Official Call to Convention

June 2-3, 2017
Madison Marriott West
1313 John Q Hammons Dr, Middleton, WI 53562

TO: Administrative Committee Members and Congressional District, County Party, and Unit Officers
FROM: Martha Laning, DPW State Chair
DATE: March 1, 2017

The Democratic Party of Wisconsin’s 2017 state convention is shaping up to be an exciting and energizing event. I look forward to seeing all of you there! The following information pertains to the 2017 Democratic Party of Wisconsin convention and the Congressional District conventions. Please feel free share this information with other county party leaders.

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PURPOSE OF THE CONVENTION

1. Promote Party Unity
2. Consideration of 2017 Resolutions
3. Consideration of Committee Reports
4. Consideration of any Constitutional Amendments
5. Election of DPW Officers

DELEGATES AND ALTERNATES

1. Each county shall be entitled to one delegate and one alternate for every fifteen (15) members (or major fraction thereof) using the previous calendar year's total membership.
2. Each county shall be entitled to one delegate and one alternate for every 1,000 votes (or major fraction thereof) cast for the Democratic U.S. Senate candidate in the 2016 general election.
3. Each Democratic County Party Chairperson, State Administrative Committee Member, U.S. Congressperson, State Senator, State Representative, or Constitutional Officer is automatically a delegate above the quotas established in items 1 and 2, but shall have no alternate. They must be current DPW members, and the state headquarters must receive such memberships no later than fourteen (14) days before the state convention (May 19, 2017).
4. All delegates and alternates must be Party members and such membership must be received in State Party Headquarters no later than fourteen (14) days before the state convention (May 19, 2017).
5. County Parties must give a ten (10) day written notice to all members of the date of the meeting at which the delegates and alternates are to be elected.

ELECTION FOR DPW OFFICERS

This year's state convention delegates will elect DPW's five State Party Officers (Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, and Treasurer), to serve a two-year term, beginning on July 1, 2017.

Per the DPW Constitution, Candidates for State Party office must file a Candidate Statement of Intent form and nomination signatures to the State Party by Friday, May 12, 2017 at 5:00 PM CST (21 calendar days prior to the convention). The signature requirement is a minimum of sixty (60) signatures of current DPW members, with at least ten (10) signatures coming from at least six (6) of Wisconsin's eight (8) congressional districts.


SPECIAL ELECTION FOR MALE DNC MEMBER

This year's state convention delegates will also elect one male Democratic National Committee Member in a special election, to fill the remainder of a vacated term through the 2020 Democratic National Convention.

Candidates for Democratic National Committee position must file a Candidate Statement of Intent form by Friday, May 12, 2017 at 5:00 PM CST (21 calendar days prior to the convention). Candidate Statement of Intent forms must be submitted to the Democratic Party of Wisconsin Headquarters at 15 N Pinckney St. Suite 200, Madison, WI 53703. Candidate Statement of Intent forms are available at the Democratic Party of Wisconsin Headquarters and www.wisdems.org.
REGISTRATION

Registration will be held Friday evening from 3:00pm to 8:00pm and Saturday morning from 8:00am to 11:00am. The Registration fee will be $25.00 in advance (cut-off date is Friday, May 19, 2017) and $35.00 thereafter.

HOUSING

Hotel rooms can be reserved by calling the hotel direct at (608) 831-2000. Our special room rate is $119 for a single or double room (before taxes and fees). Mention the Democratic Party of Wisconsin room block to receive the discounted rate. The cut-off date for room reservations is Monday, May 1, 2017. Rooms in the DPW block will be available on a first come, first serve basis.

MISCELLANEOUS

Registration, housing, program, and other miscellaneous information will be sent directly to the Delegates and Alternates prior to the state convention, provided those names are received at the State Party headquarters in a timely manner.

PRELIMINARY 2017 STATE CONVENTION AGENDA

Friday, June 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00pm</td>
<td>Credentials Committee Meeting</td>
</tr>
<tr>
<td>2:00pm</td>
<td>Democratic Unity Fair Begins</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Platform &amp; Resolutions Committee Meeting</td>
</tr>
<tr>
<td>3:00pm</td>
<td>County Chairs Association Meeting</td>
</tr>
<tr>
<td>4:00pm</td>
<td>New Delegate Orientation</td>
</tr>
<tr>
<td>5:00pm</td>
<td>Convention Hall Opens</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Convention Program Begins</td>
</tr>
<tr>
<td>8:00pm</td>
<td>Registration Closes</td>
</tr>
<tr>
<td>9:30pm</td>
<td>Hospitality Suites Open (approx.)</td>
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</tbody>
</table>

