

Plan of Organization and Rules of the Democratic Party of Douglas County, Colorado

PART ONE - PRINCIPLES and POLICIES

I. NAME, PURPOSES and MEMBERSHIP

- A. **Name:** The name of this organization shall be the Democratic Party of Douglas County, Colorado, also known as the Douglas County Democratic Party, hereafter the "DCDP".
- B. **Purposes and Values:** The purposes and values of the DCDP shall be to:
1. Nominate Democrats and elect nominated Democrats to public office.
 2. Enhance an understanding of the political process and of the Democratic Party among our members.
 3. Facilitate elections.
 4. Support the Democratic Party of the United States organized and led by the Democratic National Committee (DNC) and the Colorado Democratic Party, hereafter the "CDP".
 5. Provide a forum and voice for issues affecting the citizens of Douglas County, Colorado.
 6. Provide an effective and representative party organization.
 7. Sustain the human and constitutional rights of all persons.
 8. Provide a mechanism for making political institutions responsive and accountable to the needs of all people.
 9. Promote individual freedom in the framework of a just society.
 10. Promote political freedom in the framework of a meaningful participation by all citizens.
- C. **Membership:** Members of the DCDP shall be persons properly registered with the Douglas County Clerk and Recorder as "Democrats" and all others who desire to support the DCDP, who wish to be known as "Democrats" and who are not members of any other political party. Other forms of participation are subject to Colorado state statutes, CDP rules, and these rules.

II. AUTHORITY

- A. **County Assembly:** While it is in session, the DCDP Assembly, hereafter "Assembly", shall exercise all statutory powers given the DCDP.
- B. **Central Committee:** At all other times, the governing body of the DCDP shall be the DCDP Central Committee, hereafter "Central Committee", with full powers as specified in Part 2 Article I.C of these rules.
- C. **Executive Committee:** The Central Committee may delegate authority to the DCDP Executive Committee, hereafter "Executive Committee".
- D. **County Chair:** The DCDP Chair, hereafter "Chair", shall carry out the mandate of the Central and/or Executive Committees.

III. PRINCIPLES

- A. **Affirmative Action / Outreach:** In order to create full participation by all Democrats in the Party, the DCDP shall adopt and implement an affirmative action program. The DCDP values the participation of all its diverse members and recognizes that diversity is a strength. All members of the DCDP shall take reasonable steps to foster participation at all levels of the Party and all DCDP affairs of traditionally under-represented groups, such as ethnic, racial minorities, women, youth, poor, gay, lesbian, bisexual, and differently-abled in such numbers as practicable. All DCDP members shall be encouraged to support such participation of diverse members in the delegate selection process, in all levels of the Democratic Party, and as candidates.
- B. **Non-discrimination:** Discrimination on the basis of race, age, sex, color, national origin, religion, ethnic identity, sexual orientation, economic status, or presumed ability in the conduct of DCDP activities is prohibited.
- C. **Open Meetings:** All meetings of the DCDP or any DCDP Committee shall be open to any interested person.
- D. **Fair Reflection:** Delegates and Alternates to all DCDP Assemblies and Conventions shall be chosen in such a manner that fairly reflects the division of candidate preference, including uncommitted, expressed by those participating in the nominating process in conformance with the DCDP affirmative action plan.
- E. **Ethical Standards:** The DCDP shall promote and support codes of political ethics that embody substantial rules of ethical guidance for public officials, party officials and candidates for public office as mandated by the CDP. All candidates shall submit a Fair Campaign Practices Code affirmation with the letter of intent to seek Democratic Party nomination.

- F. **Reference to Gender:** All written documents issued from the DCDP shall be worded in such fashion as to eliminate the presumption of one gender in the reader. All members of the DCDP will strive to eliminate gender-charged language from oral communication.
- G. **Assessments:** No delegate to any assembly or convention, nor any candidate for party or public office shall be required to pay any assessment or to make a financial contribution as a condition of becoming or serving as a delegate or office holder.

