

Appendix A1

Membership Form Sample Text

Yes! I want to be a part of Democrats Abroad's global effort to elect Democrats to public office and work towards the goals and principles of the Democratic Party. Please sign me up now!

NAME (PLEASE PRINT)

ADDRESS

CITY

POST CODE

COUNTRY

E-MAIL*

TELEPHONE

FAX

- I am registered to vote, at the U.S. voting residence listed below.
- I am not registered to vote but would like to register. My last U.S. residence was:

NOTE: Your legal voting residence is the last place you legally resided before departing the U.S.

STREET ADDRESS

CITY

STATE

ZIP CODE + 4

COUNTY, IF KNOWN

I understand and agree that by submitting the above information to Democrats Abroad, I will thereby become a member and that my name and other information provided will become a part of the Democrats Abroad electronic database, maintained on servers in the United States. I agree that Democrats Abroad may transfer this information across international borders, including to the United States, and agree to allow Democrats Abroad to maintain the information in its database, which is using my name and personal information for any lawful purpose.

SIGNATURE

DATE

PLEASE RETURN THIS FORM TO:
DEMOCRATS ABROAD • P.O. BOX 15130 • WASHINGTON, DC 20003-0130 • USA
Fax: + 1 (202) 572-7860 • E-mail: info@democratsabroad.org

Appendix A2

Contribution Form Sample Text

NOTE: The on-line contribution form can be found at:
www.democratsabroad.org/join/contribute.html.

YOUR CONTRIBUTION IS IMPORTANT!

Yes! I want to help Democrats Abroad fund its urgent grassroots campaign to elect Democrats to office all across the United States. That is why I am sending Democrats Abroad my contribution today.

Amount: \$ _____

Contributions to Democrats Abroad may only be made by US citizens and permanent resident aliens and are not tax deductible as charitable contributions.

All checks should be drawn in U.S. dollars against accounts maintained by banks in the United States. Checks should be made payable to "DEMOCRATS ABROAD" and sent to Democrats Abroad, P.O. Box 15130, Washington D.C. 20003-0130, U.S.A.

I confirm that the following statements are true and accurate: 1) I am a United States citizen or a permanent resident alien. 2) This contribution is not made from the general treasury funds of a corporation, labor organization or national bank. 3) This contribution is not made from the treasury of an entity or person who is a federal contractor. 4) The funds I am donating are not being provided to me by another person or entity for the purpose of making this contribution.

Signature

Date

Federal Election law requires political committees to report the name, mailing address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year. Your contribution will be used in connection with Federal elections and is subject to the limits and prohibitions of the Federal Election Campaign Act. Your contribution is not tax-deductible as a charitable contribution for Federal income tax purposes.

Employer's Name

Employer's Address

WE NEED VOLUNTEERS! YOU CAN HELP.

I can't afford to contribute financially to Democrats Abroad, but I want to participate in Democrats Abroad's global effort to promote the Democratic Party's agenda. Put my name down to help with:

<input type="checkbox"/> Voter Registration	<input type="checkbox"/> Canvassing
<input type="checkbox"/> Mailing Parties	<input type="checkbox"/> Speaking
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Grass Roots
<input type="checkbox"/> Electronic Organization	<input type="checkbox"/> Other (_____)

Paid for by the Democratic Party Committee Abroad – 430 S. Capitol St. SE, Washington, DC 20003.
This communication is not authorized by any candidate or candidate's committee.

Appendix A3 Sustaining Donor Form

[NOTE: For an electronic version plus printing instructions, please contact secretary@democratsabroad.org]



Make a Global Pledge!

A unique opportunity from Democrats Abroad

Sustain the momentum
With your support, Democrats Abroad has made enormous strides. In the last election we registered 250,000 overseas voters—many more than ever before in history. We organized in more than 75 countries. Our membership tripled. Our voices and our votes featured prominently in the media. Now, it's time for us all to take the next step.


The most effective way to give
Please help us achieve even more. As we prepare for crucial elections in 2006 and 2008, we need to know that we can count on you. By pledging a regular contribution - at any level you feel comfortable - you allow us to spend less time fundraising and more time organizing to take back our government.

How does it work?
Simply fill out the form on the back and we'll charge the amount indicated to your credit card at whatever interval you choose - monthly, quarterly, semi-annually, or annually.

For example:
If you donated **\$100** last year, why not join our **Sustaining Donor Program** for **\$35 per quarter**? It spreads the cost for you and it allows us to plan for our future!

Show the world you care
Democrats are poised to make enormous gains in the 2006 midterm elections and the 2008 presidential race. By joining the Democrats Abroad **Sustaining Donor Program**, you'll support our most important projects, like user-friendly technology for overseas voters and outreach everywhere from Toronto to Tokyo. Help us reach our targets of 250,000 new overseas Democratic voters in 2006 - and one million in 2008!

Sustaining Donor Program
Join us today and make a global pledge - to yourself and to the world!

DemOCRATS ABROAD Sustaining Donor Program	
I wish to donate this amount: \$35 <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$200 <input type="checkbox"/> \$500 <input type="checkbox"/> \$1000 <input type="checkbox"/> Other: \$ _____ every: _____ Amount: _____ Month <input type="checkbox"/> Quarter <input type="checkbox"/> 6 Months <input type="checkbox"/> Year <input type="checkbox"/>	
Credit card: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/>	
Expiration date (mm-YYYY) _____ Billing address: _____ Name as appears on card _____ Street address _____ City _____ Post code _____ Country _____ State / Province _____ Telephone _____ Email _____	Card number _____ Security digits (on back) _____ 
Voting address (your last residence before departing the US): State _____ City /Town _____ Zip code _____	
I confirm that the following statements are true and accurate: 1) I am a United States citizen or a permanent resident alien. 2) This contribution is not made from the general treasury funds of a corporation, labor organization or national bank. 3) This contribution is not made from the treasury of an entity or person who is a federal contractor. 4) The funds I am donating are not being provided to me by another person or entity for the purpose of making this contribution.	
Signature _____ Employer * _____ Occupation * _____	* Federal Election law requires political committees to report the name, mailing address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year. Your contribution will be used in connection with Federal elections and is subject to the limits and prohibitions of the Federal Election Campaign Act. Your contribution is not tax-deductible as a charitable contribution for Federal income tax purposes.
Please return by fax or post: Democrats Abroad Sustaining Donor Program PO Box 15130, Washington, DC 20003-0130 Tel. +1 202 863 8172 Fax +1 202 572 7860 www.DemocratsAbroad.org	
Paid for by the Democratic Party Committee Abroad 430 S. Capitol St. SE, Washington, DC 20003. This communication is not authorized by any candidate or candidate's committee.	

Appendix A4

Contact Information for Start-up Groups

CONTACT INFORMATION FOR _____ (country)

DATE: _____

Thank you for your interest in Democrats Abroad and helping Democrats win!

Name

Current Home Address

City

Country

Zip code

Mailing Address, if different

Home Phone

Business Phone

Mobile Phone

Fax

E-Mail

Skype ID

Occupation

Employer

US Passport Number: _____

Please send a copy of your passport photo by fax to the Executive Director of Democrats Abroad at +1 (202) 575-7860. Or mail a copy to Democrats Abroad / PO Box 15130 / Washington, DC 20003-0130 / U.S.A.

U.S. Voting State

City

County

Zip code

Please return your completed form to Executive Director, Democrats Abroad at:
ED@democratsabroad.org

Appendix A5

Request for VIP speaker

DEMOCRATS ABROAD SCHEDULING REQUEST

DATE: _____

TO: _____

REQUESTED BY: _____

SURROGATE REQUESTED: _____

Goal:

History:

When: Date: _____

Time: _____

What: Possible Events: _____

Where: Location: _____

City, Country: _____

Format: Attendees:

Press: Open/Closed

Contact: Executive Director, Democrats Abroad
+1 (202) 863-8177, fax + 1(202) 572-7860, ED@democratsabroad.org
430 S. Capitol Street SE, Washington, D.C. 20003

[Insert contact information for Democrats Abroad Regional, Country Chair and/or Vice Chair]

Notes:

Democrats Abroad • 430 South Capitol Street, SE • Washington, DC, 20003 • Tel: 202-863-8177 Fax: 202-572-7860 • E-mail: ED@democratsabroad.org • Website: www.democratsabroad.org

Appendix A6

Request to Bid on DPCA Meeting Venue

DPCA International Meeting—Bid Template

Country Committee: _____

Coordinator Details

Bid Coordinator:
E-mail Address:
Phone Number (w/Country Code):
Will this person also be the main meeting planner? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, who will be the meeting planner?

City Details

What city will host the meeting?
Do you have an active chapter in this city? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are activist in the bid city willing to help plan and staff the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the bid city have a major international airport? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, how far is the nearest international Airport and how do people get from the airport to the city?
Please provide an explanation on why this city will meet the needs of Democrats Abroad?

Venue Details

Please describe the likely meeting venue you can provide?
How costly is this venue?
Can this venue provide meals at lunch time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there overnight accommodations on site? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, how close are overnight accommodations?
Can you provide accommodation ranging from budget to luxury? <input type="checkbox"/> Yes <input type="checkbox"/> No

Work Ability

<i>Hosting a DPCA meeting generally consists of the tasks listed below. Is your committee prepared to complete these tasks?</i>	
Find a venue and & negotiate a contract acceptable to DPCA	<input type="checkbox"/> Yes <input type="checkbox"/> No
Host a welcome reception at your committee's expense	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plan a dinner for the participants (at participant expense)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prepare a welcome packet for the meeting participants	<input type="checkbox"/> Yes <input type="checkbox"/> No
Produce name tags & table tents for the participants	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide an adequate number of volunteers (normally seven to eight) to run a registration table and provide assistance during the entire meeting	<input type="checkbox"/> Yes <input type="checkbox"/> No

Security Concerns

Are there any security concerns of which DPCA should be aware? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the concerns.
What measures will your committee take to address those concerns?
What measures should DPCA take to address these concerns?
Interface with local and U.S. authorities on security issues? <input type="checkbox"/> Yes <input type="checkbox"/> No

Other Information

In the space below, please include any other relevant information.
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Appendix B1

Jump-Start a Committee

CASE STUDY: BELGIUM by Kevin Prager

Democrats Abroad Belgium (DAB) got off to a very fast start by focusing on a few actions that were the most likely to yield quick results, and by taking advantage of every free or inexpensive resource and opportunity it could find. Within the space of a year, membership grew from nearly zero to 500!

The main pillars of its early success were:

1. Finding a few committed volunteers (initially three) willing to help.
2. Identifying communications vehicles (journalists oriented to foreign residents, websites, publications, clubs and e-mail discussion groups) that it could use to reach Americans and crafting brief written messages targeted at them.
3. Forcing prospective members and event attendees to contact us or register via email, so that we could track and keep their contact information.
4. Using the tools and resources provided by DPCA when we could.

A Few Good People

First, the acting chairman located two other volunteers willing to commit some time and effort to launching the organization. Each was asked to check among the Americans they knew who could supply email addresses of potential members. They were also asked to get email addresses or websites of clubs for foreign residents, websites, e-mail discussion groups, and publications used by Americans. Lists were created. As people joined up, we also surveyed them on what their capabilities and areas of interest were, with a view to identifying a lawyer for counsel work, a journalist to edit a newsletter, a web-savvy person to edit the website, a PR person to work external communications, a financial person or accountant to be treasurer, a sales person to run fundraising, competent and organized people to be in charge of membership growth and voter registration, an events organizer to run events, and so forth.

Publicity, Publicity, Publicity

External communications were the top priority in the beginning. Getting and using a comprehensive publicity email list allowed DAB to multiply its force in terms of encouraging attendance at events, interest by journalists, and brand association by other groups of American citizens resident overseas. When advertising an event, we *never* gave out the address of the venue—rather, just the time, date and city, along with an email address to contact for more information. This rule has allowed DAB to reduce concerns about security while ensuring that we gathered e-mail contact information for every interested American. Bear in mind that one article covering your organization in a foreign-resident-oriented publication or club newsletter is worth 1,000 posters hanging in supermarkets and bars!

We also designed our messages (postings, press releases) for external communications to minimize the fact that we were the Democratic Party in the beginning, and focused more on bringing in Americans opposed to the Bush administration, as many people are reluctant to join a party until they see real local value (i.e. come to events or get help with voter registration). Later, once you are established, your communications power gives you a service to trade for cross-branding opportunities with other organizations for American citizens residing abroad (i.e. a chip at the negotiating table when they want you to participate in an event). Never give your publicity list to anyone!

The New Frontier

This is most important for the reason stated in the last paragraph—getting and keeping prospective members' email addresses for future events. But it also means that you have less strict legal requirements as on paper communications. And the cost is nothing compared to mail-shots, posters and advertisement. Also, email communications and posting to websites are easier and faster to create, and web-postings can usually be changed or corrected even after posting. If you use www.evite.com, you can easily manage your events, track attendance, change or add to the agenda and selectively email attendees. If you use www.skype.com, you can call or conference call your super-volunteers or officers for free (if they download it, too).

Shoe-String Budget

DAB used the two very good tools offered by DPCA to its advantage, since we had no funds—the membership database and the DPCA website (which can give you a country page). We also joined DPCA conference calls with the Democratic presidential candidates (advertising them as members-only DAB events), which gave us an interesting hook with the local press and credibility with prospective members. Lastly, we obtained the email addresses of the chairs of neighboring DA countries and started inviting those chairs to every event in Belgium. This created a virtuous circle of invitations, and sometimes we were able to offer/publicize neighboring-country events to our own members, adding to our credibility. We also identified local organizations (restaurant, law firm) that would let us hold our meetings in their space for free or the ability to charge individual attendees for their drinks and food. We always accept donations (watching out for cash donation limits and U.S. citizenship requirements).

Appendix B2

First Step: The Organizational Meeting

*The first step to starting a Democrats Abroad Country Committee is to call a preliminary organizing meeting and then an official organizational meeting. The materials below can be adapted for local use – all **highlighted** text needs replacing! Contact secretary@democratsabroad.nl for the Word version of these documents.*

1. The Preliminary Meeting Invitation: Choosing a Date

Change in 2006 **Invitation to U.S. Citizens in Country**

Dear All,

Several of us are working together to jump-start Democrats Abroad in **COUNTRY**, with the major objective of mobilizing voters to elect Democrats in 2006 and 2008.

Our feeling is that this administration has to go—for so many reasons—and that registered voters are the only people who can make a real difference. We need to organize, make our presence felt, and increase the number of voters that will help bring about change in the United States.

We are planning to gather interested people in **COUNTRY** for a preliminary meeting in the near future. We have suggested some potential dates below, and need to know whether you would be interested in participating and when you will be available.

Meeting Goals

For the preliminary meeting, I would like to:

- gather everyone and introduce ourselves
- establish which issues and activities people want to progress
- collect ideas on how to push those issues
- list potential members or political/useful contacts
- find out who are members of other groups useful for force multiplication
- determine which people would want to lead which areas
- ask how often people would be willing to meet

Your Input Needed!

- I need to know which of the dates listed below you can make. Please list, in your order of preference, the date/s you could conceivably make and reply by email to email@domain.suffix.
- I am open to suggestions for content in the meeting. Any ideas/advice?
- I would also be grateful for any names and email addresses you have for U.S. citizens you think would be appropriate to contact about coming aboard, and if you could forward the meeting information and request to help bring others on to like-minded Americans.

Potential Dates

Suggested Venue (**ADDRESS**)

- A. **DATE/TIME 1**
- B. **DATE/TIME 2**
- C. **DATE/TIME 3**

We will choose the date that the most participants can attend and inform you via email.

With best regards,

YOUR NAME
Democrats Abroad **COUNTRY** Start-up

2. Follow-up to Preliminary Meeting Invitation: Choosing a Date

As a follow-up to the message I sent last week on behalf of Democrats Abroad **COUNTRY**, please let me know if you might be available on

DATE/TIME 1, DATE/TIME 2 and/or DATE/TIME 3

At **ADDRESS**

Please let me know.

With best regards,

YOUR NAME

Democrats Abroad **COUNTRY** Start-up

3. Meeting Invitation

Change In 2006

Meeting of the Democrats Abroad **COUNTRY Start-up**

DATE

Democrats Abroad are gathering interested Americans (not necessarily registered Democrats!) in **COUNTRY** for a preliminary meeting on **DAY DATE TIME** (details below). The main objective is to let people get involved in volunteerism and grass-roots activities aimed at helping bring about positive changes in the U.S. (and global) political, economic and social landscapes.

The date was chosen to allow the maximum number of people to attend, following a vote.

Meeting Goals

- Gather everyone and introduce ourselves
- Establish issues and activities that people want to work on
 - e.g. Voter registration; Cyber-activism; joint meetings with other groups; speakers; fund-raisers; etc.
- Collect ideas on how to push those issues
- List potential members or political/useful contacts
- Find members of other groups useful for force multiplication
 - e.g. US Embassy; US Mission; **US MILITARY BASE**; American Chamber of Commerce; American Women's Club; American Men's Club; American-**COUNTRY** Association; American Theater Society; American Club; etc.
- Determine which people would want to lead which areas
- Establish how often people would be willing to meet; set date of next meeting

Your Assistance Needed!

- I am open to suggestions for content in the meeting. Please email me any ideas/suggestions.
- I would be grateful for any names and email addresses you have for U.S. citizens in **COUNTRY** that I could contact about participating, and if you could forward this text on to like-minded Americans—generally spread the word.

Meeting Logistics

Time: **TIME**

Date: **DATE**

Venue: **ADDRESS; CITY CODE; TEL NUMBER; (description if needed)**

Map/Driving Directions:

This link should offer a zoomable map and directions from anywhere to the venue.

EXAMPLE

<http://www.viamichelin.com/viamichelin/gbr/dyn/controller/ltiWGHomePage?strDestCity=Schaerbeek&strDestCityCountry=311&strDestAddress=Rue%20Royale&strDestCP=>

You may have to paste the parts of the URL back together in your browser address line if the URL above is broken – try clicking on it first.

Public Transport Instructions/Map

EXAMPLE

<http://www.stib.irisnet.be/FR/39100F.htm>

Put in the call address as the destination and your address as leave point and *TIME* as the arrival time and it will tell you exactly when and where to be.

Other

Add other as necessary

Hope to see you there,

YOUR NAME

Democrats Abroad **COUNTRY** Start-up

4. Meeting Agenda

DEMOCRATS ABROAD **COUNTRY START-UP**

date – time- address

MEETING AGENDA

INTRODUCTIONS

DA **COUNTRY** STATEMENT OF INTENT - WHAT & WHY

DISCUSSION OF POTENTIAL ISSUES, ACTIVITIES & LEADERSHIP

Voter registration

Cyber-activism

Fund-raisers

Speakers

Joint meetings with other groups

Other suggestions

Political brunches

Assignment of leaders, volunteers & goals for next meeting

INTERNAL ROLES (ACTING)

Steering Group

Press Relations/Publicity

Lawyer for by-laws

Treasurer

FORCE MULTIPLICATION

Determine liaison people for other useful groups (*EXAMPLES*)

US Embassy

US Mission

US MILITARY BASE

American Chamber of Commerce in **COUNTRY**

American Women's Club **CITY**

American Men's Club of **CITY**

American-**COUNTRY** Association

American Theater Society

American Club of **CITY**

Similar non-US political parties

Expatriate Publications, web & print

Other suggestions

Assign contact goals for next meeting

MEMBERSHIP

Request: each participant endeavor to bring aboard 3 people by next meeting

Request: systematic forwarding of meeting invitations

All present should complete and sign the membership form, or join on-line during the meeting

LOGISTICS

Establish meeting frequency

Set date of next meeting

Determine alternate venues (if necessary)

ANY OTHER BUSINESS

MEETING CLOSE

OPEN DISCUSSION & DRINKS

REGISTERED ATTENDEES

LIST

5. Official Organizational Meeting

After a preliminary meeting, the start-up must hold an official organizational meeting at which it elects officers and adopts bylaws in order to be admitted to Democrats Abroad as a full Country Committee. The organizational meeting must be advertised publicly.

Sample of Public Notice for the Organizational Meeting

Customize to Meet the Publicity Requirement

"Attend the first organizational meeting of Democrats Abroad **Country** on _____, 2006 at _____ **(fill in place)** at _____ **(fill in time)**. Democrats Abroad is the official organization of the Democratic Party of the United States representing US citizens living temporarily or permanently outside the US. Membership is open to all US citizens 18 years of age or older who adhere to the ideals and principles of the Democratic Party of the United States.

We will be adopting the initial bylaws of Democrats Abroad **Country** and electing a Chairperson, Vice Chairperson, Secretary, Treasurer, and Counsel.

There are millions of US citizens living outside the US. Make your voice heard."

Appendix B3

Using Skype

Participate from a Distance by Kevin Prager

Free Conference Calls into Meetings Via Skype

Democrats Abroad has successfully used Skype software to allow remote participation in DPCA meetings absolutely free of charge to anyone. Here are some basic instructions to help DA members who cannot make it to a meeting conference call in for free.

What Is Skype?

Skype is a free software program that—if installed on a personal computer (Windows, Macintosh, Linux, or Windows Mobile operating systems) allows anyone to use that computer to make calls like a telephone (assuming that the computer is *connected to the Internet* and equipped with a microphone and speakers, or a mic-headset). With Skype on your computer, you can call any phone number in the world *from your computer*. Doing that costs money, just like your regular telephone (but a lot cheaper for international calls). If, however, you know someone else who also has Skype installed, you can call that person for **free** (computer to computer) for as long as you like. It also allows up to 4 people with Skype to conference call each other (i.e. 4 people on the line at once). The free bit, called SkypeIn calling, is the part that interests us.

Every person who installs Skype gets a SkypeID (a username that they invent). The SkypeID functions like a personal telephone number.

Are there disadvantages?

Yes, but they are nothing compared to the cost you would pay if using a normal telephone. Skype call quality is often much better than plain old telephone system quality. By that I mean crystal clear. But sometimes—usually depending on the speed of your Internet connection or even the age of your computer—the quality is bad, or Skype drops your call, and you have to call again. That is a minor inconvenience for free calls, in my opinion.

Minimum Requirements

For the Meeting Room

- A computer
 - **must** be connected to high-speed internet (i.e. cable or DSL)
 - preferably via wireless/WiFi as this would allow a laptop to sit in the middle of the table (acting as the speakerphone) and still be connected to the internet
 - **must** have Skype installed and running
 - **must** have a SkypeID (you automatically get one when you install the software)
 - **must** have a microphone and speakers (either built-in or attached)
 - almost all modern laptops have these built-in

For those calling into the meeting from far away

- A computer
 - **must** be connected to high-speed internet (i.e. cable or DSL)
 - **must** have Skype installed and running
 - **must** have a SkypeID (you automatically get one when you install the software)
 - **must** have a microphone and speakers (either built-in or attached) OR a mic/headset

How to Download and Install Skype

1. Surf to www.skype.com/download.
2. Find out which operating system is running on your computer and click the relevant icon.
3. Follow the simple download and installation instructions!
 - a. You can do it!
 - b. It's free!
4. When it has finished installing, double-click on the Skype icon on your desktop.
5. Fill in the necessary information and choose a SkypeID and password.
 - a. As a precaution, only fill in *mandatory* personal information about yourself. If a field asking about you is not *required* by the software in order to continue the process, leave it blank.
 - b. That's a good general rule.

6. If you are connected to the Internet and your mic and speakers are turned on and volume is up, you are ready to begin using Skype.

How to Set Up a Skype Conference Call

1. The person running the computer in the meeting room needs to know the SkypeIDs of the (maximum 3) people who will conference call into the meeting.
2. That person clicks the big "Conference" icon in the top menu of the Skype program window.
3. That person selects the relevant SkypeIDs of the conference callers and clicks OK.
4. Skype then places all 3 calls on the one line.
5. Of course, those being called must "pick up the phone" by clicking the green pick-up icon when their PC starts to ring.
6. You are now conference calling for free!
7. If someone's line drops out, just hang up by clicking the red hang-up icon and repeat the process.

Skype Etiquette

This is the same as for normal conference calls. It has to do with making the meeting easier, since we can't see everyone.

- Whoever is chairing the meeting (in the meeting room) should make sure to include those on the conference line in any questions, and occasionally make sure they understand what's being said.
- Those calling in (but the person using the computer in the meeting room) should "mute" their microphones when they are not speaking. This reduces the chances of feedback, echoes or background noise interrupting the meeting.

That's it.

And One More Thing . . .

If you think Skype is good (it has cut my international phone bill by 90%) for assisting with meetings, those who are organizing a meeting should really look at another free service for inviting and tracking participants at www.evite.com. It's simple to use and will save you *hours*. No joke. You can post the agenda, change it on the fly, have it send out reminders, email only people who are coming, ask people to bring things, add a map. And it tracks who is coming (and maybe those not coming, as well) for you! It sends invitations to up to 500 guests for each meeting.

Appendix B4

Chapter Elections

Sample Rules for Chapter Chair Elections from DA Germany

In accordance with the resolution adopted at the 2006 Annual General Meeting of Democrats Abroad Germany ("DAG") to mandate the election, rather than the appointment, of chairs of the individual DAG chapters, the Executive Committee of DAG developed and adopted the following rules, which shall apply to **ALL** chapter elections in and after 2007.

1. **Position.** a. The only chapter-level elected position within DAG shall be the Chapter Chair. All other positions and officers of a chapter shall be created and appointed by the Chapter Chair at his or her discretion and serve at the pleasure of the Chapter Chair.

b. A Chapter Chair may ask for a vote of the chapter members to approve the appointment of any person to any office so created, but such election shall neither be binding nor affect the ability of the Chapter Chair to eliminate any such position or to replace or remove an individual from any such position.

c. Under no circumstance shall a chapter-level treasurer position be created or any person appointed to such an office; all financial operations of a chapter shall remain the province of the officers and Executive Committee of DAG.

2. **Term of office.** a. A Chapter Chair's term of office shall begin at the time of his or her election and shall end upon the election of a new Chapter Chair or the removal or resignation of such Chapter Chair in accordance with the bylaws of DAG.

b. Subject to section 2.c. below, no person may serve three full terms consecutively. Any term of office of more than 15 months shall be deemed to be a full term.

c. In the event that a chapter cannot obtain a qualifying replacement for a Chapter Chair who has served two consecutive full terms, a third term may be authorized by a 2/3 vote of the DAG Executive Committee.

3. **Dates of Election.** Elections for Chapter Chair shall be held during the first calendar quarter of each odd numbered year, but in no case later than the DAG Annual General Meeting for such odd-numbered year.

4. **Eligibility to serve as chapter chair.** a. No person may be elected to the position of Chapter Chair who:

(1) at the time of the election has been a registered member of the relevant chapter (as determined by the official DAG membership database as of the date of the election) for fewer than 28 days or

(2) has been removed for cause from an elected position within DAG during the 24-month period preceding the election date and has not obtained the approval of a majority of the DAG Executive Committee for his or her candidacy.

b. Any person who has served as a Chapter Chair prior to January 1, 2007 shall be eligible for election under these rules and, if elected, may serve after such date two consecutive terms as Chapter Chair in accordance with these rules (see "Term of Office" above).

5. **Election procedures:**

a. **Robert's Rules of Order:** Elections shall be held in accordance with Robert's Rules of Order and these rules. These rules shall take precedence over Robert's Rules of Order in any and all cases of conflict.

b. **Announcement of Election:** (1) The current Chapter Chair (or, in the absence of a Chapter Chair for a chapter, the Chair of DAG) shall via email notify the membership of the relevant chapter (as determined by the official DAG membership database for such chapter as of the date of such notice) of the election date no earlier than 60 and no later than 28 days in advance.

(2) The announcement will attach a copy of these rules.

(3) The announcement will include the location, directions to the location, and the date and time of the election.

(4) The location of the election shall be a place reasonably accessible to the members of the relevant chapter.

(5) If an election is held on a weekday, the election process shall not begin before 1930 or later than 2100 (7:30/9:00 p.m.) that day. If an election is held on a Saturday or a Sunday, the election may not begin before 1300 or later than 2100 (1:00/9:00 p.m.).

c. **Nominations.** (1) Any member of the relevant chapter may be nominated or may self-nominate without a second for the position of Chapter Chair so long as the nomination or self-nomination is made no later than 14 days prior to the election date. Nominations may also be made from the floor at the election, if supported by a second from among the membership. Persons nominated must agree to the nomination to be an eligible candidate. Only persons nominated in accordance with the procedure set out above shall be eligible for election.

(2) Nominations or self-nominations made 14 days or more prior to the election shall be communicated by the DAG Secretary or Chair to the entire membership of the relevant chapter in the same manner as the election announcement and may be accompanied by a statement of no more than 250 words supporting the candidacy. In all cases the nominated person must approve the candidate statement.

(3) The notification of nomination and the candidate statement do not have to be included in the same communication, but if they are not, the message that does not contain the candidate statement may only state the individual's name and the fact that he or she has been nominated for the position.

d. **Campaigns.** (1) Individual campaigns for the position of Chapter Chair are allowed and encouraged, but in no circumstance may the chapter membership be contacted using the official DAG membership database for such chapter except for the nomination notices and candidate statements set out in section 5.c. above.

(2) Personal information from the official DAG membership database, including the names, email addresses, physical addresses, phone/fax/cell phone numbers or other contact details of any member of the chapter, shall not be disclosed to any candidate or any supporter of a candidate and shall be subject to all the restrictions on the use of the membership database as have been established in the bylaws or by the DAG Executive Committee.

(3) Candidates may distribute flyers or campaign literature at meetings of the relevant chapter without restriction so long as the conduct of the meeting itself is not interrupted or disturbed.

e. **Eligible Voters.** All qualified members of a chapter shall be entitled to vote.

f. **Election Day procedures.** (1) All elections shall take place at the time, date and place specified in the election notice distributed pursuant to section 5.b. above. The current chapter chair shall ensure that adequate election materials are available, e.g. ballots, pens, displayable sheets for candidate names, etc.

(2) A minimum of 12 members present and voting shall be required to hold an election if there is more than one candidate for Chapter Chair. Only members present at the meeting may vote; no proxies or prior/late balloting shall be allowed. If an election is held in the absence of the necessary quorum but otherwise in accordance with these rules, the Chapter Chair so elected may apply to the DAG Executive Committee for certification of the election results. As long as no member of the relevant chapter has challenged the election, the DAG Executive Committee by a 2/3 vote may certify the results of such election, in which case the election shall be deemed valid as if it had been held in the presence of a quorum.

