising are wonderful weapons to have on your side – if they are affordable. However, they are no substitute for footwork, doorbell ringing, and getting out the Democratic vote. Candidates with lush campaign funds to pay for mass media can be, and have been, beaten by the failure to put an all-out personal effort into the drive for votes.

Mass media, then, is the extra margin of victory you may need in a close election. It is no guarantee of victory and is always costly; therefore, before you talk to any professionals about the placement of commercials for your candidate, have in mind what type of audience you are trying to reach and what times you can reach that audience. In short, target your media for maximum efficiency.

Remember, with all mass media you pay fifteen percent of your costs for the use of an agency. The same agency you use to place your time may have some suggestions as to the production of the actual radio or TV spots, but then you should be prepared to pay for “creative costs,” especially if the ad was developed by the candidate or the campaign staff.

If an agency does not have experience handling political accounts, especially Democratic politics, it is wise to look for another. There is a big difference between selling cereal and selling candidates. Many agencies have not caught onto the difference and should not be used until they do.

Radio

Radio is still a potent factor in every campaign. It is often cheaper than other media, and since the Federal Communications Commission requires public service, radio and television stations are more willing to “give” you time as part of their requirements to operate in the “public interest, convenience, and necessity.”

Radio is a powerful medium both in straight political speechmaking and in spot announcements. However, it is a fleeting medium and does not have the exposure of newspaper advertising nor the emotional impact of television.

Television

Costs are high for spot announcements, but in many campaigns television is an indispensable ally, especially if spots are well developed with slides, which can easily be done, or film. Some silent footage of your candidate with an announcer’s voice in the background is often an inexpensive and effective way to handle the problem.

Television can be a powerful instrument in our favor, provided we have the kind of candidate who can use it. But if the candidate does not come off well on film, perhaps through an inability to express him or herself well, television can be a killer.

Newspaper Advertising

For the amount of money spent, well-designed newspaper ads, are perhaps the most effective. Newspaper ads are tangible and thus do not depend upon the fleeting moment like radio and television. But, just any advertisement that fills up space is not good enough.

Advertisements need to be well designed and attractive. They should be simple, straightforward, and placed where the largest number of readers will notice it, usually close to the entertainment section.

Political advertisements should not scream at the reader but should stand out well enough to catch the eye and visually represent the candidate.

Remember; in all mass media you are trying to reach the person who is still undecided, and you want to reach that person with arguments most effective for a person in that state of mind. You also want to maintain the loyalty of the person already on your side. Striking a happy medium is the secret of success, as it is in so many other things.

The Statutory Committee:

The Party Role in Selecting Poll Workers

“The most important job I ever had was that of Precinct Captain.”

Harry S Truman

Political parties have served as the basis of our democracy since the creation of the United States. State law in Wisconsin provides one critical, but underutilized, mechanism for ensuring Party representation at the polls - that of selection of poll workers, officially known as election inspectors.

This process takes place through the Statutory Party organization. As a result or a lack of information few County Parties have created Statutory Parties and therefore have little or no influence on the selection of poll workers.

The chapter is divided into several parts so that it may be used easily by statutory committees, ward committeepersons, inspectors (poll workers), and party leaders.

Much of the material originates in the Wisconsin Election and Campaign Laws. Chapter 5-12 Wisconsin Statutes. Most of the statutes pertaining to the responsibilities are found between Chapters 5 and 8.

DEFINITIONS

Election inspector: The term more commonly used is "poll worker." For some time these election officials were designated "inspectors" or "clerks." Now everyone who works at the polls on Election Day is called an "inspector."

Poll list: The list which is compiled by election officials in each municipality on election day showing names and addresses of electors who actually cast votes in an election.

Registration list: The list of electors who are properly registered to vote in municipalities in which registration is required. (Note: Communities under 5000 in population require no registration).

Statutory Committee: The group of individuals elected by the County Democratic Party as committee persons for the individual wards in a county. Members of the Statutory Committee are called committeemen and committeewomen. Their primary responsibility is to generate a list of potential election inspectors in their ward.

Ward: A town, village, or city subdivision created for the convenience of the electors therein. Its purpose is to facilitate the division of such municipalities into election districts of substantially equal population numbers, along common boundaries observing the community of interest of existing neighborhoods and other settlements. The common council, village board, or town board makes the division of such municipalities into wards. Previously, election districts were sometimes called precincts.

The Role of the Party & Ward Committeemen/ Committeewomen

Election of Ward Committeemen/Committeewomen

The County Party is responsible for selecting ward committeemen and women who in turn are responsible for recruiting potential poll inspectors. One person may be elected as committee person. Committeemen and women are elected at a combined meeting of the current County Statutory Committee (if there is one) and members in good standing of County Party. This meeting is to be held no sooner than 15 days after the September primary and no later than April 1 of the following year. At this meeting, the party committeemen or committeewomen are filled by election. Those qualified to vote for committee members include the incumbent committeemen, committeewomen and other County Party members present. Each individual is entitled to one vote.

Individuals elected may be, but are not required to be, current party committeemen/committeewomen. They are required to be Democratic Party of Wisconsin members in good standing.

If you have been a part of the Statutory Committee in the past and this process sounds different than the one you used, that is because it is. In 1999 the Wisconsin legislation passed Act 182 dealing with Section 154. 8. 17(5)(b) of the State law. It changed the election of committee persons from being conducted on the primary ballot to the process identified above.

Composition of Statutory Committee

The County Statutory Committee consists of the duly elected or appointed committeeman/committeewoman residing in the county. The Statutory Committee members elect their own chair and vice chair.

Responsibilities of the Statutory Committee – Appointment of Election Inspectors

Wisconsin law provides that political parties qualifying for a separate ballot elect their party committeemen and committeewomen. The function of committeemen and committeewomen is to represent their neighborhoods in the structure of a political party. Committeemen and committeewomen act as liaison representatives between the County Party and the residents of the election districts in which they serve. While the primary responsibility of the committeemen and committeewomen is to generate a list of potential election inspectors in their ward, there are other activities they can become involved in. These include, but are not be limited to: voter identification, assistance in voter registration drives, increasing voter participation in political parties, polling and other methods of passing information from residents to political parties and elected public officials to residents.

The first task of the ward committeeman/committeewoman is to recommend to the statutory chair individuals for nomination to become inspectors (poll workers). These individuals should be selected must be able to hear, read, write, and understand election proceedings. Their political philosophy and willingness to join the Party are also important. The appointment of the committee persons is for a two-year term.

At least twice a year, but no more than 3 times, the statutory committee submits a list containing as many names as there are appointees from that party to serve as election inspectors. There are to be 7 inspectors at each polling place – this may be reduced to 5 upon a vote by the ruling municipal body.

The political party with the most votes in the last presidential or gubernatorial election in that county is entitled to one more inspector than the other at each polling place. The same election officials may serve as poll workers in more than one ward where wards are combined in the polling place.

Each ward committeeman/ committeewoman should generate a list of qualified candidates for his/her ward. This can be done by:

- Obtaining a list of current election inspectors from the elections clerk in the municipality and contacting them to see if they identify themselves as Democrats.
- Recruiting new inspectors from the ranks of the County Democratic Party.
- Recruiting from the community individuals who profess to be Democrats.

Include only persons who are interested, qualified and willing to serve as election inspectors. It is a tremendous waste of everyone's time when that screening does not occur before the lists are submitted. While recruiting potential election inspectors remember that the governing body (town, village, city, etc.) may require all persons named to prove their ability to serve through an examination or other method designed to show capability to perform the tasks of election inspector.

A recent change to Wisconsin law allows county parties to require poll workers who are representing the Democratic Party to pay dues to the Democratic Party of Wisconsin. Some long time poll workers may be uncomfortable with this new require and therefore you may want to use ease into this by asking people to join rather than requiring membership.

Once the committeemen and committeewomen create their lists of potential election inspectors, the county statutory chair submits these lists to the mayor, village president, or town board chairperson in the county (in some cases, the practice may be to submit directly to the elections clerk, but a copy should be provided to the aforementioned official as well). The lists must be submitted no later than November 30th of each even-numbered year and must contain the signature of the chairman and secretary of the submitting committee.

The mayor or chairperson of each municipality then nominates to the governing body no later than their last regular meeting in December of each even-numbered year the necessary number of election inspectors for each ward. If necessary, a special meeting for this purpose is to be called no later than December 31.

When the final list is sent to the clerk ask her/him to send you a copy of the list the governing body appointed at its December meeting. If the list was not appointed, ask the governing body for an explanation and then contact the statutory committee chair at once.

By state statute, only those persons submitted by the chair of the statutory committee may act as inspectors. This may be difficult in some communities where the Statutory Party has not existed in years past. In these cases the governing body has filled the positions and may not be enthusiastic about Statutory Committee men and women coming in to take over this responsibility. While we respect what these individuals have done in the past, the fact is that Wisconsin law requires the selection of poll inspectors from the list submitted by the Statutory Committee. The only exception to this requirement occurs if the party committee has not submitted names in any given year. Then the mayor or chair of the governing body or the municipality may appoint election inspectors. For an additional resource on this law you may contact the state Elections Board for a copy of the "Election

and Campaign Manual for County and Municipal Clerks”, June 1996 and amended in 1999*. Pages 1 and 2 discuss the selecting and training of election inspectors. It provides in clear language of these requirements.

An election inspector who is affiliated with one party may not be designated to represent a different party, unless the municipal clerk first makes a good faith effort to appoint an inspector who is affiliated with the represented party. The clerk must maintain necessary party balance when making replacements.

The county statutory committee chair may submit additional names to the list at any time.

The Role Of Election Inspectors

General Statements

All election inspector (aka poll worker) is the most important person at a polling place on Election Day. It is the responsibility of election inspectors to conduct the election at the polling place. Municipal clerks provide equipment and instructions for election inspectors, but the election inspectors are responsible for proper activities at the polls.

The election inspectors have full authority to maintain order and to enforce obedience to their lawful commands during the election and the count (officially known as canvass) of the votes. It is the election inspectors who check ballot boxes, who give advice on use of machines, and who count the votes at the end of the day.

By law, no person may engage in electioneering during polling hours on Election Day within 100 feet of an entrance to a building containing a polling place. An election inspector or municipality official is charged with removing advertisements placed in violation of this law.

Election inspectors are to help, not hinder, each person who is eligible to vote to exercise that right.

Qualifications, Numbers, and Organization of Inspectors

There are seven (7) inspectors for each polling place at each election. Where voting machines are used, the number of inspectors may be reduced to five (5). Additionally, the governing body of any municipality may, by ordinance or resolution, reduce the number of election inspectors to 5.

