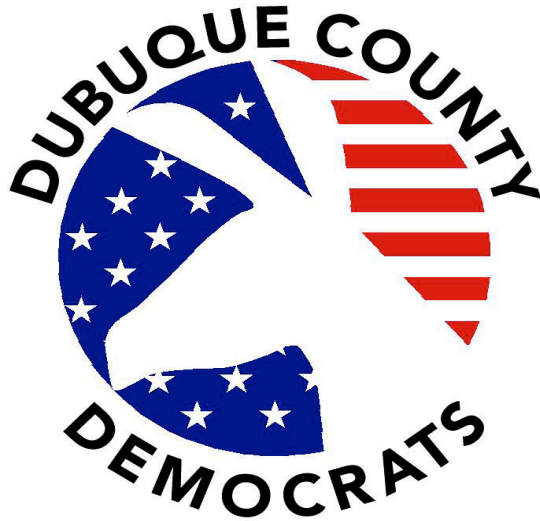


# 2017 Dubuque County Democrats Caucus & Biennial Organizational Meeting



**Saturday, 18 March, 2017**

**Northeast Iowa Community College**

8342 NICC Drive, Peosta, Iowa, 52068

9am - 10am General Registration & Continental Breakfast  
(Requested donation \$5), 9:30am - Caucus Call to Order,  
(approximately) 10:30am - Biennial Organizational Meeting call to  
Order. All precincts have central committee openings except  
Precincts 18 & 19. To look up what Precinct you're in, go to  
<https://sos.iowa.gov/elections/VoterReg/PollingPlace/search.aspx> .

The information committee will start seating alternate central  
committee members at 10am. Any regular central committee  
members must arrive prior to 10am to be guaranteed a ballot.  
Precinct openings remaining at 10am will be filled by alternates  
from that precinct in the order they arrived that morning.

Those who are nominated to fill precinct openings at the  
Caucus will be confirmed at the Biennial Organizational meeting  
and given ballots after confirmation.

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**FYI:** A large-type version of this document is available by calling R.R.S. Stewart (583-4419). For those requiring additional accommodations, notify Sue Wilson (582-7366).

### General Information

**Food:** The Arrangements Committee is providing juice, coffee, and rolls for a free-will offering of \$5.00. Vending machines available and cups will be provided for the water fountain.

**Signs:** Sign limitations for Candidates.

- Limited to three (3) 3' x 4' signs or one (1) 4' x 8' sign outside
- Limited to two (2) signs on inside walls. May distribute flyers on chairs.
- Flyers may be distributed that morning.
- A table for candidate literature will be available

**It's almost income tax time.** You can help the Democratic Party by checking the Iowa Democratic Party box in the Iowa Income Tax Check-Off section of your tax return.

**Smoking:** Smoking is not permitted in United Auto Workers hall.

**Accessibility:** Handicapped parking will be available near the entrance to the convention center, which is on the lower level of NICC. The entrance and bathrooms are handicapped accessible.

### Alternate Central Committee Members

Remember that only Central committee members are eligible to vote for officers. Every precinct is allowed 12 members of the Dubuque County Democrats Central Committee. The five current officers (Chair, First Vice-Chair, Second Vice-Chair, Secretary and Treasurer) do not count against their precincts' totals. Only two precincts (18 & 19) are completely full at 12 members. If any regular central committee members from either precinct are not present by the call to order at 9:30am, alternates may take their place at that time, being credentialed in the order alternates arrived. The same rule will apply to any other precincts that fill up with nominees at the caucus.

## **GENERAL RULES**

### **1. QUORUM – From DCD Bylaws Article III - General Rules and Regulations**

Twenty voting members shall constitute a quorum for the transaction of business at any meeting. Motions shall carry by a simple majority of those present and voting.