(3) If the current Chapter Chair is a candidate, the election meeting shall be temporarily chaired by an individual who is not a candidate or acting for a candidate (the "Temporary Chair"). The Temporary

Chair shall be nominated by the current Chapter Chair and serve if a majority of those present approve by voice vote or hand count.

(4) The Chapter Chair (or Temporary Chair, as the case may be) shall call for any nominations, including self-nominations, from the floor; however, as stated above in Rule 5(c)(1), a second from among the members present and voting must be obtained prior to the name being added to the list of eligible candidates. Votes for write-in candidates shall be invalid and shall not be counted.

(5) Prior to any vote being taken, each candidate shall be allowed to address the chapter for ten minutes on her/his candidacy. A candidate not present may be represented by another member of the chapter, but that member must have been designated by the candidate, in writing/email or by telephone, prior to the election meeting and verifiable at the time of the meeting. No seconding speeches shall be allowed. The order of speeches shall be determined by lot.

(6) The Chapter Chair (or Temporary Chair, as the case may be) shall name two election monitors, who shall ensure that only eligible voters obtain ballots and shall be responsible for counting all ballots. No monitor may be a candidate or a person representing a candidate. Each candidate shall be allowed to name one witness (other than himself or herself) to the counting of ballots.

(7) Elections shall be conducted by written ballot with the names of all candidates who have been nominated prior to the meeting as well as a space for candidates nominated from the floor.

(8) A majority vote (that is, 50% plus 1 of the members present and voting) shall be required for election. If, after counting all ballots, no majority exists, the person with the lowest number of votes shall be disqualified and a new ballot conducted. This process shall continue until a candidate receives a majority of the ballots cast.

(9) The results of each ballot shall be announced by the election monitors; once a candidate has received a majority of the votes cast, the winner shall be announced by the Chapter Chair (or Temporary Chair, as the case may be). The results shall be certified by the signature of the Chapter Chair (or Temporary Chair, as the case may be) and the two election monitors and communicated to the Chair, or in the absence of the Chair, the Vice Chair, of DAG within 24 hours.

(10) Upon the announcement of the election winner, the current Chapter Chair shall turn over conduct of the meeting to the new Chapter Chair.

(11) All ballots shall be retained by the newly elected Chapter Chair and made available in case of a challenge to the election.

6. Challenge to Election Results. Any challenge to the announced election results must be made by two members present and voting and the reasons for the challenge must be communicated to the Chair or Vice Chair of DAG within 72 hours of the election. The DAG Chair or Vice Chair shall investigate the challenge and report to the Executive Committee. The DAG Executive Committee shall consider the report of the DAG Chair or Vice Chair, as the case may be, and, by majority vote without the current Chapter Chair of the affected chapter voting, shall determine whether the result shall stand, someone other than the announced winner be declared the winner or a new election be held. If a new election is mandated, the DAG Executive Committee may name an observer for the conduct of the new election. The determination of the DAG Executive Committee on any challenge shall be final.

The DAG Executive Committee by a 2/3 vote may annul any election where, in its judgment, improper electoral activity has occurred. This shall include, but not be limited to, the infiltration of a chapter by an outside group that the Executive Committee, in its judgment, believes does not support the DNC as per the DNC bylaws.

7. DAG Bylaws. In the event of any conflict between these rules and the DAG bylaws (not including these rules), the DAG bylaws shall prevail. Any capitalized terms used but not defined in these rules shall have the meanings assigned to them in the DAG bylaws.

Appendix B5

Regional Elections

by Joe Smallhoover, International Counsel

Conduct of Elections for Regional Vice Chairs

Anyone who is a member of Democrats abroad from within the region can run. Elections are conducted in accordance with Robert's Rules of Order. That means that the candidate would have to be nominated and seconded.

Nominations are only made during the meeting, from the floor of the meeting. They are not open properly speaking until the call for nominations during the meeting and close when nominations are closed.

Only Country Committees are members of the Region which means that officers (other than the RVC) and DNC members do not have the right to vote. Chapter chairs do not vote.

There are no other officers in the regions other than the Regional Vice Chair.

Appendix B6

Event Planning Checklist

by Meredith Wheeler

Develop strategies for success.

- Make sure the purpose for the special event is important enough to merit the time and expense needed to properly stage, publicize and evaluate the event.
- Start planning as soon as possible.
- Develop ways to evaluate the event's success. Measurable event objectives may include attendance or the amount of money raised.

Set program.

Choose event entertainment and/or guest speaker, who will present the speaker, and what goals you want to accomplish. Are you trying to inform, educate or entertain? Is a meal before/afterwards involved?

Consider logistics.

Choose event location. Major areas to consider and plan for include: size of space or building used, utility/technical support needed, set-up coordination (tables and chairs, parking, signage), clean-up, emergency plans, transportation/parking, and public services such as police department.

Possible equipment needed

- | | |
|-----------------------------|------------------------|
| o Extra rooms/entrance area | o Maps |
| o Location for book signing | o Cash box/change |
| o Microphone and speaker | o Directional signs |
| o Sound system | o Flip charts/markers |
| o Lighting | o Tape, staplers, pens |
| o Lectern | o Printed programs |
| o Tables and chairs | o Parking permits |
| o Stage or platform | o Nametags |
| o Head table | o Decorations/flowers |
| o Trash cans | o Linens for tables |
| o Food and beverage service | o Trash bags |
| o Water for speakers | o Tablecloths |

Establish event budget.

Are there venue fees? Audio/visual fees? Does entertainment/ speaker require transportation reimbursement or honorarium?

Determine cost per person for event and lunch/dinner. Be sure to set event price so as to cover all expenses to be incurred. Is fundraising involved?

Set event date.

Try to avoid scheduling an event that is too close to a major holiday or that conflicts with a major local event.

Set RSVP date.

Especially if dinner is involved. It's a good idea to set this date about one week prior to your event. Even if you are having a potluck picnic, an RSVP date will give you some idea of interest.

Divide up event planning responsibilities

and organize volunteers for each committee.

- who will be speaker contact:
- send speaker DA info:
- arrange speaker accommodations/transportation:
- handle event location reservations (or asking host):

- arrange for audio/visual equipment if appropriate:
- handle dinner reservations (if any):
- take RSVPs and make registration list:
- take event fee (at door) and keep track w/Treasurer:
- be responsible for paying venue/other fees:
- coordinate with bookstore (if necessary):
- coordinate voter registration:
- publicity:
- invitations:
- organize refreshments (if any):
- bring water for speaker:
- name tags (if any):
- room set-up:
- room clean-up:
- activity evaluation:

DAY OF THE EVENT

Arrive early to make sure that the room is arranged properly and to acquaint yourself with the facilities.

FOLLOWING THE EVENT

Evaluate the success of your program.

- Did the event fulfill its goals and objectives? Why or why not?
- Send thank you notes to those who assisted and make sure that all bills are accounted for.
- Hold an evaluation meeting to discuss things that worked and didn't work.

Appendix C1

Fundraising: The Basics

101 basics and tips for Fundraising by Lauren Shannon

Fundraising is part art and part science

The science part includes, record keeping, databases, goal setting, working with budgets, and all kinds of left-brain activity.

The art is in the cheerleading, storytelling, and persuading that it takes to make a compelling case to contribute to the DPCA and to your local Country Committee.

The basics are important. You need to know the story behind the story to get potential donors, whether grassroots activists or high rollers, to commit their pounds, euros, yen, or dollars to your goal. Know your history and make a case for the future. Who are you raising money for? All fundraisers for local Country Committees need to know about DA, who we are, where this group came from, and where we want to go in the future.

For example, if you are raising funds for get out the vote efforts, it is essential to be able to tell your potential donors how many voters we helped register in the last election cycle, how many more we are targeting in the next cycle, and how their donations will help us get there. You can read great history and talking points in the "Ask" piece by Michael Lange, in the next section.

Basic steps

1. Identify potential donors
2. Target your donors based on closeness to our cause and prosperity and ability to give.
3. Target grassroots donors based on action items that can be accomplished with smaller sums donated
4. Decide how you are going to raise the money: face to face meetings? Events? E-mail or direct mail campaigns? Some combination of all of these? Make your plan.

Remember these points!

- If you don't ask, you won't receive.
- Always ask for a specific amount; don't be ambiguous.
- Set a deadline and make it urgent.
- Follow up; keep precise records. Records on the donor, contact info, when they last gave, and how much.
- Make sure it's legal. Some types of fundraising activities may be regulated by local laws. Make sure that what you are planning is legal and does not require a license or approval.
- And **always** say thank you . . . in fact try to say thank you more than once.

Be prepared!

Organize a fundraising kit; keep it handy and ready whenever you go to DA events or other events where you may meet potential donors and new members. Make sure you have a card with contact information, donation forms, web addresses, and anything else that will make it easy to get information to and from your potential donor.

About Events

Events are a common way to raise funds, but often not the best way. They can be expensive and time consuming. Sometimes however, they are the only way to raise money, and they do make for good personal connections.

Here are some points to make the most effective fundraising use of your event:

- Find a host who can provide a venue and/or underwrite the basic costs of the event
- Select a date carefully and make sure it does not conflict with other major holidays or events that will take away from your attendance
- Set a ticket price or entry price, make it appropriate to your audience and if possible offer a tiered system. For example a pre-cocktail event with a visiting political celebrity can be a limited affair with a higher price than the general large audience speech that comes after.
- Choose a host committee and make each member responsible for getting a certain number of attendees
- When possible use electronic invitations to cut down on postage and time lag.
- Get volunteers to make RSVP calls and send out reminders one week before the event
- Send another reminder 2 days before the event
- Send follow up thank-yous to all attendees
- Make sure you create situations where the attendees will have other chances to give in addition to the ticket price. Raffles, personal requests, auctions can all help.
- Have a sign-in sheet at every event to get contact information for further follow up and solicitation

A Rule of Thumb: "Events should not cost more than 10% of the money raised."

A case study: Spring Brunch Fundraiser with visiting speaker

Planning Stage

- First step, found a restaurant where one of our members works as a general manager. This made it possible to receive a substantial reduction in cost, keeping us under the 10% cost vs. money raised ratio
- Planned the event two months in advance. Confirmed dates with speaker and with local holiday calendar
- Set a goal of \$2,000.00 to raise at this particular event
- Set the ticket price to determine how many attendees would be needed to reach that goal
- Designed invitations and sent out e-invitations and some mailed invitations one month before the event; invitations included attractive info on menu as well as plan for the event
- Decided to add an auction or raffle to the event and sent out separate emails requesting donations for the auction/raffle
- Asked all members of event committee to try to get a minimum of five RSVPs.
- Gave everyone sample text to use in emails and personal requests
- Sent out follow up invites two weeks before the event and reminders five days before
- Got five volunteers to handle check in, money, and logistics for the event. Met with all volunteers to make sure rolls and responsibilities were clear
- Made a checklist of all items needed for the day including even small things like tape, scissors, pens etc.

- Made sure we did a “run-sheet” of what would happen at each time period and had one volunteer in charge of making sure we kept to our schedule

On event day

- Used a clear, organized check-in process
- Got information from everyone who attended
- Set a display table of auction/raffle items
- Fed the guests before the speeches—to make them more comfortable
- Kept good control on the number of items to be auctioned or raffled and made sure to keep the time moving smoothly
- Had a nice good-bye time with thank-yous and gave people time to mingle before leaving.

After the event

- Followed up with thank-yous to guests, donors, and volunteers.
- Reported money raised promptly after the event and publicly thanked all who attended and helped
- Asked for feedback on what to differently or better in the future.

Some Event Ideas

Benefit/Auction: A benefit is a great way to involve many of your members. Include music, an auction, food, and door prizes.

Dinner: A dinner is another way to involve more members and the wider community in supporting your work. Arrange for a guest speaker, slide show, or some other form of after-dinner presentation.

Yard Sale: Hold a yard sale. Get people to donate unneeded furniture, appliances, books, etc.

Service Auction: A service auction is also a great way to involve the entire community in your fundraising efforts. People volunteer their services, such as cooking a gourmet dinner for two, cleaning a house, or four hours of babysitting. Then you auction those services off.

Raffle: A variation on the service auction. Request local people/businesses/groups to give services or goods for a raffle. Make raffle tickets (being sure to have matching numbers on two sides of a ticket, with name, phone number, and address on the side of the ticket you keep) and have many people sell tickets, explaining about the work of DA.

Alternative Holiday Market: Arrange a place and time for local artists and craftspeople to gather to sell their goods, asking each to contribute \$25 to \$40 for a table space as well as an item of their work for an auction or raffle.

A-thons (bowl/bicycle/ski/dance/rock . . .): There are as many ways to create a-thons as there are human activities! Your Country Committee can create an event, such as a bike-a-thon, and have participants seek pledges for contributions by asking for a specified amount of money for per mile.

Concert/Dance: Ask local American performers to donate an evening’s performance as an event for your group. Ask for a donation/admission at the door. Take time at intermission to introduce DA and your Country Committee, show slides, make a pitch for another donation to support the work.

Bake Sales: Not to be forgotten—the bake sale! Alternatives on the bake sale theme may include a Dessert Auction, Cake Walk, or Dessert Potluck.

ADDITIONAL RESOURCES

These are some of the best of the thousands of books, websites, and other resources on fundraising out there.

Books

How to Produce Fabulous Fundraising Events: Reap Remarkable Returns with Minimal Effort by Betty Stallings, Donna McMillion

25 Fundraising Secrets by Joe Garecht, Brent Barksdale

How to Write Successful Fundraising Letters by Mal Warwick

Successful Fundraising: A Complete Handbook for Volunteers and Professionals by Joan Flanagan

Fundraising for Social Change by Kim Klein

Websites

Local Victory.com

<http://www.localvictory.com/Newsletters/september262001.html>

Grassroots institute for fundraising booklist

<https://page-secure.com/grassroots/shop.html>

Groundspring.org great free online tools, as well as excellent for sale services

http://www.groundspring.org/index_gs.cfm

Great list of journals, publications and trainings at

<http://www.grassrootsfundraising.org/howto/links.html>

Appendix C2

Fundraising: The Ask

Sustaining Donor Talking Points by Michael Lange

Many have asked me which talking points I use when discussing the opportunity for an American to become a Sustaining Member of Democrats Abroad.

The following are some of the issues I raise when speaking with people. This is not an exhaustive list, nor will all work for you. It is always better to know a little about the person and try to tailor your discussion to their issues/ideas. Keep in mind that with all fundraising, the other person should do the majority of the talking, not the one asking.

Remember, never beg. It is not becoming and not what we are about.

The following points are for a person who is an American, is not a member of Democrats Abroad, but may want to become a sustaining member. They are in no specific order. Please feel free to use these as you wish and if you have additional ones yourself, please include them.

One last suggestion: please try to limit your talking points to no more than three to five issues when talking to a person. Please remember this is not major donor work in most cases. This is a way for all people to help get George Bush, Karl Rove, Tom Delay, Dennis Hastert and the rest out of power. This is about beating Republicans at the ballot box. It is not only about raising money for the good work that all of you do for our country!

Our time is coming. Democrats will be back. Americans will start to see the Republican extremism and false promises more clearly as the deficit worsens, education continues to suffer and the average American that makes the country work becomes more alienated.

The Bush Republicans care only about prosperity for themselves. The Democratic Party is about the American people and the American Dream for all.

Talking Points

- Democrats Abroad is the official wing of the Democratic Party for all those Americans who live outside the United States. . . . We have been active for more than 41 years. . . . We have organizations in over 80 countries and growing. . . . Think of Democrats Abroad as the state party for all Americans who live outside the U.S.
- Our primary goal is to register Americans who live outside the U.S. to vote in Federal elections for Democrats. . . .
- The 2000 election and many since then have shown that the overseas vote will make a difference, but only if we vote in all Federal elections. Every vote makes a difference. . . . Your vote will make a difference.
- How long have you been a Democrat? . . . Were your Mom or your Dad Democrats?

- Our goal for 2006 is to register and have more than 250,000 Americans vote in the November 2006 elections for Democrats. . . . Our goal for 2008 is to register more than 1 Million Americans to vote for Democrats. . . . There are more than 7 Million Americans that live outside the U.S. and this number is only growing. . . . These are realistic goals. . . . To achieve these goals will cost money. . . . The Republicans are also spending money to register voters abroad. . . . We have been more successful but we need to keep the momentum going.
- Democrats Abroad does not receive any money from the Democratic Party. . . . We receive support and advice in many areas. . . . Like most other state parties in the U.S. we must pay our own way from our own people. . . . All Democrats who live outside the U.S. are volunteers. . . . In addition to contributing and being a Sustaining Member myself, I contribute my time and money to help defeat Republicans.
- Is your partner an American? . . . Would they consider being a Sustaining Member as well? . . . It would be fantastic if both of you would join. . . . Yes, you can do it as a joint contribution as long as your partner is also an American or has a valid green card.
- Do you have any children who are over 18 or older that are American citizens? Would they like to support the Democrats and become a Sustaining Member as well?
- Do you know of any other Americans who are Democrats or Independents who I could speak to about our country and supporting Democrats? . . . Please let me write down their names. . . . Really appreciated, thanks.
- What is the number one reason you would like to see George Bush's bunch start to lose elections?
- How long have you lived outside the U.S.? . . . Did you vote when you lived in the U.S.? Do you vote now that you live outside the U.S.?
- Are Supreme Court decisions important to you? . . . Does it bother you that Bush and his buddies are trying to pack the court with right wing extremists?
- What is the most important reason that you are a Democrat? . . .
- Becoming a Sustaining Member helps in many important ways. . . . First you help beat Republicans at the ballot box. . . . Second you help register voters outside the U.S. to vote for Democrats. Third your money is used to directly help us to find and communicate to Americans who live outside the U.S., it is hard work. We are building and improving our own grass roots organization just as all other state parties are. All our members are volunteers and are not paid. . . . We have only one paid person, our Executive Director who sits in the DNC in Washington D.C. . . . The rest of us do this for free because it is that important to us and it matters because we do make a difference.
- Who is your Senator and Representative in Washington? . . . You are not sure? . . . Tell me where you vote and I will get back to you and let you know who they are?
- Where you ever involved with your state party back home? . . . Did you contribute to them at all?
- You would like to help, but do not have time. . . . There is a perfect solution that we can do right now. . . . Please become a Sustaining Member. . . . This allows you your time but at the same time you will be able help beat Republicans and help Democrats who live abroad to make a difference in Federal Elections.

- You do not want to give because it is not an election year? . . . If you were a Republican would you feel the same way? Have you seen what they are doing in Congress? To the economy? The Supreme Court is next. . . . Non-election years do not seem to stop them.
- Why do I do this? . . . Why do I try to raise funds for Democrats Abroad? . . . Because I can pull out my credit card and know that I have made a difference. It really is that easy. To me a Sustaining Membership in Democrats Abroad is an investment in the future of my family and my country and most importantly, because as a Democrat, I want to. I want and choose to help. If people who are as dedicated as me won't make a difference for our country, how could I even consider asking you to join me?
- Will Democrats win again? . . . Absolutely.
- Every dollar you contribute as a Sustaining Member puts Democrats one dollar closer to victory!
- Please join me in becoming a Sustaining Member. . . . Let's get your credit card out. . . . How would you like to help?
- How much can I put you down for over the next 12 months? . . . Lump sums would be more helpful than spreading it out over 12 months, but I am happy to help in any way you wish.
- Thank you very much for the \$100. . . . It would be great if you could make that \$120. . . . That would cost you about 32 cents per day. . . . It would be greatly appreciated. Let's do \$120.
- How much would I like you to contribute as a Sustaining Member? . . . What would you like to do? You can do a little better than that. . . . Let's add another XXX.
- I would love for you to give \$1200. . . . Cannot do that, let's do \$492 for the year, that's about \$1.30 a day. . . . That is very doable.
- Thank you. . . . Today you have made a difference. . . . And what you have done is important!

Appendix C3

Campaign Finance: A Basic Guide

Campaign Finance: A Basic Guide for Democrats Abroad Country Committees

by Antje Lewis and Laura Black

I. Introduction

A. Where Democrats Abroad fits into the Democratic Party.

Democrats Abroad (“DA”) is the official Democratic Party organization for Americans living abroad. The Democratic Party Committee Abroad (“DPCA”) is the highest authority of DA, and the country committees (*e.g.*, DA Austria, DA Belgium) can be thought of as “subsidiaries.”

The Democratic National Committee (“DNC”) treats the whole of DA the way it does a U.S. state party for certain purposes—for example, DA has the right to elect and send delegates to the Democratic National Convention just as the states do. For purposes of campaign finance law, however, DA is treated as part of the national Democratic Party (the “Party”) and is subject to the same federal laws as the Party. Similarly, for legal purposes, the country committees are part of the Party and are not treated as state or local party organizations.

As part of the Party, DA may only raise and spend what is called “hard money.”¹ This means that the country committees are subject to the restrictions on contributions outlined in Part II below.

The DPCA is registered with the Federal Election Commission (“FEC”), while a standing resolution prohibits DA country committees from being registered.² This means that the DPCA may do certain things that the country committees are prohibited from doing. The DPCA also must comply with certain reporting and disclosure requirements to which the Country Committees are not subject. The activities that the country committees are and are not permitted to undertake are outlined in Part III below.

B. Why the rules are important.

The Federal Election Commission (“FEC”) monitors compliance with the statutes and regulations governing campaign finance, and has authority to bring enforcement actions for violations. Penalties can include fines and, in cases of willful and knowing violations, criminal penalties, including imprisonment. In addition, violations can bring DA and the Party bad publicity – not to mention personal liability or criminal liability – thereby undermining our efforts to help Democrats get elected and advance the issues that are important to us.

Although DA does not operate in the United States, the FEC is interested in our activities (the DPCA submits monthly filings), and Republicans Abroad, the press or tourists could report any violations of the rules. While it is impossible to imagine every question that might be asked, this document summarizes the basic rules that DA country committees must follow with respect to federal law. If you have any questions concerning the information in this document or topics that are not addressed, please direct your questions to the appropriate DA officer.

¹ Subject to state law, state and local parties can use “soft money” and so-called “Levin Funds” for certain activities, which DA, as part of the Party, is prohibited from doing.

² Note that a few DA country committees are registered with the FEC but the standing resolution requires them to cease conducting “registrable” activities over time.

II. Contributions

A. **Limitations.** DA country committees may only accept so-called “hard money,” which means contributions are subject to the following limitations:

- **Source of contributions:** DA country committees may only accept contributions from individuals who are American citizens or permanent resident aliens (*i.e.*, green card holders), the DPCA, and the Party. They may not accept contributions from corporations, unions, foreign nationals, persons under the age of 18, or political committees or other organizations (other than the DPCA and the Party). An individual may not contribute money on behalf of another person.
- **Limits per individual:** An individual may only donate a total of \$26,700 per year in each of 2005 and 2006 to the Party; the Party includes the DNC, the DPCA and DA country committees. This amount is indexed for inflation and will change for year 2007 and all future years. (There are other limits, such as limits on contributions to candidates, which do not directly affect us; for informational purposes, these limits are provided in [Appendix I](#)).

Country committees should use their best efforts to ensure that these conditions are met (although not mandatory, checking passports is strongly recommended for ensuring nationality and age³), must reimburse any amounts that are found to have been received from prohibited sources, and may not accept more than \$100 in cash. Remember, the amounts discussed in this handbook are in U.S. dollars, so they must be converted for your local purposes.

B. **Required Information.** Country committees must collect the following information for each individual who contributes more than an aggregate of \$200 in a calendar year: (i) name, (ii) mailing address, (iii) occupation, and (iv) name of employer. It is best to collect this information from each contributor, as it may only become apparent at a later date that the \$200 threshold was crossed.

C. **Disclosure.** Printed solicitations should contain the following disclaimers concerning eligible donors and tax deductibility:

“Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of individuals whose contributions exceed \$200 in a calendar year. Contributions to Democrats Abroad are not tax deductible for Federal income tax purposes as charitable contributions.”

D. **Bank Accounts.** Banking practices vary widely by region; while some European country committees provide bank account numbers on their donation slips to allow donations to be made by electronic transfer, such a practice would be highly unusual in other areas. DA country committees may follow local practices, but should obviously take care to prevent fraud (*e.g.*, bank account numbers should not be posted on your website). Donations must be deposited into your bank account within 10 days of receipt.

³ Obtaining a copy of a current and valid U.S. passport satisfies the duty to inquire whether funds come from a foreign national, which arises when there is reason to believe a person might be a foreign national due to circumstance such as a foreign address, and provides a “safe harbor” against prosecution for violation of the prohibition against accepting money from foreign nationals.

E. ***Commonly asked questions.***

➤ *Do goods and services count as contributions?*

Yes, goods and services are considered to be “in kind” contributions and count towards the \$26,700 annual contribution limit, with the exception of volunteer time. Loans and advances of money generally count as contributions at the time they are made and as long as they remain outstanding.

➤ *How are goods and services valued?*

Goods are valued at their normal purchase or rental price, and services are valued at the current market rate.

➤ *If an event has an entrance fee or suggested donation, but the proceeds are used only to cover event costs, does this count as a contribution?*

Yes, the total amount received counts as a contribution even if part or all of the money is used to cover costs. This rule also applies to goods that are produced and sold, such as t-shirts.

➤ *Does holding an event in my home constitute a contribution?*

No, an individual may hold events in his or her own room or rent a recreation room in a residential complex for a nominal fee without being considered to have made a contribution. Events may also be held in a church or community room if the room is regularly made available for noncommercial purposes without regard to political affiliation.

You may also purchase beverages, food, and invitations for such events provided that the total amount spent raising money for the Party does not exceed \$2000 in a calendar year. Any amount in excess counts as a contribution. Note that a husband and wife may each spend \$2000, assuming they are American citizens or permanent resident aliens. (Just for informational purposes, the amount is \$1000 per year in relation to any single election of a candidate.)

➤ *May we “pass the hat” at meetings and events, asking for donations?*

Yes, you may pass around a plate for donations at meetings. However, you must ensure that foreign nationals and other prohibited persons do not make any donations and, as noted above, you may not accept more than \$100 in cash from any one person. Contributors should be reminded that they are required to give the information listed in Section II(B) above if they give more than \$200 per year.

➤ *What should we do if we believe that a contribution comes from a foreign national?*

If a DA county committee receives a contribution that it believes may be from a foreign national, it must either (a) return the contribution to the donor without depositing it or (b) deposit the contribution and then either confirm its legality or issue a refund within 30 days. While the contribution is being confirmed, the funds may not be spent. A written record should be kept explaining why the contribution was or was not prohibited. If a county committee believes that a contribution is legal, but later learns that it was made by a foreign national, the amount must be refunded immediately; if sufficient funds are not available at that time to make the refund, it must be refunded as soon as additional funds are received. As noted above, the best way to confirm nationality is by requesting a person’s passport.

➤ *What activities are permissible for foreign nationals?*

Foreign nationals may not attend official meetings of the membership. Foreign nationals may attend other events, including attending country caucuses strictly as observers, but they may not pay to do so or contribute any money.⁴ Foreign nationals are allowed to donate time to activities, such as stuffing envelopes, as long as this does not result in an item of value, such as a painting, being produced.

➤ *May an American citizen or permanent resident alien make a contribution and then be reimbursed by a foreign national?*

No, it is illegal to act as a conduit or an intermediary for any other person, including a foreign national. If an American citizen pays an entrance fee for a foreign national, he or she may not be reimbursed by the foreign national.

a. *May I donate money and hold events in my home if I am married to a foreign national?*

Yes, you may do these things, but all expenditures must come from your own funds.

➤ *May vendors donate products and services to my country committee or offer them at a discounted rate?*

A business may offer a discount on food and beverages without making a contribution, provided that the discounted price at least equals the cost of the product and the business gives such discounts to nonpolitical customers in the ordinary course of business. The value of the discount—*i.e.*, the difference between the normal price and the discounted price—must not exceed \$2000 per year for discounts to the Party. (Just for information, the amount to a candidate is \$1000 per election.) Any amounts in excess of this amount (and any discount below cost) would count as a contribution and would therefore be acceptable only from an American citizen or permanent resident alien who owns an unincorporated business.

If community centers are normally available for public use free of charge, you need not pay to use them.

III. Expenditures

A. *Non-permissible activities.*

- **Advocating particular candidates.** DA country committees may not advocate the election or defeat of particular candidates. They may NOT print any statement or post or place any magazine, bulletin, radio, or television ad (not even in the title of an event) anywhere—even if it's free—if that statement advocates or opposes ANY candidate or encourages people to vote for a particular candidate. If a country committee were to do so, it would be making a “public communication” which could require registration with the FEC.⁵ As noted below, there is an exception for Internet communications.

⁴ Note, however, that although attendance by foreign nationals may be legally permissible from a campaign finance law perspective, country committees should consider appearance and political consequences in determining whether events will be open to foreign nationals.

⁵ Technically, a committee could spend up to \$1000 on these types of activities and could distribute up to 500 pieces of literature or make up to 500 calls advocating the election or defeat of a candidate before it would have to register with the FEC. However, to be cautious, DA is taking the position that country committees should do neither of these things.

- **Contributions to candidates.** DA country committees may not make contributions to candidates, the DPCA, the DNC, or any other political committee.

B. *Permissible activities.*

- **Party and membership building activities:** Country committees may print, write, post, or otherwise publicly advertise to recruit new members. They may contribute to the Party by holding caucuses and making proposals concerning the Party platform.
- **Voter registration:** Country committees may conduct non-partisan voter registration, which means they must register anyone who requests to register and not attempt to know or influence which party they register with. This may be done in conjunction with DA events, and committees may advertise that DA is sponsoring voter registration events. However, country committees cannot say, “Vote Democrat,” and should separate literature on DA from the information on voter registration. Voter registration may also be done in conjunction with other groups, though the country committee must pay for its share of all costs.
- **Communications with members:** Country committees may say what they like to their members.
- **Internet communications:** Currently, country committees may also say what they like if communicating via the Internet or by email as a legal matter. However, country committees should consider the political consequences of any statement they make. The FEC currently is revising the rules relating to electronic communication by court order; it is likely that DA country committees will be able to continue freely using the Internet and sending emails as long as they do not pay someone else to run advertisements or purchase email lists. Country committees may not send more than 500 identical, unsolicited emails (emails to members would not be considered unsolicited).
- **Fundraising at the local level:** Country committees may raise as much money as they want (and as they can), as long as all the rules described in this guide are followed. They may not say, for instance, “Give us money to beat Bush,” but they may say “Give Democrats Abroad money to help us grow.” References to progressive politics, platform issues, etc. are allowed.
- **Fundraising for DPCA:** DA country committees may also do fundraising for the DPCA, which is extremely important because the DPCA (which is registered with the FEC, unlike most country committees) is allowed to promote the election and defeat of particular candidates. The funds are used for things like newspaper ads, databases to keep track of members and their voting states, and other things decided by the DPCA. The DPCA also uses funds to provide services to the DA country committees. The DPCA is not allowed to take any money from an unregistered country committee, so members must donate directly to DPCA.⁶ DA country committees may, however, collect the donations and forward them to the DPCA.

