



## **BRIEF GUIDE TO OUR DELEGATE SELECTION PLAN**

The DNC Rules and Bylaws Committee conditionally approved our Delegate Selection Plan ("DSP" or "Plan") on August 27, 2015. You can find a copy at <http://wiki.democratsabroad.org/display/DSP2016/>.

Our Plan, like all DSPs, is admittedly complicated. As they must comply with the DNC Charter and Bylaws, all applicable rules and regulations, the additional provisions for the Call of the Convention, and their individual states' own laws, charters, rules, and regulations, it is the very nature of DSPs to be complicated. And our Plan's complexity is compounded by the fact that, unlike any other state, DC, or territory, we operate on a global scale.

Altogether our DSP runs to 122 pages. If you are a Democratic leader abroad or interested in becoming a Delegate to the National Convention, you should not only become familiar with it, but actually must comply with the rules and processes outlined in our Plan. There is no substitute for that document.

Still, we have taken this initiative to prepare and distribute this *Brief Guide to Our Delegate Selection Plan* as an introduction to the important process we are about to undertake to ensure every eligible American living abroad who wishes to participate in this democratic process has an opportunity to do so.

Below you will find the **Top-10 Things** you need to know now about our delegate-selection process. You will also find a general description of the most important things to do if you are a **Country Committee** or **Chapter Leader** to prepare for our **Global Presidential Primary**, our **Regional Caucuses**, and our **Global Convention**. If you are a Democrats Abroad member who wants to make sure to **Vote** in our Global Presidential Primary, this document is also for you. You will find also below a quick guide to what you need to consider if you would like to become a National Convention **Delegate** through either our Regional Caucuses or Global Convention. Finally, we close with a few miscellaneous things you should also keep in mind.

We hope you find this document helpful.

Your International ExCom is ready to assist anyway we can.

**DPCA ExCom**

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### **Top-10 Things You Need To Know Now**

10. To encourage the widest participation possible, we have adopted as part of our DSP a hybrid, two-step process: (a) a Global Presidential Primary to determine our Presidential preference; and (b) to select our Delegates both: (i) a caucus in each of our three Regions (Americas; A/P; and EMEA); and (ii) a Global Convention.
9. Our Global Presidential Primary will coincide with the week of "Super Tuesday:" March 1-8, 2016.
8. We get to send 21 Delegates and at least one Alternate to the National Convention in Philadelphia. (Each Presidential candidate receiving at least 15% of the votes cast during our Global Presidential Primary will also be entitled to his or her own Alternate.)

7. Of those 21 Delegates, nine are Party Leaders and Elected Officials ("PLEOs"), two who are our International Chair and Vice Chair (who are automatically DNC Members and, thus, Delegates to the National Convention) and six who are the rest of our DNC Members. These eight PLEOs are "unpledged" (commonly referred to as "Super Delegates"), meaning they are automatically seated at the National Convention and free to support any Presidential nominee.
6. We need to elect 12 pledged (*i.e.*, committed to one nominee) At-Large Delegates, one pledged PLEO, and at least one Alternate (again, each Presidential candidate achieving at least a 15% threshold of the votes cast during our Global Presidential Primary will be entitled to his or her own Alternate).
5. Nine of the 12 At-Large Delegate slots will be selected through our Regional Caucuses being held April 28 through May 13, 2016. (The Regional Caucuses will also elect new DNC Members, one for each Region, who will be PLEOs at the next National Convention.)
4. The remaining three At-Large Delegates, one pledged PLEO Delegate, and Alternate(s) will be elected during our Global Convention in Berlin on May 14, 2016. (We will also be electing then our three additional DNC Members who, just as with those elected at our Regional Caucuses, will be PLEOs at the next National Convention.)
3. Right after our Global Convention, our Delegates to Philadelphia will also be selecting our Delegation Chair and Standing Committee members, and our International Chair will be naming our Convention Page.
2. The National Convention will be July 25-28 in Philadelphia, PA.
1. And of course, with your help, we will be electing our next Democratic President of the United States on November 8, 2016!

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## **What To Do?**

Below are some things to consider if you:

- A. are a leader or a member of a Country Committee or Chapter participating in our Global Presidential Primary, a Regional Caucus, and/or Global Convention;
- B. want to vote in our Global Presidential Primary; and/or
- C. want to become a National Convention Delegate.