To respond to anticipated demand, the governing body may provide by resolution that the municipal clerk may appoint a special registration deputy to carry out duties of registration of voters.

Prior to the first election following the appointment of the inspectors, the inspectors at each polling place elect from amongst themselves an individual to act as the chief inspector. While the statutes do not indicate this, it is expected that when the majority of the inspectors are Democrats, the chief inspector will be a Democrat. The person chosen should be capable of running the polling place on Election Day and carrying out the duties of the chief inspector.

* Wisconsin State Elections Board, 132 East Wilson Street, Suite 300, Madison, WI 53701; 608-266-8005; 608-267-0500 fax
<http://elections.state.wi.us/>

Remember, even though the election inspector was chosen to represent the Democratic Party, he or she may not tell people how to vote, but must perform his or her duties; in a responsible manner to ensure fairness in every election.

Voting Process and Inspectors' Responsibilities

Following is the process that inspectors are to use Election Day. This information may be helpful in the recruitment of potential election inspectors.

Before Polls Open: Ballot boxes are provided for each form of ballot at each polling place where paper ballots are used. After an inspection has been made to be sure the boxes are empty, the boxes are to be locked before any ballots are received and are to remain locked until the polls have closed and counting begins.

Before the opening of the polls, the inspectors compare the ballots used in the voting devices with the sample ballots furnished and see that the names, number and letters agree. This is to be certified on the forms provided by the board.

Any U.S. citizen age 18 or older who has resided in an election district or ward for ten (10) days before an election is an eligible voter. Any person who was or is a qualified voter, except that he or she has been a resident of this state for less than ten (10) days prior to the date of the presidential election, is entitled to vote for the president and vice president, but for no other offices. This request is handled by the municipal clerk.

Duties of Election Inspectors in the Voting Process: If a voter asks how to use a voting machine or how to mark a ballot; all instructions are to be given by inspectors in such a manner that may be observed by other persons in the polling place.

The voters' minor child may accompany him/her in the voting booth or ward and a voter who qualifies for assistance may be assisted as follows:

Ward inspectors, one from each Party, may take a ballot to the door of the polling place if a voter is disabled and cannot enter the polling place. After the ballot is marked, it must be folded and taken into the polling place, one inspector announcing the acceptance of the ballot, asking if anyone objects, and then depositing it in the ballot box.

If the voter cannot read or write or has difficulty doing so. He or she may request anyone for assistance. That person certifies assistance on the back of the ballot or it is noted on the registration list by using the word "assisted" with the name and address of the assisting individual.

Inspectors may assist an individual in the voting booth, but there must be one inspector from each party represented.

Two inspectors at each election ward are in charge of and maintain two separate lists of all persons voting.

Municipalities without registration: Where there is no registration, each voter entering the polling place states his or her full name and address. The inspectors shall record each name and address on a poll list in the same order as the votes are cast. The inspectors shall enter a serial number next to the name of the voter in the order that the votes are cast, beginning with the number one.

Municipalities with registration: Where there is registration, each person, before receiving a voting number, states his or her full name and address. The inspectors enter the serial number of the vote, as it is polled, after the voter's name, beginning with the number one.

At polling places where paper ballots are used, two inspectors are assigned to take charge of the optical ballots. They write their initials on the back of each ballot and deliver it to each voter as he or she enters the voting booth one ballot properly endorsed by each of them. (If the voter notices the absence of the initials of one or both, he or she should return the ballot to the inspector for immediate correction.)

Where paper ballots are used, the inspectors fold each ballot in the proper manner to be deposited before delivering it to the voter. After a voter has marked and folded his/her ballot (which must have been initialed by two inspectors), the voter shall publicly and in person deposit the ballot in the ballot box.

Any spoiled ballot returned to any inspector shall be immediately destroyed by one of the inspectors and another ballot may be issued (but not to exceed three (3) ballots in all).

Any voter waiting his/her turn to vote, whether within the polling booth or in the line outside the booth at the time the polls officially close, shall be permitted to vote.

Poll Watchers: For each polling place, each recognized political party may appoint two Party observers and an alternate as observers of the election proceeding and the canvassing of the votes.

Observers of election proceedings, as a matter of right, are to be positioned at the polls by the chief inspector so as to reasonably be enabled to closely observe proceedings and hear instructions given to voters.

Often the Party provides poll watchers their own voter registration list on which to indicate who has voted during Election Day. This information is passed on to Democratic Headquarters periodically so that those persons identified as Democrats who have not yet voted can be reminded to do so by telephone.

In 2002 the Republican Party of Wisconsin instituted a program to have poll watchers stationed at polling place to purportedly insure a "Clean and Free Election". These individuals wore lime green fluorescent vests. They claimed they were there to "keep felons from voting." In order to make sure that these individuals do not intimidate voters by challenging people's right to vote, the Democratic Party of Wisconsin requested an advisory opinion from the State Elections Board regarding the voter challenge process. It is critical that Democratic election inspectors are familiar with this process so that if a challenge occurs they understand how to handle it. The Democratic Party of Wisconsin has handouts on this topic that can be provided to poll workers.

Acronyms and “Buzz Words”

So you went to your first Democratic Party meeting and at times it appeared that people were using a special Democratic code. People's speeches were peppered with abbreviations, initials and "buzz phrases." What exactly were they talking about? The following is a list of certain abbreviations and phrases that are routinely used in oral and written Democratic communications:

Ad Committee

Democratic Party of Wisconsin's Administrative Committee. This Committee is comprised of all elected State Party Officers, Democratic National Committee Members, Congressional District Chairs, elected representatives from each Congressional District, and several other designated positions. The Committee is the controlling body of the Party between State Conventions and meets at least four times a year.

ADCC

Assembly Democratic Campaign Committee. The ADCC is a Wisconsin-based organization comprised of the elected Democratic representatives in the State Assembly. This body maintains its own campaign committee and makes contributions to and supports the campaigns of Democratic candidates for the State Assembly. The Committee has staff positions and is headed by the Democratic leadership in the Assembly.

ASDC

Association of State Democratic Chairs. An organization of the Democratic National Committee made up of all State Party Chairs, 1st Vice Chairs, and Executive Directors. It meets biannually for the purpose of sharing information and training.

CCA

County Chairs Association. An organization of the Democratic Party of Wisconsin made up of County Party Chairs and Vice Chairs.

CD

Congressional District. Refers to one of Wisconsin's eight) Congressional Districts, which can be used in references to the Democratic Party Congressional District Parties, congressional District Representatives, or congressional District Chairs.

CDW

College Democrats of Wisconsin. In Wisconsin the organization currently is called College Democrats and is the youth organization of the State Democratic Party. The group has numerous chapters in colleges, high schools and in various regional areas. (CDA refers to College Democrats of Wisconsin).

Co-Pay (or copay)

The monthly email of memos and important announcements to County Party Chairs (and their designees) from the Democratic Party of Wisconsin. This also includes an updated membership list. At the same time the co-pay email is sent, a check for the County Party's portion of membership dues is mailed. For more information on the co-pay, see the Membership Handbook or contact the Democratic Party of Wisconsin Membership Director at 608-255-5172.

DCCC/D Triple C

Democratic Congressional Campaign Committee. This Committee operates on the National Congressional level, comprised of elected Democratic Congressmen who work with staff to elect a Democratic Congress.

DGA

Democratic Governor's Association. A national organization dedicated to the election of Democratic Governors in the states.

DPW

Democratic Party of Wisconsin also referred to as State Party. It is the official Democratic Party in the state of Wisconsin recognized for ballot access position by the Wisconsin Statutes and Wisconsin State Elections Board.

DLCC

Democratic Legislative Campaign Committee. A national organization dedicated to the election of Democratic legislatures in the states.

DLI

Democratic Leadership Institute. The training institute of the Democratic Party of Wisconsin. Held in April of each year the tracks of the DLI include:

 Youth Track: For those ages 18-25, geared towards those hoping to have a career in politics

 Activist Track: All ages, geared towards County Officers and local Activists who want to help Democrats win elections on all levels

DLC

Democratic Leadership Conference. A nationally organized group of Democrats concentrating on issue development and discussion. President Clinton and Vice President Al Gore each were formerly chairperson of this group.

DNC

Democratic National Committee. This Committee is the controlling body of the National Democratic Party between national conventions. Its functions are similar to the State Administrative Committee, but on the national level. The State Party Chair and First Vice Chair are members of this Committee as are two statewide elected male and female representatives. From time to time, additional members

from Wisconsin are appointed or otherwise elected to the DNC, which includes DNC officer positions.

D for D (or D4D)

Dollars for Democrats. A fundraising operation run with the authorization of the State Democratic Party. D for D solicits contributions by telephone from members and interested individuals.

DSCC

Democratic Senate Campaign Committee. This Committee operates on the National Congressional level, comprised of elected Democratic Senators who work with staff to elect a Democratic Senate.

Exec. Committee

Executive Committee of the state Democratic Party. The Board is comprised of the elected state Party officers, Democratic National Committee members, and two appointments made by the Chair. The Executive Committee provides advice to the state Chair and performs defined duties as set forth in the state Party Constitution.

ED

Executive Director. Refers to the Executive Director of the Democratic Party of Wisconsin. The Executive Director is responsible for day-to-day operations in the State Party office and is appointed by the state Chair with the consent of the Administrative committee.

FEC

Federal Elections Commission. The federal regulatory agency dealing with elections law.

PRC

Platform and Resolutions Committee. The State Party's Platform and Resolutions Committee is responsible for the initial drafting of the state Party Platform in even numbered years and for the presentation of resolution at each year's state conventions. The committee is comprised of elected representative from each Congressional District.

SDCC

Senate Democratic Campaign Committee. Like the ADCC, this Wisconsin-based committee is comprised of the elected Democratic State Senators and serves the same functions in the Senate as the ADCC.

SEB

State Elections Board. The state regulatory agency dealing with elections law.

Statutory Party

The organized Party structure set out in the Wisconsin Statutes. Statutory Committee people are elected on a ward-by-ward basis throughout the state. Statutory elected committee members are charged with recruiting Democratic poll workers in each precinct. They also may assist in canvassing

and communication within Democratic Party organizations. The duties of the Statutory Party are defined in the Wisconsin Statutes.

Victory Fund

The Victory Fund mailing is a State specific fundraising mailing sent out by the DNC. It is conducted by the DNC at no charge to the Democratic Party of Wisconsin.

DPW 2006 Platform

As Adopted at State Convention on June 9, 2006

Preamble

The Democratic Party of Wisconsin strives to build a strong, just and open society where all citizens are respectful of one another and have equal opportunities to live meaningful, secure lives. We work actively for open and honest government that is responsive and accountable to the needs and the will of the people.

