

Report of the 2024 State Credentials Committee

Committee Members:

Sandy Dockendorff, Chair
Mary Ann Aherns, Ryan Akerberg, Sandy Bass,
Zebulen Beilke-McCallum, Emily Bush,
James Clausen, Scott DeVries,
Nathan Erickson, Greg Fritzsich, Joe Fulford, Robert
Ives, Paula Martinez, Barb Nelson, Leticia O’Kane,
Jeff Peterson, Robert Poche, Susan Richardson,
Randy Romero,
Anna Schilke, Brian Schoenjahn, Lila Starr, Cecille
Thompson, Nick Volk, Julie Weisshaar

Official in-person registration and check-in will begin at 7:00 AM on Saturday, June 15, 2024.

Everyone who attends the convention will be required to check in at the appropriate credential committee station to receive a badge. A badge is required to enter the convention hall.

In order to be eligible to vote a ballot during the convention, delegates must present themselves at an appropriate station and have a credentials committee member note their presence in our database.

- Designated Alternates should bring the signed form with them to the convention and sign in at the table appropriate to the last name of the Delegate who designated them.

The following separate stations will be set up to complete the registration/check-in process quickly:

- Pre-registration – Delegates and designated alternates have the option to pre-register online at:

<https://bit.ly/2024IDPStateConv>

- Delegates and designated alternates who have completed the online pre-registration form must stop at this station. A credentials committee member will ask for your name and county. They will then check the database for matching information, click the appropriate space indicating you have arrived, and hand you a lanyard and a badge with your delegate number, name, and county. No signature will be required as you will have completed the required information online. Your badge must be visible to enter the convention hall.
- Registration – for delegates and designated alternates who have not completed the pre-registration process. A credentials committee member will provide you with a registration form that asks for the same information as asked of those delegates who pre-registered. When you have completed filling out and signing your form, the credentials committee member will fill in the appropriate information noting that you have completed the registration forms. The credential committee member will give you a lanyard and a badge with your delegate number, name, and county. Your badge must be visible to enter the convention hall.
 - Alternates – for undesignated alternates to check in. Undesignated alternates will be seated first come, first serve and in accordance with the hierarchy defined in the Rules and Nominations Committee Report. Beginning at 7:00 AM on Saturday, June 15, undesignated alternates may check in at the credential station in front of the sign “Alternate Check-in.” Checking in does not guarantee that an alternate will be seated, but failing to check in will prevent an alternate

from both entering the alternate seating in the convention hall and being seated in place of an absent delegate.

- Press/observers/guests – for those who wish to be in the convention hall, but are not duly elected delegates or alternates. You will be asked to sign in with your name and reason for attending the convention. You will be provided with an appropriate badge. For security purposes, any person seeking entry into the convention hall must have a visible badge.
- Credentials Committee Chair – This station will be staffed by the Credentials Committee Chair and individuals providing tech support. Should you have questions or need assistance, please let us know. This would include being told that you are not listed as a delegate or alternate in records.

Payment of delegate fees will not be accepted at credentials stations. Appropriate staff from the IDP will be available to help you with this at a separate station in the hall outside the convention hall.

An arrangements committee member can assist you in finding the appropriate station for your situation.

Delegates and designated alternates have the option to pre-register online at: <https://bit.ly/2024IDPStateConv>

Pre-registration is encouraged as those delegates who do so will have a much quicker check-in process the morning of the convention.

1. Online pre-registration will be available starting at noon on June 8 and ending at 4:00 PM on June 14, 2024. Pre-registering helps to ensure that binding convention business begins on time. We encourage all delegates to use this

process. To access the pre-registration form, type this address into your browser window:

<https://bit.ly/2024IDPStateConv>

2. On Saturday, June 15, starting at 7:00 AM, in-person registration will begin.

Delegates who pre-register need to pick up their credentials at the Pre-Registration Check-In tables in the hallway after you enter the center from the parking lot. No further signatures will be required.

