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# MEMORANDUM

TO: 2008 Credentials Committee Members

CC: State Democratic Party Headquarters

FROM: Former U.S. Labor Secretary Alexis Herman  
DNC Member James Roosevelt, Jr.  
DNC Member Eliseo Roques-Arroyo  
Chairs, 2008 Democratic National Convention Credentials Committee

SUBJECT: Credentials Committee Meeting Notice – Sunday, August 24, 2008

DATE: July 18, 2008

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This November, America's voters will have an opportunity to bring about real change in Washington and restore hope and promise to millions of Americans by electing Senator Barack Obama as our next President. We are honored to serve, and with your assistance, we know this Committee will do its part to ensure a successful Convention.

As you may know, the Credentials Committee is responsible for resolving any outstanding questions concerning the seating of delegates and alternates to the Convention, to determine who should be recognized to vote at the Convention.

The **Credentials Committee will meet at 11:30 a.m., Sunday, August 24** in the Korbel Ballroom 4 Room at the Colorado Convention Center in Denver. Registration for the meeting will begin at 10:30 a.m. outside Korbel Room 4.

In the near future, we will send committee members the proposed Agenda for our meeting and a draft of the Committee's Rules of Procedure. At registration, members will receive a copy of proposed resolutions pertaining to the accreditation of delegates and alternates, along with the Final Report of the DNC Rules and Bylaws Committee, the committee responsible for administering the 2008 delegate selection process.

In the meantime, enclosed you will find a meeting registration form. To help facilitate planning for the meeting, please take a few moments to complete and return the enclosed meeting registration form. Additionally, we have included some helpful information about the Committee ("Frequently Asked Questions about the Credentials Committee") as well as a Convention informational fact-sheet overview. Please note that pursuant to the *Call for the Convention*, standing committee members who are not delegates or alternates will receive credentials for each session of the Convention proceedings. Those credentials will be distributed through your respective state delegation.

**2008 Convention Credentials Committee**  
**c/o DNC • 430 South Capitol Street, SE • Washington, DC 20003 • (202) 863-8000**

We look forward to seeing you in Denver! Should you have any questions about the Credentials Committee meeting, please contact the DNC Office of Party Affairs and Delegate Selection at 202/479-5174.

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**F**REQUENTLY **A**SKED  
**Q**UESTIONS  
about the  
**C**ONVENTION  
**C**REDENTIALS  
**C**OMMITTEE

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# FREQUENTLY ASKED QUESTIONS ABOUT THE CONVENTION CREDENTIALS COMMITTEE

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## 1 What is the Credentials Committee?

This committee is one of three “Standing Committees” of the 2008 Democratic National Convention. The other two committees are the Platform and Rules Committees.

The Credentials Committee determines and resolves outstanding questions concerning the seating of delegates and alternates to the Convention. Specifically, this Committee has jurisdiction over the following matters: unresolved challenges pending before the Rules and Bylaws Committee of the Democratic National Committee (DNC) on June 29, 2008; any challenge alleging failure to implement a final order of the DNC Rules and Bylaws Committee; and, any challenge brought after June 29, 2008, alleging failure to implement a state delegate selection plan approved by the DNC Rules and Bylaws Committee. (On the other hand, this Committee does not have authority over the allocation and distribution of convention credentials, or passes for delegates, alternates, guests or press.) The Committee’s recommendations are presented in a report voted on by the delegates to the Democratic National Convention.

## 2 Who Chairs the Credentials Committee?

On January 11, 2008, DNC Chairman Governor Howard Dean announced the selection of former U.S. Secretary of Labor **Alexis M. Herman**, Massachusetts DNC member **James Roosevelt, Jr.**, and Puerto Rico DNC member **Eliseo Roques Arroyo** to serve as the Chairs of the 2008 Credentials Committee. They were nominated by Chairman Dean and elected by the DNC Executive Committee.

## 3 What are the responsibilities of the Credentials Committee Chairs?

It is the responsibility of the Chairs to “call and preside over each committee meeting, prepare an agenda for the orderly conduct of the committee’s business, and supervise preparation of research studies and briefing materials as required to accomplish the committee’s work.” In addition, within the Credentials Committee’s Rules of Procedure, the Chairs are granted authority to take certain action regarding the consideration of challenges.

## 4 How many members serve on the Credentials Committee?

Each Standing Committee of the Convention has a total of 186 members (not including the Committee’s officers) casting 183 votes. Members are allocated as follows:

- A total of 157 members are proportionally allocated to the states based on each state’s population and Democratic voting strength. (The District of Columbia and Puerto Rico are treated as states.)
- Four members are allocated to represent American Samoa, Guam, the U.S. Virgin Islands, and the Democratic Party Committee Abroad (“Dems Abroad”) with each member casting ¼ vote.