Justice, Human Concerns, and Democracy

Our government must support values common to all people, which include freedom, family, fairness, responsibility, and community.

One of the primary jobs of government is to ensure that everyone can lead dignified, healthy, and fulfilling lives. We value love, commitment, stability and nurturing of all family members. Our Constitution guarantees that we are all equal regardless of race, color, religion, actual or perceived gender, sexual orientation, age, occupation, national origin, physical disabilities or appearance, or political beliefs. We fight to ensure that these basic civil liberties are forever preserved.

The federal and the state Constitutions, as originally drafted, were intended to grant rights to individuals. These documents were never intended to impose restrictions on citizens. We are adamantly opposed to amending either Constitution in a way that limits the rights of any citizens. Any freedom lost due to government restrictions imposed on any of us, violates and endangers all of us.

It is vital that government respect, support, and protect freedom of expression in our democracy. When government attempts to limit the rights of its citizens, the fundamental philosophy on which our nation was established is destroyed. We oppose legislation that would try to limit, or take away, any of our civil liberties. No branch of government has the right to unilaterally take away our civil rights. No branch of government is above the law. We must maintain checks and balances among the three branches of government.

Government must protect the constitutional rights of citizens while effectively reducing crime and fighting terrorism. Adequate funding is necessary for law enforcement and emergency response activities. These men and women are a community's first line of defense. The defense of our country should never be dependent on most of our resources fighting foreign wars, but rather primarily be focused on guarding the gates here at home. Security cannot be achieved if we turn over our ports or cargo inspection to foreign governments. Neither can it be

achieved if the resources of our National Guard and Homeland Security are not available or properly deployed to respond to natural disasters, which have destructive power greater than any act of terrorism. Security cannot be achieved by bankrupting us with endless wars.

We are committed to the idea of fairness and will work to ensure that everyone has an equal opportunity to succeed, an equal voice in government, and fair and equal treatment under the law. Fairness requires that governments are responsible and accountable to people. We recognize that minorities often face unreasonable challenges. We pursue legislation and cultural change that will end racial and ethnic profiling, respects the sovereignty of Native American nations, and ensures equality between men and women. We shall work for gender-balanced, qualified representation at all levels of government in order to eliminate inequities and improve governmental decision-making and problem solving. Equal opportunities that lead to widespread prosperity help to assure freedom and security.

Increased empowerment of citizens in all civic affairs makes our nation a true democracy. The government must be an open institution that people trust. The government must comply with open meeting and public record laws, enact legislation for full public funding for all state and national elections, while ensuring that every citizen has a guaranteed right and equal access to vote. We have the right to inspect and count votes and have a paper ballot to insure voting accountability.

We respect the rights of all people to their religious beliefs and welcome all citizens into the Democratic Party regardless of their beliefs. It is vital that we observe a strict separation between government and religion. It remains the right of citizens to choose their own religious and philosophical beliefs rather than the government imposing any upon them.

We must develop a fair immigration policy providing a reasonable and legal path to residency and citizenship and a fair opportunity for current undocumented residents to achieve legal status. All people should be afforded the same basic principles of life, liberty, and the pursuit of happiness.

It is important to care for all generations. We need affordable, quality, licensed daycare centers and government support to pay for childcare. We cannot afford to neglect our nation's future leaders. We need health education and disease prevention programs concerning smoking, alcohol, and sexually transmitted infections. By making people aware of high-risk behaviors, they will be better able to adequately care for themselves.

Rather than abandoning our older generation, it is essential that we preserve Social Security. Privatizing Social Security threatens the financial security of those who are most vulnerable. It is important that we enhance programs for the aging and disabled, including subsidized long term in-home or nursing home care.

We firmly believe access to affordable health care is a national right and that the best solution to our national health care crisis is a single-payer system that provides universal access, promotes preventive measures, and covers all physical and mental illnesses equally. Until that necessary system is made available, we support broader coverage and increased funding for the current health care programs on local, state and national levels, such as BadgerCare and Medicaid.

Personal moral, religious, and medical decisions should be left up to the individual. We believe in complete freedom of reproductive choice, as well as the individual's right to choose death with dignity. Everyone has the right to obtain medications, prescribed by their physician, from any licensed pharmacy in a timely manner. It is neither the role of the pharmacist nor the government to interfere in the private, personal decisions of its citizens. Funding for stem cell research should not be

influenced by religious beliefs, but this research, which would benefit all of mankind, should be supported on its scientific merits.

We oppose the death penalty as an inhumane and ineffective means of punishment. We believe in equitable sentencing standards and increasing the authority of duly elected judges to modify sentences. Further, minor marijuana offenses should be processed as local ordinance violations.

We support reasonable firearms regulations to ensure the safety of citizens and law enforcement officials. We support the right to hunt and bear arms. We support safety measures and Wisconsin's concealed carry ban.

We advocate strengthening consumer protection laws and returning enforcement authority to the Wisconsin Department of Justice. We support accurate, understandable labeling of food and medicinal products.

Education, Labor, and Economics

Quality public education for all is critical for a healthy democracy. Any form of public funding for private schools diverts resources from and adversely impacts public schools. Increased governmental funding is essential for all levels of public education, from early childhood programs to programs providing financial aid for attendance at UW and Technical College Systems. No child should be denied a quality education because of a lack of financial resources.

We believe that students have the right to receive their education in a safe, respectful, and nurturing environment, free from harassment or discrimination by teachers, staff, parents, or other students. A strong public education system in Wisconsin prepares our youth to be the next generation of leaders.

Wisconsin's educational funding system has failed. The law allowing a limited qualified economic offer (QEO) has caused decreasing compensation for teachers.

Teacher compensation should keep pace with the costs of benefits and inflation. Public school teachers must not be taken for granted. They deserve tremendous respect for their work educating our youth under challenging circumstances.

A strong and secure nation depends on sound economic policy including meaningful full employment. Business, labor, and the public must work together to re-establish American jobs on American soil and resist outsourcing, thus reinvigorating domestic industries. With a strong economy including high employment and fair wages that provide stable housing and encourage strong family units for all families, we can have functional communities, a properly educated workforce, and a tax base that can pay for the infrastructure needed to keep our communities safe and secure.

We believe workers have rights to safe and equitable workplaces, living wages, and secure benefits. They must be guaranteed the right to organize, bargain collectively, and strike in order to secure those rights, without fear of reprisal. We support public employee's rights to speedy mediation and

binding arbitration of labor disputes. In addition, businesses must be held accountable for contracts with its employees. We oppose right-to-work legislation. Hiring strikebreakers must be prohibited. Pension funds must be regulated in order to be responsibly managed and strictly safeguarded. In the event of bankruptcy, workers are entitled to the first claim on remaining assets.

In addition, it is crucial that we support a tax system that is based on ability to pay. It is immoral to increase the tax burden on the lower and middle classes by cutting taxes for the wealthiest among us. This fails to spur economic and job development, and hurts those who have the least income. Furthermore, we must balance the Federal budget through wise spending and fair taxation. We believe this generation should be responsible for paying its own debts rather than saddling future generations with the consequences of irresponsible budget practices.

America must invest in a healthy economic future by funding basic research and worker training. American companies have a duty to our nation to be established here at home, follow our environmental and labor laws, and pay taxes. Furthermore, we must protect our industries from competition by enforcing tariffs against nations that tolerate unfair worker conditions.

Our wealth should be measured not only by the GDP but also by broad measures of well being, such as the United Nations Human Development Index, that incorporate factors like health, education, literacy, employment and wages, and environmental quality.

Agriculture and Environment

Wisconsin is, and always will be, America's Dairyland. We must preserve family farming by creating market systems that assure a fair return to both the farmer and the processor, support value added agriculture, and provide price supports for true family farms. We encourage legislators and Democratic Party leaders to support farming management systems that are humane to animals, protect our

environment, preserve our soil, water and forest resources, and produce wholesome food for consumers. We advocate place of origin and organically produced foods labeling.

We support affordable quality health care, public education and social services for all citizens in rural Wisconsin. Excessive development of corporate animal mega-farms is detrimental to the health and quality of life in rural areas and must be controlled.

Protecting the ecological systems of our planet is essential to the economic and social welfare of our state, our nation and to the future of humanity. Our legislators and leaders must pay heed to scientific evidence of global warming; soil, water, and atmospheric pollution; and decreasing biodiversity. We must enact legislation and provide adequate funding to protect and preserve our environment.

There is much to be done that has been ignored for too long. We must reduce greenhouse gases by developing alternative fuels and energy sources, increase production of fuel efficient vehicles, reduce urban sprawl onto prime agricultural soils, improve and expand local, regional, and national mass transportation systems and increase recycling and waste management, all while maintaining biodiversity. We will restore responsible environmental regulations affecting open space, wilderness areas, soil conservation, forest management, toxic and hazardous waste disposal and cleanup, and watershed protection. We call for the use of advanced technology and environmentally friendly practices to be implemented in mining domestic natural resources, and the enforcement and strengthening of safety regulations. To ensure the protection of our state's valuable natural resources, we support the re-establishment of a Public Intervener's Office and the creation of an independent Department of Natural Resources.

Foreign Affairs

Our nation must seek to befriend others and encourage the growth of democracy worldwide. We must address the grievances and problems that foster terrorism, rather than fight wars that perpetuate them. America must work with other nations to end hunger, disease, illiteracy, and unemployment around the world. As the world's only remaining superpower, we have an obligation to lead by example rather than by force. We pledge the United States to be a cooperative and effective leader and partner with allied nations in the fight against terrorism and the pursuit of global accords on human rights, economic justice, ecological protection and alleviation of disease.

We respect the religions of other cultures and will not use religious beliefs as a rationale for going to war. A pre-emptive war is against our nation's principles and harms our credibility and standing in the world. A decision to go to war should always be thoughtful and considerate of different points of view. War must always be a last resort. All branches of our Government and military must conform to the Geneva Conventions and not tolerate the use of torture.

We must do everything possible to prevent our enemies from attacking us, but we believe that this can be done without sacrificing the civil rights guaranteed under the Constitution. Therefore, we call upon Congress to begin impeachment proceedings immediately against President Bush, Vice President Cheney, and Defense Secretary Rumsfeld.

We call for American occupation forces in Iraq to be withdrawn at the earliest possible time. Multi-lateral reconstruction of Iraq can be achieved with American participation and international participation so that the Iraqi people can freely and peacefully determine their own future.

All countries that we trade with must offer wages, benefits and work and environmental standards comparable to our own, because it is the right thing to do, and should be done in order to protect the rights and jobs of workers here at home. We do not support fast track trade authority in order to enrich corporations at the expense of American families and the financial stability and security of our nation.