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### **A. If You Are A Country Committee Or Chapter Leader**

- Read our DSP carefully. Again, you can find a copy at <http://wiki.democratsabroad.org/display/DSP2016/>.
- Make sure your Country Committee is in good standing by December 31, 2015.
- If your Country Committee is non-compliant, it will not be able to open Voting Centers nor send representatives to the Regional Caucuses nor our Global Convention.

### **Global Presidential Primary**

- Our Global Presidential Primary will take place March 1-8, 2016. This will coincide with "Super Tuesday" in the United States, and we very purposely chose that week to draw the most attention to our efforts and to Democrats Abroad. (And so our members can vote and make a difference while the race is still competitive.)
- We hold our Global Presidential Primary to ask the large number of Democrats living abroad to tell us their preferences among the Democratic candidates.
- Democrats Abroad then calculates those results as percentages. For example, when we did this in 2008, Barack Obama received 66% of our vote while Hillary Clinton received 33%. We then selected our Delegates to the National Convention according to those results in our Global Presidential Primary, *i.e.*, 66% of our Delegates were assigned to then-candidate Obama while 33% were assigned to then-candidate Clinton.
- We should note that we are required to award Delegates only to those candidates who receive at least 15% of the votes in our Global Presidential Primary. This means that any candidate who has not attained a 15% threshold during our Global Presidential Primary will not be entitled to any At-Large Delegates.
- The Global Presidential Primary will also allow us to determine the democratic strengths of our Regions and, accordingly, to allocate to those Regions the appropriate number of Delegates among the nine At-Large Delegates available for election at our Regional Caucuses (with each Region being allocated at least one Delegate). In other words, a Region that has a larger percentage of the votes cast in our Global Presidential Primary when compared to the votes cast in other Regions will be entitled to select a larger number of At-Large Delegates through its Regional Caucus than other Regions.
- If, for example, we determine that 50% of the votes in our Global Presidential Primary were cast in our EMEA Region, while 30% were cast in the Americas and 20% in Asia Pacific, EMEA will be entitled to elect four At-Large Delegates through its Regional Caucus, while the Americas will be entitled to elect three At-Large Delegates, and Asia Pacific two.
- Please note that, in any calculation required under our DSP, any number that may, in turn, require to be rounded shall be rounded upwards to the nearest round number if it is equal to or greater than 0.455 and shall be rounded downwards to the nearest round number if it is lesser than 0.455.
- To be clear, no Region will know exactly how many Delegates it will elect until the Global Presidential Primary is over and our International Chair calculates the results and makes the allocation.
- Needless to say, our Global Presidential Primary is a unique opportunity to generate publicity and to attract new members to Democrats Abroad.
- **ORGANIZE NOW** and **PREPARE** to execute a plan to participate in our Global Presidential Primary.

- Democrats living abroad will be able to vote by mail, fax, email, or in-person at Voting Centers. Country Committee Chairs need to be able to accept mailed ballots from February 1st through March 13th, 2016.

### ***Voting Centers in General***

- The major task of Country Committees is to set up Voting Centers.
- As a leader of Democrats Abroad, the early work you do to organize the Voting Centers will help assure a smooth and successful event. It is important that our voters leave a Voting Center feeling positive about the Democratic Party, Democrats Abroad, and your Country Committee. Train your volunteers!
- Voting Centers are like polling places in the United States and, accordingly, subject to lots of rules. They should not be run casually.
- As a Country Committee, you are expected to open at least as many Voting Centers as your Country Committee had last election (2012).
- If this is the first time your Country Committee will be voting in the Global Presidential Primary, you will be required to have at least one Voting Center.
- If your Country Committee has recognized Chapters, you must open a Voting Center in each.
- As a Country Committee you are responsible for paying any costs associated with the Voting Centers.
- When and where you operate Voting Centers is open to the good judgment of your Country Committee and recognized Chapter leaders, and obviously subject to your available resources. You have some flexibility as to the hours and actual places of operation, as long as these Voting Centers are as accessible as possible, including being handicapped-accessible.
- One should also take every effort to ensure the physical safety of the people attending. Make sure that the site is safe, particularly with respect to fire hazards and similar dangers, and that adequate precautions have been made with respect to possible bomb or terrorist threats. Consider informing the local police of the Voting Center and asking them to help with or advise you on any necessary safety precautions. One might wish to check with the local US Embassy or Consulate about any dangers they might know about.
- The address of each Voting Center and its hours of operations must be provided to our International Chair by December 31, 2015 and may not be changed without her prior written approval. Country Committees and recognized Chapters should ensure that this information is also posted to their pages on our website.
- You must appropriately prepare for and staff each Voting Center. This means not only in terms of human resources, but also publicity and training, and making sure you have enough printed ballots, enough Democrats Abroad membership application forms, a ballot box, a plan to secure the ballots once cast, and a process to deal with questions and issues as they arise.
- You will need several volunteers at each site to help with registrations as voters come in, as well as to assist in the smooth running of the site.