⁶ Contributions can be made over the Internet at <http://www.democratsabroad.org/contribute.php>.

C. ***Commonly asked questions.***

1. *How do these rules affect me if I give an interview or participate in debates or pro-candidate events?*

Officers and members of DA country committees may speak to the media in interviews and participate in debates. However, if you are identified as a member of DA—which is very likely in this context—then the Party’s positions are DA’s positions, and personal opinions must be very clearly expressed as such. Individuals may participate in pro-candidate events, but DA country committees may not advertise these events, except within their own memberships.

➤ *Do the rules governing country committees affect what I may do as an individual?*

As an individual, you may say what you want, including wearing t-shirts or buttons, as long as you pay for these things yourself. You may stand at a speak-up or hand out information at a demonstration or near a voter registration table, provided that it is clear that you are doing these things as a private person and the information is not paid for by DA and does not mention DA. As noted above, personal opinions should be very clearly labeled as such. You should also bear in mind that if you are doing any of the above activities and are wearing prominently displayed DA logos, members of the press may get the wrong impression.

You may also hold events to raise money for candidates or the Party, and, of course, you may donate money to any candidate or political organization you want.

➤ *Are joint events with other organizations permissible?*

You may hold joint events with other groups, but country committees may not accept money from foreign nationals, donate to another group, or pay for materials that promote particular candidates. For example, in 2004, DA held joint events with a group called Americans Overseas for Kerry (“AOK”). There had to be at least one representative from each group at each event (though particular people could have been members of both groups), and, although materials promoting Kerry were permitted at the events, the country committees could not pay for any of these materials.

Joint events should not be fundraisers, as rules concerning joint fundraising are complex. It is acceptable, though, to collect donations from American citizens at such events. Country committees must pay their share of any costs related to such events.

Campaign Finance: A Basic Guide for Democrats Abroad Country Committees

Appendix I

Contribution Limits for 2005 and 2006

Type of Contribution	2005-2006 limitation*	Original amount (through 2004)
Individuals to Federal Candidates	\$2,100	\$2,000 per election
Individuals to National Party Committees	\$26,700	\$25,000 per year
Overall Cycle Limit for Individuals	\$101,400 \$40,000 \$61,400	\$95,000 per two-year cycle \$37,500 \$57,500
Cycle Limit to Candidates		
Cycle Limit to Other Committees		
National Party to Senate Campaigns	\$37,300	\$35,000 per six-year cycle

* These amounts will change again in 2007-2008 and beyond.

Source: Federal Election Commission Press Release, dated February 3, 2005.⁷

⁷

The press release noted that the Federal Register notice announcing these changes was also to specify limits on coordinated expenditures party committees (*i.e.*, state, local, and national committees) may make on behalf of general election candidates for federal office. The limit for House races in 2005 will be \$38,300, with a separate limit applied to national and state/local party committees. As a result, parties could spend up to a total of \$76,600 on behalf of House candidates in general elections this year while coordinating those expenditures with the candidate.

Appendix D1

Media Guidelines

by Sharon Mannita

A serious analysis of the various magazines, newspapers, television programs and radio stations you want to target is useful before you start contacting them. Your members need to have accurate, unemotional assessments of all the media entities you want to deal with.

Are they right wing, centrist or left wing? Are they interested in the facts or just a good story? How accurate have previous stories been? Who owns them: a family? a trade union? a mega corporation? All these things can influence the tone of the newspaper or TV station.

Do you want to deal with English-speaking outlets only to get new members and voters or do you also want to contact the full range of media to give an American point of view rather than the prevailing one?

If you are holding an event, send out a clear press release a week or two ahead of time and follow it up with another closer to the date. It is important to find out who the producers or editors are of the various programs or newspapers/magazines you want to contact. A phone call (or two or three) is necessary. Sending a press release alone may not always work.

Make sure you have one contact person listed on all press releases. The person who does this has been designated by the country committee as the Media Contact, a title that has been agreed upon for the person dealing with press at the country (or chapter) level. (If no one is appointed, the country chair may be the person used as the contact.) The full contact is Media Contact, Democrats Abroad – Country.

Remember, if it's a big news day, you may get squeezed out if it isn't one of the big stories.

Some organizations are more forthcoming about their internal workings than others. When you have some names and numbers, keep a list but remember people move around very quickly in this business and the person you spoke to last week may not be the same one you speak to next week.

It is not the people in front of the camera who normally have any say about who appears or what is said on the program.

When you send out a press release, make sure the information is accurate and that you have the standard blurb about Democrats Abroad so they know that we are the overseas arm of the Democratic Party.

There is written information available on media contacts, on party protocols (e.g. we do not comment on the internal politics of the foreign countries in which we live) and on writing a press release that may be helpful to you.

The DPCA International Press Secretary is there to help all our country committees, so do not hesitate to get in touch if you want more information.

Appendix D2

Sample Press Release #1

by Sharon Mannita

DA response to the Pentagon Blocking Voter Registration Efforts

September 21, 2004

Some may be trying to rock the vote but the Pentagon has decided to block it.

Readers of the *International Herald Tribune* awoke this morning to a front-page story titled "Pentagon blocks site for voters outside U.S."

The lead reads, 'In a decision that could affect Americans abroad who are not yet registered to vote in the Nov. 2 presidential election, the Pentagon has begin restricting international access to the official web site intended to help overseas absentee voters cast ballots.'

What few Americans, either at home or living outside the U.S., know is that the Federal Voting Assistance Program (FVAP) whose website (www.fvap.gov) is the site in question is a part of the Department of Defense. Originally created to help military personnel stationed overseas to vote, the FVAP is now the official reference for voter registration information to help voters within the estimated 7 million Americans who live and work abroad.

The rationale for cutting off access to the site is the fear of hackers. But given that less than two weeks remain for overseas voters to register for absentee ballots and no less a personage than former Vice President Dan Quayle has been touring the world telling Republicans overseas that the overseas vote could swing the election, the timing of this decision is a matter for serious concern.

'Democrats Abroad is concerned about the Pentagon's action. This is a way to disenfranchise American voters living outside the U.S. at a time of unprecedented requests for absentee ballots', said Rachele Valladares, International Chair of Democrats Abroad.

Overseas voters who still need to register have help at hand. Those with access to the worldwide web can go to www.overseasvote2004.com for automated assistance. In more than 70 countries, those who need more assistance can contact Democrats Abroad, who undertake voter registration as a non-partisan activity. Contact information is available at www.democratsabroad.org.

For further information: Sharon Manitta, International Press Secretary – Democrats Abroad, Tel.: +44(0)7816 271 733, e-mail: pressofficer@democratsabroad.org

Appendix D2

Sample Press Release #2

by Sharon Mannita

Democrats Abroad to hold a conference call with Democratic Presidential Candidate Sen. John Kerry

November 04, 2003

Democrats Abroad, the official Democratic Party branch for Americans living overseas, will hold a conference call with Senator John Kerry of Massachusetts on Wednesday, Nov. 5 at 1:30 p.m. EST (Eastern Standard Time). The conference call marks the fifth in a series of "Meet the Candidate" conference calls with Democratic Presidential Candidates for Democrats living outside of the United States. There will be 27 call-in sites in 15 different countries around the world participating in Wednesday's conference call, including four newly formed groups in Bosnia & Herzegovina, Colombia, Iraq & Spain. These calls allow Democrats living overseas an opportunity to communicate directly with the presidential candidates.

Democrats Abroad is the organization for some 7.1 million American citizens who live outside the United States and has committees in over 30 countries in Europe, Asia, Africa and the Americas. Democrats Abroad is an official member of the Democratic National Committee and sends delegates selected at its Global Caucus to the Democratic National Convention. The participants in the conference call will include hundreds of Americans living overseas who would not otherwise get an opportunity to meet the Democratic Presidential Candidates.

International Chair, Rachelle Jailer Valladares, said "these conference calls with Democratic Presidential Candidates have helped Americans living abroad to feel even more a part of the presidential election. This is the first time that Democrats Abroad has been able to engage in this sort of voter education and the feedback has been extremely positive."

For information about participating in the conference call, please contact the Executive Director of Democrats Abroad at ED@democratsabroad.org.

Appendix D3 Sample Legal Ad

Only Democrats Abroad International may pay for public communications including newspapers, television, radio, Internet, direct mail of over 500 pieces per year and phone banks making over 500 similar calls per year that promote, support, attack or oppose a Federal candidate or political party.

Country committees may **not** purchase public political advertising that mentions a Federal candidate or promotes the Democratic Party. Exceptions would be advertising directed exclusively at the recruitment of new members or promoting non-partisan voter registration.

In all cases, **ads must be pre-approved** by the International Counsel of Democrats Abroad.

Here are is a sample voter registration ad.

American?
Vote!
We can help.

September is the last month in which many states will accept registrations for the General Election on 2 November.

Voter registration assistance for U.S. citizens in Amsterdam is available:
Every Thursday, 6:00pm - 8:00pm
The American Book Center
Kalverstraat 185

We're also present in Den Haag, Rotterdam, Utrecht, Haarlem and more. Check our website for the latest dates and venues.

voter assistance courtesy of
**DEMOCRATS
ABROAD**

Democrats Abroad offers assistance to all U.S. voters on a non-partisan basis.

vote@democratsabroad.nl
www.democratsabroad.nl
Phone: 070 517 9003

Appendix D4

Being a Media Contact

by Sharon Manitta, Communications Director and International Press Secretary

Each Country Committee should have an appointed Media Contact. The following may help identify that right person to liaise with media from anywhere.

Title

“Media Contact” is a convenient and accurate title for your designee. A consistent title in each country makes for easy identification of functionality and simplifies the task for media to contact more than one country committee at a time.

How much time is involved?

Country committees vary in levels and sophistication of media interest. Please review past “peaks” of interest to extrapolate future potential.

We all know that the Presidential election will be a busy time but are the mid-term elections also busy? Does your country’s interest start early with the first primaries and caucuses back in the States or does it start with your DA country caucus?

Add to the mix the fact that “unknowns” happen . . . Libby’s indictment, hurricanes like Katrina, etc. Were you sought out by your media for these events?

As for the future—media interest in Democrats Abroad and our political system seems to constantly increase. To assess how much time this position will take, it is safer to project from a past base just how much more time will likely be needed.

Qualities/characteristics useful for the job

The Media Contact is the person behind the scenes, there to set up interviews, not give them. This is not a job for someone who wants to be famous. Look for competence first, not photogenic qualities, though those are also welcome.

Knowledge of how the media works is very useful but not totally necessary. Crucial are:

- Common sense
- Good organizational skills
- Unflappability, that is, not being awed by the media—they request but we decide who will represent us
- Good manners and ready graciousness
- Attention to detail
- Seriousness in responsibility
- Professionalism in all relationships with the media
- Accurate record-keeping of contacts and interviews
- Crisis management skills
- Prioritization skills to address requests immediately

Media contacts need to have or acquire via the web a good working knowledge of:

- The Democratic Party
- Our government
- Democrats Abroad—this *is* crucial, they really need to know who we are and what we do
- Protocols for Democrats Abroad, that is, the rules of the road within DA

Please remember that your Media Contact is not alone. I am always (yes, 24 hours a day) at the end of the phone or email (sharon.manitta@btinternet.com). My cell phone is +44 (0)7816 271 733. Skype will follow later.

However you decide to choose your Media Contact, résumés from possible candidates might help you. This is not so much about what they have done as how they present themselves. For example, how honest are they in what they have done? Do they say they have worked for CNN? Or do they say they worked for three months typing notes for the producer of one of CNN's shows? I'd go with the person who was more specific and wasn't trying to 'puff' themselves up.

If you can't find anyone or feel that there isn't enough media interest in your country, you may want as Chair or Vice Chair to handle things while you search. Just let Michael, Christine, Ali and me know what your decision is. Feel free to appoint someone else later if circumstances change and ensure we have contact information.

I am here to help with training, both for Media Contacts and for those who may be interviewed by the print and electronic media. We also hope to set up training conference calls and/or webcasts for the Media Contacts alone or including the Chair and Vice Chair and others who may be representing us.

With an accurate distribution list for Media Contacts and Country and Chapter Chairs and vice-chairs, talking points on emerging issues can be sent to you. This will also serve as a vehicle for info from the DNC.

Once the Media Contacts have been appointed, we can start working.

Remember—I am here to help, your resource in media contact matters.

Appendix D5

Writing a Press Release

by Sharon Manitta

What is it?

A press release is a way of getting the attention of the media (or other interested parties). It used to be the main point of contact with the press, but that is changing. However, a press release still has its uses.

It should be brief and to the point. *Don't write a Russian novel!!!* Normally, it shouldn't be more than one page long.

Why send it?

1. You want people to come to an event (but not especially the press) (*This may be tricky for us because when we hold events, we can only accept money from American citizens.*)
2. You want the press to cover an event
3. You want them to be aware of a new situation or of new information
4. It clarifies or reinforces information the media already has
5. You want them to know about something that has just happened.

Structure

Logo

The Democrats Abroad logo should be at the top.

Next should be the time sensitive information. It will either say "For Immediate Release" or "Embargoed Until *then the date.*" Be aware that the media doesn't always respect the embargo so be careful about sending out information that can't immediately be broadcast.

Title

Remember that media entities receive many, many press releases everyday. It is important to have an eye-catching title. This doesn't mean it has to be sensational but it should be clear and punchy.

First paragraph

The beginning of the press release should state all the main facts. (*This may be all the recipient reads before deciding to keep it or throw it away.*) The classic who/what/where/when is still a good basic rule. Sometimes a story won't require all these categories but it helps to use them as a guide.

Tempt them with the most interesting bits of the story.

Second paragraph

This is a chance to give a bit more information and add "why" to the story.

Third paragraph

This may be a quote from someone in your committee or a DPCA official.

You may only need two paragraphs. Don't fill up the page if you don't have to. If the media is interested, they will contact you for more information. Congratulations! Your press release has done its job!

Remember – if the release is about a country event, the country identity has to be part of the information. For example, if Democrats Abroad Antarctica is having an event, they must put DAAnt next to their officers and their country information. Just putting Democrats Abroad means the event and/or the people are international officers. The exception is the logo at the top, which should just be Democrats Abroad.

Make sure any relevant info such as time, date and location is included.

Make sure to include a contact name (with title – the Media Contact? the Chair of the committee?), a telephone number and an e-mail address.

At the bottom should be a brief bit of information about us. *Never assume the media knows who we are even if they say they do.*

A suggested statement:

“Democrats Abroad has been the overseas arm of the U.S. Democratic Party for 41 years. It is the only official arm of an American political party. It works in over 70 countries around the world to help Americans vote and to be active in the American political process.”

At the very bottom, please add the website address: www.democratsabroad.org.

General info

Finally, press releases are normally time sensitive. Speed is more important than writing great literature. But be aware that if we send them something that is well written, they are more likely to use our text and therefore we have a better chance of getting coverage.

Check the spelling and grammar. You may want someone else to read it over. A second brain is always helpful.

If someone from the media contacts you, make sure you get their contact info for our database.

Getting the press release out

You may have a database of contacts. If so, it is an easy job to send the press release out by e-mail. Depending on the personality of the media in your country, a back-up faxed press release may also be appropriate.

If you don't have a database, it may mean you have to have to start by telephoning TV and radio stations as well as newspapers and Internet news organizations to find out their contact information. They may have a general address for press releases or they may prefer to have it go to one or two programmes or even to a news editor.

When should it go out? The time for sending this out can vary because:

1. We have to prepare an event for a visiting VIP very quickly
2. It is going out after an event, therefore it must go out quickly
3. For TV/radio/daily newspapers: If it is an event/story where we have more notice, it is a good idea to send one out a week ahead then ring two days before, possibly sending out another press release.
4. For magazines or filming: You will have to contact them earlier. Try to keep a list of deadlines for magazines or other media that may have a longer lead-in time on stories.

Remember many programs have more than one shift of staff during the day so it doesn't hurt to send it more than once during the day if you have specific names of staff. There may also be a 'Planning Desk' address/contact.

Appendix D6

Setting up a Media Interview

by Sharon Manitta

The best way of reaching Americans living outside the U.S. is by having a presence in the media. Here are some guidelines to help maximize our opportunities.

I. The Media Call Us

Setting up the interview

1. If you are not the Media Contact for your committee, please direct the request to your Media Contact. That should be done promptly.
2. Find out *precisely* with which media entity you are dealing. For example, if they say “BBC,” ask what show and, if you are not familiar with the program, whether it is TV or radio or viral.
3. Get the name, phone number(s), and e-mail address(es) of the person who contacted you. Bear in mind that the phone number used for planning a radio or TV show may be different from the one used at the time of the program.
4. Find out as much info as you can about the show and what they want.
 - a. What is the topic?
 - b. Is it a one-on-one or will there be other guests? Who will be doing the interview?
 - c. Where will the interview be held?
 - d. How long will it be?
 - e. What type of set—behind a desk or on a sofa? What color is the set?
5. If there is time, confirm information in an email message that includes contact information for the speaker from your country committee who will be the guest on the show. Include the DA Blurb (included in this handbook) and a phonetic pronunciation of your speaker’s name (if needed) and how he or she should be credited. Remember the Chair of a Country Committee should be credited as John Smith, Chair, Democrats Abroad *YourCountry*. International officers should be described as “Int’l *Name of Office*, Democrats Abroad.”
6. Transport arrangements should be made by the media organization, not by you or the speaker. Your Media Contact should be on duty before, during and after the interview in case there is a problem (for example the car collecting our speaker doesn’t show up).

Finding a speaker

1. The people most likely to be our main speakers are the Chair and Vice-Chair of the Country Committees. International officers and DNC members based in your country may also be the people you rely on. They should be current with talking points and policy. You may find, however, that one person is better at a certain type of interview than another (i.e. “the right wine for the right meal”).
2. The Dems Abroad person should:
 - a. know who we are and how we relate to the rest of the party
 - b. How to keep cool under fire and still make good points
 - c. Keep answers short; people who keep talking at all costs do not give a good impression
 - d. Know that you can only divert so far from the question asked

Briefing our representative

1. Remember we don’t comment on the politics of the countries in which we live (the Dutch committee came up with a good riposte to such questions: “As guest residents, we don’t feel it is our place to comment on the internal politics of name of the country.”)
2. While we may be asked to comment on a certain topic, the interview may cover others, so be prepared for anything!

3. The Media Contact should pass on to our representative any info on the other guests and the presenter.

Appearance

1. Don't let your clothes distract from our message. Navy and grey are usually the best bet. Avoid checks and stripes. Dangly earrings, 'noisy' jewellery (e.g., clunky bracelets) or sparkly things will distract. Skirts should be longer, necklines higher. Crossing your legs in a short skirt can turn an interview into an anatomy lesson!
2. Men should make sure their socks are long enough so they keep hairy legs covered up if they cross their legs.
3. Watch your posture.
4. Fewer and fewer programs offer make up, but take advantage if it is offered. Shiny = sweaty = nervous = untrustworthy.

Interviews with print journalists

1. Check that the person who is contacting you is who they say they are. We had some people present bogus credentials during the '04 election.
2. Before you start, if you want a few minutes to catch your breath, ask them to phone back. Do ask what their deadline is. They will appreciate that you are sensitive to their work pressures.
3. If the interview is with a newspaper, you may want to bring your own tape recorder to make a copy of what was said. (Doing so may underscore to the journalist the importance of an accurate report!)
4. If they ask to speak to other members of Dems Abroad, send the request back to the Media Contact.

II. We Contact Them

There are times when we want to let the press know about an event. This is when a press release is especially important. (See "How to Write a Press Release" in this handbook.)

Don't confuse Press Releases with Talking Points; the latter are internal information used to brief our speakers.

Remember that Press Releases should be treated like gold dust... only sent out when absolutely necessary. Sending too many dilutes their usefulness.

Post Mortem

Whatever the contact, it is good to assess how an interview or event went. How could it be improved? Did we learn anything about the opposition or a media entity?

If there was a problem with the interview, let the Media Contact deal with it.

The International Press Secretary is always available to help. If you are having a difficult time with a member of the press or if you want more info, please feel free to contact me.

Appendix D7

The “Blurb”

by Sharon Manitta

The “blurb” is the official description of who we are and what we do. It should be included as the final paragraph of any press release and appended to other materials as required.

Please, don't forget the blurb!

Democrats Abroad is the official overseas arm of the Democratic Party of the United States. At work in more than 75 countries around the world, Democrats Abroad helps overseas Americans to register and vote in U.S. federal elections and helps keep members connected and informed. Founded in 1964, Democrats Abroad holds eight positions on the Democratic National Committee and sends a voting delegation to the quadrennial Democratic National Convention to select our presidential candidate.

For further information, please contact: Sharon Manitta, International Press Secretary, +44 (0)7816 271 733, pressofficer@democratsabroad.org.

Appendix E1 Sample Overseas Democrat cover

Edited by Ruth McCreery

INTERNATIONAL EDITION

DEMOCRATS ABROAD

The Overseas Democrat

PUBLISHED BY DEMOCRATS ABROAD

July 2004

Around the World

Compiled by Linda Deak, DA-NL

Singapore. Junia Baker of Democrats Abroad Singapore reports that American Association of Singapore went after American voters with a vengeance this year. It selected key community activities, such as the American School sports registration day, Super Bowl Monday at the American Club and the American School County Fair, and set up tables at each event. The U.S. Embassy voting officer was most accommodating and helped with each event, as did Democrats Abroad. Republicans Abroad, though invited to participate, did not appear. In addition, the American Association office, which is much more accessible than the U.S. Embassy, has FVAPs and information for walk-ins.

Continued on page 11.



DAJ helps Uncle Sam with his FPCA.

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Unity: Strength

Tonight, Governor Howard Dean is going to be speaking about party unity to Democrats Abroad UK (and some guests who are flying in from around Europe). This event is a means of bringing all parts of the Party together to energize and enthuse them for the upcoming November elections, not that most of us need any help in that.

Party Unity has got to be the key to our success in this coming election. If we all stay together we can win.

The Republicans are shooting themselves in the collective foot on a daily basis. Tom Delay, yesterday—Enron and the lack of link between Al Qaeda and Iraq today, you have to wonder what will come up tomorrow. Bush is plummeting in the polls as gas and milk prices soar to post war record highs.

The summer should be a hot one in many respects. Global warming has changed the physical temperatures that we live in. The war continues to rage in Iraq with more and more men and women dying with less and less understanding of why they are there. The conventions (Democrats in late July and Republicans in early September) always cause polls and pulses to surge and then come the Olympics, which bring on other hot emotions.

We are a broad house of thought and beliefs, and that breadth is very appealing and extremely important. Debate on the issues is key and many if not all of us are Democrats because we like the fact that the Democratic Party is a home for many people with many different ideas.

The one thing that we cannot afford to have is any sort of split in the Democratic Party. That is a split in the support for our candidate.

Almost all of the former primary candidates are supporting Senator Kerry in his bid for the Presidency.

Ralph Nader continues to be a concern. Don't let anyone try to tell you that your vote doesn't matter and that if you cast it for Nader it will not make a difference. We learned otherwise in 2000 and it is a lesson that we must remember.

Get out there—register people to vote and tell them to vote Democratic up and down the ticket.

It does make a difference!

Rachelle Jailer Valladares
International Chair
Democrats Abroad

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Views expressed are those of the authors and not necessarily of the DPCA.

Appendix E2

Sample “Letter from Washington”

by Tom Fina

LETTER FROM WASHINGTON

To Democrats Abroad
September 17, 2005
Tom Fina, Executive Director Emeritus

Katrina has been the *deus ex machina* to overturn Washington priorities in one ferocious blast. It has stripped the President of the image of decisive, effective leadership. It has revealed the terrible failure of this Administration to improve our disaster preparedness.

The Bush Administration and its Republican majority, and all of us, are now faced with more serious and far-reaching problems than at anytime since the great racial upheavals of the 1960's.

Yet, they and we are led by a President and a governing majority both ideologically responsible for the crises and ideologically handicapped in being able to overcome them. Condemned by the public for its failures, the Administration is now energetically trying to change the subject to reconstruction. The President is trying to restore his image as a commanding leader.

The governing majority opposes a strong Federal government, is wedded to lowering taxes to starve government, rejects Federal leadership to ameliorate social and racial inequity, is committed to weakening environmental protections, rejects energy conservation and is waging an unnecessary war with ever-mounting costs of lives and money for which it has no exit strategy.

At the same time, the governing majority lacks the political will to balance its massive spending with tax revenue even before Katrina. It counts on China to continue to cover our deficits as it counted on luck to avoid the predicted natural disaster on the Gulf Coast.

Katrina and the remarkable TV coverage of the disaster has torn off the convenient veil of the Republicans' Panglossian version of our society. At least for a moment, the public could not escape the ubiquity of poverty, lack of education and racial disadvantage. These are realities throughout the United States that the governing majority has refused to acknowledge much less tried to ameliorate. On the eve of Katrina, the Bureau of the Census reported that the percentage of those living in poverty had risen for the fourth year in a row and that the percentage of those without health coverage had risen to 15.6%. But only the agonizing scenes from New Orleans hammered those facts home to the public.

The deadly delay in response to Katrina not only showed that the United States is wholly unprepared for a major disaster, whether natural or perpetrated by our enemies. It showed that the principal national instrument to cope with such tragedy, FEMA, has been hollowed out by the present Administration. It's hollowing out is replicated throughout the Federal government in the EPA, in the CDC, in the FDA, in the Department of Homeland Security, even in Treasury and HUD.

It is this governing philosophy that aggravated the tragedy. Only the Weather Bureau got it exactly right. And Senator Santorum (R-PA) wants it privatized to benefit a constituent!

It is this governing philosophy which diminishes the chances that the Bush Administration will be able to manage government spending of unparalleled dimensions without enormous waste, missed opportunities and corruption. It lacks the vision and belief in a great government enterprise like the TVA, the Manhattan Project, or the Marshall Plan.

The President was on the ropes even before being clobbered by Katrina. His approval ratings at 40% are his lowest ever. That is primarily because of the debacle in Iraq, the surge in energy costs and the sense that he is out of touch. Katrina accounts for about 5 points of his unpopularity.

Polls show that he is widely blamed for the delay in helping New Orleans. 67% of all respondents believe he could have done more. But, among blacks, whom Karl Rove has been wooing, 70% were angry at the response (compared to 46% among whites), 66% think that the response would have been faster if the victims had been white. Moreover, in a survey of refugees in Houston shelters of whom 93% were black, 76% said there was no excuse for the slow response and 70% disapproved of the way Bush handled the disaster. This is the under-class revealed: 74% had incomes of \$30,000 or less, 24% never finished high school, 72% had no insurance, 68% had no savings, 72% had no useable credit card, 52% had no health coverage. Is it surprising that 44% want to relocate?

The President demands accountability from schools but not from his own Administration. In response to a call for an independent commission to determine what went wrong, Congressional Republicans insist upon conducting an in-house investigation in which they will have a majority vote. The President promises to lead an investigation himself. Who better to report on hen house irregularities than the fox?

In the end, the Administration will probably have to accept an independent commission and will probably try to appoint a Kissinger-like figure to head it. Trouble lies ahead.

Two other great issues cannot be escaped: how to pay for the reconstruction (estimated to exceed \$200 billion) and how to manage such a vast enterprise. The President has already rejected increasing taxes. No one in the governing majority is talking about abandoning its tax cuts. Republican fiscal conservatives are demanding compensatory cuts in government spending. Bush concurs. The Administration had already targeted cutting programs for the poor before Katrina.

Will it dare saddle the weakest in our society with more cut-backs in Medicaid and housing? Wherever the money comes from, it will be an enormous sum. How it will be spent? Few, except local politicians, would entrust it to the corrupt and unprofessional governments along the Gulf coast. And few would want to dole out vast appropriations agency by agency to do the job. Meanwhile, reconstruction is already beginning with no time to plan or to weight alternatives. This is the kind of entrepreneurial initiative subsidized by government that Bush has already blessed. Clearly, there should be a powerful government agency like the TVA, the Manhattan Project, the Marshall Plan or the Apollo Project to manage this huge undertaking. But, this kind of Federal power and planning is not Republican thinking.

The struggle over these two issues will dominate our politics for months to come.

Elsewhere, the war in Iraq drags on with no sign of a diminished insurgency nor of a political truce among the Iraqi. The latest poll shows that support for the war is at an all-time low. A majority want an immediate withdrawal of troops. And, against the background of Katrina, 80% are worried about the cost. That will feed the demand to get out. On another front, the problem of rising costs for gasoline and for heating as winter approaches (a winter predicted to be more severe than normal) will continue to hurt an Administration which is as opposed to conservation as to taxation.

John Roberts will be confirmed as Chief Justice without Democrats going to the mat to try to defeat him. That will be a Republican victory. But a nominee to succeed Justice O'Connor believed to be more conservative than she, will face a Democratic filibuster. In his winter of rising discontent, Bush may try for a nominee that Democrats could stomach.

Iraq, Katrina, the Supreme Court, fuel shortages, poverty, race, expanding deficits and a majority whose ideology has exacerbated these problems and cannot overcome them, promise hard times for America.

Comments: demsabrd@bellatlantic.net

Thomas W. Fina
Executive Director Emeritus
Democrats Abroad

Appendix E3

Sample “Wednesday Wire”

by John McQueen

Dear Democrats Around the World:

This is Wednesday Wire No. 28, 6 July 2005

If you receive this via a listserv, please do not press Reply. To comment, go to www.wonkspot.com/wire; to find out what is going on in Democrats Abroad, go to www.democratsabroad.org. To contact me directly, write to johncmcqueen@gmail.com

Topics this week:

1. **Replacing Sandra Day O'Connor**
2. **CunningScam—The Duke becomes a Knave**
3. **Bolton's Chances Now**
4. **The Rove Affair . . . Treasongate?**
5. **Roll Call of the States for Republican Scandals**
6. **State Focus for 2006: Pennsylvania**
7. **State by State**
8. **Reading Recommendations**
9. **And finally, . . .**

1. Replacing Sandra Day O'Connor. The surprise announcement by Sandra Day O'Connor has the entire political world in the US in an uproar. To quell any other rumors, WW has it on very solid authority that she quit only for the reason she gave, her husband's health. At 75 and he with advanced Alzheimer's, she thinks it's time to quit. WW obviously can't cover the nomination fight in full detail and still have space for anything else, but please be aware that Bush will not appoint a Douglas, Warren, Cordozo, Frankfurter or Marshall.