### **2. DUTIES AND POWERS OF THE CAUCUS CHAIR**

It shall be the duty of the Caucus Chair to conduct and expedite the business of the Caucus & Biennial Organizational Meeting by preserving order and decorum in its proceedings. **The Chair will adhere to the Proportional Representation & Affirmative Action principles adopted by the Iowa Democratic Party as much as possible.**

### **3. VOTING**

Voting shall be by voice, show of hands, roll call or ballot. A vote may also be had on any question upon demand of any member supported by 20% of the authorized members present. The determination as to whether a ballot or roll call vote shall be used will be at the discretion of the Chair. All questions, except as specified otherwise in these rules, shall be determined by a majority vote of the Delegates present and voting. Visitors/observers are asked to remain in the back of the room during a vote count.

When a question has been put to a vote, the vote may not be interrupted for any purpose other than a demand for a roll call or ballot vote or a point of order directed to the conduct of the vote. The Chair may interpret a demand for a roll call vote as a call for a ballot vote.

During the counting of a ballot vote, the Chair may place other business from the agenda on the floor and return to the previous question after the counting of the vote is complete.

No proxy or absentee voting is permitted.

### **4. APPEALS**

The Chair may seek the advice of the Rules Chair and/or appoint a Parliamentarian on the conduct of the business of the Biennial Organizational Meeting & Caucus and decide questions of procedural order. Any Central Committee member may appeal such decisions to the central committee as a whole. An appeal may then be debated for not more than 10 minutes. This time is to be divided equally between the member(s) sustaining the chair's ruling and those opposed.

### **5. SUSPENSION OF THE RULES**

A motion to suspend the rules must state the specific purpose for which the member is seeking to suspend the rules. Such a motion shall require a two-thirds (2/3) vote of the members (a quorum being present).

### **6. MOTIONS OF PRIVILEGE & SPECIAL ORDERS OF BUSINESS**

It shall be in order at any time to report to the Caucus & Biennial Organization Meeting a resolution, motion, Committee report, minority report, amendment to a Committee report or any other matter for which provision is not made under these rules. The Chair may chose not to entertain motions of privilege when such a motion closely follows another such motion or when, in the opinion of the Chair, such a motion is dilatory. A motion to adjourn shall not be in order until all statutory and constitutional duties have been completed. Any motion to recess shall state the time the Caucus & Biennial Organization meeting is to reconvene.

### **7. DEBATE**

Unless otherwise stated, the procedure for debate is as follows:

- a) A single microphone will be available for debaters. Debate time will alternate between proponents and opponents. The Chair or Election Moderator as applicable will designate a timekeeper who will notify all speakers who exceed the two (2) minute limit to speak.
- b) No more than two (2) consecutive speakers on the same side of an issue shall be permitted. If there is no speaker for the other side, debate is finished.
- c) Initial debate on any question shall be limited to twelve (12) minutes.
- d) At the end of the initial debate time for a single question, the Biennial Organizational Meeting & Caucus may, by a two-thirds (2/3) standing division vote, extend the debate for no more than twelve (12) additional minutes, subject in all respects to rules a), b), and c) above.
- e) Debate may be closed by unanimous consent or by a two-thirds (2/3) standing division vote in support of closing debate. A motion for the previous question shall not be in order during the course of a speech from either the speaker or the floor.

## **8. ROBERT'S RULES OF ORDER**

When a matter of the Caucus is not covered in these rules, the Dubuque County Democrats Constitution and Bylaws or the Iowa Democratic Party Constitution, Bylaws or standing rules, then *Robert's Rules of Order* (most recent revision) shall be used as the authority.

### **AGENDA FOR DUBUQUE COUNTY DEMOCRATS CAUCUS (9:30AM)**

#### **I. Call to Order**

The Caucus shall be called to order no later than fifteen (15) minutes after the time announced in the official notice to members. If the Chair does not call the caucus to order within this time limit, any member may call the Caucus to order and the order of business shall commence.