Choose among your volunteers a Voting Center Manager. It bears repeating: organize and train all your volunteers NOW!

- It is the responsibility of each and every volunteer, but most especially the Voting Center Manager and Country Chair to ensure all rules are kept and violators of those rules are excluded from this important process.
- As for the facilities themselves, be sure that the site is large enough to hold the number of people who you are expecting with some additional space for overflow. You should also be sure that on the day(s) of the vote there will be: adequate table(s) for registration and for voting; adequate seating; a place where posters may be put up; easy access for handicapped voters; adequate restroom facilities; communications facilities that can be used for reporting the results or reaching out to ExCom members with questions as they arise; and, if possible, adequate Internet connections.
- Plan to have a separate table at your Voting Centers that would permit you to comfortably conduct voter registration/ballot requests for the November 2016 election. Include in your planning the set up of a computer and printer that will allow you to register voters at [www.votefromabroad.org](http://www.votefromabroad.org).
- Bring to the Voting Center a copy of our DSP and of this guide. Bring too the telephone numbers of International ExCom members in case of an emergency.
- Have available copies of the Challenge Form, which will be available from our website by January 11, 2016. (Hopefully, you will never need to use any of them!)
- Have several copies of a complete list of the members of your Country Committee eligible to vote at the Voting Center. Keep in mind that these lists contain personal data that must be kept confidential, so please do not leave these lying around. Anyone having access to these lists must sign a Democrats Abroad Confidentiality Agreement, which is also available from our website at <http://wiki.democratsabroad.org/display/MembDBcnda/>.
- Have lots of pens and extra paper available.
- Have hard copies of the Federal Post Card Application ("FPCA") (available through the U.S. Embassy or U.S. Consulate) for anyone wishing to register to vote in the General Election and blank Federal Write-In Absentee Ballots in adequate number.
- It seems obvious, but you should be sure that the site will be open in advance so that you can set up the space, and that it will stay opened until you have finished with the day's business and have cleaned up. Unpleasant surprises can be avoided with a little forethought.
- As to publicity, you should undertake as part of your planning a well-organized media strategy for the running of Voting Centers. Advance publicity is extremely important. A well-organized media plan will reap huge dividends to Democrats Abroad in terms of membership growth.
- Every Voting Center should work towards and expect to have at least one representative from a news organization pay a visit.

- You need to be proactive with local media outlets to keep them interested.
- Please also realize that some Voting Centers may be visited by other non-media VIP guests. Conduct yourselves always as if you would be—as you will certainly be—under public scrutiny.
- Young people who will not be of voting age come Election Day should still be encouraged to observe so that they can learn how democracy works and appreciate their civic duties.
- Consider appropriately decorating your Voting Center with, for example, American flags and Democrats Abroad banners and posters, but do not have candidate materials at the place. Electioneering inside or too close to Voting Centers (*i.e.*, ten meters from the registration table or voting booths) should not be permitted.
- The place needs to be run with decorum and seriousness.
- Broadcast and audiovisual equipment at the Voting Centers should be set up and used in a way that will not intimidate, hinder, or otherwise obstruct the participation of any voter trying to cast a vote.
- Our International ExCom will soon develop a set of talking points and press releases and make these available to you for use during the Global Presidential Primary.
- Distribute during the Global Presidential Primary information about Democrats Abroad. Consider having that information available not only in English but also in any local language.
- Take pictures and video and post those to the DA website as well as any and all other media, including Social Media venues (Facebook, etc.).
- Consider having a large map of the United States and marking where each voter at your Voting Center comes from.
- Consider planning panel discussions and other media events in your countries to coincide with the Global Presidential Primary. If you intend to invite a local speaker or hold a meeting at the same time you are operating a Voting Center, please hold those other events in a separate space as not to interrupt the process of voting.
- Similarly, while the Voting Center is primarily about voting, there will be opportunities for DA members to discuss policy, resolutions, and platform issues. If you wish to have such a forum—which the International ExCom encourages—it should take place in such a way as not to interfere with the voting.