We support working with nations and organizations that support fair trade. Fair trade is vital in providing all people with the opportunity to work at occupations that provide a fair living wage, health benefits, safe working conditions, and the right to collective bargaining, while enforcing

environmentally friendly policies. We support cooperative efforts to eliminate global pollution and mitigate the effects of global warming.

Conclusion

The membership of the Democratic Party of Wisconsin has crafted and adopted this platform. Our state and our country will become stronger and better by following the principles, in line with our values, outlined herein. We expect all candidates supported by the Democratic Party to support this Platform and, when elected to office, to work to implement it.

Constitution of the Democratic Party of Wisconsin

This constitution supersedes all previously published constitutions of the Democratic Party of Wisconsin.

PREAMBLE

Freedom, equity, security, peace and prosperity throughout the world; these are our high aims. To achieve these aims, we seek to promote and to preserve liberal democratic government everywhere -- abroad, in America, in Wisconsin. To promote and to preserve liberal government, we seek to build and to develop a liberal Democratic Party.

A political party is a means to an end. Means shape ends. To be a force for democracy, a political party must be a democracy. Its members must have equal voice, one with another. Its leaders must be freely chosen by its members and must answer to them. Its program must arise from the free and full competition of ideas among its members.

In recognition of these plain truths, we adopt this Constitution. Through it we shall fashion and maintain a democratic party.

Article I - Name

The name of this organization shall be the Democratic Party of Wisconsin.

Article II -Membership

Any person at least fourteen years of age who subscribes to the liberal principles of the Democratic Party is eligible for voting membership and shall become a member upon payment of dues and receipt of such dues by a unit of the county in which s/he resides, or the State Party Headquarters. Residence for membership shall be defined as that required for voting in state elections unless the county constitution provides otherwise. A student who is at least 14 years old may elect to become a voting member of the county unit in which s/he lives during the school year. No further restriction shall be imposed upon membership. Members of the respective county party units, provided for herein, shall automatically become members of the Democratic Party of Wisconsin and the Congressional District in which they reside.

Article III -State Organization

Section 1 -The officers of the state party shall consist of a chairperson, first vice-chairperson of the opposite sex, second vice-chairperson, treasurer and secretary.

Section 2 -The state chairperson shall be responsible for executive direction of the organization and shall be authorized, with the consent of the administrative committee, to appoint such administrative staff as may be necessary.

The first vice-chairperson shall be responsible for executive direction of the organization in the event the chairperson is absent or incapacitated and for such other duties as the chairperson or administrative committee may assign.

The state treasurer shall be the custodian of funds of the organization, shall make written financial reports to the administrative committee, at least four times per year, shall make a full financial report in writing at each annual state convention (a copy shall be mailed to each delegate at least (7) days before such convention), and shall expend funds from the state treasury in accordance with the directives of the administrative committee.

The secretary shall be responsible for taking the minutes at the administrative committee meetings and state conventions and file the same at the state headquarters immediately after each such meeting, and shall have such other duties as the chairperson or administrative committee may assign.

The administrative staff shall maintain the records of the organization.

Section 3 -The governing body of the state party shall be the administrative committee, which shall be composed of the above-named officers, the chairperson of each congressional district; one additional representative, of the opposite gender of the chairperson to be elected from each congressional district for a two-year term each odd-numbered year; the chairperson of a county whose population is greater than any congressional district; the elected or appointed members of the Democratic National Committee from Wisconsin; one representative of the College Democrats; and the chair of the County Chairs' Association. No member of the administrative committee may be represented by proxy. If a Congressional District chairperson or representative is unable to attend an administrative committee meeting, an alternate of the same gender may act in place of the chairperson or representative.

Other members shall be provided for as follows: the immediate past state chairperson shall serve for one term following the term as state chairperson, the Senate and Assembly Democratic caucuses shall each select a respective member therefrom to serve a two-year term which shall commence with the first legislative caucus following the election of the Legislature; and at large representatives to be elected by the administrative committee members, the number and gender of which to be determined by the state chairperson from time to time in order to assure that the state administrative committee is gender balanced as well as to assure that the state party meets the affirmative action goals and other requirements established by the Democratic National Committee. The state chairperson will propose a slate of at-large representatives to achieve the necessary requirements stated above; such a slate to be reviewed and confirmed or modified by the administrative committee pursuant to By-laws to be established by the administrative committee. Persons selected by the administrative committee to gender balance the committee should be selected first from those districts that are under-represented. Should there be any conflict between state party and Democratic National Committee rules, Democratic National Committee rules shall supersede those contained herein. Only one legislative representative to the state administrative committee may be elected from anyone county.

Section 4 - The administrative committee shall meet at least four times per year. The times and places of regular meetings shall be fixed by the administrative committee except that special meetings may be called by the state chairperson when circumstances require. At least ten days written notice shall be given to all members.

Any member of the administrative committee who shall have three consecutive unexcused absences from regular administrative committee meetings shall immediately forfeit the office and such vacancy shall be filled under the appropriate section of this constitution.

Section 5 -The administrative committee by a majority vote at any meeting may determine the rules of its own proceedings, set policy for the orderly conduct of party business, authorize expenditures in the interests of the party, adopt resolutions and take positions on issues of concern, determine membership classification and shall provide for an annual audit of the financial records of the party. With three- fourths of its membership concurring, after notice and hearing, the committee may for adequate reason expel a party member.

Section 6 -The administrative committee by a two-thirds vote at any of its regularly scheduled meetings may adopt, add to, or amend By-laws, which By-laws shall be not inconsistent with the provisions of this constitution. Such By-laws shall be published along with and at the end of this constitution and be available to the membership of the party.

Section 7 -There shall be an annual state convention at such time and place as the state administrative committee shall determine, upon at least ninety days written notice to the chairperson of each county.

Delegates and alternates to such conventions shall be selected by each county on a fair and equitable basis of representation within quotas to be determined from time to time by the administrative committee. Notice of meetings to select such delegates and alternates shall be as provided in the By- laws.

Upon receipt of the written and signed petition of at least 20% of the chairpersons of the counties in the state, the state chairperson shall call a state convention within ninety days and shall give at least sixty days notice the chairpersons of each county unit. Representation at such a state convention shall be on the basis used for the preceding annual state convention.

Section 8 -The state chairperson, vice chairpersons, treasurer and secretary shall be elected to a two-year term each odd-numbered year at the regular state convention. Each shall hold office until a successor is elected.

The elected members of the Democratic National Committee shall be elected at the regular state convention each presidential election year, and shall assume office in the manner specified by the Democratic National Committee.

The election of officers of the administrative committee shall be conducted by an election commission. This commission shall consist of a chair and four other persons named by the state chairperson with the approval of the administrative committee. Terms of the commissioners shall be for five years, and the state chairperson shall not have the power of removal except with the approval of two- thirds of the members of the administrative committee.

Section 9 -In the event of a vacancy in any position on the administrative committee ordinarily filled by election at a state convention, the following steps shall be followed to provide for a successor to serve until the next annual state convention, at which time the vacancy shall be filled by election to serve the balance of the term. No vacancy by voluntary resignation shall occur until a letter of resignation is received by state headquarters.

- a. In the event of a vacancy in the Chair position, the 1st Vice Chair shall automatically assume the position of the Chair until the next annual state convention, at which time there shall be an election to serve the balance of the term.
- b. In the event of a vacancy in the 1st Vice Chair position, the 2nd Vice Chair shall automatically assume the position of the 1st Vice Chair if the gender balance is preserved. If gender balance (1st Vice Chair being of opposite sex as the Chair) cannot be preserved, the administrative committee shall elect a successor of the opposite sex as the Chair to serve until the next annual state convention, at which time the vacancy shall be filled by election to serve the balance of the term.
- c. In the event of a vacancy in any other position normally elected by the state convention, the administrative committee shall elect a successor to serve until the next annual state convention, at which time the vacancy shall be filled by election to serve the balance of the term.

Section 10 - All administrative committee members shall be current members of the Party and shall vacate such office immediately upon loss of or termination of party membership. Members of all committees and all officers of county units and congressional district units must be current members of the Democratic Party and must vacate that office immediately upon loss or termination of Party membership, after (10) days written notice from the chair of the unit in question.

Article IV -Dues and Finances

Section 1 -Dues shall be set by the administrative committee with consideration to be given to the requirements of the Democratic National Committee.

Section 2 -Funds for the treasuries of the state, district, county or authorized subdivisions may be solicited from sources other than membership dues.

Section 3 -The Democratic Party of Wisconsin shall not assume the primary election debts incurred by a candidate or political committee on behalf of any candidate for political office.

The post-primary debts of any party candidate shall not be assumed unless such debts shall have been duly authorized and approved by the administrative committee prior to the time such debts are incurred.

ARTICLE V- Congressional District Organizations

Section 1 -The purpose of the congressional district organization shall be the election of representatives to the Congress of the United States who subscribe to the liberal principles of the Democratic Party of Wisconsin and the coordination and augmentation of the policies and programs of the Party.

Section 2 -Each congressional district shall hold an annual convention within the time limits set by the administrative committee, prior to the annual state Democratic Convention. The time and place of the congressional district convention shall be set by the district executive committee, which shall provide for giving at least sixty days written notice thereof to the chairman of each county or authorized subdivision in the district. Unless the district constitution shall provide otherwise, the district convention shall be held within the boundaries of the congressional district. Delegates and alternates to district conventions shall be selected by each county unit on a fair and equitable basis of representation within quotas to be determined from time to time by the state administrative committee, except that counties containing one or more congressional districts may in their constitutions include rules governing the selection of delegates and alternates within the quota set by the state administrative committee.

Notice of meetings to select such delegates and alternates shall be as provided in the By-laws. The purpose of the district convention in odd-numbered years shall be to elect district officers, one representative to the state administrative committee and two alternates as described in Article III Section 3, and such other officers as may be determined by the convention and to conduct any business as may come before the convention.

Section 3 -Unless the district constitution shall provide for additional members, the officers of the district organization, the district representative to the administrative committee, plus the chairperson (or representative) of each county or authorized subdivision within the district shall constitute the executive committee of the district. The executive committee shall meet at least every three months to consider and act upon matters of concern to the district. The time and place for such meetings are to be determined by the chairperson. At least ten days written notice of every meeting shall be given by the chairperson to members of the executive committee.

Section 4 -Upon receipt of a written and signed petition of at least half of the chairpersons of the counties within a district, the state chairperson shall call a convention of the congressional district and shall give at least sixty days written notice of such convention to all county or local units in the district.