IV. POLICIES

- A. **Relationship to State Party rules and Colorado Election Laws:** These DCDP rules are intended to supplement and summarize the Plan of Organization and rules of the CDP where the state rules relate to county parties. Colorado Election Laws and CDP rules shall take precedence in case of discrepancies, or where DCDP rules are silent. These DCDP Rules constitute the bylaws of the DCDP.
- B. **Use of the “Democratic Party of Douglas County” Name:** The name “Democratic Party of Douglas County” also known as the “Douglas County Democratic Party” (hereinafter, “DCDP”) shall include, but need not be limited to, the following: Democratic Party of Douglas County; Douglas County Democratic Party; DCDP; DPDC; Douglas County Democrats; Douglas County Dems; Dems of Douglas County; and/or any other name or acronym that implies affiliation with the Democratic Party within the County of Douglas, State of Colorado.
1. Use of the DCDP name on postcards, letters, promotional materials, advertisements, websites or any other written or verbal media by any person, group, or entity must be approved by the Executive Committee of the DCDP.
- C. **Candidate and Referendum Endorsements**
1. **Partisan Races.**
 - a. If more than one (1) Democratic candidate is running in the same race, then the DCDP shall not endorse any candidate in that race.
 - b. If only one (1) Democratic candidate is running in a particular race then, subject to approval by the Executive Committee, the DCDP may endorse the unopposed candidate. (Note: This endorsement is subject to rescission by the Executive Committee should another Democratic candidate enter the previously uncontested race.)
 - c. After the endorsement is approved by the Executive Committee, the candidate is authorized to use the DCDP name in connection with the candidate’s campaign.
 - d. After the Assembly or after the Primary Election and/or at such time as the slate of Democratic candidates for the General Election has become final, the DCDP may make monetary contributions to any Democratic candidate(s). The DCDP need not contribute, in any form, to all Democratic candidates. Contributions made to multiple candidates need not be made in equal amounts. All contributions must be approved by the Executive Committee.
 - e. DCDP recognizes an individual’s right to endorse candidates; however, DCDP officers and office holders are prohibited from using their DCDP office and/or DCDP title in connection with such endorsements. Please note, however, that DCDP officers and office holders *may* use their DCDP office and/or DCDP title to endorse a candidate that is the official nominee.
 - f. [Former B] The nonmonetary resources of the DCDP, including, but not limited to, use of office facilities and equipment, mailing lists and other information, shall be made available to all nominees of the DCDP in a fair and equitable manner and in accordance with approved DCDP policies.
 2. **Nonpartisan Races.**
 - a. The DCDP may endorse candidates in non-partisan races.
 - b. Should the DCDP decide to endorse a candidate or candidates in a nonpartisan race, then the Executive Committee must approve the endorsement of each candidate separately.
 - c. Before the DCDP may endorse a candidate in a non-partisan race, the DCDP must:
 - i) first notify the candidate of the proposed endorsement, and
 - ii) obtain the candidate’s written permission before the endorsement is approved by the Executive Committee.
 - d. After the endorsement is approved by the Executive Committee, the candidate is authorized to use the DCDP name in connection with the candidate’s campaign.
 - e. The DCDP may contribute money to any candidate in a non-partisan race, provided the candidate has been endorsed by the Executive Committee. The DCDP need not contribute to all candidates in nonpartisan races. Contributions made to multiple candidates in non-partisan races need not be made in equal amounts. All contributions must be approved by the Executive Committee.
 - f. DCDP recognizes an individual’s right to endorse candidates in non-partisan races; however, DCDP officers and office holders are prohibited from using their DCDP office and/or DCDP title in connection with such endorsements. Please note, however, that DCDP officers and office holders *may* use their DCDP office and/or DCDP title to endorse a candidate that is the official CDP nominee.
 3. **Referenda and Ballot Measures.**
 - a. The Executive Committee of the DCDP may endorse referenda and ballot measures in local, county, state and federal elections.
 - b. DCDP recognizes an individual’s right to endorse referenda and/or ballot measures; however, DCDP officers and office holders are prohibited from using their DCDP office and/or DCDP title in connection with such endorsements. Please note, however, that DCDP officers and office holders *may* use their DCDP office and/or DCDP title to endorse a referenda and/or ballot measures that have been formerly endorsed by the Party.