- There are also 25 Party Leader and Elected Official (PLEO) members on each committee. These members were nominated by DNC Chairman Dean and were elected by the DNC Executive Committee in January 2008.

## 5 How can an individual become a Credentials Committee Member?

Any Democratic voter is eligible to become a member of the Credentials Committee or one of the other Standing Committees. Members do not have to be delegates to the Convention. Committee positions are allocated to presidential candidates based on the results of the state's presidential primary or caucus. Presidential candidates who have qualified to receive committee positions determine their list of individuals who will serve on the Committee, and those individuals are elected as the Standing Committee Members by the state's National Convention Delegates.

As with all Democratic Party elections, membership on the standing committees is open to all Democrats, regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status or physical disability.

## 6 When are the Credentials Committee Members selected?

Once a state has selected all of its National Convention Delegates, those delegates meet and vote on the state's Credentials and other Standing Committee Members. The 25 PLEO Members were elected by the DNC Executive Committee in January 2008.

## 7 When will the Credentials Committee meet?

The Credentials Committee **will meet 11:30 a.m. MDT, Sunday, August 24** in Room 401 at the Denver Convention Center. Prior to the meeting, the Democratic National Committee will publish and make available all relevant requirements and deadlines for submitting proposals for consideration by the standing committees. Committee members are expected to attend the meeting and proxies are not permitted.

## 8 When will the Convention consider the Credentials Committee Report? What about the other Committee reports?

Since the Credentials Committee's Report affects the seating of delegates, it is considered as the first item of business on the first day (Monday) of the Convention. The Rules Committee's Report, with the agenda, procedural rules, and Convention officers, is also presented the first day, following the Credentials Committee Report. The Platform Committee's Report is considered as the third piece of business and has been considered on either the first day or the second day (Tuesday) of the Convention.

## 9 May Credentials Committee Members attend the Convention?

Standing Committee Members who are not already delegates or alternates will receive a credential for guest seating for all nights of the National Convention.

## 10 Who covers the costs associated with attending the Committee's meeting?

Each Standing Committee Member is responsible for his/her own costs. Members should contact their State Party for information on how and where to seek financial assistance to help defray expenses.

## 11 How does the Credentials Committee operate?

Primarily, the *Call for the 2008 Democratic National Convention* outlines the responsibilities of the Credentials Committee and the composition of its membership. It also contains the Committee's Rules of Procedure and explains the relationship between the Committee and the DNC's Rules and Bylaws Committee. The Committee may also adopt additional Rules of Procedure for conducting its business, and, absent other provisions, it operates under *Robert's Rules of Order* (as most recently revised).

## 12 What is the relationship between the Credentials Committee and the DNC's Rules and Bylaws Committee?

The DNC Rules and Bylaws Committee (RBC) is responsible for administering the delegate selection process, and has jurisdiction over challenges filed before June 29, 2008. Any challenges filed on or after June 29, or not resolved by the RBC by June 29, are the responsibility of the Credentials Committee. The RBC will issue a report to the Credentials Committee outlining the status of any challenges before June 29.

## 13 How many challenges will be considered by the Credentials Committee?

Each State Party submits a Delegate Selection Plan to the RBC for review to make sure it complies with the National Party's rules governing the delegate selection process. Although nearly 5,000 National Convention delegates and alternates are selected to attend the Convention, there are many more individuals who also want to participate in nominating Senator Barack Obama. Every effort is made by the National and State Parties to ensure the delegate selection process is open and fair for all Democratic voters, and the number of challenges and complaints is expected to be relatively small.

## 14 How are challenges considered by the Credentials Committee?

The Credentials Committee will consider resolutions sponsored by members. All resolutions brought before the Committee providing for the disposition of a credentials challenge must be in writing and signed by the proponent and at least one other member. If the proposed resolution provides for the seating or unseating of delegates or alternates, then it must be seconded in writing by at least seven members, no more than two of whom may be members elected by the delegation from the same state as the proponent of the resolution. The resolution having the largest number of seconds will be first considered by the Committee. If the resolution is not adopted, then the resolution having the next largest number of seconds will be considered. This process will continue until the Committee adopts a resolution disposing of the challenge.



## **2008 Convention Update**

There are almost 150 full-time staff already working in Denver on plans to produce the next Democratic National Convention, scheduled for August 25-28, 2008. We are all looking forward to welcoming you to Colorado next year, and we want to take this opportunity to share some information with you about our Convention planning.

### **Contacting the DNCC**

The Democratic National Convention Committee ("DNCC") headquarters is located in downtown Denver at:

1560 Broadway  
Denver, CO 80202

Our main number is 720 DNC 2008. Our fax number is 720.362.2009.