#### ***Voting Center Rules***

- The Voting Center Manager is in charge of the Voting Center and shall manage the site in accordance with our 2016 DSP and these rules.
- In keeping with Party rules, the Democrats Abroad 2016 Global Presidential Primary is a Party election and cannot be conducted by secret ballot.
- Voting Centers will need to be open during the times previously notified to the International Chair on or before December 31, 2015, or as modified by the International Chair pursuant to the 2016 DSP. Voters in

line at a Voting Center at the notified local closing time shall be permitted to vote.

- The Presidential candidates whose names are on the ballot shall be allowed to have only one observer at any given time at each Voting Center, who shall be allowed to observe registration and tabulation of Presidential preferences, to challenge any aspect of the operation of the Voting Center, and to challenge voter eligibility.
- The challenger need not be a registered voter or a member of the recognized Chapter or Country Committee the Voting Center is in and shall present himself or herself to the Voting Center Manager immediately upon his or her arrival at the Voting Center providing appropriate photo identification and written proof of appropriate authorization from the campaign of the Presidential candidate s/he is representing. All challengers shall wear a name tag clearly indicating the Presidential candidate they represent and their name.
- Challengers shall not hinder, delay, or obstruct the operation of the Voting Center, shall not be involved in the operation of the Voting Center, and shall not touch or handle any material necessary for the operation of the Voting Center. Challengers shall not threaten or intimidate any voter nor shall voters threaten or intimidate challengers.
- Challenges regarding Voting Center operations and voter eligibility shall be made using only official challenge forms, which Voting Center Managers shall make available to anyone upon request.
- Challenges regarding the right of a person to vote at a Voting Center can be made based only on a claim of non-membership in the Country Committee of Democrats Abroad or on claim of multiple voting. Those persons who wish to vote at a Voting Center (including persons wishing to vote who join Democrats Abroad at the Voting Center immediately prior to voting) who provide individual identification establishing a residence in the geographical territory of the Country Committee (or in the case of border areas, in the vicinity of the Voting Center, e.g., residents of France residing near the Swiss border) shall be presumed qualified to participate unless positive proof can be established to the contrary. Positive proof of this kind could include, but would not be limited to, documents that indicate that a person attempting to vote resides at a location outside the geographical territory of the Country Committee or records of another Voting Center indicating that person attempting to vote participated at another Voting Center (in this case verification by phone by Voting Center Manager of the other Voting Center shall be sufficient). If such proof is presented, the Voting Center Manager shall make a final decision on the challenge. A voter or challenger dissatisfied with the decision may complete and file a challenge form with Democrats Abroad. Photo ID may be presented but is not required.
- Upon registration at the Voting Center, each voter will be given a printed ballot to be completed and marked. All information requested on the ballot must be completed in ink. All ballots must be signed and dated in ink. A ballot will be considered uncountable for the following reasons: the voter does not submit all of the information required on the ballot; the voter votes for two or more different candidates (including uncommitted); or the voter does not sign and date the ballot declaration. Printed or illegible signatures shall be considered valid.
- Presidential candidates or their representatives may campaign outside Voting Centers. No candidate shall receive preferential treatment, and all candidates shall have equal access to all Presidential preference

primary voters for purposes of campaigning. Campaigning is not permitted within ten meters of the registration table or tables or voting booths set up for the purpose of completing and marking ballots. Voting Center Managers and Voting Center Workers shall not campaign for or against any Presidential candidate.