#### **II. Elect Caucus Chair and Secretary**

#### **III. Discuss Platform priorities of national, state or local importance or interest.**

##### **From Iowa Democratic Party Constitution Article II - Precinct Caucuses**

*Section 4 - Meetings in Odd-Numbered Years: Meetings shall be held upon the call of the State Chair with the approval of the State Central Committee; in the first quarter of odd-numbered years, within precincts and/or jointly in centralized convenient locations within counties, and by vote of those members of the Iowa Democratic Party in attendance, shall discuss and may indicate priorities...*

- a) The Dubuque County Democratic Platform will be printed in large scale and displayed.
- b) Every caucus attendee will be given colored dots to put their dots next to their highest priorities throughout the morning.
- c) At the end of the agenda, the sheets will be collected and priorities will be announced at the next Central Committee meeting.
- d) Caucus attendees may also present resolutions for discussion

**IV. Vote to confirm Nominees** to fill vacancies on the Central Committee from the February 2017 meeting and vote on those who have never attended a CC meeting since February 2016.

**V. Nominate to fill any remaining vacancies** on the County Central Committee

**VI.** During the counting of votes at the Caucus or Biennial Organizational meeting, it shall be in order to discuss and vote on **unfinished business**, such as the minutes from February's Central Committee meeting or the constitutional amendment proposed at that meeting.

## **BIENNIAL ORGANIZATIONAL MEETING ORDER OF BUSINESS**

Points IV and V of the caucus agenda must be completed before the Biennial Organizational Meeting can be called to order. Any other Caucus business being discussed at 10:30 can be temporarily tabled. Upon conclusion of this Biennial Organizational Meeting agenda, the body shall deal with any remaining items on the Caucus Agenda before adjournment.

**1. The Iowa Democratic Party has asked Dubuque County Democrats to remind caucus attendees that it is INCOME TAX TIME** and that they can help the Democratic Party by checking the Iowa Democratic Party box in the Iowa Income Tax Check-Off section of their tax return (see the handout at the end of this packet).

**2. SECRETARY / INFORMATION CHAIR REPORT** - Central Committee roster approval

- a) The Caucus Chair shall recognize the Secretary or Information Chair to present the Committee's Report on how many current Central Committee members are present and how many people were nominated to fill vacancies at the caucus.
- b) The current Central Committee members shall vote on the nominations.
- c) The Secretary or Information Chair shall state how many Central Committee members are present after the vacancies have been filled.

### **3. AFFIRMATIVE ACTION REPORT**

The Caucus Chair shall then recognize the County Affirmative Action Chair to read:

#### **Iowa Democratic Party Affirmative Action Statement:**

“All public meetings at all levels of the Democratic Party in Iowa shall be open to all members of the Democratic Party regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, disability, or status. In order that the Democratic Party at all levels be an open Party, which includes rather than excludes people from participation, the Iowa Democratic Party has adopted a program of effective affirmative action. Discrimination on the basis of ‘status’ in the conduct of Iowa Democratic Party affairs is prohibited.”

#### **Iowa Democratic Party Constitution Article VIII, Delegate and Committee Selection Procedure, Section 1 - Proportional Representation:**

"All caucuses, conventions, committees, and Democratic Party officials shall take such practical steps as may be within their legitimate power to assure that all caucuses and conventions as well as committees shall include: men, women, various age groups, racial minority groups, economic groups, and representatives of identifiable geographically defined populations -all in reasonable relationship to the proportions in which these groups are found in the populations of the respective constituencies. In the spirit of the above, all caucuses, conventions, and committees will also endeavor to include citizens of all national origins, ethnic identities, religions, sexual orientations, gender identities, and disabilities."

### **4. ELECTION of County Central Committee Executive Board Officers**

For each position, the election moderator shall read the position description from the DCD Constitution Article V – Executive Board (see below). Only after the description is read will nominations for that position be taken. A person may nominate himself or herself or be nominated by someone else. Each nominee will have up four minutes to speak.