- c. The DCDP may contribute money to support any referenda and/or ballot measures. The DCDP need not contribute to all referenda and/or ballot measures in equal amounts. All contributions must be approved by the Executive Committee.
- D. **Partisan Elections:** The nonmonetary resources of the DCDP, including, but not limited to, use of office facilities and equipment, mailing lists, and other information, shall be made available to all nominees of the DCDP in a fair and equitable manner and in accordance with approved DCDP policies. Financial contributions shall be awarded at the discretion of the Chair, upon the recommendation of the Executive Committee.
- E. **County Party Policies:**
 - a. The Executive Committee may develop policies that augment the DCDP rules.
 - b. All policies developed by the Executive Committee must be reviewed and approved by the Central Committee following the same procedures required to change DCDP rules. (See Part 2 Article V.C.2 and Part 4 Article VI of these rules.)
 - c. The titles of all policies created by the Executive Committee and the date that the original document was approved by the Central Committee shall be listed here for reference: Douglas County Democratic Party Privacy Policy, 08/20/05

PART TWO - ORGANIZATION

I. CENTRAL COMMITTEE

- A. **Composition:** Precinct Committee People, district Captains, district Co-Captains, officers of the Central Committee, Chairs of Affiliated Committees of the Central Committee, those individuals and Committee Chairs appointed by the Chair, Chairs of HD43, HD44, HD45, SD04, SD30 and HD39 (if a resident of Douglas County), and all Democrats elected to office at the county, state, and national levels that live within Douglas County shall be members of the Central Committee. No person, regardless of the number of positions they hold, is entitled to more than one vote, unless the person holds a proxy (then (s)he has a maximum of two votes).
- B. **Organization Meeting:** Between the 1st and 15th days of February of odd numbered years, the Central Committee shall meet for the purpose of electing new officers and other positions in accordance with CDP rules and Part 4 Articles I, II, and III of these rules. The incumbent Chair shall call the meeting to order and preside until the new Chair has been elected. Captains and Co-Captains will be elected by the Precinct Committee People within their respective districts. The County Central Committee shall also elect the appropriate number of members to the CDP, Congressional, and Judicial District Central Committees. Any Democratic elector of Douglas County is eligible to hold any of the County offices or positions on committees listed above. The DCDP Central Committee shall also select a vacancy committee authorized to fill vacancies in the County Central Committee (i.e., fill vacant PCP positions). This vacancy committee will also be responsible for replacing any elected Democratic County official, except for County Commissioner, who vacates their office. If one or more of the County Commissioners holding office is a Democrat, the Central Committee shall also specify a separate vacancy committee responsible for replacing the County Commissioners, should a vacancy occur.
- C. **Qualifications:** Membership on the Central Committee (i.e., being an elected Precinct Committee Person) is not a necessary qualification to serve on the Executive Committee, to be an elected officer of a Central Committee, or to be an appointee to a Central Committee. After they are duly elected, all officers of the Central Committee shall be members of the Central Committee and have a vote at Central Committee meetings except that the Chair shall vote only in case of a tie.
- D. **Powers and Duties:** The Central Committee shall be the governing body of the DCDP, and shall be vested with all the power and authority of the party as specified below:
 - 1. The Central Committee shall be the supreme governing body of the DCDP, except during sessions of the Assembly and/or Convention.
 - 2. The Central Committee shall designate the time and place of all assemblies and conventions and shall adopt a delegate selection plan for assemblies and conventions.
 - 3. The Central Committee shall have the ultimate authority to decide all disputes under its jurisdiction.
 - 4. The Central Committee may suspend these rules for a specific purpose, except for removal of officers, by a 2/3 vote of those in attendance.
 - 5. The Central Committee shall elect officers that serve on the Executive Committee in accordance with these rules, and shall have the right to ratify the actions of all committees, appointed or elected.
- E. **Meetings:** It shall be the duty of the Chair to call at least two Central Committee meetings each year and give ample notice of time and place (at least 10 days) of such meetings. Special meetings may also be called at the written request of 10 percent of the members of the Central Committee.
- F. **Removal for Absence:** Any Central Committee member who fails to attend either in person or by proxy any two successive meetings of the Central Committee, after having been given due notice of the time and place of such meeting, may be dropped from membership, unless a satisfactory excuse is provided and accepted by a majority vote of the full committee. Being removed from the Central Committee for absence does not remove the individual from the duties of their elected position nor their title. See Part 2 Article VII.B of these rules for reasons to remove an individual from their elected position. Removal for absence will result in the loss of voting rights and the exclusion of the member for the purposes of determining the quorum at subsequent Central Committee meetings.