Section 5 -The chairperson of the district shall be required to inform the administrative committee of the decisions and recommendations of the congressional district.

Section 6 -Each congressional district organization at a regular district convention shall adopt a written constitution for the orderly conduct of its affairs. It shall be the duty of the district secretary to distribute copies thereof to each county or other unit electing delegates within that district after each convention in which a change is made and to the State headquarters for approval by the administrative committee. Such approval must be given unless such constitution is in conflict with this constitution. A two-thirds vote is required for disapproval.

Section 7 -In the event of a vacancy in the office of district chairperson, the vice-chairperson shall serve as his/her successor until the next annual district convention. In the event the vice-chairperson declines to accept the office of district chairperson within ten days after notification by the state chairperson, the congressional district executive committee shall elect a successor at a meeting called by the state chairperson. In the event of a vacancy in any district office other than district chairperson, the congressional district executive committee shall elect a successor to serve until the next district convention. This meeting shall be held within sixty days after the vacancy occurs.

Section 8 -A district, in its constitution, may provide for funding for operating expenses and congressional campaign expenses.

ARTICLE VI- County Organization

Section 1 -The basic unit or organization of the Democratic Party of Wisconsin shall be the county unit, and the administrative committee shall issue charters to such units at its discretion. The Administrative Committee may authorize a county to organize subunits which shall be under the supervision of the county unit, provided that such subunits shall be based upon politically significant subdivisions within the county.

Section 2 -Each county shall submit a constitution governing for approval by the administrative committee. For new counties, constitutions must be approved prior to the issuance of a charter. Any changes in county constitutions after initial approval shall become effective only after approval by the standing constitution committee. Such approval must be given unless such county constitution or change is in conflict with this constitution. Each county constitution shall be printed or duplicated and copies with amendments shall be available to members of each county.

Section 3 -The officers of each county shall include a chairperson, vice-chairperson, secretary and treasurer. The offices of secretary and treasurer may be held by the same person. Counties may provide for additional officers. Officers of a county shall be elected for a term of one year, except that the constitution of a county may provide for two-year terms. The election shall be held no earlier than November 1 nor later than the following December 31 at a county meeting called for that purpose or at a meeting of delegates when the method of election of county officers by delegates has been approved by the administrative committee. Reasonable written notice of at least ten days of such election meeting must be given by the secretary of each county to the state headquarters and to all paid members of record of the notice date. At each county election only members whose dues are paid for the year in which the election is held shall be eligible to vote. In the event that the chairperson of the county shall fail to call such an election meeting within the period specified herein, the state chairperson shall be authorized to call such an election meeting as soon as practicable provided always that the provisions of this section with respect to notice shall be observed.

Section 4 -The fundamental responsibilities of each county shall be to develop the fullest possible membership in the county, to hold regularly scheduled meetings, to encourage Democratic candidates for elective office, to form and maintain an effective campaign organization, to make recommendations for the Party platform, and to promote the general interests of the Democratic party. When three months elapse without a meeting of such county, any members of that county may petition the state chairperson who may thereupon call a meeting of such county subject to the provisions of the constitution relating to ten days written notice.

Section 5 -The administrative committee may, in its discretion, suspend or revoke a charter or take such other action as it may deem appropriate, if it finds that the officers or members of an existing county are clearly failing or refusing to perform the functions for which the county is responsible. No county charter shall be revoked or suspended until and unless the officers of said county shall be given an opportunity to appear at a meeting of the administrative committee.

Section 6 -The County Chairs Association is hereby recognized as the official organization representing the interests of the county units and subunits before the administrative committee. The chairperson and 1st vice-chair of each county unit or authorized subunit shall become a member of the County Chairs Association by virtue of their election and remain so during their tenure in office. The County Chairs Association shall adopt a constitution, subject to and consistent with the State Constitution and approval of the administrative committee. Any changes in the County Chairs Association constitution shall become effective only after approval by the administrative committee. The administrative committee may in its discretion take such action it deems appropriate to assure the County Chairs Association and its officers are functioning in a manner consistent with the County chairs Association constitution and the policies of the Democratic Party of Wisconsin.

ARTICLE VII – Youth Caucus

Section 1 - The College Democrats of Wisconsin is hereby recognized as the official youth organization of Democratic Party of Wisconsin. They shall, in convention, adopt a constitution and By-laws, subject to the state constitution and such constitution and By-laws and amendments thereto must be approved by the state administrative committee. Such constitution and By-laws shall go into effect upon formation of seven duly organized Youth Caucus organizations in Wisconsin, each unit having at least ten members; no more than three of the said seven qualifying units shall be in anyone county.

Section 2 -The College Democrats of Wisconsin shall select one voting member to serve on the administrative committee.

Section 3 - Membership in the College Democrats shall be open to any person otherwise eligible for membership in the State Party, except for age requirements as defined by the constitution of the College Democrats.

Section 4 -The administrative committee may in its discretion take such action it deems appropriate to assure that the College Democrats of Wisconsin and its officers are functioning in a manner consistent with the College Democrat's constitution and By-laws. No such action may be taken by the administrative committee unless the officers or members of the College Democrats affected shall have been given an opportunity to appear at a meeting or the administrative committee.

ARTICLE VIII - Endorsements of Candidates in Primary Elections

The state organization, congressional district organizations, county organizations, the College Democrats of Wisconsin, the youth caucus, and all other subdivisions at any level of the state organization are prohibited from endorsing or supporting any candidate in a Democratic presidential preference election or any partisan primary election which will determine the candidate of the Democratic Party for the ensuing election to office unless the county or local Democratic group or congressional district recommends a certain candidate (or candidates) be endorsed or supported due to unusual circumstances and these circumstances be submitted in writing to the state Administrative Committee in a timely manner for approval of an endorsement and support of a specific candidate (or candidates) for a specific reason and the Administrative Committee approves said recommendation by a two-thirds majority.

ARTICLE IX- Amendments

Section 1 -This constitution shall be amended by the concurrence of two-thirds of a quorum of the registered and accredited delegates at a regularly called state convention of the Democratic Party of Wisconsin; and for the purpose of this provision a quorum shall consist of one-half of the total registered and accredited delegates.

Section 2 -Proposals for amending this constitution shall be submitted in writing by any county unit or authorized sub-division thereof or of any permanent committee of the party to a standing constitution committee through state headquarters at least 90 days before the state convention. This committee, appointed by the state chairperson shall consider such proposals and any others which the committee may itself initiate. Each proposed amendment accompanied by the recommendations of the committee shall be disseminated in writing to all members of the state administrative committee and the chairpersons of each county or authorized subdivision at least 30 days before the convention and shall be presented to the annual convention for adoption or rejection prior to the conduct of elections, and if adopted shall be effective immediately unless otherwise specified. All amendments to the state constitution shall follow this procedure. Appropriate notice of the provisions of this article shall be given to county chairpersons by the state headquarters prior to each convention.

END OF CONSTITUTION

Adopted at the first convention at Green Bay, Wisconsin, November 27, 1949. Amended at the forty-seventh convention at Milwaukee, Wisconsin, June 9, 1995. Amended at the fifty-fourth convention at Madison, Wisconsin, June 7, 2002, and at the fifty-fifth convention at Milwaukee, Wisconsin June 13, 2003. Amended at the fifty-eighth convention at La Crosse, Wisconsin, June 9, 2006.

BY-LAWS OF THE DEMOCRATIC PARTY OF WISCONSIN

ARTICLE I - Administrative Committee

Section 1 - A quorum for administrative committee meetings shall consist of one-half of its total membership at any particular time.

Section 2 - All meetings of the Democratic Party of Wisconsin, the administrative committee and all official party committees, commissions and bodies shall be open to the public with the exception for closed sessions on matters of personnel, campaign and party strategy and finance.

Section 3 - The state chairperson shall appoint an executive committee composed of the elected state party officers, the elected national committee members and two other members of the administrative committee. The function of the executive committee shall be to act in an advisory capacity to the state chairperson in making decisions with which the chairperson has been entrusted by the administrative committee.

Section 4 - Those appointments made by the state chairperson which are subject to the approval of the administrative committee shall serve at the pleasure of the chairperson until removed by a majority vote of the committee or until a successor is appointed, whichever shall occur first.

Section 5 - The time and place of the administrative committee meeting shall be set by the state chairperson unless previously set by the committee itself.

Section 6 - Rules regarding information on members and contributors of the Democratic Party of Wisconsin shall be as follows:

- a. A list of party officers shall be available to anyone on request
- b. Various lists of financial contributors to the Democratic Party of Wisconsin shall be available only to the organization itself. Other lists shall be available to requesters under policies established by the state executive committee within guidelines set by the state administrative committee. Such guidelines shall be on file and available for review at state headquarters.
- c. County, unit and congressional district chairs may receive membership lists of their county, unit, or congressional district free of charge in whatever media form would be most useful.
- d. All incumbent Democratic officeholders and declared Democratic candidates as well as candidates for Democratic Party office at any level, who are members of the Democratic Party of Wisconsin or their designated representative may purchase the appropriate list of Party members, in whatever media form would be most useful, except where a county unit requests that its list be withheld. The procedures for obtaining such lists shall be set by the staff so there is not unreasonable burden on the facilities and personnel in state headquarters and the chance for indiscriminate circulation of the names and addresses is minimized. The lists shall be provided at no expense to the state party and with actual cost to the individual requesting such list. Elected officials and candidates will be required to sign a statement promising, warranting, and covenanting that they will only utilize the list for their political purposes, and will not sell or transfer the list to anyone else.
- e. Candidates for non-partisan office may purchase memberships lists if they have been members of the Democratic Party of Wisconsin for the previous two years (if such membership is not prohibited by law) and were not members of any other political party. List requests must be made through a county, unit, or congressional district chair, except in the instance of statewide non-partisan races in which case requests are to be made directly to the State Chair or Executive Director. Candidates will be required to sign a statement

promising, warranting, and covenanting that they will only utilize the list for their political purposes, and will not sell or transfer the list to anyone else.

f. The Wisconsin voter file which is administered by the Democratic Party of Wisconsin will be made available to all incumbent Democratic Party officeholders, Democratic nominees for public office, Democratic legislative campaign committees and county, local unit, and Congressional District affiliates of the Democratic party of Wisconsin.

All other requests made by individuals, candidates, groups, organizations, or political committees not specified above, must be approved by the State Chair, subject to review by the Executive Committee.

The Wisconsin voter file and other Democratic Party lists access fees will be determined by the Executive Committee.

A list activity report will be kept on file at State Party Headquarters.