- Absentee voting by email/mail/fax ballots closes on March 8, 2016, and will not be accepted at Voting Centers.
- Voting Centers shall not be required to provide Internet access. A Voting Center may have computers with Internet connection to facilitate voter registration and election reporting.
- A voter may be assisted in voting and may ask a Voting Center Worker to provide assistance.
- Voting Centers must provide hard-copy membership forms to accommodate new members of Democrats Abroad who wish to join at the Voting Center. New members can also join by using the on-line membership form in Voting Centers where Internet access is provided.
- Following the closing of the Voting Center each day it is open, the ballots voted at the Voting Center shall be tallied by the Voting Center Manager and Voting Center Workers; the challengers representing the Presidential campaigns may attend such tallying and may inspect cast ballots. Ballots cast at the Voting Center shall not be open to inspection other than by Voting Center Workers and any official challengers present at the tallying. The results of voting shall be entered on to the official tally sheet and signed by the Voting Center Manager in the presence of one or more witnesses. The challengers representing the Presidential campaigns may review the tally sheet and take notes with respect to the results, but copies of the tally sheet should not be given to anyone except as provided in the following sentence. The results of the voting tally with the ballots and tally sheet shall promptly be sent to our International Chair. Any public announcement made of the tally taken at a Voting Center must include a notice that the results are provisional until certified by the International Chair of Democrats Abroad. Copies of the tally sheet should not be made publicly available.
- With respect to the tallying of all ballots by the International Chair, such tallying shall be attended by at least two other persons designated by the International Chair and may be attended by one officially designated representative of each Presidential campaign. The time and place of such final tally will be made known to the official representatives of the Presidential campaigns by the International Chair or her designee 48 hours in advance of the beginning of such tallying. The final tally as certified by the International Chair shall be witnessed by at least two of the persons who assisted in the tally.

#### ***Actual Voting***

- A voter must be a U.S. citizen living abroad temporarily or permanently and one who will be 18 years of age or older on November 8, 2016. The voter must also be a member of Democrats Abroad. As seen, a potential voter may join Democrats Abroad on the day of the Global Presidential Primary.
- No voter should be kept waiting longer than a few minutes.
- When a voter arrives, his/her membership should be checked at the registration table before he/she is given a ballot. On the ballot the voter is to print out his/her name, address, country, region, and email address.



The ballot also calls for the voter to sign a Party Pledge of Support and a Certification Statement that he/she has not voted in another Presidential Primary. If the would-be voter is not a member of Democrats Abroad but is eligible to become a member, he/she should be given a new membership application. When complete, the voter's citizenship and a local address needs to be verified by additional documentation (passport, utility bill, driver's license, etc.). If verification cannot be completed, the Voting Center Manager has the option of allowing the voter to receive a provisional ballot to be verified later.

- At the Voting Center, voters who have registered should be given a ballot and sent to the designated voting area where they can complete their ballots. Voters must be told that they must complete all the information requested on the ballot or it may be subject to challenge later as invalid. An unsigned ballot will be voided.
- This last point bears emphasis. Voting in our Global Presidential Primary is not by secret ballot—indeed, quite the contrary. Under Democratic Party rules, every ballot must be signed. Voters must also affirm that they have not voted in any State Presidential Primary during this election cycle.
- Have the voter place his/her completed ballot in the designated ballot box.
- Thank the voter for voting.
- Consider having "I Voted" stickers available for all who participate.
- No proxy voting is allowed in the Global Presidential Primary.

#### ***After the Voting***

- When voting is complete, it is the responsibility of the Voting Center Manager to: (1) have the voted ballots tallied and secured; (2) call our International Chair and report the results; (3) certify those results by March 14, 2016; and (4) send the ballots and the results to our International Chair, first immediately by email and then by special courier or registered mail so they are received by March 19, 2016, as detailed in our DSP and the rules previously discussed in this guide.
- Once we have completed our Global Presidential Primary and determined both the percentage split between candidates receiving 15% or more of the vote as well as the democratic strength of each of our Regions, we will be ready to begin the process of selecting our Delegates to the National Convention.
- We select our Delegates to the National Convention at Regional Caucuses and a Global Convention.