II. PRECINCT COMMITTEE PEOPLE

A. Election and Term of Office: The precinct caucuses shall elect Precinct Committee People (PCPs).

1. Number: The two persons receiving the highest numbers of votes at the precinct caucus, including two with an equal number of highest votes, shall be elected. If three or more candidates have the same number of highest votes, the two Precinct Committee People shall be determined by lot. If there is a tie at the second highest number of votes, the winner shall be determined by lot. The top two remaining vote getters may choose to be PCP alternates. If there is a tie, the winner shall be determined by lot. Otherwise, the caucus may elect two alternates.
2. Qualifications: Precinct Committee People shall be residents of their precinct for at least 30 days, and they shall be registered members of the Democratic Party for at least two months before their election.
3. Certification: The officers of the precinct caucus shall certify the names of the elected Precinct Committee People to the Assembly.
4. Disputes: The Assembly Credentials Committee shall determine all disputes regarding the qualifications or election of any candidate for Precinct Committee Person and shall include its findings in its report to the Assembly. The Assembly shall ratify the list of PCPs.
5. Term of Office: Precinct Committee People elected at the precinct caucus shall assume the office immediately. If a Precinct Committee Person is successfully challenged, the new Precinct Committee Person shall assume office immediately after certification by the Assembly. PCPs shall serve for two years, from the caucus night until the subsequent caucus when a successor is duly elected, unless removed for cause or they resign. (See Part 2 Article VII.)

B. Duties and Responsibilities:

1. Representatives of the DCDP: As duly elected officers of the DCDP, PCPs are the representatives of the Democratic Party within their precincts, and have the right and privilege of representing the Democrats residing within their precincts at meetings of the Central Committee that are held during their term of office.
2. Responsibilities: These rights and privileges carry with them equivalent responsibilities, including the obligation of performing the following duties while holding office:
 - a. Attend all meetings of the Central Committee either in person or by proxy unless a satisfactory excuse is provided and accepted by a majority vote of the full committee.
 - b. Recruit party workers within the precinct and direct and supervise their activities, and keep Captains and Co-Captains informed of these efforts.
 - c. Distribute and/or supervise the distribution of the literature of the DCDP and Democratic candidates within the precinct.
 - d. Conduct and/or cause to be conducted within the precinct such registration drives, fund drives, and canvassing as shall be required by rule or resolution of the CDP Central Committee, the DCDP Central Committee, or by the duly authorized representatives of these committees as appropriate for the precinct.
 - e. Notify registered Democrats in the precinct of the time and place of the caucus.
 - f. If present at the caucus, an incumbent PCP shall call the precinct caucus to order, and read and distribute the rules provided by the CDP and run the caucus until a Caucus Chair and Secretary are elected.
 - g. Support the nominees of the Democratic Party. Financial contributions are not required.
 - h. Serve on such committees as are deemed necessary by the Chair.
3. Campaigns: PCPs shall be responsible to district Captains and Co-Captains and to the DCDP Chair and Vice Chair for the management of campaigns in their precinct. All campaign activities in the precinct shall be conducted with the knowledge of the PCPs, Captains and Co-Captains.
4. Alternate Precinct Committee People (PCAs): Two PCAs per precinct may be elected according to the procedures specified for PCPs in section II.A. of Part II of these Rules. PCAs shall assist the PCPs in managing the precinct. PCAs are not members of the Central Committee. However, PCAs may vote in place of absent PCPs at Central Committee Meetings, regardless of whether they hold a valid proxy. The voting rights of PCAs supersede those of written proxies by absent PCPs.

III. OFFICERS of the CENTRAL COMMITTEE

A. Qualifications and Terms of Office: Any registered Democrat in Douglas County is eligible for election as an officer of the Central Committee. Officers shall be elected at the biennial organizational meeting, and serve until the next such meeting, unless removed for cause or resign per Part 2 Article VII of these rules.

