



Johnson County Democratic Party Nominating Convention Booklet

Clear Creek Amana High School

551 W. Marengo Rd., Tiffin IA, 52340

commencing at **6:00 P.M.**, on **Tuesday, November 20, 2018.**

Official Registration will begin at **5:30 P.M.** and will close at **6:15 P.M.**

**Please PRINT and BRING THIS BOOKLET WITH YOU TO THE
CONVENTION.**

If you are having trouble printing the booklet,
please call 319-337-8683 (337-VOTE).

(Page left intentionally Blank)

TABLE OF CONTENTS

	Page
Convention Call	4
Registration and Convening	4
Proportional Representation	4
Donations	4
Arrangements Committee Report and General Information	5
Arrangements Committee Members	6
Report of the Credentials Committee	7
General Information	7
Delegate Registration Procedure	8
Alternate Registration Procedure	8
Committee Members	9
Report of the Rules and Nominations Committee	10
Committee Members	10
Nominations	11
Order of Business	12
Proposed Rules	13
Delegate Selection Procedure	15
Acknowledgements	22
Appendix A	23
Request for Accommodation Form	23
Appendix B	24
Robert's Rules of Order Summary	24

(Page left intentionally Blank)

**CONVENTION CALL TO JOHNSON COUNTY
DEMOCRATIC PARTY NOMINATING CONVENTION**

Clear Creek Amana High School

551 W. Marengo Rd., Tiffin IA, 52340

commencing at **6:00 P.M.**, on **Tuesday, November 20, 2018.**

Official Registration will begin at **5:30 P.M.** and will close at **6:15 P.M.**

The convention will convene at 6 p.m., for these purposes:

Elect a Democratic nominee for the Johnson County Board of Supervisors special election.

Proportional Representation

All conventions of the Iowa Democratic Party shall assure that they include women, men, various age groups, and economic groups in reasonable relationship to the proportions to which these groups are found in the community they represent.

Donations and Food

Donations are always appreciated from any Democrat at any time. However, no delegate's right to participate and vote shall be denied for inability to donate. No food will be provided; however, you may bring your own food or drink into the Convention space, which is the CCA Cafeteria.

Arrangements Report and General Information

The Arrangements Committee requests assistance with setup and cleanup of the Convention. We would like to maintain a positive relationship with the School District, so we ask that you be courteous and help clean up after yourself and others.

Parking:

Parking is located in front of Clear Creek Amana High School, with plenty of accessible parking spaces. Please be considerate to those less abled, by parking further away. If you require assistance with parking, please contact a JCDems volunteer.

Food:

No food will be provided; however, you may bring your own food into the Convention space, which is the CCA Cafeteria. Please be courteous and dispose of your items and help maintain a clean area.

Signs and Tables:

Sign Limitations:

- Signs outside the building will be limited to official Convention signs only.
- Signs will be permitted in the Convention space, but must not be hung. They may be held by Candidates and supporters.

Table/flyer limitations for Candidates:

- There will be no tabling at this convention
- Flyers may be distributed beginning at 5:30 p.m.

Accessibility:

Both the auditorium and commons area (lunch) are fully ADA compliant. Handicap parking is available in the main parking lot, and, there is a drop off area in front of the High school for direct access for those who need to use it (Dropping off only). All bathrooms are fully accessible and ADA compliant.

Smoking:

Per state law, smoking is not permitted in any public space in the school; this includes the parking lot.

Accommodations:

If attendee requires accommodations, please contact Leah Jesse, Arrangements Chair, leahhoogjesse@gmail.com , or call 319-337-VOTE. Please use the attached accommodation form (Appendix).