We are also found on the Internet at **[www.demconvention.com](http://www.demconvention.com)**.

### **The Denver 2008 Convention Host Committee**

We are working closely with our counterparts on the Denver Host Committee. More information about the Host Committee can be found on their website at **[www.denverconvention2008.com](http://www.denverconvention2008.com)**. Among other things, the Host Committee is the entity tasked with recruiting and managing volunteers for the Convention, as well as publishing the Convention vendor directory.

### **Convention Hiring**

The DNCC and the Denver Host Committee are hiring for several positions in the coming months. Host Committee job postings may be found on the Host Committee website. DNCC jobs are posted on a variety of Democratic job search websites. Individuals interested in learning more about jobs available at the DNCC may also send their resume, along with a cover letter detailing their specific area of interest, to **[staffing@demconvention.com](mailto:staffing@demconvention.com)**.

### **Convention Volunteers**

The Denver Host Committee is the entity tasked with recruiting, organizing and managing all of the volunteers necessary to support the Convention effort. You may sign up to be a Convention volunteer on the Host Committee website, **[www.denverconvention2008.com](http://www.denverconvention2008.com)**. Although the Host Committee communicates with registered volunteers periodically, please note that information about specific volunteer opportunities will not be provided by the Host Committee for some time. Do not panic if you do not hear something right away! (Note: Due to the overwhelming level of interest, all volunteers registering with the Host Committee as of March are now placed on a waiting list).

## **Event Space in Denver**

There are more than 300 venues in the Denver Metro area available for Convention events. The best place to begin your search for more information is by visiting the website for the Denver Metro Convention & Visitor's Bureau at **[www.dmevb.org](http://www.dmevb.org)**. This website provides information about the many different options that are available, and CVB staff can also help you make contact with venues directly to inquire about availability and rates. If you have special venue requirements, please feel free to contact the DNCC Intergovernmental Affairs department as well at 720 DNC 2008.

## **Denver Vendor Directory**

The Denver Host Committee launched the 2008 Convention Vendor Directory in October on their website, **[www.denverconvention2008.com](http://www.denverconvention2008.com)**. This searchable online directory provides information about local businesses offering goods and services to support Convention-related activities. The directory highlights businesses owned by minorities, women, and persons with disabilities, although it also allows you to search for businesses that are union-friendly, veteran-owned, or environmentally-friendly. Applications to add a business to the directory are available directly on the site. We encourage you to use this directory for all your Convention-related needs.

## **Official Convention Airline**

Last year, the DNCC announced United Airlines as the Official Airline Provider of the Democratic National Convention. Denver International Airport is home to United's second largest and busiest cross-country hub. Delegates and other Convention guests traveling to Denver for the Convention may book travel online at **[www.United.com](http://www.United.com)** or by calling 888 825 7604. Delegates and other Convention guests will receive a 5% discount on all United air travel by referencing promotional tour code 563MO when booking their reservation. This discount code is good for travel to and from Denver from August 17 through September 1, 2008, and travel may be booked as early as this month. Delegates and other Convention guests traveling by air to Denver are encouraged to offset their air travel by purchasing carbon offsets (see Greening Convention Travel below).

## **Greening Convention Travel**

As you may have heard, the DNCC has made a commitment to producing the most sustainable, environmentally-friendly Convention possible. As part of this effort, we are encouraging all delegates traveling to Denver by plane, train, or car to make efforts to offset the greenhouse gas emissions generated by their travel by purchasing "carbon offsets." Carbon offsets are available from a number of different organizations and are relatively inexpensive. DNCC staff purchase carbon offsets from Native Energy, and Native Energy has set-up a special webpage for the 2008 Democratic National Convention that allows us to track delegate offset purchases and plan accordingly. You can access this site by going to [www.nativeenergy.com/dncc](http://www.nativeenergy.com/dncc) (enter promo code DNCC to take advantage of our bulk discount). Native Energy uses the offset funds to build renewable energy projects that create sustainable economic benefits for Native Americans, Alaska Native Villages and other local communities. These renewable energy projects then, in turn, help to reduce the carbon dioxide emissions generated by DNCC travel. We encourage you to support our efforts in this area, and we invite you to stay tuned to our website for more information in the coming months about opportunities for delegates to get more involved with the DNCC greening effort!

## **DNCC Website: [www.demconvention.com](http://www.demconvention.com)**

The best source of information from the DNCC is our website: **[www.demconvention.com](http://www.demconvention.com)**. On the site you will find information about our team, our upcoming events, our citizen photojournalism effort, and much more. This fall, the DNCC also launched a blog (accessible via our homepage) and Facebook and MySpace groups. Sign up now on our homepage to receive our Mile High Monthly newsletter and other regular Convention news updates!