A simple majority of the Central Committee Members present and voting shall be required to elect Executive Board Members.

- a) Chair
- b) First Vice-Chair

- c) Second Vice-Chair
- d) Secretary
- e) Treasurer

## **Dubuque County Democrats Constitution Article VI – Officers**

**Section 1** *Election and Composition. The officers of the Party shall be elected by the Central Committee Members at the Biennial Organizational Meeting & Caucus. The officers shall consist of a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary and a Treasurer. The officers shall have voting privileges equal to those of the Central Committee Members, with the exception of the Chair, who may vote only in the event of a tie. A person may be, but need not be, both an elected Central Committee Member and an elected officer, however a person who is elected in both of such capacities shall nonetheless have only one vote. The term of office for each officer shall begin immediately upon election and shall continue until a successor is elected at the next Biennial Organizational Meeting & Caucus or until such officer is sooner removed pursuant to the Constitution or Bylaws of the Party.*

**Section 2** *Duties of the Chair. The chair shall preside at all Central Committee and Executive Board meetings and shall have general charge and control over the affairs and business of the Central Committee, the Executive Board, and the Party generally. The Chair, may, with the approval of the Central Committee, appoint ad hoc committees as deemed necessary. The Chair shall appoint at each December Central Committee meeting a special committee of three members to audit the Treasurers' books for the year that is ending. At least one appointee must not have served on the committee the preceding year and one with bookkeeping or auditing experience is sought but not required. The auditing committee shall meet with the Treasurer during the subsequent January, after the calendar year books have been closed. The committee shall report its findings and recommendations at the February Central Committee meeting.*

**Section 3** *Duties of the First Vice-Chair. The First Vice Chair shall assume the duties of the Chair in the absence of the Chair. In the event that the Chair is unable or unwilling to serve out his/her term, the First Vice-Chair shall fill the office of Chair and serve the unexpired term. The First Vice Chair shall be an ex-officio member of each standing and ad-hoc committee. The First Vice-Chair shall assist the Second Vice Chair in the performance of his or her election-time duties.*

**Section 4** *Duties of the Second Vice-Chair. The Second Vice Chair shall assume the duties of the Chair in the absence of both the Chair and the First Vice-Chair. The Second Vice-Chair shall be directly responsible for voter registration and other voting and election day activities.*

**Section 5** *Duties of the Secretary. The Secretary shall prepare and maintain all minutes of meetings, documents, files, and records as may be necessary for the operation of the Central Committee, the Executive Board, and the Party generally. The Secretary shall be responsible for all mailings and notices required by the Constitution and Bylaws of the Party. The Secretary shall maintain an accurate list of the Central Committee Members.*

**Section 6** *Duties of the Treasurer. The Treasurer shall keep account of all monies of the Party, shall deposit all monies received in such banks or depositories as the Executive Board shall designate, and shall make payments only on written order signed by the Chair. The Treasurer shall prepare a written report prior to each regular meeting of the Central Committee,*

*which report shall include a record of all receipts and disbursements subsequent to the last such report. The Treasurer shall prepare an annual financial report upon the close of each calendar year and shall present such report at the first regular Central Committee of the New Year. The Treasurer shall be bonded in an amount determined by the Executive Board.*

**5. SUGGESTION of names for Executive Committee Appointed Positions.**

Dubuque County Democrats Bylaws Section 1. The County Chairperson with the approval of the Central Committee shall appoint chairpersons of standing committees. The term of office for the standing committee chairpersons expires with the term of the County Chairperson

The standing committee chairpeople are Candidates & Campaigns, Finance, Information, Permanent Organization, Publicity, Research, Special Events, Volunteer, Youth Outreach.

Suggestions shall be turned over to the newly elected County Party Chair for consideration for Appointment at the next Central Committee Meeting.