2018 Arrangements Committee Members

- Loren Brumm
- Margaret Brumm
- Danielle Benford
- Paul Deaton
- Eileen Fisher
- R. Scott Finlayson
- Janna Lawrence
- Connie Lee McCall
- Lenda Zelinskas

- Leah Jesse, Chair

CREDENTIALS COMMITTEE REPORT

2018 JOHNSON COUNTY DEMOCRATIC NOMINATING CONVENTION

1. The registration period for both delegates and alternates is from **one half hour before** the start of the convention until **15 minutes after** the scheduled start of the convention. All delegates and alternates must register during this time period.
2. Delegates who are unable to attend the convention may arrange for a replacement by selecting an alternated that was elected at the precinct caucus and certified by the Credentials Committee. First consideration should be given to alternates from the same precinct as the delegate they are replacing. The delegate assignment form, which was included with the convention call, must be completed and signed by both the delegate and the alternate. The alternate must present this signed delegate assignment form to the Credentials Committee, before being allowed to register at the convention as a delegate.
3. Following the Delegate registration period the Credentials Committee will seat alternates in unfilled delegate seats in same order in which they registered at the convention (first registered, first seated).

4. The seating of alternates selected using the method described in Step 3 of this report will commence immediately following the registration period described in Step 1 of this report.

DELEGATE REGISTRATION PROCEDURE

1. Registration will begin **one half hour before** the scheduled start of the convention and continue until **15 minutes after** the scheduled start of the convention.
2. Delegates may go to any open Credentials station. The Delegate will be assigned a Delegate Number and receive their Credentials packet.
3. The Credentials packet will contain a delegate name badge and ballots.

ALTERNATE REGISTRATION PROCEDURE

1. Alternate registration will begin **one half hour before** the scheduled start of the convention and continue until **15 minutes after** the scheduled start of the convention.
2. One registration table will be marked as alternate registration. Alternates should proceed to this table when directed by a Credentials Committee Member.
3. Following verification Alternates will be allowed to sign the Alternate Master List. This is the order in which Alternates will be seated in open Delegate seats.

4. Upon the completion of Delegate registration, the Credentials Committee Chairman will inform the convention that alternates are now being seated in open delegate seats. **To be considered for seating as delegate, alternates must return to the registration area at this time.**

6. A Credentials Committee Member will direct each alternate seated as a delegate to the correct registration table to receive their credentials.

2018 CREDENTIALS COMMITTEE MEMBERS

Alex Anderson

Joyce Bernardy

Kendra Bogert-Baird

Martha Ann Crawford

Jan Dallas

Meghann Foster

Margery Jensen

Kiran Patel

Vicki Siefers

Scott Smith

Karla Smith

Hunter Staszak-Donnel

Nan Trefz

John Deeth – Co-Chair

Tom Larkin – Co-Chair

Johnson County Democrats 2018 Nominating Convention

Rules and Nominations Committee Report

The Rules and Nominations Committee offers the following rules, and nominations of officers, for the 2018 Johnson County Democrats Nominating Convention.

Respectfully submitted,

Ed Cranston and Mika Covington, Co-Chairs

And the members of the rules and nominations committee:

Sue Biederman

Angela Briggs

Sue Bryant

Linda Champion

Margaret Cretzmeyer

Tony Currin

Sam English

Shawn Harmsen

Melva Hughes

Mike Jesse

Jennifer Patel

Kate Revaux

Maya Sheybani

Ellie Zupancic

The Rules and Nominations Committee nominates the following people as officers for the 2018 Johnson County Democrats Nominating Convention:

Chair – Janet Lyness

Parliamentarian(s) – Tom Larkin and Mike Jesse

Secretary – Shawn Harmsen

Timekeeper – Margaret Cretzmeyer

Sergeant-at-Arms – Lonny Pulkrabek

Order of Business

1. Call to order
2. Adopt the Credentials Report
3. Adopt Rules
4. Elect a Chair and officers as necessary
5. Nomination of the Democratic Candidate for Johnson County Board of Supervisors Special Election
6. Election of the Nominee for Johnson County Board of Supervisors Special Election
7. Ratify the election
8. Adjourn

To be nominated for the election of the Party nominee for Johnson County Board of Supervisors, a form will be available at the Rules and Nominations Committee Table. Nominations will be accepted from the floor; however, the form must be filled out. This form will ensure that your name appears on the ballot for your election and aid in ballot preparation.

