



GUIDE TO BECOMING A DELEGATE TO THE 2016 DNC NATIONAL CONVENTION



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INTRODUCTION

This brochure is intended to describe the steps necessary to become a delegate or an alternate to the 2016 Democratic National Convention.

The National Convention will be held from July 25th through July 28th in Philadelphia, Pennsylvania. The delegates to the National Convention will choose the nominees of the Democratic Party for President and Vice President of the United States.

There will be 247 pledged delegates and 21 pledged alternates from New York State. There will also be 44 unpledged delegates.

Democratic voters in the State will vote for a presidential candidate and will choose 163 delegates at the Democratic Primary Election on April 19, 2016. The remaining delegates and alternates, other than certain party officers and elected officials who are automatically selected, will be chosen by the New York State Democratic Committee at the State Party's Spring Meeting (the "State Convention") which will be held on May 24, 2016.

With limited exception, all delegates and alternates must be pledged to support a particular presidential candidate or else identify themselves as "Uncommitted." The number of delegates awarded to a particular presidential candidate or the "Uncommitted" preference depends on the outcome of the Primary Election.

In the pages that follow, the process for awarding and filling delegate positions are set forth. Every enrolled Democrat that is a resident of New York State is eligible to participate. To do so, however, it is essential to comply with the process. It is also advisable to contact the official New York campaign office of the presidential candidate you wish to support. Each presidential candidate must designate an Authorized Representative to act for the candidate in this State. The name(s) of the Authorized Representative(s) of each presidential candidate may be obtained from the office of the New York State Democratic Committee.

Before taking any of the steps outlined below, a person wishing to run for delegate or alternate should contact the Authorized Representative of the presidential candidate that person supports.

THE DEMOCRATIC PRIMARY VOTE FOR PRESIDENT

To become a delegate or alternate to the National Convention, it is essential for the name of the presidential candidate you support, or, if you wish to run as uncommitted, for the word "Uncommitted," to appear on the ballot in the Primary Election to be held on April 19, 2016.

To place the name of a presidential candidate or the word "Uncommitted" on the Primary Election ballot, interested Democrats must circulate and file a designating petition. The petition must contain at least 5,000 valid signatures of enrolled Democrats who are residents of the State. A petition may be circulated for the purpose of collecting signatures no earlier than December 31, 2015. A petition with the required number of valid signatures must be filed with the State Board of Elections no earlier than February 1, 2016 and no later than February 4, 2016. There is no fee or other cost for filing a petition.

The rules governing the form of designating petitions may be found in the New York State Elections Law (including, but not limited to, Sections 6-118, 6-120, 6-130, 6-132, 6-134, 6-136 2 and 6-144). Sample petitions may be obtained from the New York State Board of Elections (www.elections.ny.gov) or at the offices of the New York State Democratic State Committee located in New York City.

Each presidential candidate who files timely valid designating petitions with the State Board of Elections will appear on the ballot at the Primary Elections on Tuesday, April 19, 2016 unless the presidential candidate files a declination of candidacy with the State Board of Elections on or before February 8, 2016.

REMEMBER: IT IS ADVISABLE FOR PERSONS INTERESTED IN RUNNING FOR DELEGATE OR ALTERNATE FOR A PARTICULAR PRESIDENTIAL CANDIDATE TO BE IN CONTACT WITH THE AUTHORIZED REPRESENTATIVE OF THAT CANDIDATE.

HOW NEW YORK STATE'S DELEGATES AND ALTERNATES WILL BE SELECTED

Of New York State's 291 delegates and 19 alternates, 163 delegates will be elected from the 27 congressional districts within New York State at the Primary Election on April 19, 2016.

An additional twenty-two (22) members of the Democratic National Committee from New York, nineteen (19) Democratic Members of U.S. Congress, one (1) Democratic Governor and two (2) Distinguished Party Leaders shall be automatic unpledged delegates; thirty (30) pledged delegates who qualify as party leaders or elected officials shall be elected at the State Convention; and fifty-four (54) pledged at-large delegates shall also be elected at the State Convention on May 24, 2016. The twenty-eight (19) pledged alternates shall also be elected at the New York State Democratic Committee's Spring Meeting on May 24, 2016.