#### ***Regional Caucuses***

- We will be electing nine At-Large Delegates at Regional Caucuses.
- Each Region will also be electing a DNC Member. Unless separately elected as a Delegate through his or her Regional Caucus or in the Global Convention, these three DNC members (one for each Region) will not be Delegates to the 2016 National Convention but rather will be Delegates in 2020.

- Each Country Committee Chair is required to certify to our International Chair the names of its electors by April 13, 2016.
- Your Regional Vice Chairs, in consultation with all Country Committees within your Region, will be announcing soon when exactly your Region will hold its Caucus, which must be held between April 28 and May 13, 2016.
- A Country Committee in good standing can send electors to its Region's Caucus.
- As Country Committee leaders your task is to chose electors (who can be yourselves or others) who in turn will help choose our delegates to the National Convention.
- The simplest option is that all of your Country Committee and recognized Chapter officers are automatically electors and have the responsibility to attend your Region's Caucus.
- Another option is to hold local caucuses (technically called "First-Tier Caucuses") through which you pick your electors.
- If you would like to hold First-Tier Caucuses, you must decide this and notify our International Chair by December 31, 2015. Please pay close attention to the rules on First-Tier Caucuses described in our DSP.
- First-Tier Caucuses must be held between March 23, 2016 and April 3, 2016. (They could be held in conjunction with your Country Committee's annual global meeting.)
- If your Country Committee has recognized Chapters, and you chose to hold First-Tier Caucuses, this becomes a two-step process: first, at the recognized Chapter level, you chose electors who would participate in the Country-Committee-wide First-Tier Caucus; and, second, those at the Country-Committee-wide Caucus would decide who to send to your Region's Caucus.
- If you do not pick the option of holding First-Tier Caucuses, you will automatically be assumed to have chosen to send to your Region's Caucus your Country Committee and recognized Chapter officers.
- In any Caucus, be it First-Tier or Regional, participants would divide into Presidential Preference Groups ("PPGs") for each of the candidates who received at least 15% of the Global Presidential Primary vote. Each of the PPGs would then chose who its electors or delegates would be.
- Participation in your Regional Caucuses will be available by WebEx, although—as always—it would be preferable to participate in-person.
- Regional Caucuses are require to meet a minimum 40% quorum.
- No proxies are permitted as part of any Regional Caucus be it First-Tier or Country-wide.
- Regional Caucus electors will be required to sign a statement of support for his/her Presidential candidate.
- Participants in our Regional Caucuses will also be required to sign Attachments 11 and 12 to our DSP.

- Regional Caucus Chairs are required to certify their Regional Caucus results to our International Chair by May 16, 2016.

### **Global Convention**

- We will be electing three At-Large Delegates, one pledged PLEO Delegate, and at least one Alternate at our Global Convention. (As discussed, we will be electing more than one Alternate to match the number of Presidential candidates who have met the 15% threshold of votes cast during our Global Presidential Primary.)
- We will also be electing three DNC Members. Unless separately elected as Delegates through our Regional Caucuses or in the Global Convention these DNC members will not be Delegates to the 2016 National Convention but rather will be Delegates in 2020.
- Our Global Convention will take place in Berlin on May 14, 2016.
- Participation by WebEx will be available.
- A quorum shall be 40% of those eligible to vote present in person.
- Voting by proxy will not be permitted.
- Electors in Berlin will consist of our eight-member International ExCom, our other six incumbent DNC Members, our three Regional DNC Members-elect, the nine Delegates elected through our Regional Caucuses, all other DPCA members in good standing (*i.e.*, Country Committees: Chairs, Vice Chairs, and Voting Representatives), and any Distinguished Party Leaders designated by the Secretary of the DNC.
- Participants in the Global Convention who are DPCA members, if representing a Country Committee in such capacity, shall have voting rights within the Global Convention in proportion to their Country Committee's turnout in the Global Presidential Primary, relative to the total number of participants of other Country Committees' members in that Global Presidential Primary. Other participants in the Global Convention shall have votes equivalent to the votes allocated to the Country Committee in good standing with the lowest Global Primary turnout.
- Elections will proceed in the following order: first, the Pledged PLEO Delegate; second, the three At-Large Delegates; and third, the Alternate(s).
- As mentioned previously, close attention will be paid to gender balance and the diversity-and-inclusion requirements and goals set up as part of our approved DSP.
- After our Global Convention, our National Convention Delegation will be selecting our Delegation Chair and three Standing Committee members.
- Finally, our International Chair will also be naming a Convention Page.