Johnson County Democratic Nominating Convention Report of Rules and Nominations Committee 2018

Article I. Opening Activities

1. The Convention shall be called to order no later than fifteen (15) minutes after the time announced in the official call. If the Chair(s) does not call the Convention to order within this time limit, any delegate may call the Convention to order.
2. An official Timekeeper shall be appointed by the Chair(s), prior to the introduction of the first speaker, to assist the Chair(s) in enforcing the time limits on speakers. Time limits shall be strictly enforced. Any delegate may call upon the Chair(s) to enforce the time limit.
3. Elected Democratic officials within Johnson County shall be introduced and allowed to address the Convention for no more than four (4) minutes.

Article II. Committee Reports

1. Credentials Committee: In the event of a delegate challenge, the Committee on Credentials shall include in its report the name of the delegate or alternate who it believes is entitled to participate in the Convention. The Committee on Credentials shall report on each challenge in the alphanumeric order by the precinct in which the challenged delegates or alternates reside.
2. Rules and Nominations Committee: The nomination process shall be in accordance with the approved procedures by the Iowa Democratic Party Constitution and Bylaws and the supplementary recommendations of the Rules and Nominations Committee as adopted by the Convention. Business or reports

from the Rules and Nominations Committee shall have preference over other items of business.

3. Platform Committee: There is no platform report because this Nominating Convention's sole purpose is to nominate the party candidate for the special election of Johnson County Board of Supervisors.
4. Minority reports of a committee shall not be considered by the Convention unless adopted by at least ten percent (10%) of the members of that committee present and voting at a committee meeting. The minority shall provide the Convention Chair(s) with a written copy of their report, signed by the members of the minority, before or concurrent with the report of the committee to the convention.

Article III. Registration

1. 5. The registration period for both delegates and alternates is from one-half hour before the start of the convention until 15 minutes after the scheduled start of the convention. All delegates and alternates must register during this time period.
2. Delegates who are unable to attend the convention shall arrange for a replacement by selecting an alternate that was elected at the precinct caucus and certified by the Credentials Committee. The first consideration should be given to alternates from the same precinct as the delegate they are replacing. The delegate assignment form, which was included with the convention call, must be completed and signed by both the delegate and the alternate.
3. Following the delegate registration period, the Credentials Committee shall seat alternates in unfilled delegate seats in the same order in which they registered at the convention (first registered, first seated).

4. Delegate registration procedure:

- a. Registration will begin one-half hour before the scheduled start of the convention and continue until 15 minutes after the scheduled start of the convention.
- b. The delegate will be assigned a delegate number and receive their credentials packet.
- c. The credentials packet shall contain a delegate name badge and four (4) ballots.

5. Alternate registration procedure:

- a. Alternate registration will begin one-half hour before the scheduled start of the convention and continue until 15 minutes after the scheduled start of the convention.
- b. One registration table shall be marked as alternate registration. Alternates should proceed to this table when directed by a credentials committee member.
- c. Following verification alternates will be allowed to sign the alternate mast list. This is the order in which alternates will be seated in open delegate seats.
- d. Upon the completion of delegate registration, the credentials committee chair shall inform the convention that alternates will now be seated in open delegate seats. To be considered for seating as a delegate, alternates must return to the registration area at this time.
- e. A credentials committee member shall direct each alternate seated as a delegate to the correct registration table to receive their credentials.

Article IV. Special Orders of Business

1. It shall be in order at any time for the Committee on Rules and Nominations to report to the Convention a resolution providing a Special Order of Business for the consideration of any matter for which provision is not made by these rules.

Article V. Powers and Duties of the Chair(s)

1. It shall be the responsibility of the Chair(s) to conduct and expedite the business of the Convention and to preserve order and decorum in its proceedings.
2. The Chair(s) may:
 - a. Appoint additional officers, to assist in conducting the business of the Convention, giving reasonable consideration to affirmative action and minority representation;
 - b. Appoint any seated delegate to temporarily perform the duties of the Chair(s);
 - c. Control the timing, agenda, and debate of the convention;
 - d. Take such lawful action as may be necessary and appropriate to preserve order throughout the Convention hall.