B. Offices:

1. Chair: The Chair shall be the chief executive officer of the DCDP, and shall:

- a. Carry out the mandate of the Central Committee and Executive Committee.
 - b. Issue the call to and preside at all meetings of the DCDP Central and Executive Committees.
 - c. Serve as an exofficio member of all committees.
 - d. Supervise the business and financial affairs of the DCDP.
 - e. Oversee the business and financial affairs of the DCDP.
 - f. Oversee all campaigns within the county.
 - g. Act as public spokesperson for the DCDP.
 - h. Carry out the duties prescribed in the State Party rules.
2. Vice-Chair: The Vice-Chair shall perform such tasks as assigned by the Chair necessary to carry out the duties of the Chair. In the absence of the Chair, the Vice Chair shall preside at all meetings and exercise all authority of the Chair.
 3. Second Vice-Chair: The Second Vice-Chair shall perform such tasks as assigned by the Chair necessary to carry out the duties of the Chair. In the absence of the Chair and Vice-Chair, the Second Vice-Chair shall preside at all meetings and exercise all authority of the Chair.
 4. Secretary: The Secretary shall:
 - a. Keep the minutes of all meetings of the DCDP Central and Executive Committees.
 - b. Maintain the files and records of the DCDP.
 - c. Oversee the operation of the headquarters.
 - d. Provide any information requested by the Douglas County Clerk or Colorado Secretary of State.
 - e. Perform other duties as requested by the Chair.
 - f. In the absence of the Chairs, the Secretary shall preside at all meetings and exercise all authority of the Chair.
 5. Assistant Secretary: The Assistant Secretary shall coordinate the work of the office volunteers at DCD headquarters and perform such tasks as requested by the Secretary. In the event of a vacancy for Secretary, the Assistant Secretary shall have the responsibility for carrying out the functions of the Secretary until the vacancy is filled, by election.
 6. Treasurer: The Treasurer shall:
 - a. Have custody of the funds of the DCDP.
 - b. Make all payments mandated by the DCDP Central and Executive Committees.
 - c. Provide written accounts of receipts and disbursements at each meeting of the DCDP Central and Executive Committees.
 - d. Prepare and file all financial reports required under State and Federal election laws.
 - e. Participate in the writing of each year's budget.
 - (i) Present next year's proposed budget to the Executive Committee in November.
 - (ii) Conclude Executive Committee discussion of the proposed budget in December.
 - (iii) Present revised proposed budget to the Executive Committee in January for approval.
 - (iv) Present approved budget to the Central Committee in February for discussion and ratification.
 - f. Serve on the DCDP Finance Committee.
 - g. Be bonded for not less than \$20,000 when the sustained balance of combined DCDP bank accounts exceeds \$10,000, the premium for which shall be paid for by the DCDP
 7. Assistant Treasurer: The Assistant Treasurer shall coordinate the DCDP advocacy program. In the event of the resignation, absence or disability of the Treasurer, the Assistant Treasurer shall have the responsibility for carrying out the functions of the Treasurer until the vacancy is filled, as provided for elsewhere in these rules.

IV. EXECUTIVE COMMITTEE

A. Composition:

1. Elected members: The officers of the Central Committee, the Captains and Co-Captains elected at the biennial organizational meeting, and Chairs of HD43, HD44, HD45, SD04, SD30 and HD39 (if a resident of Douglas County), shall be members of the Executive Committee.
2. Appointed Members: Chairs of Affiliated Committees of the Central Committee. The Chair may appoint no more than 12 additional at large members to the Executive Committee. The new appointees must be ratified by the existing Executive Committee members. Appointed members serve under, and are responsible to, the Chair.

3. Ex-Officio Members: All elected Democratic public officials who by these rules are members of the Central Committee shall be ex-Officio members of the Executive Committee. All former Chairs of the DCDP may serve as Ex-Officio Members on the Executive Committee.
4. Additional Members: The Central Committee may, by resolution, designate additional members to the Executive Committee, and may provide qualifications for the additional Executive Committee members. The term of office of the additional members shall be commensurate with the term of office of the DCDP officers.

B. Term of Office: Elected members shall serve until the next DCDP biennial organizational meeting, or until removed for cause, as provided for elsewhere in these rules. Appointed members serve at the pleasure of the Chair.

C. Duties: The Executive Committee shall:

1. Have the authority to approve and to amend the budget presented each year by the officers.
2. Consent on recommendations for appointments by elected officials to salaried positions.
3. Have any such duties as specifically delegated to it by the Central Committee (e.g., setting the time and place of assemblies and conventions).

D. Campaigns: The DCDP Executive Committee shall assist the Chair in the control and management of the political campaigns of the Democratic Party within Douglas County. The Executive Committee members shall be responsible for the organization of the Douglas County Democratic Party campaign, the registration of voters, and shall act as advisors to the Chair in all matters pertaining to the Democratic Party campaigns in their respective districts.