The best way to follow the story is to carefully watch the process as it unfolds, regardless of who Bush picks. Here is what to look for:

- f. Consultation. Dems are asking for “advice” input, as well as “consent.” They want input before he names anyone. The White House has made noises in that direction, the president will meet with Frist, Specter, Reid and Leahy next Monday. Republicans leaders are arguing against it. Dems are pointing out that Bush has a chance to unite the country; Republicans are arguing that the court does not have to be “balanced.” Rightists are pushing for “control” that will eliminate past rulings, e.g. Roe v. Wade, affirmative action, government regulation in general, etc., etc., etc. . . .
- g. Committee hearings timing and rules. Key player here is Senator Specter.

Republicans want quick hearings, committee vote and movement to the floor of the Senate to prevent opposition groups being able to organize and mount campaign. Groups on both sides expect to spend \$40 million on this nomination. Democrats are talking 75 days between nomination and hearings. Won't happen. Likely timeframe for hearing to begin is late August, early September.

Republicans want questions limited to qualifications, character and experience. Democrats want to know EXACTLY the nominee's views on abortion, gay rights, affirmative action and host of other social and economic issues. Specter has a reputation for wielding a strong, but fair, gavel. (Nickname: “Snarlin' Arlen”) Fireworks to erupt if either side goes too far in pushing their approach. Major TV coverage to be expected a la Clarence Thomas hearings.

If the nominee is controversial, look for a 10-8 vote in the Judiciary Committee, then onto the Senate floor.

- h. Senate debate, filibuster and vote. If there is a controversial nominee, what will be the impact of the May '05 agreement between 14 Senators on the filibuster that stopped Frist&Cheney from eliminating it? If a filibuster occurs, will Frist go for the Nuclear Option? Will he have support from the 7 Republicans? The key definition from the May agreement is "exceptional circumstances" on the nominee. Republicans claim that ideology doesn't count as "exceptional." Dems say "extremist views" are.

It ALL depends on Bush. If he hasn't named anyone by next week, WW will look at the leading candidates.

2. CunningScam. The Duke becomes a Knave. The Duke Cunningham scandal continues to surprise. Duke didn't make it to his San Diego pancake breakfast on 4 July and the FBI raided his house, his (MZM) boat and the offices of MZM. Now his old boat has come into play. Thomas Kontogiannis of New York bought his old boat for \$600K (a profit of \$400K for Duke) and put in another \$100K worth of improvements (it is still not seaworthy, but has a great bar!) and Duke was going to buy it back (price not known.) When the Duke-MZM connection hit the press, Duke was no longer interested?! Tom K. is also involved in the mortgage for both Duke's old and new houses. Did I mention that Tom is a convicted felon and asked Duke to recommend a law firm that could help him win a pardon from Pres. Bush? Later, Tom K. gave up the effort as "not worth it."

Apparently, a few years ago, Tom K. was arrested, along with a State Dept employee, by the FBI for running a US visa scam in Athens. If anyone from Dems Abroad Greece has any details, WW will be very happy to publish them in next week's edition.

Oh, by the way . . . Duke announced he is running for re-election.

3. Bolton's Chances Now. With all the other stuff in the news, what is going on in the Bolton nomination? Nothing actually. Bush did not and will not do a recess appointment this week and the Democrats are holding firm on their demands for documents related to Bolton's treatment of underlings and his use of classified NSA intercepts. The Administration refuses to budge. Speculation is that Bush will use the August recess to appoint Bolton, but I doubt it. Much will depend on the outcome of the G8 summit in Scotland. If Bush comes to an agreement with the other seven on climate and African aid, he could do the recess appointment and not be embarrassed by any negative response from France, Germany, UK, Russia or Italy. But that is now very unlikely and major criticism of a recess Bolton appointment from disappointed allies would not be helpful in any joint UN Reform effort. I think Bush will keep riding it out.

4. The Rove Affair . . . Treasongate. It is becoming quite clear that Karl Rove is the source for the illegal outing of CIA operative Valerie Plame, wife of Robert Wilson, who debunked the Bush Admin. claim of a sale of uranium from Niger to Iraq. Time and NYT reporters are headed for jail (see Reading Recommendations below). Democrats are howling for Rove's resignation and the federal attorney in DC is on the case, perjury and cover-up charges sure to come, violation of security laws perhaps less likely. Rove is speaking careful legalese through his lawyers. This case will be big news for the foreseeable future.

5. Roll Call of the States for Republican Scandals. If you are from any of the following states, keep watch as these scandals continue to matter:

- California – CunningScam, see above.
- Florida – The FEMA demand for \$27 million from "overpaid" 2004 hurricane victims. Did FEMA distribute money to win voters for Bush before the election, only now to demand it back? More than 6,000 Floridians are hoppin' Gator mad! The Bushes were given high marks for their handling of the four hurricanes in the summer and fall of 2004, which was a major factor in Dubya winning the state.
- Kentucky – "Blackberry" Jam scandal. Seems Gov. Fletcher and his cronies have been illegally using political party membership as a criteria for hiring and retaining

state employees. That's a "no-no" under state law. The scandal name comes from the emails found on Blackberry devices with lists of employees and their party affiliation.

- Ohio – Coingate, you know about that one already. What you might not have heard is that the state Democratic party officers were broken into and computers were stolen. Watergate Redux?
- Tennessee – Bill Frist's campaign finance loan problem. See last week's edition.
- Texas – Tom DeLay ethics problems, redistricting, corporate involvement therein. "Just another day at the office, pardner."
- Washington – Spokane's Mayor West, accused pedophile, has no, repeat no appointments for two weeks now. The people want him to quit, he won't.

6. State Focus for 2006: Pennsylvania. Suddenly Pennsylvania is looking like the key battleground state in 2006. Gov Rendell (D) is popular, but a target of the GOP, 2-3 strong Republican names want the job, including a Scranton.

Senator Rick Santorum is THE target for us next year, but likely Dem. nominee Robert Casey, Jr. might have an endorsement problem. NARAL wants to work out a deal to endorse him despite his anti-abortion position, which might drive anti-abortion Democrats and Independents into Santorum's eager clutches. Without NARAL's endorsement, pro-choice, pro-privacy progressives might pass on the race as a Tweedledee, Tweedledum no choice.

Now a number of Republican-held house seats are ripe for picking: Former Republican Barbara Hafer, who wanted to be the Dem nominee for the Senate, is now looking to challenge Repub. Tom Murphey in the 18th district. Repub. Melissa Hart will face vigorous opposition in the Dem-leaning 4th, Lois Murphey, who almost beat Jim Gerlach in '04 will challenge him again in the 6th district, Freshman Repub Mike Fitzpatrick will be a target in the 8th and Repub. Don "Let Me Rub Your Back and I'll Choke Your Neck" Sherwood is surely worrying about a serious challenger in the 10th. It looks promising that we will pick up 5 seats in Pennsylvania alone next year. It's early, but it's doable.

7. State by State.

MINNESOTA. Meanwhile . . . in the Land of Lakes, there is a partial shutdown of the state government, which is not good advertising for a state that usually win "Best State to Live In" contests. The state legislature has been unable to come up with a budget for several departments and the Republicans refuse to pass continuing resolutions to keep them going because that would "reduce the pressure." The shortfall is \$200 million and 9,000 out of 48,000 state employees are at home. So far the impact is minimal, but if the issue is not resolved by 15 July, the employees will have to stay home for good, because they won't have jobs to go back to. Repub. Gov. Pawlenty is claiming that the Dems are just trying to embarrass him, the Dems say he should not have taken that "no new taxes" pledge.

OREGON. The "I quit" announcement by James Chaney (Reading Recommendations below) is having a big impact in Oregon. Oregon Republicans are unhappy with the state and national party rightwing thrust, which is losing election after election. There is a long progressive and innovative tradition in the state (the list of Firsts is admirable) and moderate Republicans (actually liberal) are legends here—Mark Hatfield and Bob Packwood to name but two. The Democratic party has a progressive-centrist split as well, which probably means that the number of Independents will grow.

VIRGINIA. A debate over debates is heating up in the Gubernatorial race. Dem. Timothy Kaine, current Lt. Gov, is behind in the polls and wants several more debates than the two currently scheduled. Jerry Kilgore, the Repub candidate is willing to have a third, so long as H. Russell Potts, Repub-Independent is not included in any of them. Kaine and Potts are both questioning Kilgore's courage, knowing that he is a notoriously bad debater. Kaine may be behind, but \$1.3 of his \$10 million campaign account comes from either Republicans who supporter Gov. Mark Warner in 2001 or who supported Warner's opponent, but don't like Kilgore. Close election coming.

8. Reading Recommendations. The list is longer this week:

- a. "Talking About Social Class: Are the Economic Interests of the Majority of Americans with the Democratic Party?" by Steve Rose at www.emergingdemocraticmajorityweblog.com/rose/rose.html

- b. "The party's over for Betrayed Republican" by James Chaney at www.registerguard.com/news/2005/06/26/ed.col.chaney.0626.html
- c. "Doing the Hillary Limbo: How Low Can Klein Go?" by John F. Harris at www.nyobserver.com/pages/book1.asp
- d. "Paul Jay, Creator of Independent World Television, Intends to Challenge Corporate Broadcasters at Their Own Game" a buzzflash interview at www.buzzflash.com/interviews/05/07/int05027.html
- e. "Old Soldiers Back on Duty" at www.cbsnews.com/stories/2005/06/30/60minutes/main705491.shtml
- f. Just go to www.emergingdemocraticmajorityweblog.com and read all the articles for 6, 5 and 4 July. You will be glad you did.
- g. Two interesting articles concerning Judith Miller, NY Times reporter who is going to jail defending her right not to name Karl Rove. The first is US Attorney Patrick J. Fitzgerald's brief to the US District Court in Washington DC at www.dcd.uscourts.gov/04ms407-G.pdf. The second is Bill Israel's editorial in Editor and Publisher "Save the First Amendment" at www.editorandpublichser.com/eandp/columns/shoptalk_display.jsp?vrn_content_id=1000973352.
- h. "If Ax Fall on Roe, It May Split GOP" by Peter Walston at www.latimes.com/news/politics/la-na-roe4jul04,1,2930759.story. Interesting analysis.

9. And finally . . . You wonder why Rick Santorum is a target. Here's one of many reasons why (thanks to MyDD):

"In far too many families with young children, both parents are working, when, if they really took an honest look at the budget, they might confess that both of them really don't need to, or at least may not need to work as much as they do . . . And for some parents, the purported need to provide things for their children simply provides a convenient rationalization for pursuing a gratifying career outside the home." – from Santorum's book *It Takes a Family* p. 94

Reminder, your letters to US newspapers, politicians and party leaders welcome. WW will publish the best one each week. Send to my address above.

Best regards,
John McQueen
DA Deputy Vice Chair for Policy Issues

The views here are mine, yours are welcome, see the top for how to do it.

Appendix E4

Sample Campaign Report

by John McQueen

Dear Democrats Around the world,

**Democrats Abroad Campaign Report
No. 36, 19 October 2004**

E-DAY MINUS 14 AND COUNTING!!!

This is the 34th daily report on the Campaign to push Bush-Cheney out and retake the Senate and House. Feel free to share this report and all previous ones with members of your committee and other interested persons, whether they are American or not.

Today's topic: Tuesday's Review of the Current Outlook in the Compensation States.

Items:

Tracking polls:

Bush-Kerry, each poll is a three-day average.

DATE	ZOGBY LV	RASMUSSEN LV	WA POST LV/ABC/WP	RV
10 16-18	45-45	47.5-47.3	50-47	48-47
10 14-16	46-44	48.5-46.4	50-46	n/a
10 13-15	48-44	48.3-46.2	50-47	48-47
10 12-14	48-44	49.0-45.5	48-48	47-48
10 11-13	46-45	48.1-45.9	48-48	47-47
10 10-12	45.3-44.8	47.6-46.2	48-49	46-48
10 9-11	45.2-44.6	47.4-45.8	50-47	46-48

Two weeks to go. Writing this report every day is making me nervouiser and nervouiser, it's like a Cape Canaveral rocket launch (i.e. before they were launched from Cape Kennedy); everything was always "Will it fly? Will it explode? Will it get off the ground? Are we too close; shouldn't we be a couple of miles away at least? I am not complaining; I am having the time of my life; I am also becoming more confident with each day's news cycle, but I still can't help being nervous. The incumbent has a lot of weapons at his disposal. A landslide will really put this away.

Letter Writing Campaign. Those of you in DPCA country committee elected positions and other leaders of the DPCA should receive from Josh Kravitz, Stanley Grossman's message on the Letter Writing Campaign. Please, please, please pass to every member of your committee with email and any others you can reach. Encourage anyone who has any connection whatsoever to the 41 House and 13 Senate races we have been following, to ask Stanley for one of the 54 sample letters he has received (yes we cover 'em all!) to get letters into the hands of local media to try to influence these elections. We have a very good shot at taking the Senate and it is not impossible to take the House. This effort is Democrats Abroad's chance to have its say in this election.

Republican endorsement for Kerry. Former Governor William G. Milliken of Michigan (1969-83) has endorsed John Kerry and described his decision to do

so as not difficult.

Sinclair stock is down 8% yesterday and they fired their Washington bureau chief who objected to the showing of the anti-Kerry film. Sinclair also turned down Kerry's request for equal time.

Early Voting has started in many important states including Florida, where things got messed up in Broward county right from the start. The Florida Supreme Court has ruled that provisional ballots filed in the wrong precinct will not be transferred to the right one and counted; would violate Florida law, says the court. Tomorrow I will have an update on all Early Voting states.

Tuesday's look at the Compensation States.

All but one of the Senate races in the Compensation States are no longer competitive; incumbents are at least 30 points ahead everywhere except Wisconsin and Feingold has a 10 point lead. No need to bother reporting any new polls for these (except Feingold-Michels).

STATE: Arizona EV: 10

PRESIDENTIAL RACE

DATE	POLLSTER	MOE	BUSH	KERRY	NADER	UND.
10 11	Northern Ariz.U		5.0	49	44	
10 7	Survey USA		4.1	55	41	
10 5	Zogby		3.6	49.6	47.2	
10 3	Arizona St. Univ		4.0	48	38	14
9 23-26	Ariz. St Univ.		4.1	52	42	5
9 15-17	Zogby		3.9	49.3	48.1	.6
9 13-14	Mason-Dixon		4.0	50	39	8

The latest poll is still within the MOE. Bush is leading, but is he hearing footsteps?

SENATE

DATE	POLLSTER	MOE	McCain	Starky	UND
No recent polls, McCain was at least 40 points ahead last we saw.					

HOUSE AZ - 1

DATE	POLLSTER	MOE	Renzi	Babbitt	UND
9 10-13	N. Ariz. Univ	4.9	51	40	8
Still no new polling data. Still a toss up.					
No new polling data, but Babbitt is still in this one. Toss up.					

GOVERNOR

There is no governor's race in Arizona

COMMENT: Arizona has been out of the news as a battleground state this past week, but the Northern Arizona Univ. poll still shows Bush under 50%. Bush: 10 EVs

Last week's comment: 32% of Arizona voters responding to the ASU poll had requested absentee ballots; Dems lead Reps 41-27% in this effort. Top concerns of the electorate are Economy and Jobs - 35%; War in Iraq - 27%, Homeland Security - 27%. Bush still has 10 EVs, but it's closer.

[EDITOR'S NOTE: similar polling analysis for every compensation state has been removed from this sample report.]

BOTTOM LINE in the Compensation States: As of 19 October, Bush holds 2, Kerry 3 and 3 are tied in the Compensation States. Total EVs Bush 14, Kerry 19, tied 22.

Here's the latest chart.

CATEGORY	DATE	STATES	TOT EV	BUSH	KERRY	TIED
Must Win	18 Oct	5	96 (5)	11 (1)	38 (2)	47 (2)
Compensation	19 Oct	8	56 (8)	15 (2)	19 (3)	22 (3)
Republican Cherries	13 Oct	5	44 (5)	44 (5)		
Democratic Plums	13 Oct	5	54 (5)	45 (4)	9 (1)	
Red States	14 Oct	18	142 (18)		142 (18)	
Blue States	15 Oct	10	146 (10)		146 (10)	
Total		51	538 (51)	213 (25)	247 (20)	78 (6)

The lead is Kerry's, maybe the momentum, but there is no clear winner yet.

Tomorrow we do our Wednesday look at the current situation in the Republican Cherries and Democratic Plums.

Reminder: Your comments, suggestions, input, website recommendations, questions are welcome, but PLEASE, write to me directly (100564.1551@compuserve.com) rather than clog up the list serve.

Respectfully submitted,
John McQueen
Democrats Abroad 2004 Campaign Manager

Appendix F1

Absentee Voting Instructions

[Note: An updated version will be included as soon as the new Voter Assistance Guides and FPCA forms are available.]

Instructions for Filling in the Federal Postcard Application (FPCA)

by Margo Miller

Following are instructions for filling in the FPCA. The numbers correspond to the boxes on the FPCA. These instructions should only be used as a guide. You should make sure to read the state specific information at <http://fvap.gov/pubs/vag/vagchapter3.html> before mailing your FPCA.

Where did you last live in the United States? Where you last voted is irrelevant. Please fill in your current UK address at the top of the form (self addressed return post card). You may or may not receive this from your local election official. I will talk through the form. Do not check any of the boxes in number 8 until I have explained the options to you.

Enter your State, County and City of last residency here.

Important: At the top of the form, enter your state, county and city/township of last residency.

Enter your name, last name first.

- 1.a Enter your name, last name first. If your name has changed, put your former name in the remarks section.
- 1.b Enter your sex.
- 1.c You do not need to enter your race unless you last resided in American Samoa.

Enter your birthday American style – month, date, year.

- 1.d Enter your date of birth (month, date, year).
- 1.e Most states require at least the last four digits of your social security number. Check the state specific information to determine whether your whole social security number is required or whether you can leave this section blank.
- 1.f For other identification, a few states require a valid driver's license number if you have one. Minnesota requires your passport number. Check the state specific information to determine what information, if any, is required in this section. Do not provide information that is not requested (such as your passport number or a driver's license from another state because the information will be meaningless the local election official reviewing your FPCA).

Have you ever voted in the State of [state of last residency]? When did you last vote in a [state of last residency] election? (If they do not remember the precise year, try to jog their memory. If that does not work, tell them to write their best guess in the box and then in remarks write that they know they voted in a [state of last residency] election, but are unsure of the exact year.

- 2.a,b,c Did you vote in the state of your last residency? If yes, enter the year you last voted in an election in that state and the county and state. (Voting by absentee ballots is considered voting in the state). If you did not vote in the state of your last residency, write “N/A” for not applicable in all three boxes.
- 2.d Voter registration number is required by Connecticut, Guam, Idaho, Kentucky, Louisiana, Mississippi, Puerto Rico, Rhode Island, South Carolina, Vermont, and Virginia. If you were last resident in one of those states and do not have a voter registration number, write “N/A” for not applicable.
- 3.a If your last residency was in **South Carolina**, enter the date you were last resident in South Carolina. If your last residency was in **Virginia** and that home is no longer available to you, enter the date you were last resident in Virginia. For all other states, leave blank.
- 3.b,c,d Enter the address at which you last resided in the United States. (The state where you last voted is irrelevant). You must provide a physical address, not a P.O. Box number. If your address includes a rural route, describe the physical location of your residency in the remarks section. This precise physical location of your former residence is needed to determine your current congressional district.
- 3.e Enter your county of last residence. You do not need to enter your county if you last resided in Alaska or Connecticut. If you do not remember your county of last residence, go to quickfacts.census.gov/cgi-bin/lookup?state=01000
- 3.f Enter your zip code. If you do not remember your zip code, go to www.usps.com/zip4/

Put your current address here. You will write this address three times before you finish filling in this form.

- 4 Enter the address where you want your absentee ballot to be sent. Make sure you include the country. If you do not know what your address will be in October, you can enter an address in the US where there is someone who can mail your ballot to you when it arrives. This option should be considered a last resort because there may not be a lot of time for the ballot to be mailed from the US address to your address overseas.
- 5 Enter your fax number, if you have one.
- 6 If you want to vote in a primary election, enter your party affiliation. If you wish to change your party affiliation or do not wish to fill in this section, check the state specific information. If you last resided in **Utah**, you must put a party affiliation.
- 7 It is a good idea to include your email address here for the local election officials to use if they have any questions for you. If there is any other information you wish to share with the local election officials such as a maiden name, information of which you are unsure, etc. put it in the remarks section. If you were last resident in **Nebraska** and you assumed your husband’s name, you must put down your maiden name here. If you were last resident in **Ohio**, you must fill in the length of time you resided in Ohio. (“I was an Ohio resident for _____”). If you were last resident in **Virginia** and are overseas by virtue of your employment or your spouse’s employment, you must provide your employer’s name and address.

You must put an “X” in one of these four boxes. Read them all before you mark one. You are probably “c” or “d”. You are not “b” unless you are here for a very short time. If in doubt, mark “d.”

- 8 You must put an “X” in one of the four boxes. If you are in the military, put an “X” next to option “a.” If you are only overseas for a school semester or school year, put an “X” next to option “b.” If you are here by virtue of your employment or your spouse’s employment, put an “X” next to option “c.” If you are here indefinitely or otherwise do not think the first three categories apply, put an “X” next to option “d.” You also can look to see if there is any state specific information describing the options.

Sign and date the form here. Today’s date is (give the number American style – month, date, year).

- 8 Make sure you sign and date (month, date, year) the FPCA.

The US embassy will provide a notary free of charge. You must wait in the citizen services line. You can mail your FPCA from the embassy without postage.

- 9 If you were last resident in **Puerto Rico**, you must sign the FPCA in front of a notary. If you were last resident in **Minnesota** and you do not have a military ID or passport number, you must sign the FPCA in front of a notary. If you were last resident in American Samoa, Florida, Hawaii, Illinois, New Hampshire, Rhode Island, South Dakota, Tennessee or Vermont, check the state specific information because in certain situations oaths, witnesses or notaries are required. The US embassy provides notaries. They will not charge to notarize an FPCA. A UK notary will not be accepted in the US.

May I review your form to make sure you’ve filled it out correctly? (Check to make sure 1) the country is included with all non-US addresses; 2) all dates are month, date, year; 3) identification provided in 1.e and 1.f is what is required by the State; 4) 2. is filled out with either the year, county, and state, or N/A; 5) an email address is provided in 7; 6) a box is marked in 8; 7) it is signed.

Flip the card over and write your current address (for the third time) in the return address box. Address it to: (read the address from the book including the information in red, the address, town, zip code, and USA). Make sure you don’t write below the last line because it will be covered up when you seal the form. You need to put a stamp on it. We have stamps for sale if you would like to buy one. Here is some scotch tape to seal the sides because the card sometimes comes undone in the mail. You may receive the self-addressed post card from you local election official. They are not required to send it back. If you have not received anything within 6 weeks, you can call the Federal Voting Assistance Program in Washington D.C. free of charge on 0800 169 8035 or email them at vote@fvap.ncr.gov and if you provide them with the county or town of your last residence, they will call the local election official and confirm that you will be receiving your ballot.

Appendix F2

Training Review & Checklist 2006

by Margo Miller (training review) and Christine Schon Marques (checklist)

NOTE: These instructions were written for DA-UK. Please modify them as necessary for your own use.

Goal

Get people to complete their FPCA so that it can be reviewed for accuracy, sealed, and mailed.

Materials

- Voter Assistance Guide
- FPCAs
- Voter Registration Sign
- Business cards
- Pens
- 47p stamps
- Air Mail stickers and/or scotch tape
- Post-its
- Democrats Abroad Sign-Up Sheet
- FAQs and list of helpful websites

Step-by-Step Guide for Voter Registration Volunteers

1. Set the cards up so that the information that the voter needs to fill in is face up.
2. Explain the choices in section 1 regarding their intent to stay abroad.
3. Ask the voter, where he/she last resided in the US. (This is not necessarily where the voter last voted) Open the VAG to the page for the voter's state of last residence and inform the voter of the information that needs to be completed.
4. Ask the voter to fill in sections 2 and 3. Make sure you tell them the form of ID required. If the state asks for a driver's license, they only want a VALID driver's license number. If the state only wants the last four digits of the social security number, they should not provide the entire number. Most states do not want to know your race.
5. Ask the voter to fill in his/her current address in section 4. (Make sure he/she includes the country because the ballot will be mailed from the US.)
6. Check if there are state specific Additional Information requirements.
7. If the FPCA needs to be notarized, tell the voter to bring it the US embassy. The US embassy will notarize FPCAs free of charge. UK notaries are different from US notaries and may not be accepted in the US.
8. Offer to review the information on the card to ensure that nothing has been filled in incorrectly or missed. Make sure that the addresses all include the country and that phone numbers are written in international format (011 44 ..). Make sure the form is signed.
9. If the voter cannot complete the card because he/she needs to look up certain information—Social Security number, county, zip code—write out the sections that need to be completed and any relevant websites on a post-it and give it to the voter.
10. Flip the card over and write in the address to which the card needs to be sent and the return address of the voter.
11. Offer to sell voter a 47p stamp.
12. Ask the voter to seal the FPCA, then secure the adhesive with scotch tape.
13. Ask the voter if he/she would like to join Democrats Abroad (unless this has been explicitly prohibited by the venue).

Internet sites that will help you to fill out the FPCA

If you do not remember your **county of last residence**, go to quickfacts.census.gov/cgi-bin/lookup?state=01000

If you do not remember your **zip code**, go to www.usps.com/zip4/

If you cannot determine the address of **your last residence** through other means, email voting2006@aol.com and we will work with Democrats in the US to locate your residence.

For **State-by-State instructions** from the electronic version of the Voter Assistance Guide go to <http://www.fvap.gov/pubs/vag/vagchapter3.html>.

Also do not forget to update your **Democrats Abroad membership information** with your U.S. voting residence **zip code** at www.democratsabroad.org/join.php . We will remind you as deadlines approach and about developments in your state.

The **2006 Primary election calendar** is available at: www.fvap.gov/pubs/primarycal.html

Other sites with information on races

Information about candidates: There are websites such as the www.dccc.org and www.dscc.org that have information about the races.

To track *what's happening in your district*, and to learn how you can help local campaigns, go to www.democrats.org/local.html

Democrats Abroad Wednesday Wire
www.democratsabroad.org

Democratic National Committee
www.democrats.org

Democratic Senatorial Campaign Committee
www.dscc.org

Democratic Congressional Campaign Committee
www.dccc.org

Non-partisan sites:
www.vote-smart.org/election_congress.php

Note: While we cannot endorse candidates during the primary season, we can provide impartial information about **all** the Democratic candidates.

Checklist

Overseas Voter Event Checklist	Responsible	Deadline
<p>Before the Event(s)</p> <p>Order voting material (FPCA, write-in ballots, voter assistance guides, brochures) from info@democratsabroad.org</p> <p>Organize event venues Need internet access? Telephones?</p> <p>Update Country Committee website event calendar</p> <p>Line-up volunteers Request consular agent for notarial service Train volunteers Confirm event venue</p> <p>Send information to local media</p> <ul style="list-style-type: none"> • Newsletters of organizations for foreign residents, mags, papers • English language press • Radio / tv • Local foreign language media (?) 		

Overseas Voter Event Checklist (cont.)	Responsible	Deadline
<p>General distribution flyers—include contact info rather than location information (security)</p> <ul style="list-style-type: none"> • Universities / overseas programs • Churches • Libraries • American clubs • U.S. multinationals • International institutions (UN, . . .) • U.S. embassy / consulate / gov. org • Military bases (non-partisan flyer) <p>Send flyers with location information to members, with reminder to bring US passport, social security number and complete last address in US Internet version and/or by mail</p> <p>Send internet reminder a few days before event(s)</p> <p>At the Event*</p> <ul style="list-style-type: none"> • Bring lots of pens (preferably black) • Country committee membership sign-up forms • Country committee / Overseas Democrat / Young Democrats Abroad newsletters • Overseas Voter Reform Handout • Info on ALL (or none) Democratic presidential Candidates • Info on other federal campaigns • Info on committee upcoming events / caucus • Toll-free Voting Assistance number for country • Can include label with local committee info on the special federal write-in ballot, as long as Democrats Abroad is clearly indicated <p>*(no political advertising on U.S. gov. property)</p> <ul style="list-style-type: none"> • Count number of FPCAs • Count number by state, and by county if possible • Handle mailing (either to embassy / post office . . .) <p>After the Event</p> <ul style="list-style-type: none"> • Info to members about success • Thanks to all volunteers • Keep track & follow-up on voter registration problems 		

Appendix F3

Overseas Voter Weekend Press Release

by Sharon Manitta

Democrats Abroad Launches Global Registration Drive for Americans Living Abroad

January 23, 2004

When an increasing number of elections have been decided by a small number of ballots, it is important for all eligible U.S. citizens to vote. From February 13th to the 16th, members of Democrats Abroad in over 40 countries will be registering Americans living overseas so they can vote by absentee ballot in the November election.

Over Presidents' Day weekend, Americans will have the opportunity to register to vote, request absentee ballots, receive a federal write-in ballot, and learn about reforms affecting overseas voting.

"Voting," says Democrats Abroad International Chair Rachelle Jailer Valladares, "is the duty of all Americans regardless of where they live." She goes on to say, "In this time of terrorism and troubled economics, it is important to elect a president who can run a sound foreign policy and bring stability to a U.S. dollar that continues to lose its value. The Democratic Party is offering candidates for President who can offer true leadership for our times."

Although Democrats Abroad supports our party's nominated candidates, voter registration is carried out as a non-partisan activity and Americans of all political leanings are welcome at the many voter registration locations. These locations will be listed at www.democratsabroad.org.

Democrats Abroad is the official overseas arm of the Democratic Party. For 40 years, this organization has been encouraging U.S. citizens living abroad to vote. Americans throughout the world have been able to participate in the civic process through chapters in the Americas, Europe, Asia, the Pacific, and Africa.

For further information, please contact the Overseas Voters Weekend coordinator, Christine Schon Marques, at csmarques@bluewin.ch. The Democrats Abroad Washington, DC office can be reached at info@democratsabroad.com, at +1 202 863-8103 and by fax at +1 202 863-8063.