Section 7 - The newly elected state officers, district chairpersons and district representatives shall be seated at the first administrative committee meeting after the first state convention following their election. The Milwaukee County chairperson and the College Democrat's representative shall be seated at the first meeting following their election. The national committee members shall become members of the administrative committee at the same time they assume their seats on the Democratic National Committee.

Immediately following each state convention, the state chairperson will conduct a review of the administrative committee's membership to determine if the committee is gender balanced and meets affirmative action and other and other requirements as stipulated by the Democratic Party of Wisconsin or the Democratic National Committee.

The state chairperson will report to the members of the administrative committee at the first meetings following each state convention the following information: number of men on the committee, number of women on the committee, number of African Americans on the committee, number of Hispanics on the committee, number of Asian Pacifics on the committee, number of American Indians on the committee. Based on this report the state chairperson will inform the members of the administrative committee the number in each category in order to fulfill the necessary requirements.

No less than ten (10) days prior to the following administrative committee meeting the state chairperson shall inform the members of the administrative committee of a proposed slate made up of individuals which will meet all the necessary requirements. Such a slate will be reviewed and confirmed or modified by the administrative committee. Nominating or seconding speeches will not be allowed and a simple majority of a quorum of the administrative committee members present will prevail.

The at-large representative will serve a term beginning the day of election until the first administrative committee meeting following the next state convention.

Individuals selected by the Administrative Committee to meet the affirmative action goals should be selected first from those districts that are under represented. Should there be any conflict between Democratic Party of Wisconsin and Democratic National Committee rules, Democratic National Committee rules shall supersede those contained herein.

At-large representative positions are open to any current paid member of the State Party. The State Party through its newsletters, events, and other communications will solicit applications from party membership for the possible positions.

If, for whatever reasons, during the course of the year, the committee becomes substantially out of balance, or if the committee must meet certain requirements, the state chairperson will nominate new members to serve for the duration of the one year term.

Section 8 - Residence for purposes of serving on the administrative committee shall be defined as the place where the person is presently living and intends to continue living continuously for three months or more.

If a question of seating a member on the administrative committee occurs at any time, it shall be settled by a majority vote of the administrative committee.

Only a defeated candidate for party office may challenge any election. Such challenge shall be filed in writing with the state headquarters and a copy sent to the person being challenge, within ten days of the election. The challenge must state the reason therefore and must be made by a defeated candidate who may reasonably expect to replace the person being challenged, if the challenged is upheld. Such challenge must be considered by the administrative committee at its next regular meeting.

In all elections for the administrative committee, the candidate receiving the most votes shall be declared the winner. The provision applies to all state Party officers, district chairpersons and district representatives and national committee members elected in convention.

No member of the administrative committee shall receive any compensation for attendance at administrative committee meetings.

Section 9 - Minutes of all administrative committee meetings shall be distributed no later than 21 days after said meeting to all administrative committee members and all County chairpersons.

Section 10 - The State Chair shall receive compensation equal to the annual base salary of a State Representative plus usual expenses and health insurance. If the Chair chooses not to accept the compensation, or any portion thereof, he/she shall within sixty (60) days, inform the Administrative Committee of this decision and present a plan for the use of said funds.

ARTICLE II - Finances

Section 1 -The state chairperson shall appoint, prior to the expiration of each fiscal year, a budget committee, which shall have the responsibility for preparing a budget for the next fiscal year. The budget as prepared shall then be presented to the administrative committee for the approval at the last meeting prior to the new fiscal year. The budget committee shall be comprised of the state chairperson and the state treasurer and three additional members.

Section 2 - At the end of each Presidential election year, the state chairperson shall engage the services of public accountant to perform an independent audit of the financial records and books of the party. Upon completion of the audit, it shall be presented to the administrative committee. At the end of fiscal years not following a presidential election a three person committee will be appointed by the chair to conduct an internal review. Upon completion of the internal review, it shall be presented to the administrative committee.

Section 3 - The Party shall maintain employee dishonesty coverage as a portion of their general liability insurance.

Section 4 - The state treasurer shall be empowered to invest such excess Party funds as deemed advisable in securities insured by a recognized governmental agency.

Section 5 - Checks drawn upon the funds of the party shall not be valid unless such checks bear two signatures, at least one of them original, of any two of the following: state chairperson, state treasurer, first vice-chairperson, or executive director.

Section 6 - The post-primary debt of any party candidate shall not be assumed unless such debts shall have been duly authorized and approved by the administrative committee prior to the time that such debts are contracted. Under no circumstances shall the party assume debts incurred in a primary election.

Section 7 - The majority responsibility for any recount lies with the candidate and the candidate's committee. The state administrative committee will lend financial assistance where warranted in contests from the state legislative level up under conditions outlined. Counties are to accept financial responsibility for recounts at that level and below in a form they individually determine.

The state chairperson is authorized to appoint a committee of volunteer attorneys who will act as a legal counsel recount committee, which will select its own officers. The committee will be of no predetermined size, and members will serve at the pleasure of the chairperson.

The legal counsel recount committee will provide the state party with an outline summary of recount laws and procedures and will update this information as requested. This information is to be distributed by state headquarters to all party officers from the county and ward level up, and to all Democratic candidates at those levels prior to each general election.

The committee is to further give advice and assistance on a voluntary basis in a recount in whatever form is necessary at all elective levels.

The state chairperson will have authority to authorize payment in recount situations upon determination of need. In the event the chairperson is not available, the first vice-chairperson and one other executive committee officer will act.

The above provisions shall apply to general elections only.

Section 8 - No expenditure shall be reimbursed to party officers or employees without the presentation of itemized vouchers. Such vouchers will be honored only if submitted no later than three months after the expenditure has been incurred. Democratic National Committee members are encouraged to absorb any expenses they can, but reimbursement for attendance at meetings pertaining to official Democratic National Committee business shall be allowed as follows:

- a. Round-trip plane fare (coach), or mileage at the rate established in the annual budget, or a combination of both.
- b. Lodging at the most economical rate offered at the hotel at which the meeting is being held. Such lodging shall be limited to nights required to attend to official Democratic National Committee business.
- c. Any registration fee required to be paid for meeting attendance.

Section 9 - The state administrative committee shall be empowered to set fund-raising quotas for the various local units. It shall also make decisions regarding the state/county division of funds raised.

ARTICLE III -Membership & Dues

Section 1 - Membership dues for the Democratic Party of Wisconsin and the division of said dues between State Party and local Party units shall be set by the administrative committee by September 1 of each year.

Section 2 - The purpose of the statement on residence in the constitution is to define place of residence and not the length of time required to establish residence. Therefore, residence shall be in that county where the person has taken up residence and is presently living. There shall be no minimum period of residence in the state or county required for membership in the Democratic Party of Wisconsin. A County may provide for membership of person living in contiguous counties. Such an arrangement shall be in writing between the chairperson of the two counties, and a copy of the agreement shall be filed with state headquarters. No person shall be a member of more than one county unit.

Section 3 - If a member changes residence from one local unit to another, membership may be transferred to the local unit of the new residence without further payment of dues by applying in writing to the state party headquarters which shall then notify both the new and the old unit of the change. The old unit will retain its share of the membership dues. The change of residency is effective on the date the application is received by the state party headquarters.

ARTICLE IV -Conventions

The state convention is a function of the state organization. Its purpose is to promote Party unity, form the Party platform in election years, to consider state party finances, elect state party officers, and conduct any other appropriate business. The administrative committee shall set the delegate/alternate quotas, date, site, and fees.

Section 1 -CALL TO CONVENTION: The call to convention must be sent to all congressional district, county and unit chairs by state headquarters no less than 90 days prior to the convention and shall include the date, purpose of convention, site, delegate/alternate quotas, registration fees, all cut- off dates, hours of registration, and date, place, starting time of platform and/or resolutions committee meetings, and a notification of any officer or Democratic National Committee elections to be conducted at the convention. The deadline for filing a declaration of intent for officer or Democratic National committee elections shall be 5:00 p.m. 21 calendar days prior to the start of the convention.

SIX MONTHS PRIOR TO THE CONVENTION DATE ALL COUNTY AND DISTRICT CHAIRPERSONS MUST BE SENT A COPY OF ARTICLE IX, AMENDMENTS TO THE STATE CONSTITUTION; AND A COPY OF BY-LAWS, ARTICLE IV, SECTION 5- COMMITTEES.

Section 2 - DELEGATES: To be eligible to serve at the state convention, all delegates or alternates must be currently paid members of the Democratic Party of Wisconsin 14 days before the opening date of the convention. Delegate membership dues must be received at the state party headquarters no later than 5:00 p.m. 14 days prior to the convention. Lists of county delegates must be received at that state party headquarters no later than 21 days prior to the convention.

Only properly certified delegates or alternates may vote. Delegates are certified by being registered as delegates, or by being raised from registered alternate to delegate status.

Unless the administrative committee shall provide otherwise before the Call to Convention is issued, the quota of delegates and alternates shall be based on the following formula:

- a. One delegate for each fifteen, or major fraction thereof, paid members; and
- b. One delegate for every one thousand votes, or major fraction thereof, cast in the county for the Democratic U.S. Senate candidate in the last general election.
- c. Each county chairperson, administrative committee member, U.S. Congressperson, U.S. Senator, State constitutional officer, and state legislator shall be an automatic delegate in addition to the regular delegate quota for a county, and shall have no alternate. All individuals designated as automatic delegates to the state

and district conventions must be currently paid members of the Democratic Party of Wisconsin 14 days before the opening date of the district and state conventions.

The state headquarters shall prepare a quota sheet, a copy to be sent to each county before the district and state conventions, showing the quota for each county. The quota sheet shall show the following: name of county, number of members, number of delegates based on membership, vote for U.S. Senator, number of delegates based on vote for U.S. Senator. A statement should accompany quota lists repeating section 2 a-c above.

Only those memberships received at State Headquarters at least 14 days prior to the opening day of the State Convention shall be counted toward county delegate totals for the State Convention.

Those persons selected to serve as delegates and alternates to the congressional district convention shall serve as delegates and alternates to the state convention.

The delegate and alternate vacancies which may occur between the time of the congressional district convention and the state convention may be filled by anyone of the following methods:

- a. By motion at a duly called meeting, the county membership may authorize the county chairperson and two other people to make necessary changes in the delegate/alternate lists. (At least two of the three would be required to make the changes.)
- b. The county chairperson may call another meeting for the purpose of filling the delegate/alternate vacancies. (Another ten days written notice would have to be sent to all county members and headquarters.)
- c. For those counties having a nominating committee, the nominating committee may be authorized by motion at a duly called meeting to fill the vacancies.

Counties which are divided among two or more Congressional Districts shall have their delegate/alternate quota apportioned among each district based upon County membership in each district. Delegates and alternates representing that portion of the County within each district must reside within that district.