**B. If You Want To Vote In Our Global Presidential Primary**

- Make sure you are a member in good standing of Democrats Abroad by January 31, 2016.
- You would still, however, be able to join Democrats Abroad up to the date you vote in our Global Presidential Primary if you wish to participate in the same.
- Our Global Presidential Primary will take place between March 1 and 8, 2016.
- Before casting your vote you will be asked to certify that you: (a) are a U.S. citizen residing outside the United States; (b) are eligible to vote in the November 8, 2016 federal elections; (c) are a Democrat; (d) are a member of Democrats Abroad; (e) have not participated in any other state's or political party's delegate-selection or nominating process; and (f) have not voted yet in this election cycle's Democrats Abroad Global Presidential Primary.
- You will be able to vote in-person and by mail, fax, or email.
- No proxy voting is allowed in the Global Presidential Primary.
- If you want to vote in-person, cast your ballot in one of your country's Voting Centers during our Global Presidential Primary on March 1-8, 2016.
- If you want to vote by mail, request your ballot between January 11 and February 8, 2016 and mail it to your Country Committee Chair by March 8, 2016 (Country Committee chairs must receive vote-by-mail ballots by March 13, 2016). You can also mail the ballot directly to our International Chair as long as she receives it no later than March 19, 2016.
- The blank ballots will also be posted to our website by January 11, 2016 for later download.
- If you live in a country without an organized Country Committee, mail your ballot to our International Chair by March 8, 2016 so she receives them by March 19, 2016.
- By January 10, 2016, our International ExCom will set up and announce a virtual fax number to which completed ballots may be sent for those who would prefer to fax over the other delivery options. Please look at our website then to learn the number.
- Whether you live in a country with an organized Country Committee or not, you can instead email your ballot from 00:00 hours CET on March 1, 2016 so long as it is received no later than 24:00 hours CET on March 8, 2016 to: [PrimaryVoting@democratsabroad.org](mailto:PrimaryVoting@democratsabroad.org).
- To be clear, voting by email means filling out a printed ballot and then scanning or photographing the ballot and sending the graphics file as an attachment to: [PrimaryVoting@democratsabroad.org](mailto:PrimaryVoting@democratsabroad.org).
- There is nothing more important you can do as a Democrat living abroad than to vote in our Global Presidential Primary and to get as many others to do the same.

- The more votes we can register, the more strength Democrats Abroad can display, which in turn may lead to more support for our important efforts in the future.
- It also behooves each of our three Regions to get out the vote because the actual number of At-Large Delegates to be selected through our Regional Caucuses will depend on the democratic strength (*i.e.*, the number of votes) cast in each Region.
- So, again, vote and get others to vote!

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**C. If You Want To Become A Delegate**

- Read our DSP carefully. Again, you can find a copy at <http://wiki.democratsabroad.org/display/DSP2016/>.
- To qualify as a candidate for Delegate you must be: (a) a U.S. citizen; (b) 18 years or older on or before November 8, 2016; (c) residing outside the United States; (d) a Democrat; and (e) a member of Democrats Abroad.
- Please be aware that our delegation will be equally apportioned between men and women.
- Please also note that Democrats Abroad has set ambitious affirmative-action goals and is working towards a delegation that it hopes will include: four African Americans; four Hispanics; one Native American; one Asian American and Pacific Islander; three LGBT Americans; three Disabled Americans; and six Americans 36 years of age and under.
- As discussed, nine of our At-Large Delegates will be elected at our Regional Caucuses, which will in turn be held between April 28 and May 13, 2016 in each one of our three Regions (Americas; A/P; and EMEA).
- Also as discussed, three of our At-Large Delegates (plus our pledged PLEO Delegate and Alternate(s)) will be elected at our Global Convention.
- Find out how many Delegates your Region has been allocated based on the turnout during our Global Presidential Primary. (The exact number of Delegates to be elected in each Region depends on the percentage of Democratic participation within each Region cast at Voting Centers and by absentee ballot.) Our International Chair will be publishing a chart with this information soon after the Global Presidential Primary. Each Region will elect at least one National Convention Delegate.
- Any member of Democrats Abroad can apply to become a Delegate.
- Determine if you want to stand for election at your Regional Caucus and/or at our Global Convention.
- Candidates for any of the elected positions during Democrats Abroad's Regional Caucuses and Global Convention will be able to obtain their statement-of-candidacy and pledge-of-support forms and filing instructions from Democrats Abroad's website by February 15, 2016.
- If you want to stand for election at your Regional Caucus file the required form with our International Chair by 11:00 p.m. CET April 13, 2016. (The form will be available from our website from February 15, 2016. Our