VOTE: Use It or Lose It

Appendix F4

State-by-State Deadlines

When to request your absentee ballot, register to vote, and submit your absentee ballot.

This section will be provided when the 2008-09 FVAP guide becomes available.

Appendix F5

Voter Registration Issues Committee

Appointed in 2005 as co-chairs of the Voter Registration Issues Committee, Margo Miller (Chair, DA UK) and Joe Green (past Chair, DA Canada) have set two major goals that are central to the primary mission of the DPCA—getting out the overseas vote for Democratic candidates.

First, we have assembled a strong team of volunteers from DPCA Country Committees around the world to serve as experts on overseas voting issues in each state and DC (hence, **Team 51**). A web-based library containing pertinent information on each of those jurisdictions will allow Voting Assistance Officers to help voters register to vote in all federal elections.

Second, we are assembling another team of volunteers to serve as **Consular Liaison** officers. Each Country Committee has been asked to appoint a senior member to take on the job of maintaining close contact with the American Citizens Services Officer in each US Consulate. (Even countries with only an embassy have a consular office within it.) The task is to ensure that consular officers are keeping up to date on overseas voting issues and that US voters' issues are being handled promptly, properly, and courteously.

[Editor's note: The Voter Registration Issues Committee is also responsible for all online and hard-copy voting materials, resources and assistance.]

Appendix F6

FPCA: Instructions

The following are instructions for filling in the FPCA. The numbers correspond to the boxes on the FPCA. These instructions should only be used as a guide. You should make sure to read the state specific information at <http://fvap.gov/pubs/vag/vagchapter3.html> or reference the 2006-07 Voting Assistance Guide before mailing your FPCA.

Where did you last live in the United States? Where you last voted is irrelevant.

I will talk through the form. Do not check any of the boxes in Section 1 until I have explained the options to you.

Enter the reason you are requesting an absentee ballot

- 1.a Check this box if you are in the uniformed services or Merchant Marine or an eligible spouse or dependent.
- 1.b Check this box if you are residing outside the US for a limited period of time and intend to return to your state. You may be entitled to vote in state and local elections and may be liable for state income taxes. If you own property in your voting state and/or continue to pay local taxes and you want to vote in both federal *and* local elections, you should check 1.b. If you only want to vote at the Federal level check 1.c provided you are here for more than a very short period of time.

If you are only overseas for a school semester or school year check option "b." If you are here by virtue of your employment or your spouse's employment on a *short* contract, check option "b." If you are not sure of the duration of your continued residence in the foreign country check 1.c.
- 1.c Check this box if your intent to return at some time in the future is uncertain. You will only receive a federal ballot.. Voting in federal elections only cannot be used to affect the determination of federal or state tax liability.

Enter your personal information

- 2.a Enter your name, last name first. See 2.b if your name has changed.
- 2.b If your name has changed, put your former name here.
- 2.c Indicate your sex by checking one box.
- 2.d You do not need to enter your race.
- 2.e Enter your date of birth (month, date, year).
- 2.f Most states require at least the last four digits of your social security number. Check the state specific information to determine whether your whole social security number is required or whether you can leave this section blank.
- 2.g For other identification, a few states require a valid driver's license number if you have one. Minnesota requires your passport number and Alaska requires either your passport or identity card number in addition to your Social Security Number. Check

the state specific information to determine what information, if any, is required in this section. Do not provide information that is not requested (such as your passport number or a driver's license from another state), because the information will be meaningless to the local election official reviewing your FPCA.

- 2.h Enter your phone number as it would be dialed from the United States (i.e.: 011 44 1753622 511. Do not include extra zeros used locally or spaces).
- 2.i Enter your fax number as it would be dialed from the United States, if you have one.
- 2.j Enter your full email address if you have one. This will allow election officials to contact you if they have a problem with the information on your application. ***This is very important***

Enter your voting residence.

- 3.a,b,d, Enter the address at which you last resided in the United States. (The state where you last voted is irrelevant). You must provide a physical address, not a P.O. Box number. If your address includes a rural route, describe the physical location of your residency in the remarks section. This precise physical location of your former residence is needed to determine your current congressional district. If you cannot determine the address of your last residence through other means, email voting2006@aol.com and we will work with Democrats in the US to locate your residence.
- 3.c Enter your county of last residence. You do not need to enter your county if you last resided in Connecticut or Alabama. If you do not remember your county of last residence, go to <http://quickfacts.census.gov/cgi-bin/lookup?state=01000>
- 3.e Enter your zip code. If you do not remember your zip code, go to <http://www.usps.com/zip4/>

Where to send my voting materials

- 4a Enter the address where you want your absentee ballot to be sent. Make sure you include the country. If you do not know what your address will be in October or have difficulties receiving mail, you can enter in 4b an address in the US where there is someone who can mail your ballot to you when it arrives. You still *must* fill in 4a. Using a forwarding address should be considered a last resort because there may not be a lot of time for the ballot to be mailed from the US address to your address overseas.
- 4b Enter a forwarding address only if you do not want your ballot mailed to the address in block 4.a.
- 4c *Before* you check a box determine if faxing or emailing of voting materials is permitted by your state. If you chose to fax or email the FPCA, most states request that the citizen also mail the completed FPCA to the voting official. To email the form, you have to sign it, scan it, and attach it to an email. Check only one box: Mail, Fax, Email.

My Political Party Preference

- 5 If you want to vote in a primary election, enter your party affiliation. If you wish to change your party affiliation, check the state specific information. If you last resided in **Utah**, you must indicate a party affiliation.

Additional Information

- 6 If there is any other information you wish to share with the local election officials such as information of which you are unsure, put it in the remarks section. If you were last resident in **Ohio**, you must fill in the length of time you resided in Ohio. (“I was an Ohio resident for _____”). If you were last resident in **Virginia** and are overseas by virtue of your employment or your spouse’s employment, you must provide your employer’s name and address. Virginia also requires you to provide information as to where you last registered and voted. If you have not voted write “I have never voted”. In **Vermont**, if you have not taken an oath you must place an oath sticker here or write in the oath and state that you “want to vote in all elections for the next two years”. If you are from **Maine** you must provide the name of the municipality and state where you were registered to vote before you registered at your current Maine voting residence. This address must be different from the one in Block 3. If you have not registered to vote before, write "none". **Idaho** also asks for all the places you have previously been registered to vote or you must write “I have never voted” Puerto Rico has several requests for this section. Please reference the Voting Assistance Guide or check on line at <http://fvap.gov/pubs/vag/vagchapter3.html> . If you are a student and know you will return to the States after a short period you can request in block 6 a ballot for only the next election or for all elections in one calendar year.

Affirmation

- 7 Make sure you sign and date (month, date, year) the FPCA.

If your state requires a notary

- 7 If you were last resident in **Michigan** or **Puerto Rico**, you must sign the FPCA in front of a notary. If you were last resident in **Minnesota** and you do not have a military ID or passport number, you must sign the FPCA in front of a notary. If you were last resident in **American Samoa, Hawaii, Tennessee or Vermont**, check the state specific information because in certain situations oaths, witnesses or notaries are required. The US embassy provides notaries. They will not charge to notarize an FPCA. You must wait in the citizen services line. You can mail your FPCA from the embassy without postage. A UK notary will not be accepted in the US.

May I review your form to make sure you’ve filled it out correctly?

Check to make sure 1) a box is marked in 1; 2) the country is included with all non-US addresses; 3) all dates are month, date, year; 4) identification provided in 1.f and 1.g is what is required by the state; 5) an email address is provided in 2j; 6) any state specific requirements for the Additional Information in 6 are provided;7) it is signed.

Now, flip the card over and write your current address in the return address box. Address it to: (read the address from the book including the information in red, the address, town, zip code, and USA). Make sure you don’t write below the last line because it will be covered up when you seal the form. You need to put a 68 p stamp on it. We have stamps for sale if you would like to buy one. Here is some scotch tape to seal the sides because the card sometimes comes undone in the mail.

If we are allowed by the location, ask the applicant if he or she would like to join Democrats Abroad.

Appendix F7

FPCA: Electronic Transmission

	Can I send FPCA...		Can I get blank ballot...		Can I send voted ballot...		Is a witness required?	Adult kids born abroad?	
	by fax?	by email?	by fax?	by email?	by fax?	by email?			
AL	no	no	no	no	no	no	yes*	silent	*2 witnesses needed on ballot return envelope
AK	yes	yes	yes	no	yes	no	yes*	silent	*on ballot return envelope
AZ	yes	no	yes	no	yes	no	no	yes	
AR	yes	no	no	no	no	no	no	silent	
CA	yes	no	yes	no	yes	no	no	silent	
CO	yes	no	yes	no	yes	no	no	silent	
CT	yes	no	no	no	no	no	no	silent	
DE	yes	no	no	no	no	no	no	yes	
DC	yes	no	no	no	no	no	no	silent	
FL	yes	no	yes	yes	yes	no	no	silent	
GA	yes	no	no	no	no	no	witness*	yes	*for ballot only, helper must sign & be witnessed
HI	yes	no	yes	no	yes, but*	no	no	yes	*only if blank ballot was faxed to voter
ID	yes	no	yes*	no	no	no	no	silent	*in emergency situations
IL	no, but**	no, but**	no	no	no	no	no	silent	*OK for City of Chicago & Cook County
IN	yes	no	yes	no	yes	no	no	silent	
IA	yes	no	no	no	no	no	no	yes	
KS	yes	no	yes	no	yes	no	no	silent	
KY	yes	no	yes	no	no	no	no	silent	
LA	yes	no	yes	no	yes	no	witness*	silent	*2 witnesses on ballot return envelope
ME	yes	no	no	no	no	no	witness*	silent	*for ballot only, helper must sign and be witnessed
MD	yes	no	yes	no	no	no	no	silent	
MA	yes	no	no	no	no	no	no	yes	
MI	yes	no	no	no	no	no	notary*	yes	*for FPCA but not ballot
MN	yes	no	no	no	no	no	notary*	silent	*for FPCA & ballot if passport no. is not supplied
MS	yes	no	yes	no	yes	no	notary*	silent	*not for FPCA but on ballot return envelope

	Will state receive your FPCA... by fax?	by email?	Will state send blank ballot... by fax?	by email?	Will state receive voted ballot... by fax?	by email?	Is a witness required?	Adult children hom abroad?	
MO	some counties	no	no	no	no	no	no	silent	
MT	yes	yes	yes	yes	yes, if*	yes, if*	no	yes	*if county has facility
NE	yes	no	yes	no	no	no	no	yes, but*	*needs special form
NV	yes	no	yes	no	no	no	no	silent	
NH	no	no	no	no	no	no	no	silent	
NJ	yes	no	yes	no	yes	no	no	silent	
NM	yes	no	yes	no	yes	no	no	silent	
NY	no	no	no	no	no	no	witness*	yes	*on ballot return envelope to ensure counting
NC	yes	no	no	no	no	no	no, but*	silent	*2 witnesses needed on ballot return envelope
ND	yes	yes	yes	yes	yes, if*	yes, if*	no	yes	*must be scanned so signature can be verified
OH	no	no	no	no	no	no	no	silent	
OK	yes	yes	yes, but*	no	yes, but*	no	no	yes	*only under limited circumstances
OR	yes	no	yes	no	no	no	no	yes	
PA	yes	no	no	no	no	no	no	silent	
RI	yes	no	yes	no	yes	no	no	yes	
SC	yes	no	yes, but*	no	yes, but*	no	witness**	silent	*only in declared emergency**ballot env. only
SD	yes	no	no	no	no	no	no	silent	
TN	yes	no	no	no	no	no	yes*	yes	*for FPCA & ballot, helper must be witnessed
TX	yes	no	no	no	no	no	no	silent	
UT	yes	no	some counties	no	some counties	no	no	silent	
VT	yes	no	yes	no	no	no	notary*	silent	*if never registered, oath for FPCA (VA G p.398)
VA	yes	no	yes	yes	no	no	witness*	no	*on ballot return envelope only
WA	yes	some counties	yes	some counties	some counties	no	no	silent	
WV	yes	no	no	no	no	no	no	yes	
WI	yes	no	yes	yes	no	no	witness*	yes	*on ballot return envelope with birth date
WY	no	no	no	no	no	no	no	silent	

Appendix F8

State Oddities

Changes to the FPCA for 2006

Removed:

- State/county/cite of last residence from top of form
- Date of last residence (*but* VA still wants it)
- Voter registration information (*but* VA, ME, FL, ID, and LA still want it)

Reduced:

- list of eligibility requirements from four to three and changed wording.

Added:

- Forwarding address
- Phone, email
- Receipt preference (email, fax, mail)

Notary Requirement Changes for 2006

- No longer required by MS, RI, SD
- Still required by MI
- Still required by MN if no passport or military ID

Voting by children of US citizens born abroad

- Children of US citizens born overseas who have never resided in the US can vote in 17 states: AZ, DE, GA, HI, IA, MA, MI, MT, NE, NY, ND, OK OR, RI, TN, WV, WI
- They *cannot* vote in VA.
- All other states are silent on this issue.

State oddities to highlight

- **AZ** – requires proof of citizenship (copy of passport or birth certificate)
- **VT** – only will send ballot for one election unless you specify that you want all ballots in the remarks
- **VA** – still wants the address of your employer if you are overseas by reason of employment and wants date of last residency and voter registration information.

State-by-state oddities

Alaska

- Two forms of ID are required: the last four digits of your social security number or an Alaskan driver's license or an Alaskan State ID card *and* a passport are required.
- Mandatory to give any former name under which one was previously registered.
- Party affiliation must be stated.
- Must provide proof of Alaska residency when registering from outside Alaska.

Arizona

- A completed voter registration form must contain proof of citizenship. Photocopy of birth certificate or photocopy of passport verifying citizenship and supporting legal documentation (marriage certificate) if birth name is different than current legal name.
- Consult the *Voting Assistance Guide* for additional forms of proof.

California

- Party affiliation must be stated.

Colorado

- Last four digits of social security number *and* valid driver's license required.
- Must indicate if you are a native-born or naturalized citizen.

Connecticut

- County not required.

Delaware

- Must provide suffix if you have one.
- Driver's license required. If no license, then last four digits of Social Security number.

Florida

- Must provide your Driver's license or last four of your social security number or write "NONE."
- If you have previously voted, provide complete information on where you last registered and voted. If you have never voted you must write, "I have never voted."
- You must read the oath under Application Instruction before signing the FPCA.

Hawaii

- Party affiliation need not be stated.
- If you are unable to sign, your mark must be witnessed by someone over 18.

Idaho

- Party affiliation need not be stated.
- List any other place where you have previously registered to vote. If none write "I have never voted."

Illinois

- If you live in Cook County within the city limits of Chicago use the City Board of Election Commissioners of Chicago mailing address. If you are from suburban Cook County then mail it to the Cook County address.

Indiana

- Driver's license required. If no license, then last four digits of Social Security number.

Kentucky

- Your Social Security number is required or you will be assigned an ID number by the state.

Maine

- Driver's license required. If no license, then last four digits of Social Security number.
- Need to provide state and municipality where you were previously registered. If you have not registered before, write "NONE."

Maryland

- Driver's license required. If no license, then last four digits of Social Security number.

Michigan

- Party affiliation need not be stated.

Minnesota

- Passport required.
- Notary required if you can't provide a passport number or military ID.
- Party affiliation need not be stated.

Mississippi

- Party affiliation need not be stated.
- Notary required for *ballot*, but not for FPCA
- Notary *no longer required* for FPCA.

Missouri

- Last four digits of Social Security number required. If no Social Security number, then driver's license.

Montana

- Driver's license required. If no license, then last four digits of Social Security number.
- Party affiliation need not be stated.

Nevada

- If you do not have a current, valid NV driver's license or a Social Security number, then you must provide a signed affidavit.

New Hampshire

- If you are an unregistered New Hampshire resident temporarily residing outside the U.S., use the FPCA to request a state registration form. The FPCA must be witnessed.

New Jersey

- Birth date not required.
- Party affiliation must be stated.

New York

- Driver's license required. If no license, then last four digits of Social Security number.

North Dakota

- Birth date not required.
- Party affiliation need not be stated.
- Neither Social Security number nor driver's license required.

Ohio

- Remarks: State the length of time you had resided in Ohio immediately before leaving Ohio. "I was an Ohio resident for _____."

Pennsylvania

- Driver's license required. If no license, then last four digits of Social Security number.

Rhode Island

- Driver's license required. If no license, then last four digits of Social Security number.
- No longer any notary requirements.

South Carolina

- Entire Social Security number required. If no Social Security number, then driver's license.
- Voter registration information no longer required.

South Dakota

- Driver's license required. If no license, then last four digits of Social Security number. If the voter does not possess either, then he or she must register in person at the County Auditors office.
- No longer requires a notary.

Tennessee

- Entire Social Security number required. If you do not have none, you must write "NONE."
- If an absentee applicant or voter requires assistance, one person must witness the assistance given in completing the FPCA or ballot.

Utah

- Party affiliation must be stated.

Vermont

- Driver's license required. If no license, then last four digits of Social Security number.
- If you are using the FPCA to register and have not taken the Voter's Oath previously, a notary public, commissioned officer, or any official authorized to administer oaths must complete this section.
- If you have not been administered the Voter's Oath previously, you must place an oath label or write the oath in Block 6.
- You must specify your desire for acceptance of your application as a ballot request for both the primary and general elections; if you do not, your FPCA will serve as a request for one election only.

Virginia

- Social Security number required. If you do not have one write "NONE."

- Date of last residency required. You must provide complete information on where you last voted.
- If overseas by reason of your employment or your spouse's employment, you must give employer's address in remarks.
- Requests email addresses if you have one.
- Notary required if an applicant is unable to sign due to a physical disability or inability to read or write.

Virgin Islands

- Entire Social Security number required. If no Social Security number, then driver's license.

Washington

- Driver's license required. If no license, then last four digits of Social Security number.
- Party affiliation need not be stated.

West Virginia

- Driver's license required. If no license, then last four digits of Social Security number.

Wisconsin

- Driver's license required. If no license, then last four digits of Social Security number.

Wyoming

- Driver's license required. If no license, then last four digits of Social Security number

Appendix F9

Overseas Voting Legislation: Next Steps

Since the original enactment by the Congress of the Overseas Citizens Absentee Voting Rights Act in 1975 which opened the way for overseas citizens to vote in Federal elections, there have been successive improvements in the system. The most wide-ranging was the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) of 1986, which is the foundation of our present overseas absentee voting regime. Thus, this year we celebrate the 30th Anniversary of the first and next year the 20th Anniversary of the second.

Various minor adjustments were made to facilitate overseas voting until the next major improvement was embodied in the Help America Vote Act of 2002 (HAVA). That legislation, provoked by the widespread dissatisfaction with the imperfections of our entire federal election system revealed in the 2000 Presidential election, was centered on domestic voting. But it provided a long-sought opportunity for Democrats Abroad to secure improvements that years of experience with the UOCAVA had shown to be necessary.

Then, as now, Democrats Abroad identified the fundamental obstacle to fair voting access by overseas voters. Our January 2001 analysis of the shortcomings of the 2000 election identified our overarching problem: the multiplicity of state election rules.

Individual state election laws regulating voting by overseas citizens should be replaced for the election of all federal officers by a standardized federal overseas election system and ballot . . . with registration being as permanent as for domestic voters.

We made some progress in that direction in the HAVA.

From the point of view of overseas voters, the single most important domestic voting provision was the requirement that each state create a state-wide database of registered voters. When finally achieved, this will greatly facilitate overseas absentee voting and the collection of statistics.

The specific provisions responsive to the needs of overseas voters were:

1. Extending the validity of registration from one federal election cycle to two, i.e., to 4 years.
2. Requiring every state and election district to collect and report statistics on overseas absentee voting.
3. Requiring each state to establish a single state office to provide overseas absentee voting information.
4. Establishing a standard oath to be used by any state requiring an oath.
5. Mandatory notification of rejection of a registration application.
6. No refusal of early armed services applications.

The next improvements in procedures for overseas absentee voting are the perfecting of the changes embodied in the HAVA plus progress toward a uniform electoral system for overseas voters and secure electronic voting.

While there is a great need for fundamental improvement in the existing system of voting at home, there is also wide support for these changes at home. The improvements desirable for overseas voters have a very limited constituency; that argues for Democrats Abroad concentrating its future efforts on issues specific to the needs of overseas voters;

First among these is the completion of a *state-wide database* in each state for registered overseas voters. The major obstacle to completion of this reform is adequate federal funding.

Second is the conversion of overseas registration from two federal election cycles to *permanent registration* on the same conditions as for at home voters. That would, in time, greatly reduce the need to re-register everyone for each federal election and increase the number of registered overseas voters, shifting our election work to getting out the vote.

Third, changing the *recommendation* under the HAVA to a *mandate* that a *single state office* not only provide information but also *coordinate the entire state-wide overseas absentee voter process*. The present system of more than 7,900 independent election districts causes wide disparity in the interpretation of electoral law and practice to the detriment of the overseas voter who is frequently disqualified because of inconsistent practices and information.

Fourth, mandatory *notification* to applicants for registration that their *application has been received*. This is complementary to the provision that we secured in HAVA for notification of denial of registration.

At this time, the prospect for any new electoral legislation to improve overseas voting is not in the cards. The Congress wants to wait until the states have digested the mandates placed upon them by the HAVA. State election officials want no further requirements until they have worked their way through the 2002 legislation and until they are given more money. More money, or even that already authorized for HAVA, will be very hard, if not impossible, to obtain given the squeeze of the war in Iraq, the reconstruction after Katrina and Rita and the Republican holy grail of more tax cuts for the wealthy.

This situation will not change until Democrats regain a majority in one of the Houses of Congress. And that is not even theoretically possible until after the 2006 Congressional elections.

Appendix F10

Getting Out The Vote—Overseas 2006

(Contact secretary@democratsabroad.org for a formatted stand-alone version of this document.)

Democrats Abroad serves American voters throughout the world. By simplifying the overseas voting process and actively publicizing our efforts, we can reach hundreds of thousands of Democratic voters—votes that are counted in every state and every district.

In 2004, the margin of victory was a mere 10 votes per precinct. In 2006, Democrats Abroad plans to reach some of these 10 voters—and make sure their votes count—using a three-pronged approach.

[1] Online Voter Registration

Registering to vote overseas is a complex process riddled with pitfalls. In 2004, three websites and hundreds of Democrats Abroad local events helped register 225,000 overseas voters in all 50 states and the District of Columbia. Now our own partisan voter registration website can:

- More than **double the number** of voters assisted to 500,000. And double that again to 1 million in 2008.
- **Identify and track** voters for targeted campaign/issue communications, updates of registration requirements, and provision of back-up ballots should the official ballot not arrive.
- Build a Democrats Abroad **voter file**
- Increase our worldwide **membership**

A team of dedicated Democrats Abroad volunteers is keeping overall development costs to an extremely low \$65,000. Target launch date is March 2006. We plan \$200,000 in advertising spending about the site through the remainder of the election cycle. We can count on additional publicity for it from worldwide voter registration events and the 30th anniversary of overseas voting by American citizens.

Alongside the online tool, we will continue to provide face-to-face voter assistance around the world, resolve voter problems by e-mail and telephone, and send out hard copies of voter registration materials. From experience we know that a portion of the overseas voting population is frequently on the move—back home or to another foreign country, as first-time expats or short-term students abroad. We need to make sure all these voters are helped, either in person or online.

Team leaders: Ali Chalupa (Washington), Executive Director; Joe Green (Toronto) and Margo Miller (London), Co-chairs, Voter Registration Issues Cmte; Mitch Wolfson (Munich), Chair, DA Germany; Joe Smallhoover (Paris), Int'l Counsel; Christine Schon Marques (Geneva), Int'l Vice Chair

[2] State-by-State Requirements

Overseas voting requirements vary widely from state to state and are implemented by local election officials in more than 3,000 separate jurisdictions. To simplify the process, Democrats Abroad is working to:

- Increase awareness amongst local officials.
- Interact with local officials in each state through our Team 51 network.
- Track issues unique to overseas voters, such as voting by citizens who have never resided in the U.S.
- Develop model legislation for states to adopt, working together with the Maryland State Democratic Party and others
- Engage our former members who have moved back to the U.S. with their state parties and help state parties reach their voters overseas.

Team leaders: Joe Green (Toronto) and Margo Miller (London), Co-chairs, Voter Registration Issues Cmte

[3] Federal Legislation

To help overseas voters to exercise their right to register and vote, Democrats Abroad urges Congress to take the following steps:

- Make overseas voter registration permanent, as it is for voters living in the U.S.
- Provide adequate federal funding for states to complete their state-wide databases of registered voters, as mandated by the Help America Vote Act (HAVA) of 2002.
- Require mandatory confirmation to voters on receipt of their applications, in addition to the mandatory notification of rejection HAVA requires.

Team leaders: Joe Smallhoover (Paris), Int'l Counsel; Rachelle Valladares (London), Legislative Advisor; Tom Fina (Washington), Executive Director Emeritus

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Appendix G1

Democrats Abroad Platform 2004

PREAMBLE

WE ARE AMERICANS who live abroad, just across the border in Canada or Mexico, or in Europe, Latin America, Africa, Asia, Australia and the Pacific. We are uncounted, but estimates suggest that we are least seven million strong. We are students and teachers and business people. We are missionaries, journalists, retirees, members of the Foreign Service, U.S. Government personnel, and the spouses of foreign nationals. We are the servicemen and women who stand ready around the world in defense of world peace, from the Balkans to Korea.

Living abroad, we experienced directly the enormous worldwide wave of sympathy and support that followed the tragic events of September 11, 2001. We have also experienced directly the deterioration in America's image abroad that has followed the Bush administration's abandonment of international agreements, its replacement of a unilateral "you are with us or against us" stance in international affairs, and its adoption of a policy of pre-emptive war excused by claims that have proven to be untrue.

We have been appalled by the transformation of the budgetary surplus projected by the Clinton administration into an out of control national debt of which national security spending is only a smaller part—the far larger part being due to reckless tax cuts which have benefited primarily only the wealthiest Americans.

We have seen an administration that said it would leave no child behind systematically gut education and child welfare programs. We have seen gains in the fight to preserve America's natural wonders and preserve a clean and healthy environment for ourselves and for generations systematically eroded. We have seen not just women's reproductive rights, but all our civil liberties under unceasing attack. We have seen an administration that shrouds its shame in secrecy, while demanding for itself the power to invade our bedrooms, our financial and medical records, even our library records.

As we unite behind our party's nominee, we put ourselves on record with the resolutions set out below.

ISSUES AFFECTING OVERSEAS AMERICANS: Like our compatriots at home, Americans living overseas seek to address the nation's deepening problems under the Bush Administration. But we also face distinctive challenges. Democrats Abroad seek constructive solutions to the following:

1. Census of American Living Overseas: Estimates of Americans living overseas range from 4.3 to 7.2 million, a huge but imprecise number. An accurate count of all Americans living abroad is vital to our national and individual interest. We:

APPLAUD the Census Bureau test of census taking procedures in France, Mexico and Kuwait this year.

FAVOR the full funding and completing of the trial census in 2004 and in 2006.

FAVOR the passage of the Maloney Census of Americans Abroad Act to assure that overseas Americans are included in the 2010 census.

2. Voting and Representation from Abroad: The 2000 election put overseas voters at the center of national attention in its ultimately flawed result. Absentee voting laws are enacted in 55 separate voting jurisdictions. The Help American Vote Act is a good first step in correcting many of the difficulties that overseas Americans face when attempting to vote. But in an age of modern communications technology, more must be done to assure that ALL Americans have the right to vote and have their vote accurately counted. We:

APPLAUD California's allowing registration absentee ballots to be valid for multiple years and FAVOR all US voting jurisdictions follow its example.

FAVOR the immediate and full implementation and funding of the Help America Vote Act of 2002 and similar legislation.

FAVOR the enactment of simplified and uniform procedures in all jurisdictions for registering to vote and casting an absentee ballot from overseas by 2006.

FAVOR state review and elimination of any remaining notarization requirements for registering and voting from abroad.

FAVOR national standards to assure that all absentee ballots are counted and reported.

FAVOR the creation of a Congressional Commission to develop secure voting technology for the receipt and sending of absentee ballots.

FAVOR the creation of uniform voting laws allowing all US citizens who were born overseas, but who have never lived in the US, to vote in whatever state that one US citizen parent or guardian was or is a resident and eligible to vote.

FAVOR some form of representation in the Congress for the seven million Americans living overseas.

FAVOR legislation to fully allow US parents to pass on US citizenship to children born overseas without any US residency requirement.

3. Governmental Services and Benefits: Overseas Americans are often the last thought of and the first affected by "one size fits all" changes to American laws providing essential governmental services. Payment of Social Security, Medicare and other taxes by overseas Americans does not result in receiving benefits under these programs. The Patriot Act has made routine travel to and from the US more difficult for overseas citizens and their families. We:

FAVOR extended operating hours of consulates to reduce the time and effort for overseas Americans to obtain visas and other State Department services and FAVOR making all US Government facilities overseas barrier-free for those with disabilities.

FAVOR streamlining of procedures to approve permanent residency for non-American spouses and acquired close family members of US citizens.

FAVOR U. S. government, by bilateral treaties or other multi-national means, assure to the maximum practicable extent that the spouse of any US citizen who has received a valid foreign work permit should also receive a valid U. S. work permit.

FAVOR legislation to change Social Security statutes to eliminate and reduce economic hardships caused by current rules on payment of overseas pensions (WEP).

FAVOR the negotiation and full implementation of totalization agreements with all nations, to allow American citizens on fixed incomes the option of crediting the US Social Security payments made into equivalent programs of their country of residence.

FAVOR US government payment of unemployment and Medicare benefits to overseas Americans who would otherwise be eligible for such benefits if living in the US.

FAVOR legislation to require the equal and vigorous enforcement of all labor and employment laws to Americans citizens and "green card" holders working overseas for US government agencies and contractors.

FAVOR implementation of the Americans With Disabilities Act for Americans employed overseas by American companies in the areas of hiring, firing and promotions of employees.

4. Medicare. Many of the 7 million Americans living abroad are eligible for Medicare but since Medicare benefits are not available abroad; this situation leaves many seniors living overseas without access to adequate health care. We believe medical coverage wherever one resides is a right, not a privilege. We:

FAVOR that Medicare use be extended to all eligible U.S. citizens wherever they live in the world with the aim of ensuring provision of local health services for retired overseas Americans.

FAVOR a two-year demonstration project in the state of Jalisco, Mexico because of its substantial American population.