DISTRICT-LEVEL DELEGATES

At the Primary Election, 163 delegates will be selected from New York's 27 congressional districts. **YOU MUST BE AN ENROLLED DEMOCRATIC VOTER IN THE CONGRESSIONAL DISTRICT TO BE ELECTED A DELEGATE FROM THAT DISTRICT.**

Owing to rules governing apportionment of delegates and requiring the delegation to be equally divided between men and women, the number of male and female delegates from each district is predetermined. The number of male (M) and female (F) delegates to be elected from each congressional district are as follows:

CD	DEL
CD 1	6 (3 M, 3 F)
CD 2	6 (3 M, 3 F)
CD 3	7 (4 M, 3, F)
CD 4	6 (3 M, 3, F)
CD 5	6 (3 M, 3, F)
CD 6	6 (3 M, 3, F)
CD 7	7 (3 M, 4, F)

CD 8	6 (3 M, 3, F)
CD 9	6 (3 M, 3, F)
CD 10	6 (3 M, 3, F)
CD 11	5 (3 M, 2 F)
CD 12	6 (3 M, 3, F)
CD 13	6 (3 M, 3, F)
CD 14	7 (3 M, 4, F)
CD 15	6 (3 M, 3, F)
CD 16	6 (3 M, 3, F)
CD 17	6 (3 M, 3, F)
CD 18	6 (3 M, 3 F)
CD 19	5 (2 M, 3, F)
CD 20	7 (3 M, 4, F)
CD 21	6 (3 M, 3 F)
CD 22	5 (3 M, 2, F)
CD 23	5 (2 M, 3 F)
CD 24	6 (3 M, 3, F)
CD 25	6 (3 M, 3, F)
CD 26	7 (4 M, 3, F)
CD 27	6 (3 M, 3 F)

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An enrolled Democratic voter in a congressional district must go through five steps to be chosen as a delegate in that district. These five steps are:

- . 1) Filing a Statement of Candidacy;

- . 2) Circulating and filing petitions;
- . 3) Being accepted by the presidential candidate;
- . 4) Winning votes at the Primary Election; and
- . 5) Being allotted a position based on the primary vote.

Step 1 - Statement of Candidacy

The first milestone for becoming a district-level delegate is the filing of a Statement of Candidacy.

Candidates for district delegate must file a Statement of Candidacy with the New York State Democratic Committee. Statement of Candidacy should be addressed to: New York State Democratic Committee, 420 Lexington Avenue Suite 845, New York, NY 10170. All Statements of Candidacy must be received no earlier than December 31, 2015 and no later than 5:00 PM on February 4, 2016. Faxes are acceptable to (212) 725-8867 as are scanned emails to Chair@nydems.org.

Forms for a Statement of Candidacy are available from the NYSDC. A copy of the form is set forth on the next page. A Statement of Candidacy need not be on this form - any written Statement will suffice - but must contain the basic information set out on the form.

Step 2 - Designating Petitions

Candidates for delegate must file designating petitions with valid signatures of enrolled Democrats who live in the congressional district. The petitions may be circulated and signed no earlier than December 31, 2015 and must be filed with the Board of Elections no earlier than February 4, 2016 and no later than February 9, 2012. There is no fee or cost for filing a petition.

The number of signatures must be at least .5% of the registered Democrats in the district *or* no more than 500 signatures for a district delegate (or slate). Information about the number of enrolled Democrats in the Congressional Districts may be obtained from the New York State Democratic Committee or the State Board of Elections (www.elections.ny.gov).

The rules governing designating petitions may be found in the State Election Law. Samples are available at the New York State Democratic Committee and the State Board

of Elections website. Designating petitions may be circulated on behalf of one delegate, more than one, or the full slate of candidates for delegates from that district.

The petition for a district delegate or slate of delegates may appear on the same petition circulated for the presidential candidate, provided, however, that both petitions are filed with the same Board of Elections. Inquiries as to whether a combined petition is permitted may be made to the State Committee or the State Board of Elections.



DECLARATION OF CANDIDACY FOR DISTRICT LEVEL DELEGATES

DEADLINE: February 5, 2016

PLEASE PRINT CLEARLY

Return via

Email: Chair@nydems.org

Fax: (212) 725-8867

Or mail: 420 Lexington Avenue, Suite 845 New York, NY 10170

I (full name)_____ do hereby declare my candidacy for District Level Delegate from New York for the 2016 Democratic National Convention. I affirm that I am a member of the Democratic Party and will not participate in the delegate selection process for any other Party. My preferred Presidential Candidate is:

Your Name: _____

Voting Address: _____

City, State, Zip: _____

Home Phone: _____ Other Phone: _____

Email: _____ Fax: _____

Signature: _____ Date: _____

Optional Information. Indicate all that apply

Gender: _____ Age: 18-35 _____ 36-64 _____ over 65 _____

African-American _____ Hispanic _____ Asian/Pacific Islander _____

Native American (and tribal affiliation) _____

Veteran (Branch, Discharge date and type) _____

LGBTQ _____ Type of Disability: _____

Step 3 – Presidential Candidates’ Right of Rejection

The next step is submitting the statement of candidacy for approval by the presidential candidate.

