



1560 BROADWAY • DENVER CO 80202 • 720.362.2008 • FAX 720.362.2009

MEMORANDUM

TO: 2008 Rules Committee Members

CC: State Democratic Party Headquarters

FROM: Governor David Walters
Congresswoman Mary Rose Oakar
Sunita Leeds
Chairs, 2008 Democratic National Convention Rules Committee

SUBJECT: Rules Committee Meeting Notice – Saturday, August 23, 2008

DATE: July 18, 2008

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, a principal responsibility of the Rules Committee is to recommend the Procedural Rules under which the Convention will operate. The Committee will also recommend the Convention Agenda and nominate the permanent officers of the Convention.

The **Rules Committee will meet at 11:30 a.m., Saturday, August 23** in the Four Seasons Ballroom at the Colorado Convention Center in Denver. Registration for the meeting will begin at 10:30 a.m. outside of the meeting room.

Prior to our meeting, we will send committee members the proposed Agenda for our meeting, a draft of the Committee's Rules of Procedure, and a copy of the proposed Rules of Procedure for the Convention. At registration, members will receive a copy of the proposed Agenda for the Convention and the recommendation of permanent Convention Officers.

In the meantime, we have included some helpful information about the Committee ("Frequently Asked Questions about the Rules Committee") and the Convention. 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.

Should you have any questions about the Rules Committee meeting, please contact the DNC Office of Party Affairs and Delegate Selection at 202/863-8055.

We look forward to seeing you in Denver!

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

FREQUENTLY **A**SKED
QUESTIONS
about the
CONVENTION
RULES **C**OMMITTEE



FREQUENTLY ASKED QUESTIONS ABOUT THE CONVENTION RULES COMMITTEE

1 What is the Rules Committee?

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

The Rules Committee is responsible for the procedural matters of the Convention. It proposes the “Permanent Rules of Procedure” under which the Convention will conduct its business. It also proposes the agenda for the Convention, recommends the Convention Officers, and is responsible for considering matters not covered by the other committees. Its recommendations are presented in a report voted on by the delegates to the Democratic National Convention.

2 Who Chairs the Rules Committee?

On January 11, 2008 DNC Chairman Governor Howard Dean announced that former **Governor David Walters** of Oklahoma, former **Congresswoman Mary Rose Oakar** of Ohio, and Sunita **Leeds**, Chair of the DNC Indo-American Leadership Council Advisory Board, would serve as the Chairs of the 2008 Rules Committee. They were nominated by Chairman Dean and elected by the DNC Executive Committee.

3 What are the responsibilities of the Rules Committee Chairs?

It is the responsibility of the Chairs to prepare an agenda for the orderly conduct of the Committee’s business, to call and preside over the Rules Committee meeting, and supervise preparation of research studies and briefing materials as required to accomplish the Committee’s work.

4 How many members serve on the Rules 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 does an individual become a Rules Committee Member?

Any Democratic voter is eligible for membership to the Rules Committee or one of the other standing committees. Members do not have to be delegates to the Convention. Each state allocates its committee positions to presidential candidates based on the results of the state's presidential primary or caucus. Presidential candidates who have qualified to receive committee positions nominate individuals for each committee, who are then elected by the state's National Convention delegates. A detailed description of how and when each state and territory's standing committee members are elected can be found within the state or territory's Delegate Selection Plan.

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 Rules Committee Members selected?

Once a state or territory finishes selecting its National Convention delegates, those delegates meet and vote on the members to serve on the Rules and other standing committees. The 25 PLEO members were elected by the DNC Executive Committee, upon nomination by DNC Chairman Howard Dean, in January 2008.

7 When will the Rules Committee meet?

The Rules Committee will meet at 11:30 a.m. MT, Saturday, August 23, 2008 in the Four Seasons Ballroom at the Colorado 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 Rules Committee Report and the other Committee reports?

The Rules Committee's Report, containing its recommendations for the agenda, procedural rules, and Convention Officers, is presented on the first day (Monday) of the Convention, following the Credentials Committee Report. Since the Credentials Committee's Report affects the seating of delegates, it is considered as the first item of business on the first day of the Convention. The Platform Committee's Report is usually considered on the second day (Tuesday) of the Convention.

9 May Rules Committee Members attend the Convention?

Any Standing Committee Member who is not already a delegate or alternate will receive a credential for guest seating each night of the Convention, including when their respective committee's report is presented to the Convention for consideration.

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

Each Standing Committee Member is responsible for his or 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 Rules Committee operate?

Primarily, the *Call for the 2008 Democratic National Convention* outlines the responsibilities of the Rules Committee, the composition of its membership, and its Rules of Procedure. 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 are the Permanent Rules of Procedure and the Convention Agenda?

A principal responsibility of the Rules Committee is to propose the Permanent Rules of the Convention. These rules govern how Convention business will be conducted – including voting procedures. Until the Permanent Rules are adopted, the Convention operates under the “Temporary Rules” adopted by the Democratic National Committee as contained in the *Call*.

Along with the Rules of Procedure, the Committee also recommends the Convention Agenda. This document outlines the order in which the business of the Convention is conducted, such as when the Committee Reports are considered and when the Presidential roll call vote will occur.

13 How are the Convention Officers determined?

The Permanent Officers of the Convention are recommended by the Rules Committee and elected as part of the Committee's Report. Individuals will be recommended for the positions of Chair, Co-Chairs and Secretary. The National Party Chairman serves as the Temporary Chair of the Convention until the Permanent Chair is elected. Traditionally, prior to the Rules Committee meeting, the Party Chairman nominates the individuals to serve as the Permanent Convention Officers. According to the rules, the gender of the Convention Chair alternates for subsequent conventions, thus, the Permanent Chair in 2008 will be female. In July 2007, DNC Chairman Dean announced he had nominated **Speaker Nancy Pelosi** of California as Permanent Convention Chair. Chairman Dean will forward Speaker Pelosi's name to the Rules Committee for its consideration.

14 What other business may the Rules Committee consider?

The Rules Committee is responsible for considering any other matter not provided for in the Permanent Rules of the Convention and not contained in the reports of the other Standing Committees.

According to the Convention's Rules of Procedure, it is in order at any time for the Rules Committee, at the request of the Convention Chair, or pursuant to its own rules, to report a resolution providing for a special order of business for debate of any resolution, motion, committee report or minority report, or for the consideration of any other matter. At previous Conventions, these “Special Orders of Business” have included such matters as setting specific times and procedures for major items of debate and extending the time allowed for presentation of a Standing Committee's Report.



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**.

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**. 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**.

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**. 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**. 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**. 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** 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 (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

The best source of information from the DNCC is our website: **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!