5. Fair Taxation: The United States taxes its citizens' income regardless of where the income is earned or used. All other nations tax based upon the residency of the taxpayer. The failure of the US to adhere to international standards causes an unfair tax burden to fall on overseas Americans. We:

FAVOR legislation to require that overseas American taxpayers pay US tax only on income earned from US sources or income repatriated to the US; baring the Congress' inability to secure such legislation, FAVOR the retention of Section 911 of the US Tax Code allowing the foreign income exclusion for that income taxed by another nation.

DEPLORE recent efforts by the Bush Administration to eliminate Section 911.

6. Impact of the Patriot Act: Among other problems with the Patriot Act, the Act has caused gratuitous hardships for overseas Americans seeking to freely move to and from the United States with their family members. We:

FAVOR revision to the Patriot Act to permit the free movement of spouses and close family members of American citizens to and from the US and to allow all US

citizens, unless barred by court order, the free unfettered entry into and exit from the United States.

FAVOR, as beneficial to American businesses overseas and the US tourism industry, a re-examination of restrictions imposed on those seeking US travel visas, particularly those from friendly and allied nations. We invite retaliatory restrictions on Americans unless we re-examine this policy.

AMERICAN FOREIGN AND DEFENSE POLICY

The events of September 11, 2001 changed the world. However, Democrats Abroad deplores the Bush Administration's decisions to turn away from international cooperation, legal processes and an effective war on terrorism. Their decisions are morally, legally and politically wrong, and harm the United States more than any other nation. The following areas address our concerns:

1. US State Department: The State Department is the US spokesman to the world and should be the primary US agency for the development and implementation of US foreign policy. We:

APPLAUD the diplomatic work of US embassies and consulates throughout the world.

FAVOR full funding of embassies and consulates.

OPPOSE, as false economy, any further closing of US consulates.

2. International Treaties and Obligations: The US must return to the stage where the US is a reliable partner furthering mutual understanding and cooperation with our allies and potential allies, fully honor all past treaty commitments and sign important treaties fostering human rights and global cooperation. We:

FAVOR multi-lateral diplomatic solutions to international conflicts.

OPPOSE U.S. withdrawal from international treaties already agreed to.

FAVOR U.S. support of the United Nations, including the payment all past arrears and current dues and assessments.

FAVOR U.S. approval of and participation in the International Criminal Court.

FAVOR multi-lateral action to restrict the manufacture, sale and distribution of small arms and anti-personnel land mines.

FAVOR the clearing of anti-personnel land mines in all areas of past conflicts

3. Debts and Sanctions: Poor nations are burdened by debt and nations suffer needlessly from sanctions. We:

FAVOR debt relief for poorer nations to address the massive inequalities deforming our global relationships, as long as such relief translates into social, economic and health improvements for citizens rather than the sustenance of corrupt regimes.

FAVOR the immediate lifting of U.S. sanctions against Cuba and the establishment of normal relations between the two countries.

OPPOSE, as counter productive and furthering the appeal of terrorist organizations, any use of sanctions to further purely political agendas or which result in inhumane and widespread suffering among the citizens of the affected nation.

4. Foreign Aid: U.S. foreign aid should seek to assist nations implementing democratic reforms and improving human rights and aid should target health, family planning, local income generation, social and economic infrastructure, education and

the promotion of democracy and human rights, particularly those of women. We:

FAVOR fully funding of United Nations/non-governmental organizations' programs combating AIDS and other communicable diseases throughout the world.

FAVOR, as reducing morbidity/mortality rates and unwanted pregnancies, the full funding of international health and family planning programs around the world.

DEPLORE the "Global Gag Rule" and its proposed extensions, which censors the provision of family planning and public health information around the globe, resulting in the denial of healthcare to impoverished women (causing approximately 1600 pregnancy- and childbirth-related deaths each day), the spread of HIV/AIDS, and the restriction of scientific research into women's reproductive health issues. We call for its immediate reversal to allow U.S. foreign aid again to support these vital public health needs globally.

FAVOR the separation of foreign aid from military, anti-terrorism and law enforcement assistance.

OPPOSE tying aid to trade agreements and other forms of corporate welfare for U.S. firms.

OPPOSE U.S. arms sales to dictatorial governments and nations that abuse the rights of their citizens.

5. Nuclear Weapons and Missile Defense: Nuclear Weapons continue to endanger the world as the possibility of terrorist groups and rogue states obtaining weapons, "dirty bombs" and missiles increases. We:

FAVOR negotiation and implementation of truly effective and comprehensive arms control agreements over nuclear, biological, chemical and radioactive weapons.

FAVOR international cooperation to immediately halt all efforts to acquire weapons of mass destruction.

FAVOR the ratification of a Nuclear Test Ban Treaty which stops further development and testing of all such weapons including the introduction of weapons into space.

FAVOR full funding and implementation of the Nunn-Lugar Act to safeguard nuclear weapons of the former Soviet Union from falling into the hands of others.

FAVOR strengthening of global missile technology control regimes

DEPLORE cozy alliances with authoritarian regimes that spread nuclear technologies to terrorist and theocratic governments.

6. Military Forces. Democrats Abroad fully supports the men and women of our armed forces; they deserve and receive our deepest respect and profoundest thanks for the work they do to keep our nation secure. We:

FAVOR the modernization and effective maintenance of our Armed Forces.

OPPOSE any attempt to cut salaries and reduce essential services to our soldiers, sailors, airmen, marines and their family members.

FAVOR a new GI Bill for American's Armed Forces that will guarantee college tuition at a state college or state university to all veterans, reinstate all veterans benefits cut by the Bush administration and guarantee to activated reserve and

national guard personnel identical pay and benefits to active regular forces.

FAVOR a full accounting of and the proper respect for the deaths and casualties of our forces in the Iraq and Afghanistan wars.

DEPLORE the failure of President Bush and other high officials of the government to attend any funerals of members of the armed forces who lost their lives in the Iraq war.

7. The Bush Doctrine of Pre-emptive War. Democrats Abroad believes that the "Bush doctrine" of pre-emptive attacks on sovereign nations contravenes international law absent a clear, imminent and present threat to the national security of the United States, and threatens our relationship with the United Nations and our allies. We:

APPLAUD the capture of Saddam Hussein by our troops and recognize the sacrifices of our nation and our armed forces in contributing to the foundation of a democratic Iraq.

DEPLORE the use of the doctrine of unilateral pre-emption in Iraq and the incorporation of the Bush doctrine of pre-emption into the national security strategy, and regret the resulting loss of American and Iraqi lives, cultural losses and the on-going chaos in Iraq.

FAVOR Senate, House and Democratic National Convention censure of President Bush for his exaggerations and lies to the American people to justify his pre-emptive war in Iraq.

FAVOR an express revocation of the Bush doctrine of pre-emption and a recommitment by the United States to honor our obligations to the United Nations and NATO under international law.

FAVOR the creation of an international coalition to supervise the timely transfer of power to a democratic government representing the people of Iraq, and the provision of U.S. technical and financial support to ensure a stable Iraq in the future.

DEPLORE the loss of credibility of the United States in the international community due to the White House's manipulation of intelligence data to justify its pre-emptive attack of Iraq, in particular the Bush Administration's claims about the existence and potential use of weapons of mass destruction by Iraq.

FAVOR the establishment of an impartial and transparent Independent Special Counsel, who shall use a judicial process free from political manipulation, to investigate how the Bush Administration reached its decision to attack Iraq and its pre-war intelligence failures.

8. The Middle East and Terrorism: Terrorism is a worldwide scourge and the attacks upon the United States fully merit a vigorous and unrelenting response. But government policy decisions require a full and public review, including the widest possible disclosure of documents, to ensure that improper conduct for political advantage is avoided. U.S. actions against the occurrence and spread of terrorism must also use "soft power" to regain the support of citizens and nations around the world. Such efforts must not only address actual occurrences of terrorism, but conditions that terrorists exploit to spread chaos and confusion. U.S. policy toward the Middle East must promote peace, self-determination and human rights and our policy must use internationally-recognized legal processes to investigate and prosecute terrorists in national and international courts. We:

DEPLORE the Bush Administration's failure to ensure a complete and public inquiry into the September 11, 2001 terrorist

attacks and its failure to cooperate fully with the September 11 Commission.

FAVOR a thoroughly public inquiry into the September 11 attacks by an independent Commission with full powers to compel witness testimony and subpoena all documents, including White House documents.

DEPLORE the Bush Administration's misuse of the "war on terrorism" as an unjustifiable reason for the invasion of Iraq, the erosion of our civil rights and liberties, and the creation of a climate of fear and insecurity for political ends.

FAVOR multinational cooperation among police, intelligence and Treasury officials to combat the true terrorist threat, namely Al Qaida and the remaining Taliban.

FAVOR the refocusing of U.S. resources from Iraq to fighting terrorism.

FAVOR the U.S. working more closely with the United Nations to reduce the direct U.S. involvement in Iraq and create a stable government for that country.

FAVOR open bidding on all contracts for rebuilding Iraq, including permitting France and Germany to compete for contracts.

FAVOR the peaceful rebuilding of Afghanistan including the elimination of the harvesting and export of heroin from that nation.

FAVOR, as the top priority to counter terrorism and bring peace and democracy to the Middle East, an even-handed U.S. policy toward the Israel-Palestine peace process by deploring extremism and violence on both sides and encouraging both sides to implement proposals, such as those made in Geneva, as the basis for a fair and lasting peace.

OPPOSE the building of any security walls or fences in Israel, the West Bank or the Gaza Strip that do not follow international recognized or agreed upon borders.

AMERICAN DOMESTIC ISSUES

A. Issue Area: Education, Arts and Sciences

Democrats Abroad believes that America should build excellent public schools, including innovative magnet and charter schools. Well-funded local public schools are the foundation of a broad national commitment to lifelong education for everyone. This commitment requires strong funding of the arts, sciences and humanities, unflinching defense of artistic and literary freedom, expanded support for public broadcasting, improvement of teacher salaries and a greater investment in making higher education accessible to all. We:

FAVOR restoration and increase of funding in the states to hire additional teachers and provide classroom facilities to bring down the size of classes which are rising again in the face of cutbacks. This is an urgent priority in the early years of school, but should be extended to include all grades through graduation.

FAVOR Internet access, technology and training for all public schools provided at low cost to empower students drawn from all backgrounds to join the information and technological revolution.

FAVOR the right of students to be taught English language skills as quickly as possible so that they can succeed in school and prosper later. Bilingual language programs should be designed to enable all students to master English first and then another language.

FAVOR legislation to provide full funding through bonds to build and renovate public schools throughout the country.

FAVOR, given the shocking gun violence in our schools, legislation controlling the availability of firearms and school programs to promote non-violence and to teach children about the dangers of guns.

FAVOR programs to provide financial aid and tax credits for students in higher education.

FAVOR full funding to the Corporation of Public Broadcasting for improvements to public radio and TV and to the National Endowment for the Humanities, for promoting artistic freedom and freedom of expression.

FAVOR freedom of expression in the arts.

FAVOR increased funding for the National Science Foundation and further tax credits that help businesses invest in emerging technologies.

FAVOR full funding of all government-mandated education programs such as the Elementary and Secondary Education Act (ESEA).

DEPLORE anti-immigrant sentiment and support the assimilation of immigrant students into our schools with bilingual education.

OPPOSE any Constitutional Amendment to authorize organized prayer in public schools.

OPPOSE school vouchers and variations like tax credits for attending private schools.

B. Issue Area: Economy and Tax Issues. As Democrats, Democrats Abroad believe that the federal government must be an active and responsible steward of our nation and its economy. It is the federal government's responsibility to (1) manage the nation's budget in a fiscally prudent manner that ensures adequate revenue for (2) building and maintaining the public infrastructure on which the economy depends and (3) ensuring that every child and every working family has a real opportunity to succeed. We believe that the federal government must (4) do what is necessary to ensure that corporations behave responsibly toward all their stakeholders and (5) uphold the principles of free and fair trade as befits America's position in the global economy.

1. Managing the Nation's Budget. In 1993, Democrats enacted the largest deficit reduction plan in U.S. history without a single Republican vote. Now the Bush Administration has turned President Clinton's historic surpluses into a multi-trillion dollar series of deficits, with no end in sight. Given that the federal government's fiscal deficit directly threatens America's prosperity and economic stability, and that tax breaks for the rich, together with military spending for an unnecessary pre-emptive war are responsible for the deficit, Democrats Abroad PROPOSE that the restoration of fiscal responsibility be among the highest priorities of the Democratic Party. We:

FAVOR the immediate revocation of those parts of the Bush tax cuts, such as the capital gains and dividend tax cuts, that only aid the rich and OPPOSE making permanent the tax cuts recently enacted.

2. Maintaining the Nation's Infrastructure. Given that America's cities are vital to the economic health of the nation, We:

FAVOR efforts to revitalize cities by providing tax incentives to create jobs and housing in economically deprived areas, enterprise zones and the modernization of the public housing system, and coordinated efforts by housing, education, social services and employment departments to maximize their effectiveness in these areas.

FAVOR, because America's public transportation systems have not kept up with demand and have fallen below world standards, Federal assistance for the development and modernization of integrated urban transport systems, including a comprehensive overhaul to the national rail network by investing in Amtrak and the introduction of modern high-speed systems to offset road use and over-intensive air travel over short and middle distances.

FAVOR Federal support for independent research into alternative fuels and new transport systems.

FAVOR, because access to information technology is essential for participation in the modern economy, increased funding for the National Science Foundation, tax credits that help businesses invest in emerging technologies, and programs that wire schools and libraries to the Internet, especially those in the poorest neighborhoods.

FAVOR the use of electronic benefit transfer mechanisms for federal benefit programs.

3. Ensuring Opportunity for all. Eliminating poverty should be one of America's top priorities, but under the Bush administration, the poorest Americans have lost jobs and suffered declining real incomes. We:

FAVOR raising the minimum wage to \$6.15 an hour immediately and to \$6.65 within two years, expansion of the Earned Income Tax Credit, and more active efforts by the IRS to inform eligible Americans of how to obtain this credit.

OPPOSE attempts to deny the credit to working families to pay for tax credits for the wealthiest Americans.

FAVOR, because a growing number of American children live in single-parent families and that in growing numbers of families both parents must work to make ends meet, the federal government work with the states to improve child support, including full funding of the Federal Case Registry and National Directory of New Hires to facilitate tracking of deadbeat parents across state lines.

FAVOR initiatives to improve childcare for low-income working families by expanding the Child Care and Development Block Grant, together with scholarships and training for childcare providers, resource and referral for parents, monitoring and inspection of providers and networks for family day care providers.

FAVOR retention and enhancement of the 1993 Family and Medical Leave Act to provide employees with 24 hours of unpaid leave per year to participate in school activities directly related to the educational development of their children, or to accompany their children or elderly relatives to routine medical and dental visits.

FAVOR providing tax incentives for businesses to provide and develop programs that provide on-site child care centers

for working mothers, compensated health care coverage, flexible work schedules, job sharing, and student internship and apprenticeship programs.

FAVOR policies that help working families achieve better working conditions including support for efforts of unions in the collective bargaining process, support for dislocated worker programs providing education, training and employment opportunities for those who see their jobs moved overseas, as well as for the disabled who may see new opportunities for employment arise in the new economy.

FAVOR measures that encourage small, minority and women-owned businesses and favor stronger measures to ensure equal pay for equal work through federal initiatives to address the wage gap between men and women and explore ways to eliminate it from the workplace across the United States, and through a strengthening of the Equal Pay Law to increase the minimum wage to help low-paid working women, and thereby improving child care for low-income families.

OPPOSE, as resulting in lower standards of worker safety, the slashing of funding of the Occupational Safety and Health Administration,

OPPOSE the hiring of permanent workers to replace lawful strikers and continue to OPPOSE state Right-to-Work laws.

4. Enforcing Corporate Accountability. Noting how Enron and other corporate scandals have demonstrated severe deficiencies in corporate responsibility, not only to shareholders but to other stakeholders, employees and local communities as well. We:

FAVOR legislation that mandates more open accounting practices to better inform investors and other stakeholders and rebuild confidence in our corporations.

FAVOR tough laws to hold accountable any company or institution that denies its employees their hard-earned retirement benefits through mismanagement or fraud.

FAVOR fully portable pensions.

FAVOR tax credits to help families save for retirement, including the right of every American to set up a tax-deferred IRA or 401(k) retirement savings account.

FAVOR initiatives to make it easier for small business to start private pension plans for their workers.

5. Supporting Free Trade. The United States has long been committed to free and fair trade as a means of improving people's lives worldwide. Democrats Abroad recognizes the appeal that trade barriers and other restrictions might have to reduce job losses at home, but these may only result in increased costs to consumers and no job gains. As an alternative, we:

FAVOR efforts to open markets abroad for US-made products and services, achieve adequate protection of intellectual property rights and a global trade framework under the auspices of the World Trade Organization.

OPPOSE imposition of new trade barriers or tariffs or other trade distorting measures.

OPPOSE US pressure on China to revalue the Renminbi.

C. Issue Area: Health Care. Health care is a basic human right, and is at the core of the Democratic Party's compact with the American people. Fifty years after Harry S. Truman put Universal Health Insurance in the Democratic Party Platform we must find

the will to accomplish what every other industrial nation has managed to achieve. We:

DEPLORE that 42 million Americans currently lack health insurance and another 70 million have such minimal coverage that they cannot afford to become ill and that each day 1,300 U.S. infants are born without health coverage.

DEPLORE that Medicaid, Medicare, and the Children's Health Insurance Program, which provide the only safety net for millions of uninsured children, working poor, chronically ill and elderly have been repeatedly crippled by federal budget cuts, and that more cuts are planned.

FAVOR the provision of Universal Healthcare for every American man, woman and child, and urges legislative leaders to examine the effectiveness of national health care programs in other industrialized democracies and OPPOSE any actions to privatize Medicare and FAVOR the repeal of the first steps toward privatization included in the President's Medicare bill passed late last year.

FAVOR a Patients' Bill of Rights and believe that all Americans are entitled to legal protection regarding medical treatment.

FAVOR federal health care coverage for contraception, sex education, and pre- and post-natal care.

FAVOR fair prescription drug prices and believes that the Federal Government should not be restricted from negotiating drug prices on behalf of its poor or elderly citizens.

D. Issue Area: Legal and Electoral Systems. The Bush administration has overseen growing disrespect for law and democratic process; official disregard of international treaties; state-based electoral fraud and disenfranchisement; an epidemic of corporate crime and insider trading on Wall Street; lawless right wing judicial activism in the federal courts; and rising violent and gun-related crime rates on the streets. Democrats Abroad seeks a restoration of respect for the Constitution, our nation's laws, fair democratic process, and the mechanisms of justice. Rather than amend the Constitution to take away millions of Americans' right to marry the person they love, we support amending the Constitution to guarantee everyone's right to vote and to have their vote counted.

1. Fair Elections. Free, fair and verifiable elections are the inalienable right of every American. We:

FAVOR strong enforcement of the McCain-Feingold Act and ultimately the public financing for all federal elections—for President, Senate and the House of Representatives.

FAVOR a constitutional amendment that will establish the right of all American citizens, wherever they live, to vote and to have their votes verifiably counted.

FAVOR a constitutional amendment to abolish the electoral college thereby allowing the election of the President and Vice President by direct popular vote.

FAVOR Federal legislation making Election Day a national holiday in every even-numbered year.

APPLAUD AND FAVOR state initiatives that allow same day registration, eased mail voting and early/weekend voting in elections.

FAVOR suspending the use of all electronic ("touch screen") voting machines until all security ("hacking") problems are solved and an accurate paper trail is assured with their use.

FAVOR that all citizens, regardless of domicile, are properly and proportionally represented.

FAVOR the right of residents of Puerto Rico to vote for President.

FAVOR the right of District of Columbia to have voting representation in the Congress of the US.

2. Criminal Justice. A criminal justice system that seeks merely to punish cannot reduce crime in our nation. Identifying and correcting the root causes of crime, from inner city despair to boardroom greed requires the best efforts of national, state and civic political, judicial and police professionals to promote the fair and rational application of law, reduction in the capability to bring violence to our streets and a goal of rehabilitation of those already ensnared in crime. We:

APPLAUD the action of Illinois Governor George Ryan in January 2003, in order to investigate inequalities and appropriateness in the state's application of capital punishment, to commute the sentences of all 171 inmates on Illinois's Death Row.

FAVOR abolition of the Death Penalty and ratification of the 1989 UN Second Protocol to the International Covenant on Civil and Political Rights. We call on Congress to vote an immediate moratorium on executions for all of the more than 3,000 inmates on death rows in the US.

FAVOR juvenile justice programs at the Department of Justice that help at-risk children and legislation to ensure that all children have a community center where they can go after school.

FAVOR strengthening all areas of crime prevention: expanding law enforcement and community policing; increasing drug control, prevention and rehabilitation programs; aggressively pursuing criminals; and protecting victims rights.

FAVOR the immediate repeal of all "three-strikes-you're-out laws" that send people to prison for life for shoplifting and that prevent judges from exercising their judgment in ordering sanctions that fit the crime.

FAVOR introduction of Federal alternative sentencing guidelines to promote rehabilitation in the community for non-violent offenders.

OPPOSE efforts to incarcerate juveniles with adults before trial.

FAVOR a far more aggressive approach to reducing gun violence in America.

FAVOR, to fill exploited gaps in reporting, legislation to amend the Brady Act and full funding to require states to forward all records on prohibited gun purchasers to The National Instant Criminal Background Check System.

FAVOR passage of the Children's Gun Violence Prevention Act.

FAVOR legislation to limit the purchase of firearms to one every three months, to raise the age of the youth handgun ban from 18 to 21, to ban the possession and sale of semi-automatic assault rifles, to halt the importation and manufacture of large capacity ammunition magazines, to impose background checks for

explosives purchases, to develop programs to help law enforcement agencies trace crime guns to their source, to authorize repeat inspections of gun dealers involved in illegal gun trafficking and to require immediately that all guns be manufactured with a safety lock or other safety devices.

DEPLORE Attorney General Ashcroft's coddling of the gun lobby. We demand that Attorney General Ashcroft, in his final months in office, apply the same aggressive approach to enforcing gun laws that he uses in his actions against other criminals and, especially, those suspected of ties to terrorism.

CIVIL AND HUMAN RIGHTS

1. The Rule Of Law At Home And Abroad. Democrats Abroad believes that the United States must re-claim its long-standing tradition of being a beacon for democracy, human rights and the rule of law throughout the world. We further believe in the preservation of the values of our Constitution and its Bill of Rights and the protection they offer to any persons within the jurisdiction of the United States. We:

DEPLORE the U.S. military's incarceration in Guantanamo Bay of "enemy combatants" as young as 13 years old, without the guarantees provided by the Geneva Convention to prisoners-of-war.

OPPOSE the use of "military tribunals" or "commissions" as proposed by the Bush Administration to try the Guantanamo detainees.

FAVOR the enactment by Congress of comprehensive legislation governing military tribunals to ensure U.S. and international standards of fairness are met.

FAVOR an immediate revocation of those provisions of the Patriot Act that unduly threaten civil liberties and conflict with the principles of the Constitution, specifically secret detentions, subjecting political organizations to criminal action for political advocacy, and those allowing the deportation, detention or refusal of re-admission to legal immigrants for such reasons as engaging in free speech.

2. Tackling Discrimination. Democrats Abroad opposes all discrimination based on race, ethnic or national origin, religion, gender identity, or sexual orientation. We believe that racism, sexism, homophobia and other forms of discrimination continue to be a serious problem in the United States and must be addressed forcefully and decisively. We:

APPLAUD the recent Supreme Court ruling in favor of affirmative action and support the revision of affirmative action programs to bring them closer to their original goals,

FAVOR the ratification by the United States of the UN Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), an international bill of rights for women that has been ratified by 165 countries around the world.

FAVOR the re-opening of the White House Office for Women's Initiatives and Outreach to ensure that women's rights receive the coordinated, serious attention they deserve, and urge vigorous enforcement of laws protecting women and girls, such as those prohibiting forced child marriages, those providing effective HIV/AIDS programs, and those protecting women's safety.

APPLAUD the passage of the Federal Hate Crimes Bill as a step towards protecting all Americans, regardless of their sexual orientation.

FAVOR the lifting of the "don't ask, don't tell" policy, which discourages gays and lesbians in the U.S. military from openly acknowledging their sexual orientation,

APPLAUD the United Nations for enacting rules to grant UN staffers benefits for their gay or lesbian partners when their home country recognizes same-sex marriages or domestic partnerships.

FAVOR the legal recognition in all 50 States of civil unions between any two consenting adults, whether gay, lesbian or heterosexual.

OPPOSE the Bush Administration's efforts to amend the Constitution to deny any state the authority to grant legal rights to same-sex couples, and in particular, strongly opposes the Federal Marriage Amendment presently before Congress, which seeks to amend the Constitution to legally define marriage as a "union between a man and a woman."

FAVOR the revocation of the Defense Of Marriage Act of 1996, which bars same-sex couples from receiving any of the federal protections afforded married couples, including Social Security, Medicare, family leave, health care, disability, and military service, and which opened the door for individual States to pass laws denying recognition of same-sex civil marriages from other States.

FAVOR legislation such as the Permanent Partners Immigration Act of 2003, which would extend to same-sex couples the same immigration rights as married couples, thereby giving couples and families wishing to return home to the United States the right to bring with them their same-sex partners and family members.

3. Reproductive Rights. Democrats Abroad believes unequivocally in a woman's right to bear children, practice birth control and obtain safe, legal abortions regardless of economic, religious or racial status. We believe that a decision on whether to terminate a pregnancy is a private matter outside the scope of government intervention. We further believe that all women should have unfettered, free access to information from doctors and others regarding reproductive choices. We:

DEPLORE the serious erosion of a woman's right to choose as guaranteed by *Roe v. Wade*, and condemns any and all attempts at restricting a woman's right to safe, legal, affordable abortion procedures,

4. Children's Rights. Democrats Abroad believes that children are in special need of legal protection in our world today, and that their personal, social and political rights must be guaranteed. We further believe that the American workplace must become more family-friendly so that no family will ever have to choose between work and family emergencies. We:

FAVOR the immediate ratification of the UN Convention on the Rights of the Child, which obliges its signatory States to ensure adequate protection of children within their borders, and recognizes the principles of the child's best interest, of equality before the law, of the rights and responsibilities of parents, and of subsidiary state assistance to families.

FAVOR the full implementation of the International Labor Organization convention on Children's Rights, particularly those

sections related to minimum working age and the elimination of the worst forms of child labor.

FAVOR, when a child must work from economic necessity anywhere in the world,, mandatory safe working conditions, health care and compulsory quality education.

FAVOR legislation guaranteeing maternity and paternity leave for all parents, and legislation similar to the Family Medical Leave Act guaranteeing leave for parents in case of family emergencies.

PROTECTING THE ENVIRONMENT: Democrats Abroad support strong national leadership to protect and preserve America's and the world's environment and natural resources. Understanding the world's interdependence, particularly with regard to environmental issues, we support international cooperation to achieve a better environment for all people, including Americans. We reject the old false choice between economic growth and environmental protection and instead see each working together, and in many cases, improving the other. Democrats will lead the effort to ensure a healthy planet and a healthy America for generations to come. We:

FAVOR a review of all our domestic environmental policies for discrimination against those at lower socioeconomic levels, e.g. landfills and other environmental hazards being placed in minority and low-income communities with attendant health risks.

1. Climate Change. Democrats recognize the overwhelming scientific data indicating that human activity, particularly in the industrialized world, has contributed to dangerous levels of global warming. Accordingly, We:

DEPLORE the Bush Administration's outright renunciation of the Kyoto Protocol on Climate Change in its entirety and its unilateral and irresponsible approach to global warming and climate change, despite the fact that the United States is the world's leading contributor to greenhouse gas emissions.

FAVOR working multilaterally with other nations by affirming our commitment to the Kyoto Protocol and the Clean Power Act that mandates drastic reductions in CO2 emissions from power plants.

2. Energy and Independence from Foreign Oil. Recognizing our dependence on foreign oil and gas to meet our tremendous energy wants and the resulting economic, political, and environmental consequence, We:

FAVOR Congressional action to close the "Sports Utility Vehicle loophole" by classifying light trucks as ordinary cars, in order to increase fuel economy standards and thereby save millions of barrels of oil a day.

FAVOR reducing reliance on foreign fuels by supporting national energy policies such as funding research for cleaner fuels and tax incentives that promote conservation, use of alternative and renewable fuels and energy sources, and energy efficiency for businesses and individuals.

FAVOR offering Americans improved and diversified transportation choices while freeing them from traffic, smog-choked cities, and the reliance on foreign oil by investing in infrastructure such as new roads, bridges, light rail systems, cleaner buses, national passenger rail (Amtrak), high-speed trains, and other public transportation options.

APPLAUD the Kingdom of Denmark for committing to the target of generating 50% of energy supply from wind power by 2030, and support following this example for renewable energy generation.

FAVOR The Renewable Portfolio Standard, requiring electric utilities to generate 10-20% of energy from renewable sources.

3. Public Lands. As America's National Parks, Forests, Grasslands, and Wildlife Refuges are our national treasures to protect wildlife and pass down our natural heritage to future generations, We:

DEPLORE the Bush Administration's rollback of regulations and rules to protect more than fifty million acres of publicly owned land such as our National Forests, National Wildlife Refuges and National Parks for the private benefit of big timber and energy corporations.

FAVOR a moratorium of further releases of public lands, like the Florida Everglades, the Alaska Wilderness areas, and the Rocky Mountain West, to private business interests.

FAVOR a full review by the Departments of Agriculture and the Interior, the EPA and other interested agencies, to find an objective, healthier balance between competing national environmental and economic interests.

FAVOR, as preserving our untouched forests, the "Roadless Rule" including the Tongass, from logging and development.

OPPOSE drilling in the Arctic National Wildlife Refuge and off the coasts of Florida and California for oil and gas.

4. Clean Air, Water and Land. To protect the health of the American people and improve their and future Americans' quality of life, We:

DEPLORE the Bush Administration's attempts to relax Clean Air Act pollution rules that require old, polluting plants to upgrade their facilities' pollution-controls before they can expand further.

FAVOR the strengthening of the Clean Water Act.

FAVOR the worldwide timetable established by the Montreal Protocol to phase out manufactured chemicals that destroy the ozone layer and the enforcement of regulations that require polluters to pay for cleaning up the environment they degrade.

FAVOR Agenda 21, the Global Environmental Program for the Next Century, adopted at the UN Summit in Rio de Janeiro and the principles of the World Summit on Sustainable Development in Johannesburg.