Even if a candidate for delegate files a timely petition and Statement of Candidacy, the candidate is still subject to rejection by the presidential candidate to whom the delegate candidate is pledged. Pursuant to the Rules of the Democratic National Convention, an Authorized Representative of the presidential candidate in New York has the right to determine the composition of the candidate’s delegate slates in the Primary Election. Hence, each presidential candidate’s Authorized Representative in the State may reject any candidate for delegate, provided only that at least one candidate remains for each delegate position.

To enable the presidential candidates to exercise this right, the State Committee is required to provide each presidential candidate with the Statement of Candidacy signed by candidates for delegate pledged to that candidate. This must be done by February 10, 2016. The presidential candidates must exercise their right of rejection by February 15, 2016. The State Committee will notify all candidates for delegate who have been rejected by a presidential candidate.

NOTE THAT YOU MAY BE ABLE TO DETERMINE IN ADVANCE WHETHER YOU WILL BE ACCEPTED OR REJECTED BY CONTACTING THE AUTHORIZED REPRESENTATIVE OF YOUR PREFERRED PRESIDENTIAL CANDIDATE.

Step 4 - The Primary

Each candidate for district-level delegate who files a valid and timely petition and Statement of Candidacy and who is not rejected by his or her preferred presidential candidate will appear on the ballot at the Primary Election unless (1) his or her preferred presidential candidate fails to qualify for the ballot or, after qualifying, makes a timely withdrawal or (2) the district-level candidate chooses not to run and files a timely declination.

The ballot format is this: Delegate candidates pledged to a particular presidential candidate will be listed as such on the ballot and will appear in the same row or column as the name of the presidential candidate. The gender of each candidate will be included on the ballot with an "(M)" or "(F)" after the name. Delegate candidate positions in the column or row will be drawn by lot, except that a group

(slate) of delegate candidates, unless otherwise requested they will appear on the ballot one after the other in the order in which names appear on the petition, in which case the slate will be deemed one person for purposes of the draw. All Democrats or group of Democrats may run a slate of candidates for delegate, but no such slate may be identified as an "official" slate. If delegate candidates file as a slate, the slate is required to be equally divided between men and women with a variance no greater than one.

Step 5 - Allocation of District-Level Delegates

Following the Primary Election, the results in each congressional district are used to allocate delegate positions among presidential candidates and then to determine which of the candidates for delegate fill these positions. Positions are filled by rotating between genders to ensure equal division between men and women within each congressional district.

District-level delegate positions are allocated among presidential candidates in proportion to their vote in the congressional district. A candidate must receive at least 15% of the vote in the congressional district to be included in this calculation. If only one presidential candidate receives 15% or more, that candidate is entitled to all delegate positions. A Presidential Candidate who does not receive the 15% Threshold Percentage in the Congressional District shall not be eligible to receive any district delegates in that Congressional District. If only one Presidential Candidate reaches the Threshold Percentage in the Congressional District, then that Presidential Candidate shall be entitled to all district delegates in the Congressional District. Within a district, if no presidential preference reaches a 15% threshold, the threshold shall be the percentage of the vote received in that district by the front runner minus 10%.

Once the positions are allocated among the eligible presidential candidates, then the first delegate position goes to the highest vote-getting candidate for delegate pledged to the highest vote-getting presidential candidate. The positions are then rotated by gender to the next highest vote-getters among candidates for delegate pledged to the top vote-getter among presidential candidates, then to the top vote-getting male or female (whichever applies) candidate for delegate pledged to the nearest eligible runner-up among presidential candidates, and so on until all positions are occupied.

To assure equal division within each District, delegate positions will be assigned (i)

in Congressional Districts with an even number of delegates (A) first to the candidate for delegate who receives the highest vote total among those pledged to the Presidential Candidate who receives the highest vote total in the District and (B) thereafter, alternating by gender, first to the next highest vote-getter among delegate candidates pledged to the highest vote-getting Presidential Candidate and then to the top vote-getters among delegate candidates for the next highest vote-getting presidential preferences in descending order until all positions are assigned; and (ii) in Congressional Districts with an odd number of delegates (A) first to the candidate for delegate who receives the highest vote total among those pledged to the Presidential Candidate who receives the highest vote total in the District unless such candidate for delegate is of a gender disadvantaged in that District, in which event the candidate for delegate of the advantaged gender with the highest total among those pledged to the Presidential Candidate who receives the highest vote total in the District and (B) thereafter, alternating by gender, first to the highest vote-getter among delegate candidates pledged to the highest vote-getting Presidential Candidate and then to the top vote-getters among delegate candidates for the next highest vote-getting presidential preferences in descending order until all positions are assigned.