Article VI. Voting

Except as otherwise required, voting shall be by voice vote and, in case of doubt, a standing division of the house, or ballot vote. If there is doubt from a vote by standing division, it shall be resolved by a recorded ballot with an explicit count. It shall be out of order to ask for a voting method in any other manner than prescribed by these rules.

1. Voice vote: with the Convention Chair(s) ruling on which side prevails, or indicating doubt, as the case may be.

2. Division of the house: without explicit count. The Convention Chair(s) and up to two Convention Chair-appointed assistants shall independently indicate their estimates of which side prevails, or does not, as the case may be. The Convention Chair(s) shall rule that a given view of the vote prevails if two out of the three are agreed on that view.
3. A recorded ballot with explicit count: Delegates will cast a ballot as directed by the Rules and Nominations Committee Chair or their designee. Each vote cast shall be counted, either by hand or electronically, by the Rules and Nominations Committee.
4. Voting Assistants shall be made available for those delegates who are unable to use the provided ballots or electronic voting device or who are unable to indicate their preference using the method provided during a division of the house vote.
5. It shall be out of order to call for a recorded ballot with explicit count until after the ruling of the Convention Chair(s) on a division of the house vote.
6. No secret, proxy, or absentee voting is permitted. (IDP Constitution XII.2 and XII.3)

Article VII. Appeals

1. The Chair(s) shall decide all questions of order, subject to an appeal by any seated delegate. Appeals may be debated for no more than two (2) minutes, to be equally divided between the delegate appealing and a delegate in favor of sustaining the ruling of the Chair(s). Before the question is put on any appeal, the Chair(s) shall be entitled to briefly state the reasons for its ruling. Upon completion of debate, the convention shall decide by majority vote of the delegates present and voting whether to sustain or overrule the decision of the Chair(s).

2. An appeal shall not be in order:
 - a. During another appeal;
 - b. To challenge decisions of recognition;
 - c. During a ballot; or
 - d. On a question on which an appeal has been denied.

Article VIII. Motion to Suspend the Rules

1. The Chair(s) may entertain a motion to suspend the rules for a stated purpose. If seconded, debate shall be allowed for no more than two (2) minutes, to be equally divided between those in favor and those opposed, with no more than one (1) minute allowed per speaker.
2. The Chair shall recognize the Rule and Nominations Committee chair, or their designees, before any debate or vote to present a recommendation to the convention on the motion.
3. Passage of a motion to suspend the rules shall require an affirmative standing vote of two-thirds (2/3) of the seated delegates present.

Article IX. Motions

1. Any delegate may offer a non-procedural motion or resolution to the Convention if it is legible, signed by at least five (5) delegates, and submitted to the Chair(s) before motion introduction.
2. Amendments to motions and resolutions may be offered from the floor by any delegate. Amendments may be offered orally but shall be subsequently submitted to the Chair(s) in writing prior to voting on said amendment.
3. No motion, resolution, or amendment thereto shall be considered by the Convention until seconded from the floor.
4. No motion, resolution, or amendment thereto shall be considered by the Convention if inconsistent with, or repugnant

to, a motion or resolution previously adopted, unless the prior motion or resolution has been either rescinded or reconsidered and rejected.

5. A motion to recess shall be in order at any time, except when the question has been called or during a vote in progress and shall be decided without debate. The Chair(s) shall not entertain a motion to recess when it closely follows another such motion if, in the opinion of the Chair(s), the motion is dilatory.
6. A motion to recess shall be for a period of no more than fifteen minutes.
7. A motion to adjourn shall not be in order until the convention has completed all duties imposed by law or by the rules of the Iowa Democratic Party.