E. County Subdivisions: The Co-Captain shall assist the Captain in the performance of his/her duties in running the County subdivision called a "Community District". In the absence of the Captain, or his/her refusal or inability to act, the Co-Captain shall act as Captain. PCPs within the boundaries of the district shall be responsible to such district Captains and Co-Captains and to the County Chair and Vice Chair for the management of campaigns in their precinct. Captains and Co-Captains also have the authority to subdivide the Community District into smaller areas of two or more precincts and to appoint PCPs to be "Team Leaders" over these areas as needed in order to support PCPs and to run the Community District more effectively.

F. Meetings: It shall be the duty of the Chair to call all of the Executive Committee meetings and to give ample notice (at least 10 days) of the time and place of such meetings.

G. Removal for Absence: Any Executive Committee member who fails to attend either in person or by proxy any two successive meetings of the Executive Committee, after having been given due notice of the time and place of such meeting, may be dropped from membership, unless a satisfactory excuse is provided and accepted by a majority vote of the full committee. Being removed from the Executive Committee for absence does not remove the individual from the duties of their elected office nor their title. See Part 2 Article VII.B of these rules for reasons to remove an individual from their elected position. Removal for absence will result in the loss of voting rights and the exclusion of the member for the purposes of determining the quorum at subsequent Executive Committee meetings.

V. **AFFILIATED COMMITTEES of the CENTRAL COMMITTEE**

A. **Audit Committee:**

1. Composition: This committee shall be composed of at least four members appointed by the Chair; one from each County Commissioner district and one at large member to allow for equal representation by gender. The DCDP Chair shall appoint the Chair of the Audit Committee within 30 days of the biennial organizational meeting.
2. Duties: This committee shall perform an audit of the Treasurer's accounts for the previous two year term within ninety days of its appointment, and shall submit the audit for approval by the Executive Committee and ratification by the Central Committee.

B. **Affirmative Action / Outreach Committee:**

1. Composition: This committee shall be composed of four members appointed by the Chair; one from each County Commissioner district and one at-large member to allow for equal representation by gender. The first meeting of the committee shall take place within 30 days of the biennial organizational meeting.
2. Duties: This committee shall prepare a county affirmative action plan in compliance with CDP and DNC guidelines, submit the plan for consideration and approval of the Central Committee, and monitor its implementation.

C. **Communications Committee:**

1. Duties: The Communications Committee shall create, produce, and distribute the newsletter, as per the Chair's request. The Committee may also create, manage, produce, and distribute DCDP approved communications, at the request of the Chair.

D. Events Committee:

1. Duties: The Events Committee shall create, organize, and coordinate all approved events and/or activities, as per the Chair's request.

E. Finance Committee:

1. Composition: The Chair shall appoint no less than four and no more than 10 members within 30 days of the biennial organizational meeting. The DCDP Chair shall appoint the Chair of the Audit Committee within 30 days of the biennial organizational meeting.
2. Duties: The committee shall assist the Treasurer in the preparation of the budget, advise the Treasurer regarding the financial policies of the DCDP, be responsible for the DCDP Advocacy Program and assisting with DCDP fundraising activities.

F. Membership Committee:

1. Duties: The Membership Committee shall organize, coordinate, and facilitate approved membership drives, as per the Chair's request.

G. Political Campaigns Committee:

1. Duties: The Political Campaigns Committee shall serve as a resource and/or mentor for local, Democratic candidates, as per the Chair's request.

H. Rules Committee:

1. Composition: This committee shall have one member from each House District in Douglas County to be appointed by the House District Chairs. The DCDP Chair shall appoint the Chair of the Rules Committee within 30 days of the biennial organizational meeting.
2. Duties: The Rules Committee shall consider proposed amendments to DCDP rules and policies. Proposed amendments shall be submitted to the Rules Committee at least 30 days prior to the meeting of the Central Committee at which the amendment is to be considered. The Central Committee shall be notified of the intent to amend rules or policies 10 days prior to the scheduled meeting. A complete copy of amended rules shall be submitted to the CDP Secretary before the first Monday in February of each even-numbered year in order to operate under those rules during a normal election cycle. No other rule changes may be made during an even-numbered year until after the election in November. Proposed changes may be collected throughout an even-numbered year and then implemented at the Central Committee meeting that follows the November election.