Upon completion of this process, the State Committee will certify the names of all persons selected as district-level delegates to the Secretary of the Democratic National Committee.

SUMMARY OF IMPORTANT DATES

December 31, 2015 – February 4, 2016: Candidates for Delegate must file their “Statement of Candidacy” form with the New York State Democratic Committee. The Statement of Candidacy can be mailed to the New York State Democratic Committee at 420 Lexington Ave Suite 845, New York, New York, 10170. Any written statement of candidacy is acceptable, but it must contain the basic information contained in the New York State Democratic Committee template.

December 31, 2015: Circulate Petitions Presidential Candidates are required to collect 5000 valid signatures from New York State enrolled Democrats to get on the ballot. Delegate Candidates are required to collect 500 signatures (or sometimes fewer) valid signatures of enrolled Democrats in the Congressional District they run in.

February 1-4, 2016: Petitions filed Completed petitions must be filed with the

New York State Board of Elections or local Board of Elections.

February 10, 2016: State Committee provides Presidential Candidates with “Statements of Candidacy.” Candidates for Delegate and Alternate, who file timely petitions and a “Statement of Candidacy,” are still subject to rejection by the Presidential Candidate to whom a Delegate is pledged.

February 16, 2016: Presidential candidates provide list of approved district-level delegate candidates to State Party. The New York State Democratic Committee will notify all Delegate Candidates who have been rejected by Presidential Candidates

UNFILLED POSITIONS

In the event that no eligible person is elected to a delegate position in a particular congressional district at the Primary Election, the position will be filled by a post-Primary caucus of the State Committee members representing that congressional district. These caucuses will be held on 10-days’ notice on or before May 24, 2016. To be eligible to run for such an unfilled position, a person must be an enrolled Democrat resident in the applicable congressional district and must file a Statement of Candidacy with the State Committee no earlier than April 25, 2016 and no later than May 22, 2016. A person may run for an unfilled position regardless of whether the person previously circulated petitions, or once supported a different presidential candidate, or earlier had been rejected by the presidential candidate’s Authorized Representative. Nevertheless, the Authorized Representative for the presidential candidate who won as a delegate in the Primary Election may reject candidates for an unfilled position up to and including, May 23, 2016, provided only that three candidates remain for each position to be filled.

To determine whether any district-level delegate positions are available to be filled after the Primary, contact either the Authorized Representative of the presidential candidate you support or the State Committee.

ELECTION OF ADDITIONAL UNPLEDGED DELEGATES, PLEDGED PARTY LEADERS AND ELECTED OFFICIALS, & AT-LARGE DELEGATES AND ALTERNATES BY THE STATE CONVENTION

Once the district-level delegates are selected, the balance of the delegation will

be selected by the full State Committee. The State Convention to be held on May 24th, 2016 will elect in the following order, thirty(30) pledged delegates who qualify as party leaders or elected officials; forty – nine (49) pledged at-large delegates, and nineteen (19) pledged alternates.

Any enrolled Democrat resident in this State may apply for these positions regardless of whether that person previously sought unsuccessfully to become a district-level delegate.

PLEDGED PARTY LEADERS AND ELECTED OFFICIALS

The thirty (30) party leader and elected official delegates to be elected by the State Convention must be pledged to a presidential candidate. The allocation of these delegates will reflect the statewide division of presidential or uncommitted preference of the primary voters. In other words, each presidential candidate will receive the portion of the 30 delegates corresponding to the percentage of the popular vote the candidate received in the Primary Election compared with all other presidential candidates eligible to receive such delegates. A presidential candidate must receive 15% of the statewide vote to be entitled to receive any party leader or elected official delegates.

To qualify for one of these 30 positions, a person must be either an elected official who won office as a Democrat or the holder of some official position in the Democratic Party in this State (*e.g.*, a member of the State or a County Democratic Committee). A person is eligible for election as a pledged party leader and elected official delegate regardless of whether he or she has previously filed a Statement of Candidacy for another category of delegate position. To be considered by the State Convention a person must file a Statement of Candidacy with the State Committee no earlier than January 3, 2016 and no later than May 22, 2016. A form of Statement is set forth on the next page.

The presidential candidate may reject, in writing, a candidate for party leader or elected official delegate no later than 5:00 PM on May 24, 2016. The list of all candidates will be delivered by the State Committee to the presidential candidate no later than 5:00 PM on May 22, 2016.