Additions to the delegate/alternate list subsequent to the congressional district conventions due to growth or vacancies shall be filed in time to be received by the state headquarters not less than 21 days prior to the opening of the State Convention.

The method for filling vacancies for delegates and alternates at the State Convention shall be as follows:

- a. The County organization shall pass a motion authorizing the county chairperson and one or two other members to be chosen by the county unit or appointed by the county chairperson, anyone of whom shall make whatever changes are necessary to fill the delegate/alternate lists at the State Convention from their respective congressional districts.
- b. The credentials committee is authorized by the administrative committee to authorize or make changes in any delegate/alternate lists where the County chairperson, or a properly designated person, is not present at the convention. Preferably, the credentials committee should authorize another County officer from said County.
- c. No other person but the properly authorized county person, or the credentials committee as a whole, or a credentials committee member designated by the credentials committee shall make any changes in the delegate/alternate lists.
- d. All delegate/alternate quotas are by county. Only Party members of the county unit whose membership were received at state headquarters at least 21 days prior to the opening day of the State Convention shall be used in filling any vacancies in that county's list.

e. All changes in the delegate/alternate lists must be initialed clearly by the person making the changes.

Along with the call to convention, the following sample authorizations shall be sent to the County chairpersons and the congressional district chairperson:

_____ County authorizes the County chairperson and _____ or _____ to make changes in the delegate/alternate lists at the time of the state convention.

County chairperson or secretary

County authorizes the County chair or _____ or _____, designated by the County chairperson, anyone of whom is authorized to make changes in the delegate/alternate list at the time of the state convention.

County chairperson or secretary

_____, the county chairperson of _____ County appoints _____ or _____ either one of whom is authorized to make changes in the delegate/alternate list at the time of the state convention.

County Chairperson

Registration shall take place Friday and Saturday of the State Convention during hours announced in the call to convention.

Registrar's duties are:

Accept the receipt showing registration fee has been paid.

Check off names in the proper column of the delegate/alternate lists.

Prepare the official credentials.

Hand out the convention folder containing official convention material.

The registrars shall make no changes in the delegate/alternate lists, nor allow anyone but authorized persons to make such changes. If there is any dispute, the credentials committee chairpersons or designated credentials committee person on duty shall be called. If there is an appeal of the decision, the credentials committee chairperson must be called.

There shall be no political signs of any sort, either for party office or for city, county, state or national office displayed in the registration room or on the persons of the registrars or other workers in the registration room.

Only members of the Democratic Party of Wisconsin may challenge a delegate or alternate certified to the congressional district or state convention. The challenges shall be sent in writing to the state headquarters with copies to the challenged person's County unit at least one week before the congressional district or state convention. The challenge shall be in writing and contain the name, address, and County of the challenged

person, and must state the grounds for the challenge. The challenge must contain the signature and address of the challenger.

State headquarters shall forward a challenge to the credentials committee for the congressional district or state convention immediately. The chairperson of the congressional district or state credentials committee shall convene the committee at the least two hours before the congressional district or state convention opens for the purpose of considering relevant statements from the challenger, challenge, or any other member of the Democratic Party of Wisconsin who wishes to make a statement on the challenge. The credentials committee shall make a decision which shall be final unless appealed to the floor.

Section 3- DATE AND SITE:

All conventions shall be held in June unless special action is taken by the administrative committee.

The state headquarters staff shall investigate potential convention sites and the chair shall present his/her recommendations to the administrative committee for action at least 18 months before the convention opens. The sites should take into account the geographic diversity of the state and in no case is the convention to be held in the same county more than once every four years.

Section 4 - FINANCES:

A budget for the convention shall be prepared by state headquarters staff. It shall include projected income and expenses of the convention.

The host county shall assist the state in coordinating with the convention facility as well as with recruiting volunteers for registration and security and shall receive \$1.00 for each delegate, alternate or visitor who registers for the convention.

Section 5- COMMITTEES:

A. A standing platform and resolutions committee shall be composed of three members from each congressional district and one alternate elected at the district conventions. The delegates shall be elected for three-year staggered terms with one delegate elected each year. The alternate shall be elected each year for a one year term. The committee shall ~~select~~ elect its chairperson from its membership for a two year term at its first meeting following the even- year conventions. In addition, up to three state representatives and two alternates elected from the Democratic Assembly Caucus, one state senator and two alternates elected from the Democratic Senate Caucus, and one representative selected by the Democratic members of the Wisconsin delegation to the U.S. House of Representatives and the U.S. Senate, one representative of the highest elected Democratic State Constitutional Officer, and a representative selected by the College Democrats may participate as voting members of the platform and resolutions committee but shall not be counted for quorum purposes. In the event of a vacancy of one of the elected members, the Congressional District executive committee shall appoint a replacement to serve until the next District Convention at which time a representative to the platform and resolutions committee shall be elected to complete the term of the vacated seat. A member of the platform and resolutions committee is deemed to have resigned if he or she misses two consecutive meetings of the committee without prior notice to its chairperson or secretary or misses three consecutive meetings of the committee with or without such notice. This committee shall promptly notify District executive committees of these vacancies and all other vacancies of which it may be aware. A quorum for platform and resolutions committee meetings shall consist of one-half of its total membership. No member of the platform and resolutions committee may be represented by proxy other than the duly elected District alternate.

It shall be the duty of the platform and resolutions committee to write and revise the state platform and to manage resolutions before the annual convention.

The platform shall be presented to the annual convention in even numbered years. When no revisions arise from the platform and resolutions committee, the District Conventions, or from the convention floor, a vote shall be taken to reaffirm the platform as written.

The platform and resolutions committee shall hold hearings and consult with any person or groups necessary to write a platform. This platform shall communicate a positive expression of those principles and policies which provide the foundation for the political program of the Democratic Party of Wisconsin. The platform itself shall be no more than 2500 words in length.

The platform and resolutions committee shall present an initial draft of the platform or revisions thereof to the administrative committee by January 15th of even numbered years, or fifteen (15) days prior to the first administrative committee meeting after February 1, whichever is later. Upon review of the initial draft, the administrative committee shall make such recommendations as it deems appropriate and return it to the platform and resolutions committee within forty- five (45) days for its second draft. The second draft of the platform shall be submitted to each member of the administrative committee, each county chairperson, each Democratic State Legislator, each Democratic U.S. Congressperson and Senator from Wisconsin, each Democratic statewide elected official, and to each District Convention, no later than March 15th of even numbered years.

Recommendations for changes to the second draft of the platform shall be made at the District Conventions and submitted in writing to the platform and resolutions committee in care of state headquarters no later than two days after the last Congressional District convention of even numbered years. The platform and resolutions committee shall then prepare a final draft of the platform to be included in each convention packet for consideration at the convention. Adoption of the entire platform as drafted by the platform and resolutions committee shall take a majority vote of those delegates present and voting at the convention. A sixty percent (60%) vote of those delegates present and voting is required to amend the platform from the convention floor.

The platform and resolutions committee shall be responsible for any resolutions to be presented for adoption at the annual convention. Resolutions may be considered annually. Resolutions must be reasonable in length, but no more than one hundred (100) words in length; must be a standardized format, that is each resolution must start with a paragraph beginning "Whereas," and end with a paragraph "Resolved," with each line being numbered; and must derive from the following procedure:

Each must be passed by the county unit. Each such unit may submit no more than ten (10) resolutions and shall forward them to the District Chairperson at least ten days prior to the District Convention.

The Congressional District Convention shall consider all resolutions submitted and shall adopt and forward no more than ten (10) to the platform and resolutions committee in care of state headquarters no later than two (2) days after the last Congressional District Convention.

The platform and resolutions committee shall consolidate and edit the District resolutions and shall submit them to the annual convention for adoption.

The annual convention may adopt additional resolutions from the floor after review by the Platform and Resolutions Committee and debate and voting has occurred on the above resolutions. Except in exceptional circumstances, such resolutions shall address relevant timely issues and shall not have been considered and not included in the 10 resolutions forwarded by the Congressional District convention. Such resolutions shall be in writing with a minimum of fifty (50) copies available to the delegates on the floor. Resolutions from the floor must also be in the standardized format noted above, and must be presented to the chairperson of the Platform and Resolutions committee a minimum of three hours prior to the start of the ~~floor debate on resolutions at any session of the~~ convention. The Platform and Resolutions Committee shall meet a minimum of two hours before

the convention convenes to review all proposed floor resolutions. They shall reject those that do not meet the above criteria. They may make a recommendation for approval or rejection of floor resolutions.

Any resolutions not acted upon at the State Convention shall be directed to the Platform and Resolutions Committee for review and recommendations to be made within 60 days. These shall be presented to the Administrative Committee for final action at its next meeting.

Every resolution adopted by or on behalf of a state party convention expires as may be specified in the resolution but not later than the call-to-order of the annual convention in the fourth year after the state party convention by or on behalf of which the resolution was adopted.

B. A rules committee composed of one representative from each Congressional District, and chairperson(s), shall be appointed no less than sixty (60) days prior to the annual convention by the state chairperson with the approval of the administrative committee. It shall be the responsibility of the rules committee to draft and submit to state headquarters the annual convention rules at least twenty-one (21) days prior to the convention.

C. A credentials committee composed of one representative from each Congressional District, and chairperson(s), shall be appointed no less than thirty (30) days prior to the annual convention by the state chairperson with the approval of the administrative committee.

The role of the credentials committee shall be as follows:

1. The credentials committee shall meet no less than two hours before registration opens. Any congressional district not represented waives the right to challenge decisions made at this meeting. The state organization shall hand over the complete delegate/alternate lists for the state to the chairperson(s) of the credentials committee at that time.

2. The credentials committee shall check the delegate/alternate lists to see they are not over quotas and shall approve them. If the list is over its quota of delegates, the credentials committee at its discretion may register delegates until the quota is full or until a properly designated person arrives to correct the list or make other necessary decisions in regard to registration. Registration cannot open until the credentials committee has passed on the delegate/alternate lists and turned them over to the registrars with instructions as to the registrar's duties.

3. The credentials committee is in full charge of the delegate/alternate lists and the chairperson(s), or someone authorized by the chairperson(s), shall pick up the lists promptly when registration closes Friday evening; return them to the registrars fifteen minutes before opening Saturday morning; and collect them and turn them over in good order to the chairperson of the election commission at the permanent closing of registration on Saturday.