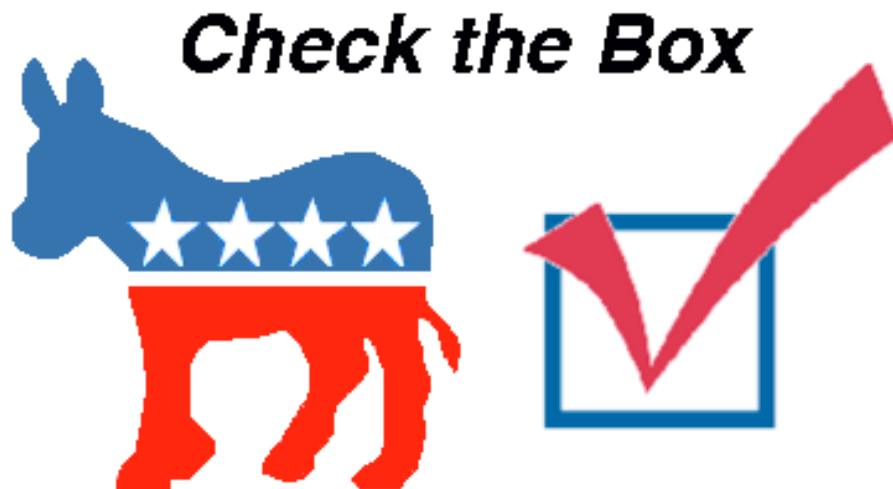
**6. Election of County Representatives to the First District Democratic Central Committee  
Iowa Democratic Party Constitution Article V, Section 1 - Congressional District Central Committees:**

a. Congressional District Central Committees shall exist. The membership shall consist of the District Committeepersons on the State Central Committee, and one person for each 5,000 votes cast for the Democratic candidate for Congress in the last two General Elections. Each county shall have at least three members.

Dubuque County Currently has three State Central Committee Members and gets to elect eight additional members to the First District Central Committee.

**Announcements & Adjournment**

Saturday 1 April - 9:30-11 a.m., State Legislature Cracker Barrel, Sponsored by the Dubuque Federation of Labor/AFL-CIO, At Diamond Jo Casino, 301 Bell Street.



***Help keep the Iowa Democratic Party Strong by participating in the campaign fund income tax check-off when you file your 2016 tax return!***

At the 24 January Executive Board meeting, we discovered our County Constitution and By-laws weren't consistent. Constitution Article VIII says three weeks notice to amend By-laws. Bylaws Article III says one-week notice to amend By-laws, so to split the difference both instances were proposed to be changed to two weeks. The By-law change was approved at the February Central Committee meeting, but the constitutional amendment is up for its second reading at today's caucus and its third and final reading at the Biennial Organizational Meeting.

## **CONSTITUTION OF THE DEMOCRATIC PARTY OF DUBUQUE COUNTY, IOWA**

**(amendment up for second reading at Caucus and third reading at Biennial meeting)**

### **Article VIII – Bylaws**

The Bylaws of the Party may be adopted and amended by approval of a majority of those present and voting at a regular meeting of the Central Committee following at least ~~three (3)~~ two (2) weeks notice of the proposed Bylaws and the time and place of the meeting. The Bylaws shall be in conformity with this Constitution.

### **Article XIX – Amendments**

Amendments to this Constitution must be presented and circulated in writing at a regular meeting of the Central Committee and then approved by two-thirds of those present and voting at the next two (2) consecutive regular meetings of the Central Committee. Substantive changes in circulated wording shall be out of order at the approval meetings. Non-substantive changes in circulated wording must be approved by two-thirds of those present and voting at an approval meeting.

## **BY LAWS OF THE DEMOCRATIC PARTY OF DUBUQUE COUNTY, IOWA**

**(amendment approved at the February Central Committee meeting)**

### **Article III - General Rules and Regulations**

Section 7 These Bylaws may be amended by a majority vote of those in attendance at any meeting provided ~~seven days~~ two (2) weeks email or postcard notice of the proposed change of the Bylaws was sent to all members.