DECLARATION OF CANDIDACY FOR PLEDGE PARTY LEADERS AND ELECTED OFFICIALS

DEADLINE: May 22, 2016

PLEASE PRINT CLEARLY

Return via

Email: Chair@nydems.org

Fax: (212) 725-8867

Or mail: 420 Lexington Avenue, Suite 845 New York, NY 10170

I (full name)_____ do hereby declare my candidacy for Party Leader and Elected Official Delegate from New York for the 2016 Democratic National Convention from New York for the 2016 Democratic National Convention. I affirm that I am a member of the Democratic Party and will not participate in the delegate selection process for any other Party.

My preferred Presidential Candidate is_____

Your Name: _____

Voting Address: _____

City, State, Zip: _____

Home Phone: _____ Other Phone: _____

Email: _____ Fax: _____

Signature: _____ Date: _____

Optional Information. Indicate all that apply

Gender: _____ Age: 18-35____ 36-64____ over 65____

African-American____ Hispanic____ Asian/Pacific Islander____

Native American (and tribal affiliation) _____

Veteran (Branch, Discharge date and type)_____

LGBTQ____ Type of Disability:_____

FULL PARTICIPATION

Democratic Party rules call for the participation of all Democrats, regardless of sex, age, color, creed, national origin, religion, ethnic identity, economic status, or philosophical persuasion. It is the responsibility of all organizations of the Democratic Party in the State of New York, and the presidential candidates, to encourage the full participation of Democratic voters.

No one will be excluded from any part of the delegate selection process for failure to pay a cost or fee.

The time and place for all meetings of the State Committee associated with the delegate selection process will be fully publicized so as to ensure timely notice, and will be held in places accessible to all party members

The New York State Democratic Committee has prepared an outreach plan which contains in more detail all of the rules governing the election of delegates and alternates. Copies of these plans may be obtained from the State Committees website (NYDEMS.org).

A Delegate Selection Committee has been appointed to oversee the State Committee's outreach effort. This committee will conduct workshops in each of the twelve regions in the State, working with the liaisons appointed by the Chairs of the County Democratic Committees.

REPRESENTATION GOALS

It is the goal of the Delegate Selection plan for the delegation to be divided equally between men and women and to include groups that are traditionally under-represented in the delegation. The State Committee will make aggressive efforts to ensure that African Americans, Latinos, Asian Americans, Native

Americans, young Democrats, senior Democrats, labor, persons with disabilities, persons of low and moderate income or with a high school education or less, rural Democrats, veterans and lesbians and gays are part of the Delegation. The State Committee's outreach program is designed to help members of these groups to participate in the process from the beginning and to run for delegate at the district level. The State Committee, however, will not use either direct or indirect quotas to achieve representation goals.

FINANCIAL AID FOR DELEGATES

Delegates to the National Convention are responsible for their own financial expenses. The State Chair will appoint a special fundraising committee to raise funds for the purpose of defraying the expenses of those delegates who are otherwise unable to attend and participate in the National Convention.

This committee, together with a subcommittee of the Delegate Selection Committee, will review the applications for funds submitted by those delegates who, in sworn "Affidavits of Need," state that they are unable to participate in the National Convention solely because of financial hardship. The Financial Review Committee may reasonably ask each delegate who applies for financial assistance to furnish evidence of his/her financial inability to participate. The Committee will award any financial assistance from a specifically-designated fund based on (1) the number of applicants, (2) the needs of each applicant, and (3) the amount raised for the specifically-designated fund.

All applications for financial assistance must be filed no later than 45 days prior to the first day of the National Convention and all awards made no later than 30 days prior to the first day of the National Convention. All decisions of the Financial Review Committee will be final; however, an applicant may seek assistance from the Democratic National Committee.

CHALLENGES

Any 15 Democrats may challenge the State Committee for failure to carry out any part of its Delegate Selection Plan. A written challenge in accord with National Regulations must be filed with the State Party Chair and with the Co-Chairs of the Rules and Bylaws Committee of the Democratic National Committee.

Challenges to the implementation of the Plan must be filed within fifteen (15) days after the alleged violation, and challenges to the implementation of the Affirmative Action Plan must be brought within thirty (30) days of the initiation of the delegate selection process.

A State Compliance Committee will hear all implementation challenges. It will render its decision within 21 days of the filing of the challenge. Its decision may be appealed within ten days by written request to the Rules and Bylaws Committee. The Rules and Bylaws Committee can be reached at the Democratic National Committee, 430 S. Capitol St. SE, Washington, DC 20003.

If you are unsure of any of the procedures outlined in this brochure, you should contact your local Democratic County Committee, or the New York Democratic State Committee office.