Article X. Debate

1. Initial debate on any question, except as otherwise provided by these rules, shall be limited to eight (8) minutes, with proponents and opponents alternating in speeches that shall not exceed two (2) minutes each.
2. At the end of the initial debate time, the Convention may extend, by a majority vote of the seated delegates, the debate for a period not to exceed six (6) additional minutes.
3. Debate may be closed before the expiration of the allotted time with the approval, of two thirds (2/3) majority of the delegates present.
4. A motion to suspend the rules, or to appeal the decision of the Chair(s), for the purpose of extending debate shall not be in order.
5. On motions relating to debate time, the ruling of the Chair(s) shall be final.

Article XI. Rules Governing Selection of Nominee

1. To be nominated for the election of the Party nominee for Johnson County Board of Supervisors, a form will be available at the Rules and Nominations Committee Table. Nominations will be accepted from the floor; however, the form must be filled out. This form will ensure that your name appears on the ballot for your election and aid in ballot preparation.
2. Each nominee will be given an opportunity to decline.
3. Each candidate or their designee will be allowed up to three (3) minutes to address the Convention and an additional three (3) minutes for Q&A.
4. The candidates shall be listed by last name and numbered and projected onto a screen in the front of the convention hall.
5. Each delegate shall vote, using the designated method, as directed by the Chair of the Rules and Nominations Committee or their designee.
6. To be selected as the Johnson County Democratic Party nominee to fill the vacancy on the Johnson County Board of Supervisors, a candidate must receive support from at least a majority of the delegates present and voting.
7. If no candidate receives a majority of the votes cast, the lowest vote-getter will be removed from contention and another vote taken. This will continue until one candidate receives a majority of the votes cast. If more than one candidate ties for the lowest vote all of these candidates will be removed from contention

Article XI.Quorum

1. The Chair(s) of the credentials committee shall announce that a quorum exists for the purpose of conducting business when at least fifteen (15) percent of the elected delegates have been seated.
2. No motion or point of order questioning a quorum shall be in order following the final credentials report.

Article XII.Rules of Order

1. These rules shall be interpreted so as to be consistent with the Charter of the Democratic Party of the United States, the Constitution of the Iowa Democratic Party, the approved Delegate Selection Procedure, the report of the County Rules and Nominations Committee, and applicable state and federal laws.
2. Any point of order not covered by these rules shall be determined by reference to the most recent edition of Robert's Rules of Order Newly Revised.

Thanks to all of the Democrats who were elected delegates and alternates for being the grassroots activists who make our county party such a success.

A special thank you to the committee co-chairs and the committee members for donating their time and their efforts to the planning and holding of this convention.

REQUEST FOR ACCOMMODATION FORM

Iowa Democrats strive to make all of our events and meetings accessible to all who wish to attend. Reasonable requests will be fulfilled as outlined in the Americans with Disabilities Act, as amended.

To provide necessary accommodations please complete the form below and send to:

Leah Jesse, Arrangements Chair, leahhoogjesse@gmail.com,
or call 319-337-VOTE(8683)

Name: _____

Address: _____

City: _____ ZIP Code: _____

Phone: _____

E-Mail: _____

Requested Accommodation(s):

Robert's Rules of Order Summary

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTER RUPT ?	2N D?	DEBATE ?	AMEND?	VOTE?
§2 1	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§2 0	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§1 9	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§1 8	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§1 7	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority

§1 6	Close debate	I move the previous question	No	Yes	No	No	2/3
§1 5	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§1 4	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§1 3	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§1 2	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§1 1	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§1 0	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Robert's Rules of Order Summary (Cont.)

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND ?	DEBATE?	AMENDED?	VOTE?
§2 3	Enforce rules	Point of Order	Yes	No	No	No	None
§2 4	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§2 5	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§2 6	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§2 7	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§2 9	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§3 3	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§3 3	Request for information	Point of information	Yes	No	No	No	None

Part 2, Motions That Bring a Question Again Before the Assembly.
 No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INT ER RU PT ?	2ND?	DEBATE?	AMEN D?	VOTE?
§3 4	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§3 5	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§3 7	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