International Chair will collect all names of Regional Caucus Delegate-candidates and present those to the Presidential campaigns by April 18, 2016. The Presidential candidates are to approve their Delegate-candidates—two for every position to which that Presidential candidate is entitled—by April 25, 2016.)

- If you want to stand for election at our Global Convention file the required form with our International Chair by 11:00 p.m. CET April 14, 2016. (This is the same form as for Regional Caucuses that will be available from our website from February 15, 2016. Similarly, our International Chair will collect all names for Global Convention Delegate-candidates and present those to the Presidential campaigns by April 18, 2016. The Presidential candidates are to approve their Delegate-candidates—two for every position to which that nominee is entitled—by April 25, 2016.)
- You can stand for election to any or all open positions. If you are not chosen for a particular position, you may be considered as a candidate for all other positions without having to file an additional notice of your candidacy provided you have been approved by the Presidential candidate whom you have pledged to support.
- Indeed, as a candidate for Delegate, you will be required to certify a preference for only one Presidential candidate, although you can also chose to remain uncommitted.
- As discussed, please be well aware that Presidential candidates have the right to approve every candidate for his/her Delegate slots. This helps insure that a Presidential candidate's strongest supporters are elected.
- Start getting involved with your Presidential candidate **NOW**.
- Campaign to become a Delegate.
- All Delegates and our Alternate(s) will be responsible for their own expenses to attend the National Convention. (Democrats Abroad's Affirmative Action Committee is already working with the International ExCom and will be working with representatives from the Presidential campaigns to seek their financial support to defray at least some of the costs of deserving Delegates from traditionally underrepresented groups. The International ExCom will advertise the availability of any such funds.)

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### **Other Things To Remember**

- Don't forget to register to vote from abroad or request your overseas ballot and vote. That's really what it's all about!
- We are committed to meet the gender balance and diversity-and-inclusion goals set out in our DSP. They are ambitious because they are important as we should ensure that our Delegates truly represent Democrats living abroad in all of our rich diversity. What this means is that Democrats Abroad has and is working hard to encourage individuals from underrepresented groups to apply to become National Convention Delegates. Our actual Delegates, as discussed, will then be selected through Regional Caucuses and our Global Convention. As we undertake this process, we ask all participants to keep in the forefront of their minds our commitment to those gender balance and diversity-and-inclusion goals set out in our DSP.

- This may seem like a lot of work and it is! However, being able to vote to help select our Party's nominee is an amazing privilege and providing this opportunity to ever more Americans is a real achievement. Enjoy! Be proud!! Lets work hard to ensure our Party's success!!

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### **For More Information**

This has been only a summary of our rules. Some other important information may not be covered in this guide. Again, please read and rely instead on our Delegate Selection Plan, a copy of which is available at <http://wiki.democratsabroad.org/display/DSP2016/>.

Especially helpful is our color-coded timeline that can be found as Attachment 4 to our DSP.

After you review this guide and our DSP, if you still have questions or would like any additional information, please do not hesitate to contact any member of our ExCom and, in particular, our International Counsel, Orlando Vidal. An additional and much valued resource on our DSP is our former International Secretary, Will Bakker. Orlando may be reached at [orlando.e.vidal@gmail.com](mailto:orlando.e.vidal@gmail.com), by calling +1-202-744-2776 or +971-56-682-7388, or through Skype at orlando-vidal. Will may be reached at [willbakker@gmail.com](mailto:willbakker@gmail.com), by calling +352 (621) 545 289, or through Skype at willbakker2.

Thank you all for your hard work!

**DPCA ExCom**