Saturday, June 3

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>Registration Opens and Convention Hall Doors Open</td>
</tr>
<tr>
<td>8:30am</td>
<td>Convention reconvenes with Resolutions Debate and speaking program</td>
</tr>
<tr>
<td>11:00am</td>
<td>Registration Closes</td>
</tr>
<tr>
<td>11:30am</td>
<td>County Chairs Raise Alternates to Delegates</td>
</tr>
<tr>
<td>12:30pm</td>
<td>Voting for DPW Officers / DNC Member Special Election Begins</td>
</tr>
<tr>
<td>2:00pm</td>
<td>Voting for DPW Officers / DNC Member Special Election Ends</td>
</tr>
<tr>
<td>2:30pm</td>
<td>Announcement of Election Results; Convention Ends (approx.)</td>
</tr>
</tbody>
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*State Administrative Committee meeting (immediately following completion of business)"
SAMPLE AUTHORIZATION FOR RAISING ALTERNATES TO DELEGATES

Sample Authorization 1

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

__________________________  _____________________________
 County Chair or Secretary         Date

Sample Authorization 2

_____________ 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 Chair or Secretary         Date

Sample Authorization 3

_____________ County, 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 Chair or Secretary         Date

*Also included in this mailing is the actual reporting form that you will need to complete and return to the Democratic Party of Wisconsin along with your delegate and alternate list.
REQUIRED PROVISION OF CONSTITUTION AND BYLAWS

Pursuant to the Democratic Party of Wisconsin Bylaws, Article IX, of the DPW Constitution relating to amendments to the state constitution and Democratic Party of Wisconsin Bylaws, Article IV, Section 5 dealing with Convention Committees follows:

Democratic Party of Wisconsin Constitution 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.

Democratic Party of Wisconsin Bylaws ARTICLE IV-Conventions, 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. Terms for members of the committee will begin at the adjournment of the state convention. The committee shall elect its chairperson from its membership for a two year term at its first meeting following the even-yeared state convention. 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:

1. 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.

2. 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.

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

4. 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 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.

5. 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.

6. 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.
CONGRESSIONAL DISTRICT CONVENTION DATES

Information about each of the Congressional District Conventions is below. Please contact your local county party Chairperson for more information on being a delegate to a Congressional District Convention. This information will be posted and updated on the DPW website at www.wisdems.org/CDconventions.

1st Congressional District Convention
Date: Saturday, April 8, 2017
Location: Badger High School
Address: 220 E South Street, Lake Geneva, WI 53147
Registration Begins: 9:00am
Convention Start Time: 10:00am
Congressional District Chairperson: Marlene Ott, Solidarity.Ott@gmail.com
Website: http://1stcd.org/

2nd Congressional District Convention
Date: Sunday, April 23, 2017
Location: The Heights Event Center
Address: 411 Prairie Heights Dr, Verona, WI 53593
Convention Start Time: 1:00pm
Congressional District Chairperson: Erik Paulson, epaulson@unit1127.com
Website: http://www.2ndcdwisdens.org

3rd Congressional District Convention
Date: Saturday, March 25, 2017
Location: Century Hall
Address: 213 E Front St, Wauzeka, WI 53826
Registration Begins: 9:30am
Convention Start Time: 10:30am
Congressional District Chairperson: Lisa Hermann, 3rddemswi@gmail.com
Website: http://3rddemswi.nationbuilder.com

4th Congressional District Convention
Date: Saturday, March 25, 2017
Location: McGovern Park Senior Center
Address: 4500 W Custer Ave, Milwaukee, WI 53218
Registration Begins: 11:00am
Convention Start Time: 12:00pm
Congressional District Chairperson: Terrell Martin, tfmartin824@msn.com

5th Congressional District Convention
Date: Sunday, March 19, 2017
Location: Riverside Park Pavilion
Address: 800 Kilbourn Ave, West Bend, WI 53095
Registration Begins: 12:00pm
Convention Start Time: 12:00pm
Congressional District Chairperson: Kristin Hansen, KristinHansenWI@gmail.com
Website: http://cd5wisdens.org
6th Congressional District Convention
Date: Sunday, April 30, 2017
Location: TBD
Address: TBD
Registration Begins: TBD
Convention Start Time: TBD
Congressional District Chairperson: Kerry Trask, kerry.trask@comcast.net

7th Congressional District Convention
Date: Saturday, April 22, 2017
Location: Ready Randy's Sports Bar & Grill
Address: 1492 131st St, New Richmond, WI 54017
Registration Begins: 8:00am
Convention Start Time: 10:00am
Congressional District Chairperson: Melissa Schroeder, mamschroeder@yahoo.com

8th Congressional District Convention
Date: Saturday, April 8, 2017
Location: Carstens Mill
Address: 114 W Water St, Brillion, WI 54110
Registration Begins: 9:00am
Convention Start Time: 10:00am
Congressional District Chairperson: Mary Ginnebaugh, maryginnebaugh@sbcglobal.net
Website: http://wiscdems.com/
ARTICLE V - CONGRESSIONAL DISTRICT CONVENTION
(from the Bylaws of the Democratic Party of Wisconsin)

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:**

A. Only current members shall be eligible to serve as delegates and alternates.

B. 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.

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

D. 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.

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

F. 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.

G. 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.