I. Young Democrats Committee:

1. Duties: The Young Democrats Committee shall serve as an additional resource for voters under 35 years of age in Douglas County, as per the Chair's request. The Committee may also organize, coordinate, and produce approved events and/or activities that pertain to its demographic, as per the Chair's request.

- J. Other Committees:** The Chair shall appoint other task force (long term) or ad hoc (short term) committees as may be necessary from time-to-time, in addition to the standing committees required by the *Rules*. These committees will serve at the discretion of the County Chair.

VI. VACANCIES

A vacancy shall exist when an incumbent resigns, moves from his jurisdiction, dies, or is removed for cause.

- A. Precinct Committee People:** The DCDP vacancy committee shall fill PCP vacancies. New PCPs shall reside in the precinct they represent. The Central Committee shall ratify selection of all new PCPs. The vacancy committee shall notify the Chair of PCPs selected to fill vacancies at least 10 days before the next Central Committee meeting.

B. Officers:

1. Chair: A vacancy shall be filled, within 30 days, by the Central Committee on the call of the Vice Chair, or in the absence of the Vice Chair, by the Second Vice-Chair. The call shall be issued within 10 days of the occurrence of the vacancy.
2. Other Officers: The office shall be filled by the interim appointment by the Chair with approval of the Executive Committee until the next meeting of the Central Committee when the position shall be filled by election. If there is no replacement provided by the order of succession, the Chair may make an interim appointment with approval of the Executive Committee.

- C. Captains:** The Executive Committee shall fill such vacancies by appointment, subject to the approval of the district Precinct Committee People, at least 30 days prior to the next Central Committee meeting.

D. **Members of Affiliated Committees:** Such vacancies shall be filled at the discretion of the person who made the appointment.

E. **Members of Committees of Assemblies and Conventions:** Such vacancies shall be filled by appointment by the Chair.

VII. RESIGNATIONS and REMOVALS

A. **Resignations of Officers:** Resignations of DCDP officers (except for the Chair), Captains and Co-Captains, non-PCP members of the Central Committee, or any standing committees of the DCDP shall be made in writing (email is acceptable written communication) to the Chair. The Secretary shall request in writing a written statement of resignation from those whose resignation has been verbal. If no reply is received within 10 days of this request, the position shall be considered vacant. Resignation of the DCDP Chair shall be made in writing to the State Party Chair.

B. **Resignations of Precinct Committee People:** Resignations of Precinct Committee People must be in writing (email is acceptable written communication) to any DCDP officer or district Captain and shall be forwarded to the Chair if the resignation was not sent directly to the Chair. The District Captain (or DCDP Secretary if the District Captain is vacant) shall request in writing a written statement of resignation from PCP whose resignation has been verbal. If no reply is received within 10 days of this request, the position shall be considered vacant.