Regardless of whether a delegate registers online or in person, they must agree to the following statements:

- “I attest to being a registered Democrat in the state of Iowa and have provided, to the best of my knowledge, accurate information on this form.”
- “I affirm that I am not impersonating or attempting to impersonate a Delegate duly elected by my county party to attend the State Democratic Convention. As a credentialed Delegate, I acknowledge I am entitled to one vote in all elections of the Convention. I will not attempt to cast multiple ballots or attempt to compromise the election process in any manner.”

DELEGATE REGISTRATION PROCEDURE

- Official delegate registration will begin at 7:00 AM on Saturday, June 15, and continue until 8:00 AM
- The Convention is scheduled to begin at 10:00 AM
- Late-arriving delegates will have one hour, from 8:00 AM to 9:00 AM, to register or check in.
- Delegate registration stations will be labeled by the last name of the delegate.

- Delegates leaving the convention early and not planning to return must turn in their credentials to a member of the Credentials Committee.

DESIGNATED ALTERNATES WITH A SIGNED ALTERNATE ASSIGNMENT FORM

- Alternates with a signed Alternate Designation Form from a duly elected and accredited delegate shall proceed through registration at the delegate station appropriate to the last name of the delegate who signed their Alternate Designation Form.
- Upon receipt of the form, the credentials committee member will note the absence of the delegate who signed the form and enter the name of the assigned alternate who will be seated in the delegate's place, ensuring that voting materials are provided to only one person.
- A seated alternate will have two badges: one with their name and one with the name of the delegate they are replacing. To vote, seated alternates should use the information on the delegate's badge to access a ballot.
- The Credentials Committee will provide to the Rules and Nominations Committee a list of credentialed individuals eligible to vote.

NON-DESIGNATED ALTERNATE REGISTRATION PROCEDURE

- Check-in will begin 7:00 AM and continue until 9:00 AM
- Alternates without a signed Alternate Assignment form must sign in at the table posted with a sign that states "ALTERNATES."
- Alternates will be issued a credential allowing them entry to the alternate seating section in the convention hall.
- Once checked-in, alternates will be directed to the Alternate seating area.

- At 9:00 AM, the credentials committee will begin seating alternates in place of absent delegates.
- The first seated alternates will be those who match the absent delegate and who checked in the earliest.
- The \$40 delegate fee applies to alternates who are seated in place of absent delegates. No alternate will be denied seating based on their payment of the fee.
- Upon assignment by the credentials committee, the credentials committee member will note the absence of the delegate and enter the name of the assigned alternate who will be seated in the delegate's place, ensuring that voting materials are provided to only one person.
- A seated alternate will have two badges: one with their name and one with the name of the delegate they are replacing. To vote, seated alternates should use the information on the delegate's badge to access a ballot.
- The Credentials Committee will provide to the Rules and Nominations Committee a list of credentialed individuals with voting materials, designating which alternate was seated in place of which absent delegate.
- Seated alternates who have been issued a delegate badge will be directed to the delegate area of the convention hall to take their seat and participate with the same rights and privileges as any other seated delegate.
- Alternates must be seated in the alternate seating area when the credentials committee begins to seat alternates in place of absent delegates or they may forfeit being seated.

CATEGORIES FOR DELEGATES AND ALTERNATES

There are two categories of counties: Low population and Urban.

“Urban” counties are defined by having one or more cities with a population of 25,000 or more as of the latest available decennial census.

The credentials committee shall seat an alternate on a first-come, first-seated basis, based on the following priority order:

1. Alternates from the same county as the delegate
2. Alternates from a similarly low population or urban county
3. Alternates from any county.

If the total number of delegates and alternates registered and present at 9:00 AM is equal to or fewer than the total number of accredited delegates, the credentials committee shall seat all remaining alternates in the alternate seating area at 9:00 AM without matching them according to the previously stated hierarchy. If this situation occurs, the credentials committee must still follow the process as defined above, noting which present alternate is seated in place of which absent delegate and providing two badges: one in their name and one in the name of the delegate they are replacing.

In any case, prior to the final credentials committee report to the delegation, the credentials committee shall provide to the rules and nominations committee a list of eligible voters. No additional delegates or alternates shall be seated after the final credentials report is received by the delegation.