FAVOR revitalizing and full funding of the Superfund Hazardous and Toxic Waste Clean-up Program.

Appendix G2

Background on Issues: Federal Write-in Absentee Ballot (FWAB)

by David Froelich

Background on Issues: The Federal Write-in Absentee Ballot (FWAB)

I shall try to reconstruct how I got the good fortune and opportunity to get to help write and then push passage of the Uniformed and Overseas Citizens Absentee Voting Act.

We had relocated in Israel in 1973. Having been active with the Democratic Party in Brooklyn, N.Y. where I had worked for my Congressman and written some state bills that became law (like the law that permitted teachers to negotiate with their employers, legalize teacher unions etc) I had experience in drafting bills.

I had applied for my absentee ballot to vote for President and other federal officers in November of 1976, however my requested absentee ballot did not reach me until a day AFTER election day and I became disenfranchised. I was very upset. I did not know then what to do. I did know of the Federal Voting Assistance Program in Washington so I wrote to them. The then director, Henry Valentino, wrote me back a very nice letter telling me that if this should happen again, to use my late arrived absentee ballot and vote, making a copy of same, send to him and he would take it into federal court where it would be validated and counted. He added, if enough people were to do that, it might make a difference. He also suggested that I write down my ideas how to reform this problem by legislation. Over the next 18 months we developed an active correspondence (before e-mail, internet etc.) and warm friendship.

It did happen again in 1980 and I did vote and my ballot was in court and validated. That year I got a new Congressman; Charles E. Schumer. I contacted Chuck, who, being a freshman in the House, showed great interest in my ideas on how to reform the overseas voting process. Chuck and I begin to team up on this matter. He introduced me to Cong. Al Swift (D) WA, who was then the chairman of the House sub-committee on Elections. Rep. Swift encouraged me to draft a bill. I sent my ideas initially to Hank Valentino who drafted the final language of the bill and sent it to Rep. Swift who had it introduced in Congress. Rep. Schumer started to buttonhole colleagues in the House and we got 176 co-sponsors. It was also introduced in the Senate and on a bi-partisan basis. In 1982 and 1984 the measure died in committee. However, I began to drum up support among various overseas organizations. Initially few showed any interest at first, least of all Republicans Abroad. (During these years I served as country-chair in Israel.)

Between 1981 and 1985 I was more or less a committee of one fighting for this measure. Then, suddenly, Republican members of Congress felt that this measure would improve overseas voting and it did not cost anything so they became very interested in this measure. Thus when this bill was again brought up in 1986, it easily was passed by both houses and President Reagan signed it into law; since it was felt it would benefit Republicans more than Democrats. It became operative as of 1988.

Much credit must be given to Hank Valentino, Al Swift and Chuck Schumer. During my years of fighting for this bill, I got help from the mass media and gradually from various groups both abroad and in Washington. Within the DPCA some nice folks who had a direct hand in this bill were Andy Sundberg and Dean Ferrier.

For my efforts I was honored by my peers in 1990 at an international conference in Paris, written up in the *IHT* and various other newspapers. I also got a copy of the original bill signed by President Reagan and a lot of satisfaction for being one of very few citizens abroad having helped author and see a law passed by Congress that will help enfranchise millions who otherwise might not get to vote. From start to final passage it took a total of six years.

I think DPCA can and ought to take credit for having one of its activists being responsible for the Federal Write-in absentee ballot.

Appendix G3

Background on Issues: Windfall Elimination Provision (WEP)

by Joe Green

WEP MODIFICATION PROPOSAL

BACKGROUND

Historically, years ago, government employees in the US, (local, state and federal) could not belong to the Social Security System and also be part of a government pension plan. Since government pensions then were higher, most employees elected to join the appropriate government plan and not social security. As of 1984, Congress mandated that ALL workers must belong to the Social Security System.

However, Congress realized that these civil servants would retire, having paid in only the minimum of 40 quarters or a little more, but at a much higher social security rate than those pensioners who had joined the system 20 or more years before (but contributed when the rate was much less). Therefore, beginning in 1984 and thereafter, the pensioners with a non-covered pension would in effect get their full non-covered pensions plus much higher social security benefits than would those workers who had contributed to social security for many more years before 1984, when maximum was less than half of today's \$1,326 (as of January 1997).

Thus, pensioners retiring in the 1990s and thereafter, with a full non-covered pension, would enjoy a proportionately larger social security benefit than those who had contributed for many more years but had contributed less.

To adjust this situation, when Congress amended the Social Security Act in 1983, it wrote into the statute a provision to offset this unintentional oversight for those with a SUBSTANTIAL non-covered pension. This provision is known as The Windfall Elimination Provision (WEP).

THE STATUTE

Provision 113-WEP-of the 1983 Social Security Amendments PL98-21, stipulates that a pensioner entitled to social security benefits and also having a non-covered pension (all foreign pensions are obviously non-covered by social security) will have \$50 deducted from his/her monthly social security benefit for every \$100 he/she receives from the non-covered pension. The law further states that those whose social security computation falls under the WEP cannot lose more than half of their entitled social security benefit. This law went into effect as of January, 1986. Anyone drawing social security benefits prior to that date is not affected.

THE PRACTICAL APPLICATION FOR OVERSEAS PENSIONERS

Congress never even considered American pensioners and how WEP would affect them if they are living overseas and are entitled to social security and get also a small or partial foreign pension. We abroad are adversely affected TWICE!

In the first place, our social security was frozen when we elected to leave the United States and relocated abroad at a time when social security monthly benefits were less than half of what they became in the 1990s. For example, in 1973, maximum social security benefits were only \$550 per month. As of

January, 1997, the maximum Social Security benefit is \$1,326. American pensioners abroad entitled to a small or partial foreign pension, have their already frozen social security benefit of \$550 or less further reduced up to half as a result of applying the WEP. Thus, anyone falling under the WEP in the United States enjoys a full non-covered pension of a \$1,000 or more monthly, and even at maximum, can only lose up to half of today's maximum of \$1,326 when applying the WEP formula. However, the overseas pensioner who winds up with a modest foreign pension of as little as \$200-400 monthly has his/her frozen social security benefit of 20 or more years ago further reduced, up to half, netting him or her only a few hundred dollars per month.

This is a gross inequity and needs modification. In the first place, many overseas pensioners have paid into the Social Security system for many years. When they relocated abroad, they were certain that upon retirement their full social security due them would be guaranteed. Secondly, the Windfall Elimination Provision was only intended for those with a SUBSTANTIAL, non-covered pension. In today's economy, getting \$400-600 of a monthly non-covered pension cannot be considered as being substantial. For many, their meagre foreign pension, together with their low, frozen social security is their only means of income. Having their entitled social security cut in half because they also are entitled to a modest, or partial non-covered pension causes an unfair hardship. This also places the overseas pensioner in an unequal situation relative to his fellow pensioner residing within the United States, falling under the WEP.

MODIFICATION SOUGHT

To correct this inequity, Congress is petitioned to modify the Windfall Elimination Provision as follows:

- 1) Anyone whose non-covered pension is \$600 or less shall be exempt from the Windfall Elimination Provision.
- 2) Anyone whose non-covered pension is between \$600-\$1,200 shall have his/her first \$400 exempt before applying the WEP formula.
- 3) Anyone whose non-covered pension is \$1,200 or above shall have his/her monthly social security benefits fully computed in accordance with the WEP provision.

This proposal would greatly ease the inequity that now exists between pensioners residing at home or abroad. At the same time it would retain the spirit of the law; namely reducing the social security benefits of only those who have a SUBSTANTIAL non-covered pension, in addition to a substantial benefit from social security.

Appendix H1

Model Bylaws for Country Committees

The Bylaws Committee is a standing committee of Democrats Abroad. It is charged with adopting model bylaws for country committees. The current model bylaws are set out below.

Model Democrats Abroad Country Committee Bylaws October 2006

DEMOCRATS ABROAD _____ BYLAWS

adopted on _____ amended on _____

Article I: Name

These Bylaws govern an organization having as its name Democrats Abroad _____.

Article II: Purpose and Relationship to Democrats Abroad

2.1 The organization shall apply for admittance to the Democratic Party Committee Abroad (the DPCA) as a Country Committee within Democrats Abroad.

2.2 The purposes of the organization shall be to advance the interests and ideals of the Democratic Party of the United States (the Democratic Party) and of Democrats Abroad, as stated in the Charter of the Democratic Party (currently Section 17) and the Bylaws of Democrats Abroad and to provide for appropriate action by its supporters residing in _____.

Article III: Members

3.1 Members must be citizens of the United States, of voting age, who subscribe to the principles of the Democratic Party of the United States and of Democrats Abroad and are resident in _____. A member who by her or his actions demonstrates that she or he no longer subscribes to the principles of the Democratic Party of the United States and of Democrats Abroad may be excluded from membership by a two-thirds vote of the members of the Executive Committee; provided however that such vote may only be taken after the member has had reasonable notice (no less than 30 days) of the Executive Committee's intention to exclude the member and has had reasonable opportunity to contest the proposed action by the Executive Committee.

3.2 To the greatest extent possible, all the various elements of the Democratic Party and of the Democratic Party community in _____ shall be represented within the organization.

3.3 The current list of members as maintained by the Secretary pursuant to Article VIII shall be delivered to the appropriate officers of the DPCA no later than January 31 of each year in such form and format as the DPCA shall from time to time require.

3.4 To join Democrats Abroad _____, the member must complete a membership form using such paper or other medium (e.g., on-line form) as the Executive Committee shall from time to time make available including information on the member's name, mail and email addresses, telephone and fax numbers and U.S. voting district State and other information contained on the membership form.

3.5 By becoming a member of Democrats Abroad _____ the member consents to the delivery of his/her name, mail and e-mail addresses, telephone and fax numbers and U.S. voting

district/State and other information contained on the membership list of the organization to the DPCA and to such lawful use thereof as the DPCA shall make from time to time. Membership in Democrats Abroad _____ automatically results in membership in Democrats Abroad.

3.6 Each member has the right to inspect and correct the member's data in the membership records. Membership records shall otherwise not be open to inspection except by the Executive Committee and persons authorized by it, notably the database manager. The membership records shall be maintained by the Secretary in such a manner in order to protect the information therein, pursuant to applicable data protection rules. No use of the membership database is permitted for purposes other than those related to the activities of the Democratic Party, of Democrats Abroad or of Democrats Abroad _____. No candidate for any office may use or access the membership database directly for the purposes of campaigning for office or soliciting votes or proxies.

Article IV: Cessation of Membership

Any member shall cease to be a member if he/she no longer meets the qualifications of a member. Any such former member may be reinstated on the same conditions as a new member.

Article V: Officers

The Officers of the organization shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer and Counsel to the Committee. The Vice-Chairperson shall be of the opposite sex from the Chairperson.

Article VI: Chairperson

The Chairperson shall be the chief executive officer of the organization, shall call and preside at all meetings of members and of the Executive Committee, establishing the agenda of such meetings, and shall have responsibility for all activities approved by the organization. The Chairperson shall sit ex-officio on all committees and subcommittees of the organization including Standing Committees, with full voting privileges.

Article VII: Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall call and preside at meetings of members and of the Executive Committee. The Vice-Chairperson shall have such other duties as the Chairperson shall define.

Article VIII: Secretary

The Secretary shall maintain a current list of members of the organization (containing the name, mail and e-mail addresses, telephone and fax numbers and U.S. voting district/State and such other information as the DPCA may from time to time require), minutes of all meetings, and all files and administrative records of the organization. The minutes books shall be open for inspection by members.

Article IX: Treasurer

The Treasurer shall manage the finances of the organization, maintain its financial reports to members and make and maintain such financial reports as may be required by law (including without limitation the laws and regulations of the United States and the several States applicable to political parties and contributions to them). All such records shall be open for inspection by members. The Treasurer shall consult with the International Treasurer of Democrats Abroad from time to time on matters concerning the maintenance of financial records and financial reporting (notably to the United States Federal Election Commission).

Article X: Counsel

The Counsel shall be available for consultation by the Committee or its officers on legal and

procedural questions relating to Democrats Abroad _____ and its activities. The Counsel shall consult with the International Counsel from time to time on emergent matters, including notably questions on voting issues and financial record keeping.

Article XI: Executive Committee

11.1 The Executive Committee shall be composed of the Chairperson, Vice-Chairperson, Secretary, Treasurer and Counsel to the Committee and two Members-at-Large elected from among the eligible members of the organization. The chairpersons of the Standing Committees shall be ex-officio members of the Executive Committee with full voting privileges.

11.2 The Executive Committee shall meet at regular intervals upon call by the Chairperson, for the purpose of consulting with and advising the Chairperson in the administration of the organization. A meeting of the Executive Committee may be called by one-third of the Executive Committee.

Article XII: Committees

12.1 The Committee shall have the following Standing Committees: Membership/Voter Registration, Issues, Programs/Special Events, Fund-Raising and Newsletter/ Communications.

12.2 The Chairperson may create one or more ad hoc committees, with such functions and responsibilities as he/she shall designate.

12.3 The Chairperson shall appoint or remove the chairpersons of the Standing Committees and the ad hoc committees (if any), subject to ratification by the members of the Executive Committee at the meeting of the Executive Committee next following such appointments or revocation. The membership of each such committee shall be selected by the committee chairperson after consultation with the Chairperson.

12.4 Meetings of all committees shall be open to all members of the organization.

Article XIII: Other Officers

The Chairperson may appoint and remove such assistant Officers or honorary Officers, having such duties as he/she shall designate, subject to ratification by the members of the Executive Committee at the next meeting of the Executive Committee.

Article XIV: Terms

14.1 The Officers and Members-at-Large of the Executive Committee shall be elected every two years at the annual meeting of the organization (which meeting shall be held no later than March 31). They shall be elected for a term expiring upon the election of their successor. No Officer can serve more than two consecutive terms in the same office.

14.2 The terms of all incumbent assistant Officers and committee chairpersons shall automatically expire upon the election of new Officers in accordance with the foregoing paragraph.

14.3 Any Officer or Member-at-Large who misses three consecutive regularly called meetings of the Executive Committee may be removed from office by a three-fourths vote of the entire Executive Committee at a regularly called and quorate meeting at which the question of such removal is on the agenda sent out in advance and at which the Officer or Member-at-Large is given due opportunity to explain the reasons for her or his absence.

Article XV: Nominations

15.1 At least two months prior to the annual meeting, a committee to nominate candidates (the Nominations Committee) for election to office shall be named by the Chairperson with the approval of the Executive Committee.

15.2 At the meeting approving the appointment of the Nominations Committee, the Executive Committee shall decide, in view of local circumstances and to promote the greatest participation, whether the elections shall be conducted (i) by mail ballot (to be counted at the annual meeting), (ii) by vote (in person or by proxy) held at the annual meeting and shall adopt the rules with respect to the election.

15.3 The Nominations Committee shall notify its nominations to the membership no less than 30 days prior to the annual meeting.

15.4 If the elections are to be conducted by mail or by electronic processes (e.g. email, web), any member of the organization wishing to run for office as an Officer or a Member-at-Large of the Executive Committee and not nominated by the Nominations Committee shall declare his/her candidacy at least 14 days before the annual meeting by a letter, fax or email addressed to the Chairperson of the Nominations Committee. The Secretary shall send ballots by mail, fax or email to the membership of the organization no earlier than 13 days before the annual meeting and no later than 10 days before such meeting.

15.5 If the elections are to be held by mail, fax or email ballot, no nominations may be made from the floor except when there is no declared candidate for an office to be filled. If the elections are to be conducted by vote (in person or by proxy), nominations for all positions to be filled may be made from the floor of the annual meeting.

15.6 In the case of a special election held to fill a vacancy pursuant to Article XVII, the Nominations Committee shall be appointed immediately upon the occurrence of the vacancy and shall notify its nominations to the membership no less than 30 days prior to the meeting at which the special election will be held (which meeting shall be no less than 30 days and no more than 45 days from the date of the vacancy as per Article XVII).

Article XVI: Elections and Removal from Office

16.1 The Officers and Members-at-Large of the Executive Committee shall be elected by a majority of votes of (i) the members voting (in person or by proxy) at the annual meeting (or in the case of a vacancy, at the general meeting at which the election is held) or (ii) by mail, fax or electronic ballot (e.g. email, web) counted at the annual meeting (or in the case of a vacancy, at the general meeting at which the election is held). In the event of an election to be held by mail ballot, ballots received by mail shall be kept unopened and delivered to tellers appointed by the meeting to count the votes.

16.2 Any Officer or Member-at-Large of the Executive Committee may be removed from office by a vote of two-thirds of (i) those present at a duly convened meeting of the membership or (ii) those voting in a duly organized vote by mail or electronic ballot (e.g. email, web) on the question. Notice of any meeting under this Section 16.2 must be given in writing to the membership at least 30 days in advance.

16.3 If the position of Chairperson becomes vacant for whatever reason, the Vice-Chairperson shall succeed to the office of Chairperson and elections shall be held to fill the office of Vice-Chairperson in accordance with Article XVII.

Article XVII: Vacancies

Any vacancy among the Officers or the Members-at-Large of the Executive Committee may be filled by special election held at a meeting of the members of the organization, no less than 30 days and no more than 45 days from the date of the vacancy, in conformity with Articles XV and XVI hereof. Until such vacancy is filled, the Chairperson may appoint in his or her discretion a member to fill the vacancy on a temporary basis. Any Officer or Member-at-Large elected at a special election shall serve only until the next regular election.

Article XVIII: Notice

Notice of (i) annual meetings, (ii) meetings at which elections and removals from office will be held and

(iii) meetings to amend these Bylaws shall be sent to members at least 30 days before the meeting. Notice of other meetings of members (with no less than 14 days written notice) and of the Executive Committee (with reasonable notice under the circumstances) shall be given by such method as the Chairperson shall from time to time reasonably prescribe.

Article XIX: Meetings

19.1 An annual meeting of members shall be held no later than March 31 of each year and shall act upon the following: (i) approval of the accounts and the report of the Chairperson and the Treasurer for the preceding calendar year, (ii) in election years, the election of the Officers and Members-at-Large of the Executive Committee, and (iii) such other business as the Chairperson shall deem appropriate.

19.2 Other meetings of the membership may be held from time to time upon call by (i) the Chairperson, (ii) one-third of the Executive Committee or (iii) 10% of the membership who require the holding of a meeting.

19.3 All meetings of the membership, the Executive Committee, the Standing Committees and ad hoc committees (if any) shall be open to the membership and conducted in accordance with these Bylaws (including the provisions on notice).

19.4 Meetings of Democrats Abroad _____ may be held in person, by telephone, videoconference, or such electronic means as the Executive Committee may from time to time approve by a 3/4 ths majority.

19.5 For the purposes hereof, a quorum shall be determined as follows.

(i) for meetings of the membership, _____ [at least 25] _____;

(ii) for meetings of the Executive Committee, and Standing Committee or any ad hoc committee, one-half of the members of such committee.

19.6 If the Chairperson fails to call a meeting in a timely manner for whatever reason, the Secretary or another Officer shall call the meeting.

19.7 The agenda of a meeting of the membership shall include any item of business submitted in writing to the Chairperson in advance by ten percent (10%) of the membership. The agenda of any meeting of the Executive Committee or of a subcommittee shall include any item of business submitted in writing to the Chairperson in advance by two (2) members of the Executive Committee or of the subcommittee, as the case may be.

19.8 All meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order.

Article XX: Rules Applicable to the Committee

The functioning of the Committee shall be governed by (i) these Bylaws and such rules as the Executive Committee may from time to time adopt and (ii) the Bylaws of Democrats Abroad and the Charter and Bylaws of the Democratic Party of the United States and such rules and regulations as Democrats Abroad and/or the Democratic Party of the United States shall adopt from time to time. In the event of a conflict between (A) these Bylaws and the rules referred to in sub-clause (i) of the previous sentence and (B) the documents, rules and regulations referred to in sub-clause (ii) of the previous sentence, the documents, rules and regulations of such sub-clause (ii) shall prevail.

Appendix H2

Democrats Abroad Bylaws

The bylaws of the Democratic Party Committee Abroad are set forth below. They are also available at www.democratsabroad.org/resources.php.

DEMOCRATS ABROAD BYLAWS

[as adopted January 24, 1976]
[last amended March 4, 2006, Washington, DC]

Article One General

Democrats Abroad is the organization which represents all United States citizens resident outside the United States who wish to adhere to the principles and further the aims of the Democratic Party of the United States of America.

For the purposes of conducting business, Democrats Abroad is a non-profit association organized and operating under the Uniform Unincorporated Nonprofit Association Act of 2000, D.C. Code §§ 29-971.01 et seq. Democrats Abroad's principal place of business is and will remain the District of Columbia.

For administrative purposes, Democrats Abroad is divided into Regions comprised of the members of the DPCA from within each such Region.

Members of Democrats Abroad may also be members of any local Democratic organization (e.g. country committee, organizing committee existing in the respective country or defined geographic area in which either he or she resides or works (subject to the terms of Section 5.8)).

Article Two Democratic Party Committee Abroad

Section 2.1 Duties and Responsibilities

The Democratic Party Committee Abroad ("DPCA") is the highest authority of Democrats Abroad and shall have general responsibility for the coordination and furtherance of the work and purposes of Democrats Abroad, the Regional Committees and the Country Committees provided for below, and shall perform generally the functions of a State Democratic Party Committee, subject to the provisions of the Charter and Bylaws of the Democratic Party of the United States, the resolutions and other actions of the Democratic National Committee ("DNC"), and these Bylaws.

In discharging its operating responsibilities:

(a) The DPCA shall act as a forum for the consideration of issues which are common to United States citizens resident abroad.

(b) It shall supervise activities of the Regions (and any subdivision thereof) in such matters as:

1. the nomination and election of delegates to Democratic Party Conferences and Conventions;
2. the transmission of the views of Democrats Abroad to the DNC and vice versa, both on party affairs and policy;
3. especially in campaign years, the handling of joint publicity and advertising, the acquisition and distribution of campaign literature and materials, the coordination of visits, and related matters;
4. cooperation with civic organizations and other political parties on nonpartisan and bipartisan programs;
5. the initiation of steps to organize new committees in countries or areas with a substantial number of resident United States citizens;

6. the day to day operations of the Regions.

Section 2.2 DPCA Membership

The DPCA shall be composed of:

- (a) the Chair and the Vice Chair (or first Vice Chair if there are several Vice Chairs) of each Country Committee which has been admitted by Democrats Abroad;
- (b) the members of the DNC representing Democrats Abroad;
- (c) the International Chair, Vice Chair, Treasurer, Secretary and Counsel and any other elected officers of the DPCA (including Regional Vice Chairs, if any).

Section 2.3 Election Standards

- (a) Members of the DPCA shall be elected in accordance with the standards set forth in the Charter and Bylaws of the Democratic Party through processes which assure full, timely, and equal opportunity to participate. All elections shall be public and all ballots open to inspection.
- (b) The Executive Committee shall adopt such rules for elections as it deems necessary from time to time. Such rules shall also apply to elections conducted by the Regions.

Section 2.4 Cessation of Membership

- (a) A member may resign by written notice to the International Chair, and such resignation shall be effective immediately;
- (b) A member who ceases to have his or her principal residence abroad or has failed to attend one of three consecutive meetings of the DPCA shall be deemed to have resigned from the DPCA effective upon her or his change of principal residence;
- (c) After notice and opportunity for hearing and upon grounds found by the DPCA to constitute good and sufficient cause, it may remove a member by a two-thirds vote. The Executive Committee shall adopt such rules of procedure as it deems necessary to ensure that the removal hearing is conducted in a fair manner.

Article Three Meetings

Section 3.1 Calling of Meetings

Meetings of the DPCA may be called by the International Chair, or by at least one-fourth of its members or a simple majority of the Executive Committee. A meeting shall be called in the first quarter in each year to approve the accounts of the previous year and take any such other action as may be appropriate and, in the odd-numbered years, to elect officers. If for whatever reason the International Chair or International Vice Chair fails to call a meeting when required to do so, then the Secretary shall call such meeting within 30 days of the date required.

Section 3.2 Date and Place

At each meeting of the DPCA, the place and time of the next DPCA meeting shall be determined by majority vote of those DPCA members present in person, subject to further change by the Executive Committee.

Section 3.3 Notice and Agenda

Notice of each meeting, setting forth the place and time of the meeting and the tentative agenda, shall be sent or given by the International Chair to each member of the DPCA not less than forty-five (45) days before the date of the meeting. Any member may request the International Chair in writing, not less than thirty (30) days before the meeting, to place additional items on the agenda,

and shall furnish the text of any resolutions proposed for adoption. The International Chair shall circulate such additional items and proposed resolutions, as well as other resolutions, to the members of the DPCA not less than fifteen (15) days before the meeting. Items may be added to the agenda at the meeting by majority vote of the members present or represented. Procedural questions shall be settled in accordance with the current edition of Roberts Rules of Order.

Section 3.4 Quorum

A quorum for a meeting shall require the presence of:

- (a) the International Chair or Vice Chair of the DPCA; and
- (b) twenty-five persons from among the following: (i) other elected officers of the DPCA; (ii) members of the DNC representing Democrats Abroad; (iii) Chairs or Vice Chairs of Country Committees; (iv) persons holding a proxy from their Country Committee's Chair or Vice Chair.

In addition, for quorum purposes the individuals referred to in this sub-paragraph (b) must be resident in at least four different countries and two Regions.

Section 3.5 Attendance

(a) The International Chair shall encourage members of the DPCA or of any Country Committee of the DPCA who are unable to be present in person at meetings to participate by telephonic attendance, whenever technically and economically feasible. The International Chair will, when possible, inform members of the DPCA of the telephone number to call and seek to arrange means of communication by which all persons participating in the meeting are able to hear one another at the same time. Notwithstanding the foregoing, neither the International Chair nor the DPCA shall be obligated to pay for the telecommunications charges involved in participation by a member; all such line charges shall be for the account of the member choosing to participate by telephone. Participation by such telephone attendance shall constitute presence in person at a meeting for all purposes of these bylaws;

(b) Failure to attend one of three consecutive meetings of the DPCA shall result in automatic cessation of membership in the DPCA and, in the case of an officer, or DNC member, shall also result in automatic removal from such office.

Section 3.6 Voting and Supplemental Votes

(a) All decisions shall be taken by simple majority vote in accordance with the provisions of this Section except where a two-thirds vote is required (Sections 2.4(c), 4.2, 5.3, 6.1 and 10.1), and except where the right to vote is not accorded to all members of the DPCA (Section 7.2).

(b) Entitlement to vote shall be as follows: each elected DPCA officer and each DNC member representing Democrats Abroad—one vote; each Country Committee—one vote; each Country Committee which is in compliance with Section 5.4 hereof and is represented at the meeting by a member of its Country Committee shall also be entitled to additional votes, based upon the number of members provided to the International Chair for the then current year ("Supplemental Votes"), as follows:

- 100-500 members-- 1 Supplemental Vote
- 501-1000 members-- 2 Supplemental Votes
- 1001 or more members-- 3 Supplemental Votes

The total votes of a Country Committee fulfilling the above requirements shall be the sum of its Supplemental. Votes added to its one base vote; provided, however, that Supplemental Votes can only be cast by a member of the Country Committee actually present at the meeting.

If both the Chair and Vice Chair of a Country Committee are present, each shall have one-half of the applicable vote(s).

Section 3.7 Capacity to Vote

No member of the DPCA may vote in more than one capacity (e.g., DPCA officer, DPCA member, Country Committee Chairperson) either in person or by proxy in any vote taken under these Bylaws; proxyholders may exercise their proxies without violating the foregoing subclause.

Section 3.8 Means of Voting

Any eligible voter may cast a vote by written proxy (including electronic, fax or personal transmission thereof), cable, or letter on any specified item on the agenda of the meeting.

Section 3.9 Proxy

(a) Voting by proxy shall be permitted, subject to the limitations set out in these Bylaws. Proxies shall be in writing and shall name the person to whom the proxy is given, and may be either general or limited to specific issues; may be either instructed or uninstructed; and may grant the power to substitute another person as proxyholder.

(b) Proxies by Country Committees shall be given only for the full vote of the Country Committee Chair, or failing which, Vice Chair, provided that if both Country Committee Chair and Vice Chair give proxies, each proxy shall be for half the votes of the Country Committee.

(c) General Proxies may be given by:

A Country Committee Chair, or failing which, Vice Chair to: a member of the same Country Committee;

DNC member (elected by region) to: a DPCA member of the same region;

DNC member (elected at large) to: any DPCA member.

(d) Limited Proxies may be given by:

A Country Committee Chair, or failing which, Vice Chair to: any DPCA member;

DNC member to: any DPCA member.

(e) A proxy vote may be cast by a Country Committee, DPCA officer and DNC member, only if a member of such Country Committee, such DPCA officer or such DNC member, has attended one of the three DPCA meetings held immediately preceding the DPCA meeting at which such proxy vote is to be cast.

(f) No person may hold more than two proxies.

(g) A proxy may be revoked in writing at any time prior to the call to order of a meeting.

(h) If during the course of a meeting of the DPCA, a person duly recorded during the roll call as present must leave the meeting, temporarily or permanently, such person may give another participating DPCA member a proxy for the meeting valid for the duration of the absence or for the duration of the concerned meeting.

(i) A member of the DPCA holding two positions may not issue a proxy with respect to more than one such position if such member is absent from a meeting and if such member attends a meeting may issue no proxies.

Section 3.10 Means of taking DPCA Vote

The International Chair may take a vote of the DPCA, if immediate action is deemed important or convenient by the Executive Committee, by letter, telephone, video conference, fax, telex, cable poll, electronic or any other means deemed appropriate by a three-fifths majority of the DPCA executive committee.

For purposes of this Section (i) all of the members of the DPCA shall be considered as present for quorum and majority requirements and (ii) each Country Committee, DPCA officer and DNC member shall have one vote each. If both the Chair and Vice Chair of a Country Committee vote, each shall have one-half vote. If only one votes, he or she shall have the full vote.

The outcome shall be communicated to all DPCA members as soon as is practical thereafter.

Section 3.11 Written Consent

Any action to be taken by the DPCA may be taken without a meeting if all members of the DPCA consent in writing to such action. Such written consents shall be filed with the minutes of the DPCA proceedings and shall have the same force and effect as a unanimous vote taken by members physically present. For the purposes hereof, writing shall include faxes and electronic communications.