D. An elections commission shall serve as stated in the constitution. The duties of the elections commission are to conduct elections, ensure that all ballots are properly handled, and report the results of the election to the state chairperson. Any questions of eligibility for party office must be referred to the administrative committee when the report is presented. The elections commission shall consist of five members serving for five-year staggered terms with one member appointed or reappointed each year by the state chairperson, and approved by the administrative committee. In the case of a vacancy, a member shall be appointed to fill the unexpired term. The elections commission shall submit the procedures for conducting elections to the state headquarters at least 21 days before the annual convention. Elections include any convention vote which requires a written ballot.

Section 6 - CONVENTION QUORUM: A quorum for conducting business at a state or congressional district convention shall be 25% of the total registered and accredited delegates.

ARTICLE V- Congressional District Convention

The congressional district executive committee shall set the time and place of the congressional district convention and shall see that sixty day's written notice thereof is sent to the chairpersons of each county unit or authorized subdivision in the congressional district.

Section 1 - CALL TO CONVENTION: The call to convention must be sent by the congressional district chairperson no less than sixty days prior to the convention and shall include date, purpose of the convention, site, delegate quotas, registration fees (if any), cut-off dates, and any other appropriate information.

Section 2- DATE: The congressional district convention must be held not less than 21 days, but not more than 90 days prior to the annual state democratic convention.

Section 3 - SITE: The congressional district conventions must be held within congressional district boundaries unless the congressional district constitution shall provide otherwise.

Section 4 - DELEGATES AND ALTERNATES:

Only currently paid members shall be eligible to serve as delegates and alternates.

Only properly registered delegates may vote. The state headquarters shall send to each district chairperson a copy of the final county delegate list for the counties in the congressional district to be used to check off the delegates and alternates as they register. For Milwaukee County, see Democratic Constitution, Article V, Section 2.

Unless the administrative committee provides differently, delegates and alternates shall be chosen as in Article IV, Section 2 of the by-laws.

The cut-off date for memberships to be in state headquarters to be counted toward the county quotas for the congressional district convention shall be fourteen days prior to the date of the congressional district convention.

Notice of meetings to select delegates and alternates shall be given to members and state headquarters as provided in constitution, Article V, Section 2.

Delegates and alternates to congressional district conventions shall be selected on a fair and equitable basis of representation within quotas set by the administrative committee in accordance with the state constitution. However, where part of a county with one or more congressional districts shares a district with another county, the single county follows the same rules as other counties; that is, the county chairperson is in charge of the delegates and alternates of the county and fills vacancies in the same manner as for all other counties except Milwaukee.

A credentials committee shall be appointed by each congressional district chairperson at least thirty days before the congressional district convention. It shall consist of one member from each county in the congressional district. A chairperson or co-chairperson shall be designated at the time the committee is appointed. If a congressional district chairperson neglects to appoint a credentials committee thirty days before the convention, within one week, the state chairperson shall make the necessary appointments. State headquarters shall be notified in writing of the appointments. Congressional district credentials committee shall meet at least one hour before the congressional district convention opens to check delegate/alternate lists and consider any challenges presented to it.

ARTICLE VI -County

Section 1 - Adoption of a county constitution shall take place only after two successive readings at either regular County meetings or meetings especially called, with appropriate written notice being sent to all members. Adoption shall be by majority vote. Amendments to such constitutions shall require two readings and the affirmative vote of two-thirds of the members present at the meeting called for that purpose. Notice of the meeting shall follow the same requirements as an election meeting. All county constitutions, by-laws and amendments thereto must be sent to state headquarters for approval, by the administrative committee before becoming effective.

Section 2 - Notices of election meetings shall be in written form and post marked no later than ten days before the scheduled meeting. A county constitution may provide for a cut-off date not to exceed five days prior to the election for paying memberships in order to vote at an election. Otherwise, memberships may be sold until the time of the meeting, but sales must cease at the previously announced time of the meeting, except to those waiting in line at the time to buy a membership. Arrangements should be made and sufficient personnel appointed to sell memberships at the meeting until the cut-off time. One person representing each candidate may be appointed by the presiding officer to stand at the end of the line at the cut-off time to assure compliance. All memberships must be turned in to the secretary when the meeting begins and shall be used as a registration list for the election. A person's legal or voting residence shall be used to determine eligibility for voting membership in the county.

Section 3 - Persons may be nominated from the floor or by a nominating committee. Nomination must have prior consent of the nominee. Failure to obtain prior consent shall invalidate the election of a person so nominated. Nominations may be re-opened any time by a majority vote.

Section 4 - If there is more than one candidate for an office, the secretary shall prepare ballots, and election shall be by secret ballot. Votes shall be tallied by a committee including one representative chosen by each candidate for the office in question.

Section 5 - Election of a County party officer shall require a majority of those present and voting. Such officer must be a paid party member prior to election.

Section 6 - In case of dispute, objections raised or appealed to the administrative committee must be properly made at the meeting at which the violation occurs; and a written protest must be submitted to the administrative committee within ten days of the election.

Section 7 - Members shall be given written notice of meetings; the advance notice necessary shall be set by a majority vote unless included in the county constitution. The meeting time shall be set by majority vote unless discretion is granted to the County chairperson by the same vote. If no action has been taken by the members to set a time for notice, ten days written notice shall be given.

Section 8 - Regularly scheduled meetings for which notice has been sent shall not be canceled arbitrarily by the chairperson without consent of the executive committee.

Section 9 - Robert's Rules of Order shall be used unless other rules have been adopted by a majority vote. Questions shall be decided by voice vote, show of hands, division of the house, or secret ballot. Anyone of these may be demanded by a member. New business shall be in order at every business meeting.

Section 10 - Vacancies shall be filled by the executive committee unless otherwise provided for.

ARTICLE VII -Committees

Section 1 - The County chairperson and/or the executive committee of a County shall have the power to create committees for specific purposes unless otherwise stated in the County constitution, whose chairperson shall be appointed by the local County chairperson with the approval of the executive committee. Such committee

chairperson may be a voting member of the executive committee of the County which shall serve to approve the committee activities.

Section 2 -All expenses for all committees must be approved and paid for by the county organization. Any funds raised by a committee must be turned in to the treasury.

ARTICLE VIII -Open Participation

Section 1 - All public meetings at all levels of the Democratic Party are open to all members of the Democratic Party of Wisconsin regardless of race, color, creed, sex, national origin, or economical status.

Section 2 - No test of membership in, or any oaths of loyalty to, the Democratic Party of Wisconsin shall be required or used that has the effect or requiring prospective or current members of the Democratic Party of Wisconsin to acquiesce in, condone, or support discrimination on the grounds of race, creed, sex, color, national origin, or economical status.

Section 3 - The time and place for all meetings of the Democratic Party of Wisconsin on all levels shall be publicized fully and in such manner as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all Party members and large enough to accommodate all interested persons.

Section 4 - The Democratic Party on all levels shall support the broadest possible voter registration without discrimination on grounds of race, color, creed, sex, national origin, or economic status.

Section 5 - The Democratic Party of Wisconsin shall publicize fully and in such 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 shall be done in such fashion that all prospective and current members of the 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.

Section 6 - The Democratic Party of Wisconsin will publicize fully and in such manner as to assure notice to all interested parties a complete description of the legal and practical qualification for all officers and representatives of the state Democratic Party. Such publication shall be done in a timely fashion that all prospective candidates or applicants for any elected or appointed position within the state will have full and adequate opportunity to compete for office.

Section 7 - It shall be the duty of the state chairperson and all other Party officers at every level by affirmative steps to encourage young people, women, and minority groups to seek election as delegates to Party conventions and as members of the Party in reasonable relationship to their presence in the state.

Section 8 - In the selection of delegates to any convention or members of any committee of the Democratic Party at any level within the state, there shall be insofar as possible equal representation of the sexes. A good faith effort shall be made to ensure that no more than 60% of the delegates to any convention or members of any committee of the Democratic Party be of the same sex.

ARTICLE IX -National Convention Delegates

National Convention delegates shall be selected in accordance with the rules of the Democratic National Committee and the Democratic Party of Wisconsin.

ARTICLE X- Congressional District & County Constitutions

All Congressional District and County constitutions and by-laws and amendments thereto shall be submitted in writing to the standing constitution committee through state headquarters. As soon as possible thereafter, the

standing constitution committee shall present, with its recommendations for said constitutions, by-laws and amendments thereto, to the administrative committee for action.

ARTICLE XI- County Chairs Association

Section 1 - Adoption of the County Chairs Association (CCA) constitution shall take place only upon 2/3 vote of the members present and voting at duly convened meeting, with prior appropriate written notice having been sent to all members. A quorum for all meetings shall be 1/5 the total membership. Amendments to the CCA constitution shall also require a 2/3 vote for adoption.

Section 2 - Notices for all meetings shall be in writing and sent to all members postmarked not later than ten days prior to the scheduled meeting. No member of the CCA may be represented by proxy.

Section 3 - Officers of the CCA shall include as a minimum, a Chairperson, Vice-Chair, and Secretary/Treasurer. Election shall be by majority vote. In cases of an election dispute, objections raised or appealed to the administrative committee must have first been properly raised at the meeting at which the dispute arose and a written protest must have been submitted to the administrative committee within 15 days of the election.

Section 4 - Vacancies in the CCA offices shall be filled by vote of the executive committee of the CCA, with the exception of the Chair who shall be replaced by the Vice-Chair. In the event that an officer is no longer a member of the CCA by virtue of no longer being a county unit/subunit chair or 1st vice-chair, such CCA office shall be deemed vacated.

Section 5 - The CCA shall meet at least twice a year once of which shall be at the annual state convention, to conduct such business as will advance the financial, organizational, and political goals of the county unit/subunit parties. The CCA Chair shall represent the interest of CCA membership on the administrative committee.

ARTICLE XII – Caucuses

Section 1 – Caucuses representing traditionally underrepresented people may be formed. Caucuses shall be responsible for developing membership among their designated group, developing programming to increase Democratic participation, and presenting resolutions to the Resolutions Committee of issues of concern to the group. Prior to formation the Administrative Committee must approve the group as traditionally underrepresented.

Section 2 – Upon attainment of at least 50 members, the caucus may, in convention, adopt a constitution and by-laws, subject to the State Party constitution. Such constitution and by-laws and amendments thereto must be considered by the Constitution and Bylaws Committee with a recommendation to the Administrative Committee.

Section 3 – Upon meeting the criteria identified in Section 2, a Caucus shall select one member to serve as a non-voting member of the Administrative Committee of the Democratic Party of Wisconsin. Caucus representatives shall not be included in determination of quorum for Administrative Committee meetings.

Section 4 – The Administrative Committee, may in its discretion take such action it deems appropriate to assure the caucus and its officers are functioning in a manner consistent with the Caucus constitution and the policies of the Party.