Article Four Officers

Section 4.1 Officers

The elected officers of the DPCA shall be the International Chair, International Vice Chair, International Treasurer, International Secretary, and International Counsel and the Regional Vice Chairs. The Executive Committee shall be comprised of these elected officers of the DPCA.

Section 4.2 Election

The officers other than the Regional Vice Chairs shall be elected at the first meeting of the DPCA held in odd-numbered years, to serve for a term of two years or until their successors have been elected and qualify. Election shall be by majority of the votes cast by Chairs and Vice Chairs of Country Committees (including Supplementary Votes) and the members of the DNC representing Democrats Abroad. The Regional Vice Chairs shall be elected pursuant to Section 6.2. No officer may serve in the same office for more than two consecutive full terms.

In the event that there is no candidate for a DPCA Executive Committee office, an officer who has served two consecutive terms in that office may be elected to a third term of that office by a two-thirds majority vote of the DPCA.

Section 4.3 Nominations

Prior to the election meeting, the International Chair shall appoint, with the approval of the Executive Committee, five members of Democrats Abroad as an Elections Committee, three of whom shall not be members of the DPCA. It shall be the duty of the Elections Committee to call for nominations for officers and to determine which individuals whose names are submitted for nomination are qualified (as per Section 2.4(b) of these Bylaws) to fill DPCA offices. Members of the Elections Committee shall not be candidates for office. The names of the qualified individuals placed in nomination with the Elections Committee shall be forwarded in writing to the International Chair and other members of the DPCA by the Elections Committee after their qualifications have been determined at least forty-five (45) days in advance of the scheduled election meeting of the DPCA. Nominations of qualified candidates for office may be made from the floor at the election meeting. The elections shall be conducted by the Elections Committee.

Section 4.4 Gender Balance of International Chair and International Vice Chair

The International Chair and International Vice Chair shall be of opposite sex, and shall be from different Country Committees.

Section 4.5 Replacement

In the event of a vacancy, or the resignation or removal of an officer in accordance with Section 2.4, the Executive Committee of the DPCA shall proceed immediately with the election of a replacement subject to confirmation at the next meeting of the DPCA, where nominations shall be taken from the floor. The person elected shall serve out the balance of the term. For the purposes of the last sentence of the first paragraph of Section 4.2, a person elected to serve out the

balance of a term for a period of less than 365 days shall not be deemed to have served a full term.

Section 4.6 Responsibilities of the International Chair

The International Chair shall be responsible for the carrying out of the programs and policies of the Democratic Party, and Democrats Abroad. The International Chair shall preside at all meetings establishing their agenda and implementing their decisions. Following consultation with the Executive Committee, the International Chair may appoint deputies or assistant officers (such appointments shall be promptly notified to the DPCA) and conduct the day to day business of Democrats Abroad.

Section 4.7 Responsibilities of the International Vice Chair

The International Vice Chair shall replace the International Chair whenever the latter is absent or is incapacitated, and shall have such other duties as may be prescribed by the International Chair.

Section 4.8 Responsibilities of the International Secretary

The International Secretary shall keep minutes of DPCA meetings, Executive Committee meetings and Regional meetings, circulate minutes and records of action to members, be responsible for maintaining all the administrative files and records and membership lists and databases of the DPCA and Democrats Abroad, and perform such other duties as may be prescribed by the International Chair.

Section 4.9 Responsibilities of the International Treasurer

The International Treasurer shall keep the financial records of the DPCA, establish a budget for approval of the Executive Committee, oversee its bank and other financial accounts, make an annual financial report to the DPCA and ensure that any necessary reports or filings with the DNC or the governmental authorities of the United States of America and the individual states, are timely made.

Section 4.10 Responsibilities of the International Counsel

The International Counsel shall be available for consultation on legal and procedural questions relating to Democrats Abroad and its activities, and the interpretation of and compliance with the Charter and Bylaws of the DNC, and the Bylaws of Democrats Abroad or Country Committees.

Section 4.11 Responsibilities of the Executive Committee

The Executive Committee shall be responsible for the conduct of the affairs of Democrats Abroad in accordance with policies of the DNC and the DPCA. The Executive Committee shall establish its own rules and, when convened by the International Chair or one third of its members, may act in meeting, by telephone, video conference or by written note, including telex, telefax or other electronic means. The Executive Committee shall adopt a budget for Democrats Abroad prior to the first meeting of the DPCA each year. Except as provided in the following sentence, decisions taken by the Executive Committee shall be by simple majority vote of those present in person or proxy at any meeting of the Executive Committee or, if such vote is taken in electronic or written form, by simple majority of the entire Executive Committee. By a two-thirds majority, the Executive Committee may overrule any decision or action of any officer.

Section 4.12 Executive Director

Following consultation with the Executive Committee, the International Chair may name an Executive Director to perform such duties as the International Chair may prescribe.

Article Five Country Committees

Section 5.1 Constituents Units

The Constituent units of Democrats Abroad are, except in exceptional circumstances, the Country Committees, which shall be the organized democratic expression of US citizens overseas and shall further the aims of the Democratic Party of the United States of Democrats Abroad. Except where otherwise more expedient, Country Committees shall represent geographical areas coextensive with national boundaries.

Section 5.2 Admission

To be admitted to Democrats Abroad as a Country Committee a group must make application to the International Chair. It shall forward:

- (a) a membership list, certifying it is composed of at least 50 United States citizens of voting age having their principal residence in that defined geographical area and who adhere to the principles of the Democratic Party of the United States;
- (b) a copy of Bylaws of the Country Committee adopted in conformity with the Charter and Bylaws of the Democratic Party of the United States, the Democratic National Committee, and the Bylaws of Democrats Abroad and certified by the duly elected Chair and another duly elected officer of the Country Committee;
- (c) copies of publicity providing reasonable notice to United States citizens in that defined geographical area of the organization and election meeting(s) of the applicant Committee, as well as a list of officers elected and their full contact information;
- (d) a copy of the minutes attested to by the duly elected Chair and another duly elected officer of the Country Committee for the meeting or meetings in which officers were elected who (i) at the time of their election and thereafter have their principal residence in that defined geographical area; (ii) have been elected for a term of office not exceeding two years; (iii) are eligible to serve in the same office (if so provided in the Bylaws of the Country Committee) no more than two consecutive terms; and (iv) include a Chair and Vice Chair (or first Vice Chair) of opposite sex.

Section 5.3 DPCA Vote to Admit

A two-thirds affirmative vote of the DPCA at a duly called meeting shall be required to admit an applicant Country Committee.

Section 5.4 Country Committee Filings

- (a) By January 31st of each year, each Country Committee shall furnish to the International Chair a copy of the Country Committee's Bylaws.
- (b) Within fifteen days of an election held by a Country Committee, the Secretary of such Country Committee shall certify the results of the election to the International Secretary and forward the minutes of the election meeting, with full address and contact information of the office holders so elected.
- (c) Without limitation of the foregoing, Country Committees shall at all times be in keeping with Sections 5.2 and 5.4; provided, however, that by a 4/5 majority of the Executive Committee of the DPCA that, by a majority of the DPCA at a regular meeting, upon written application, and for good reason, a dispensation from Section 5.2 (d) may be granted for a period not to exceed 2 years.
- (d) By January 31st of each year the Chair of each Country Committee shall forward to the International Chair of the DPCA a membership database containing the names and such other

information as the DPCA Executive Committee shall require for certification of the number of members, and such list must be countersigned by the secretary or treasurer of such Country Committee. The database referred to in the previous sentence shall be in the format from time to time prescribed by the Executive Committee.

Section 5.5 Non-Voting Committee

A country organization meeting all the requirements of Section 5.2 and having not less than 10 but not more than 49 members may, upon application to the Chairperson of Democrats Abroad, be admitted as a Non-Voting Committee and thereafter may participate in activities of Democrats Abroad without the right to vote in DPCA matters.

Section 5.6 Chapters

Each Country Committee may permit chapters to be formed within local geographic areas. Such chapters shall operate in accordance with the bylaws of the Country Committee in which they are formed. In no event may a chapter operate in conflict with the bylaws of Democrats Abroad. Such chapters shall be recognized only for the internal purposes of the Country Committee and shall be under its governance. Any dispute relating to the relationship between a chapter and its Country Committee may be brought before the Executive Committee of Democrats Abroad for determination.

Section 5.7 Members-at-Large

Individuals residing in territories not having a recognized Democrats Abroad Country Committee may become members-at-large and shall enjoy all rights and privileges of individual members as they shall be determined from time to time by the DPCA.

Section 5.8 Suspension of Country Committee or of Non-Voting Committee

A Country Committee or a Non-Voting Committee may be suspended from full membership by unanimous vote of the Executive Committee or by a majority vote of the DPCA if:

- (a) it fails to hold an election of officers within six months following the date prescribed by the Country Committee's Bylaws, or
- (b) it engages in conduct which seriously prejudices the interests of the Democratic Party of the United States, the DNC, or Democrats Abroad.

Any Country Committee or Non-Voting Committee suspended under subparagraph (a) of Section 5.8 shall automatically be reinstated to full membership upon filing an application accompanied by a copy of the minutes of a valid election meeting certified as true by the Country Committee's Chairperson and Secretary.

A Country Committee or a Non-Voting Committee suspended under subparagraph (b) of Section 5.8 may request a prompt hearing and the Executive Committee shall make such arrangements as it deems best suited to protect all interests, in the context of a global party, including supervising new elections, at the request of the Country Committee or Non-Voting Committee. The hearing may, without limitation, be held by conference telephone call or video conference. The Executive Committee shall adopt such rules of procedure for hearings in connection with the proposed suspension of a Country Committee as it deems necessary to ensure that the hearing be conducted in a fair manner.

Article Six Regions

Section 6.1 Creation of Regions

Groupings of Country Committees shall be divided into the following geographical Regions: (i) Europe – Middle East – Africa, (ii) Asia – Pacific and (iii) the Americas. The composition of

Regions may be altered by a standing resolution adopted at any meeting of the DPCA by a two-thirds majority of those present in person or by proxy.

Each Region shall elect a Regional Vice Chair at a meeting of the Region held in the first quarter of each odd numbered year. The terms of office of the Regional Vice Chairs shall be from the closing of the election at the Regional meeting until the close of the election at the Regional meeting in the next subsequent odd numbered year.

Section 6.2 Regional Vice Chair

The members of the DPCA representing Country Committees in any Region may, if they desire, elect at a Regional meeting a person from their Region as a Regional Vice Chair to serve on the DPCA. Regional Vice Chairs must have their principal residence abroad and in the Region for which they are elected. To the extent feasible, such meetings shall be held in those countries which so request. A prompt report of such meeting shall be made to the DPCA.

The term of office of a Regional Vice Chair shall be for a two-year period as from the date of the regional meeting at which he or she was elected.

Section 6.3 Duties of Regional Vice Chairs

The Regional Vice Chairs if any, chosen under Section 6.2 shall, under the direction of the International Chair promote cooperation among the Country Committees in the respective Regions and implement any regional programs or plans adopted by the Regional Committees provided such has been approved by the International Chair in consultation with the Executive Committee.

Section 6.4 Regional Meetings and Communication

The Regional Vice Chairs shall preside over any Regional meetings. The rules applicable to such meetings shall be the same as those applicable to DPCA meetings.

Members of the DPCA who represent Country Committees in each Region may also meet by appropriate means of communication to consider other matters relating to that Region. A prompt report of such meeting shall be made to the DPCA.

Article Seven Democratic National Committee

Section 7.1 DNC Members

The members of the Democratic National Committee representing Democrats Abroad shall be:

- (a) The International Chair and International Vice Chair of the DPCA, ex officio;
- (b) Six additional members to be elected as provided in Section 7.2 (or such lesser or greater number of additional members determined by the DNC), no more than one of whom shall be resident in any one country.

Section 7.2 Election of DNC Members

Each of the six additional non ex officio members of the DNC is eligible to serve in such position for no more than two consecutive full terms and shall be elected for a term of four years at a meeting of the DPCA to be held during the year of the National Convention, upon majority vote of the following persons, present in person or represented in accordance with Section 3.10:

- (a) Members of the DPCA (excluding the incumbent elected members of the DNC);
- (b) Delegates and alternates representing Democrats Abroad to the National Convention of the Democratic Party. Notwithstanding the foregoing, at any Regional Convention held pursuant to a duly authorized and accepted Delegate Selection Plan, the delegates may, following the election of National Convention Delegates, elect one member of the DNC from that Region.

The International Chair and International Vice Chair of the DPCA may not cumulate membership as ex officio members and as elected members of the DNC. Elected members of the DNC need not be members of DPCA. All members of the DNC must have their principal residence abroad and their number shall be equally divided between men and women.

Section 7.3 Vacancy

Any vacancy occurring among the elected DNC members shall be filled at the next meeting of the DPCA, for the unexpired remainder of the term, by a majority vote of the DPCA, excluding the remaining elected DNC members. A person elected to serve out the balance of a term for a period of less than 730 days shall not be deemed to have served a full term.

Article Eight National Convention

Section 8.1 Delegate Selection

Delegates to the National Convention of the Democratic Party or Democratic Party Conferences shall be elected by the members of Democrats Abroad pursuant to procedures to be established by the DPCA in accordance with the Delegate Selection Plan of the Democratic Party of the United States and such other rules and procedures adopted by the Democratic National Committee.

Article Nine Finances

Section 9.1 Contributions by Country Committees

Each Country Committee shall make its best efforts to assist the DPCA in meeting the expenses of Democrats Abroad, in accordance with general policies to be determined from time to time by the DPCA by means of standing resolutions. In setting such policies, the DPCA shall give consideration, inter alia, to those Country Committees which may have difficulties in making normal contributions because of local economic conditions or exchange restrictions. Each officer and DNC Member shall make her or his best efforts to assure that Democrats Abroad is adequately funded. Nothing herein contained shall be deemed as an obligation to contribute personally to the financial resources of Democrats Abroad.

Article Ten Amendments

Section 10.1

These Bylaws may be amended by the affirmative vote of two-thirds of the members of the DPCA, present in person or represented at a regularly constituted meeting of the DPCA. Voting by letter, telex, fax, cable telephone, video conference or electronic means to amend the Bylaws shall not be permitted unless there has been discussion of the amendment at the immediately preceding meeting. The text of any proposed amendment shall be circulated with the notice of any meeting where said amendment shall be discussed or voted.

[Adopted January 24, 1976]
[Amended November 26, 1977]
[Amended February 4, 1978]
[Amended October 21, 1978]
[Amended October 20, 1979]
[Amended June 7, 1980]
[Amended October 11, 1980]
[Amended November 7, 1981]
[Amended November 15, 1986]
[Amended November 4, 1989, Landstuhl]

[Amended May 1, 1991]
[Amended February 8, 1992]
[Amended February 26, 1994, Jerusalem]
[Amended June 17, 1994]
[Amended March 24, 2002, San Jose, Costa Rica]
[Amended March 20, 2005, Toronto]
[Amended September 21, 2005 by electronic vote]
[Amended October 22, 2005, Barcelona]
[Amended March 4, 2006, Washington]

Appendix H3

Standing Resolutions

Standing resolutions are resolutions passed by the DPCA, which remain in effect until rescinded by DPCA.

These are currently being compiled and will be circulated shortly as an update to this handbook.

Appendix H4

Bylaws Standing Committee

The Standing Committee on Bylaws is tasked triply to:

- Be the first and expert **referral point for issues affecting bylaws** of the DPCA, including those referred by individual country committees
- Redevelop model bylaws of use to new committees in ensuring essential conformity to DPCA and DNC bylaws and compatibility with current federal regulations and laws, specifically, campaign finance and electoral
- Review the bylaws of all existing committees with reference to the points above

The committee's work will ensure that complex issues of how country committees relate to and within DPCA and how country committees relate to chapters are being cooperatively handled with clear procedures, to achieve greater commonality of purpose and practice over the long haul. The idea in constituting the committee is to combine organizational leaders and legal minds to turn problems into solutions:

- Short-term emergent problems referred to it through the Executive Committee, which includes our three regional vice-chairs
- Latent or actual structural questions by reviewing existing bylaws for compatibility with DPCA and DNC bylaws and FEC regulations
- Development by producing no later than our spring 2007 meeting a new set of DA model bylaws useful to start-up committees everywhere. The new model bylaws will then be accessible through our website and handbook.

The committee is chaired by International Counsel Joe Small Hoover. In naming the other members of the committee, the International Chair sought regional and gender balance, relevant experience, creativity, attention to detail, and dedication to the purposes and values of our Democratic Party. Functionality meant keeping the numbers low.

1. Composition of the committee

Chair: International Counsel (Joe Small Hoover)

Members: Peter Alegi, Italy, Advisor
Beverly Bandler, Mexico, Americas
Bill Barnard, UK (Oxford Chapter), EMEA
Laura Black, Belgium, EMEA
Meredith Gowan LeGoff, France, EMEA Regional Vice-chair
Brent O'Leary, Japan, Asia-Pacific
Gary Suwannarat, Thailand, Asia-Pacific

Ex officio: Michael Ceurvorst, International Chair
Christine Schon Marques, International Vice Chair

2. Scope of duties and timelines

- Deals with emergent bylaws-related issues upon reference by Chair and/or EXCOM.
- Reviews all existing country committee bylaws (and of chapters, if any) to ensure compatibility with DPCA, DNC bylaws and FEC regulations before March 2007.
- Redrafts model bylaws for handbook and start-up groups by March 2007.

3. Governance

The International Counsel shall determine the most effective means of accomplishing the tasks, in consultation with the International Chair and Executive Director, to include any electronic, digital or telephonic means. International Counsel may alter the composition of the committee from time to time in consultation with International Chair, with due regard for regional and gender balance.

4. Reporting

Ongoing progress reports to the International Chair and Executive Director with occasional brief reports to EXCOM, plus formal annual reports at spring meetings.

Appendix I1

Policy on Local Host-Country Politics

The question surfaces from time to time as to whether members of Democrats Abroad and/or any elements of DA may participate in local politics where they live, that is, outside the U.S. of A.

Our policy is that Democrats Abroad as an organization and its members as DA members are not to engage in local politics or take actions to work for or against host country governments. We are a direct part of the Democratic Party of the United States and at the same time guests of our countries of residence.

As an organization, we are concerned directly with U.S. politics and economics and their implementation. We direct our efforts to the U.S. government and U.S. voters and general public. As DA, we do not lobby foreign or host governments or their publics or take stands, as DA, on our host government's policies and workings.

A corollary is that DA websites do not publicize, for instance, marches on parliaments of our host countries re issue x or y or call for our members to be part of local demonstrations directed against the host governments. We stay out of local and national politics other than those of the U.S.

Our means of furthering our agenda, e.g., on environmental standards or agreements outlawing torture, are focused on what the U.S. is and is not doing. Similarly, our DA meetings and the ability to contribute financially are open to DA members, that is, only US voters who support the principles of the Democratic Party.

Please note that this policy does not address what individuals may do on their own, in purely private capacities, without reference to Democrats Abroad. We have no DA policy on that except that one's behavior can in exceptional circumstances be grounds for review of membership if behavior is inconsistent with the principles and values of the Democratic Party (e.g., advocacy or practice of slavery of any sort, for instance, including trafficking in people for any purposes).

Appendix I2

Policy on Official Contacts Representing DA

As our reach within the Democratic Party grows, common sense requires us to assure that those who represent Democrats Abroad (DA) in any capacity are unified in discipline and message and that they always coordinate DA-related interactions with the Chair and the Executive Committee. This policy applies to DPCA officers, Democratic National Committee (DNC) members, Executive Director and other staff, Regional Vice Chairs, appointed officers/advisors and committee co-chairs or others officially representing Democrats Abroad on any subject. It does not apply when individuals exercise their right to speak to Members of Congress or other officials on a personal basis or as constituents when they shall not in any way represent themselves as speaking for or acting on behalf of DA.

The key to effective presentation of the views of DA is **coordination**, before, during and after contact with Members of Congress, federal or state agency officials, state legislatures, the DNC structure, and other state party organizations.

1. Prior to DA-capacity visits:

- a) All official visits to the above mentioned individuals and organizations will be made only upon the advance approval of or request to the Chair and Executive Committee. Only upon a very exceptional basis will visits by other than the relevant DPCA officers be outside the area of responsibility of the DA representative. If more than one individual is involved, the Chair, Vice Chair or Executive Committee will designate a lead spokesperson for the visit.
- b) The individual making any approved visits will notify the Executive Director of date, time and subject matter of each visit ten days or more in advance of the visit.
- c) The Executive Director shall be included automatically in the visiting party; the Executive Director will have full discretion whether or not to take part.
- d) The individual making an approved visit shall make all necessary arrangements and appointments. That individual may request the assistance of the Executive Director, but the Executive Director is not responsible for making appointments or confirmations unless mutually agreed. Nor is the Executive Director responsible for hotel, transportation or other logistical arrangements for visitors, unless requested in advance by the Chair, Vice-chair or Executive Committee.
- e) The Executive Director will provide the DA visitors with the latest DA policy/talking points on issues to be discussed, if any, and other appropriate background.

2. During DA-capacity visits:

- a) a. If the Executive Director decides to accompany, the Executive Director may be present at all times during the visit and shall be introduced to the person/organization visited with full identification as Executive Director, Democrats Abroad. The Executive Director may fully participate in any discussions at the Executive Director's discretion.
- b) b. The Executive Director shall take minutes of the visit if in attendance. The visitor will otherwise minute his/her visit for DA Executive Committee through the Executive Director.
- c) c. If continued or follow-up actions result, the Executive Director will be identified to the person/organization visited as the point of contact for further coordination. Note: If the Chair/Vice Chair or Executive Committee determines that the Executive Director's functioning as point of contact for follow-ups is counter-productive for any reason, another individual, e.g., the person making the visit or someone else, may be so designated.

3. Following DA-capacity visits:

- a) If the Executive Director does not participate, the individual(s) shall assure that the Executive Director is provided accurate and complete minutes within 3 working days of the visit. Minutes shall include names of all participants, a clear description of subjects discussed, and specification of any further action or coordination.
- b) If the Executive Director participates, the minutes will be formalized and coordinated by the Executive Director with other attendees within the three working days.
- c) In either case (3a or 3b), the minutes shall be presented to the Chair and DA Executive Committee within ten working days of the visit.
- d) The Chair and/or Vice Chair, working with the Executive Director and Executive Committee, shall have final authority on actions or follow-up agreed to during any meeting.

The above policy does not apply to attendance at DNC meetings by Democrats Abroad DNC members, including the Chair and Vice Chair, nor does it apply to Chair and Vice Chair attendance at meetings of the DNC Executive Committee or any meetings of the Association of State Democratic Party Chairs or its subordinate groups.

Appendix 13

Policy on DA Election Ballots

by Joe Smallhoover, International Counsel

We are heading in to the high season for country committee elections and a number of you have asked for some guidance about how elections are to be conducted. Country committee bylaws are not all identical, but all country committees are subject to a minimum set of rules imposed by the DNC and by Democrats Abroad.

Some country committees have systems using exclusively mailed in or internet/email balloting. Others hold elections entirely at the election meeting and still others have a kind of hybrid system. However, the one rule that is an absolute and which is dictated by the DNC is that there is no secret balloting in the Democratic Party. Over the years I have heard a number of objections to this, the main argument being that it is "undemocratic" not to use the secret (or Australian) ballot. I will spare you the history lesson on the recent development of the secret ballot, although it is quite interesting from an historical perspective. For the purposes of this discussion, the point is that balloting must be open, not secret. I suppose that the reasoning is that in a political party one ought to have the courage of one's convictions.

In any event, Party rules strictly prohibit secret ballots. In practical terms, this rule is easy to respect when votes are conducted by a division of the body, by a show of hands or even a voice vote, since those methods allow for clear identification of who voted and how. If written ballots are used, this means that the ballots themselves MUST be signed by the person voting them. If a ballot is not signed, it is invalid. Some country committees have tried to develop systems that would ensure the "privacy" of mailed in ballots, but the point of the rule is that there is no privacy! For instance, it would not be sufficient to have envelopes signed on the outside and then to have an unsigned ballot on the inside, since once the envelope is opened and separated from the ballot, it will no longer be possible to verify with certainty that the ballot is not subject to a challenge. Many of the country committees provide a signature line on the ballot and an instruction that states that the ballot must be signed and the signatory's name printed legibly in order to be valid. This simple method reduces challengeable ballots and credential challenges post election. Email balloting also requires an identifiable signature.

There are various ways of doing this, but the key is that each vote can be traced to and identified as having been made by an identifiable and identified member.

I leave it to the ingenuity of the country committees to determine what works best for their circumstances, but the rule is clear that no secret balloting is permitted and all voting is open and subject to scrutiny.

Appendix 14

On Policies and Protests

by Michael Ceurvorst, International Chair

POLICY GUIDELINES

Tens of thousands of Americans abroad participate actively in our nation's political life by voting, getting out the vote, and articulating well-informed, determined views. This keeps Democratic ideals in the mix with practice. Here are some Q's and A's on how we as DPCA and individuals function in policy, protests, and progress.

Q. Can I protest when I see something wrong with my government?

A. No brainer here. Of course anyone can and likely should protest as an individual responsible for his or her own conduct and consequences. As citizens we protect our freedom of speech by exercising it. Just as obviously, one cannot claim to speak for others or violate local ordinances and laws in the name of others. Certainly one cannot protest against the local government as Democrats Abroad in that country since our organizational focus is U.S. politics, and not, for instance, Venezuelan or Australian politics. We are guests in, not citizens of, the local country. If someone also claims citizenship in the country of residence, then protests are as that nationality, not as a US Democrat Abroad.

Q. Does DA have a role in formulating Democratic Party policy?

A. Yes, in important, evolving ways. Our seats on Democratic Party committees are an important direct means. As Democrats Abroad we elect one of our members at a global gathering by votes of all the country committees, DNC delegates, and international officers to represent our own platform within the Democratic Party's national platform committee valid for four years. (Same is true for the DNC rules and credentials committees.) Our elected representatives then work for us within national committees to get as much of our platform into the national platform as feasible, and to ensure our views are heard within the Democratic Party. The Party's nominee traditionally is granted great latitude in platform formulation but the platform is a real sorting out of interests and representation within the Party. We as Democrats Abroad defeated our Party's nominee's pro-national missile defense stance in 2000, joining with other like-minded platform committee members. We are now starting the process of electing a significant delegation to represent us at the 2008 Convention in Denver.

Q. How do we develop our own platform and its planks?

A. Democrats Abroad builds its platform and planks internally. By adopting resolutions at the country committee level, the regional, and the international levels, we ensure that a fair exchange of views and opinions occurs throughout our organization, and whatever is adopted as a plank in our platform is truly representative of Democrats Abroad and can be touted as such. We can do more with our recent resolutions condemning torture and insisting on the writ of habeas corpus now that we have a Congressional majority, a change that we helped bring about by getting out the vote. By alternating regional and global meetings, items of more particular regional import (e.g. CAFTA) could also find formulation in resolutions to be considered globally with the weight of the regional consensus. This arrangement does not short-circuit resolutions at any level of more patently global import, e.g., environmental crises, Iraq war, impeachment, the Middle East, genocide (as in Darfur), nuclear proliferation, international trade arrangements, defense outlays, taxation (the IRS Code Sec 911), etc. We thus welcome vigorous debate and constructive resolution internally.

Q. What about a regular forum inside and outside Democrats Abroad?

A. The DNC has its own Resolutions Committee, through which all policy and other resolutions must pass before being adopted by the entire DNC. During this cycle we as Democrats Abroad through our eight DNC delegates succeeded in having resolutions adopted by consecutive DNC at sessions in New Orleans, Chicago, and Washington commemorating voting rights act, condemning torture and calling to account those whose policies made torture possible or more likely, and demanding the restoration of the writ of habeas corpus and other fundamental Constitutional rights. We are gaining a reputation throughout the Democratic Party as a voice of principle, clearly supported by members of the DNC resolutions committee. Democrats Abroad was mentioned three times from the podium in the last DNC session for our work to restore the moral authority of the party at home and abroad. Inside Democrats Abroad we have an International Policy Working Group to develop and approve well-

articulated position papers on various topics from the environment to women. This group is to -- develop policy positions that add value from our experience as Americans abroad -- assist a smoother and more expert development of our DA platform by providing well argued and developed positions for consideration by the global gatherings, -- provide the basis for resolutions, media articles, or positions by Democrats Abroad through the executive committee or as a group at large.

Q. What about individual country committees passing their resolutions forward to the DNC Chair?

A. Individual country committees exist as constituent members of DPCA, and we in turn are recognized within the DNC. A year ago our Executive Committee formally adopted a policy that all approaches to officials within the DNC be funneled through the Chair and Executive Director, even from internationally elected officers. With tens of thousands of members and dozens of committees, we need this discipline to be effective. This holds for our committees whether of 50 or 4,500 individuals. Dems Abroad policy is not to squelch anyone but to function with discipline and common sense and to encourage effective policy initiatives in keeping with Democratic values (see our website for a current iteration of those). The DNC Chair may care about a municipal or county council's views, but it is at the state level that the party is organized. We are treated as the state party for all Democrats outside the U.S.

Q. Is the DNC the policy organ of Democrats?

A. Rarely yes, usually no. When we have no Congressional majority and do not have an incumbent President, the DNC role in policy iteration is to obtain visibility for our platform and agreed policy. With Congressional majorities, articulation of policy and decisive formulation of implementing strategies lies with the Speaker of the House and Senate Majority Leader and their deputies and caucuses, with our publicly elected officials. Democrats Abroad is part of, not the sum of, politics. Expressions from DA members sent to the DNC officers go directly to our Executive Director. Same is true if Nassau County sends its views to the DNC Chair. Those go to the New York State Party. The alternative invites chaos and left hand not knowing what right is doing. Meanwhile, the DNC continues its work on resolutions and platform, as does DA, hopefully in fruitful interaction. IN SUM, we are a team with lots of views and stances. We work through chapters and country committees, position papers in our International Policy Working Group, and through regional and global gatherings to shepherd our positions through the DNC, into Congress, and into public policy.

We do not focus our views on some other country's politics but rather on the U.S. aspect, e.g., re CAFTA or Iraq. Once we have DA positions (we have many fully adopted, from pre-emptive war to censure of Messers Cheney and Bush), we use those through our Media Contacts and our International Press Secretary. We all ought to call attention to those positions that have gone through the policy process. We effect change through the ballot -- we can and should aim to assist millions of Americans abroad in voting absentee -- and through policy initiatives and sustained focus on our interests before Congress as individual voters and collectively. And yes, we do make a difference. We intend, together, to help make better policy and progress, with protests when necessary.