C. **Removals:**

1. **Elected Central Committee Officers:** Duly elected DCDP Officers, Captains, and Precinct Committee People may be removed from office with cause for removal including but not limited to the following reasons:
 - a. Willful and intentional conduct in violation of the rules and/or policies approved by the Central Committee.
 - b. Aiding or supporting any political party other than the Democratic Party.
 - c. Aiding or supporting any political candidate opposing a nominee of the Democratic Party.
 - d. Conviction of a felony or crime of moral turpitude while in office.
 - e. Failure to perform effectively the functions of the office or to fulfill the responsibilities as outlined in these rules.
2. **Procedures for Removing Central Committee Officers:** These procedures are taken directly from the State Party rules and apply to all state, county, and district central committees.
 - a. At least 25 percent of the members of the an Executive Committee or 20 percent of the members of a central committee must sign and submit a written petition containing a Statement of Charges to the highest ranking central committee officer who is not named in the petition and Statement of Charges. The Statement of Charges shall contain the grounds for removal.
 - b. Upon receipt of the Statement of Charges, the officer in receipt shall send to the accused officer(s), by registered mail, a copy of the Statement of Charges and a letter stating that the accused officer may either resign or have a hearing, by way of motion for removal, at the next regularly scheduled meeting of the central committee, or at a meeting scheduled specifically for the hearing.
 - c. If the accused officer does not resign, the officer in receipt of the Statement of Charges shall send a copy of the Statement of Charges to all the members of the central committee, along with a notice of the central committee meeting. Such meetings shall be called no later than 30 days from delivery of a request for a hearing by the accused officer.
 - d. At the meeting of the central committee the accused officer shall be afforded an opportunity to respond to the Statement of Charges. After such hearing, upon a motion for removal made by one of the signatories to the Statement of Charges, the accused officer may be removed by a 2/3 vote of all members present and voting, provided that there is present and voting at least 2/3 of the membership of the central committee. In a meeting that contains a motion for removal of an officer(s) no proxies shall be permitted in either the determination of a quorum or in the vote for removal.
 - e. Any officer may appeal his/her removal at the next meeting of the central committee. A 2/3 vote is required to reinstate the officer(s), with at least 2/3 of the members present, proxies not being allowed. Any reinstated officer shall resume his/her office at the conclusion of the voting.
 - f. If an officer is removed, the office shall be declared vacant and filled in the manner provided for in Part 2 Article VI of these rules.
3. **Procedures for Removing Captains, Co-Captains or PCPs:** Notice of the time and place of the meeting at which a removal is to be considered shall be provided 10 days in advance to the person being considered for removal, along with written explanation of the causes to be considered. Every person shall have the right to appear at such a meeting to answer the charges.
 - a. **Captains and Co-Captains:** The Chair may dismiss Captains or Co-Captains for any of the causes listed above. Such action shall be ratified by majority vote of the District at the next meeting of the Central Committee. The District may also initiate such action through the petition process described for officers.
 - b. **Precinct Committee People:** Any member of the Central Committee may request removal of a Precinct Committee Person for any of the causes listed above. The PCP may be removed by a 2/3 vote of those present at a meeting of the Central or Executive Committee. Proxy votes are not counted.
 - c. **Right of Appeal:** The right of appeal is the same as for officers.

PART THREE - NOMINATING SYSTEM

I. PRECINCT CAUCUS

- A. Call to Order:** At the time and place set by the Central Committee for the holding of the precinct caucuses, one of the incumbent Precinct Committee People shall call the caucus to order. If there is more than one PCP in the precinct, the PCPs shall decide which of them shall call the caucus to order either by agreement or by lot. If no Precinct Committee Person is present, any person eligible to vote at the caucus may call the meeting to order. In a multi-precinct caucus, a Precinct Committee Person that has been designated "facilitator" shall call the meeting to order for all precincts at the same time.
- B. Reading of the rules:** The person calling the caucus to order shall read and/or distribute a statement of caucus rules and procedures provided by the State Party and keep a copy of these rules on hand for the duration of the caucus.
- C. Registration:** Each person qualified to participate in the caucus shall provide their name to the Caucus Secretary to be added to the Official Caucus Attendance Sheet; those not eligible may not be added to the attendance sheet. See paragraph F below.
- D. Elections:** Each caucus shall select a Chair and Secretary to be the officers that preside over the caucus and record the results. Then the Caucus Chair will proceed to elect the allotted number of delegates and alternates to the Assembly and/or Convention in a manner provided in the caucus rules, and elect two Precinct Committee People, sign up election judges and vote on resolutions prepared by caucus participants.
- E. Certification of Delegates:** The officers of the caucus shall prepare a certified list of the names of the delegates elected to represent the precinct at the Assembly and/or Convention, and names of the elected Precinct Committee People on the form supplied by the DCDP. The caucus officers, or designated volunteer, shall return completed forms to the DCDP Chair the night of the caucus, or no later than noon the following day. At a multiple-precinct caucus, the facilitator will collect the certified lists from each caucus and take them to the DCDP Chair.
- F. Qualifications for Participating in Caucuses:** Any interested person may attend a caucus. However, Colorado law limits those eligible to vote and be elected as delegates, alternates and Precinct Committee People. These laws shall be explained in plain language within the rules provided by the State Party for the conduct of the caucuses.

II. MEETINGS of ASSEMBLIES and CONVENTIONS

- A. Agenda for Assemblies and Conventions:** The following items must be included, but the Permanent Organization Committee shall be recommended the order.
1. Call to order of the Assembly by the DCDP Central Committee Chair.
 2. Specification of temporary officers to preside over the Assembly and/or Convention.
 3. Roll call.
 4. Reports from the Assembly Credentials and Permanent Organization committees.
 5. Recess.
 6. Action on reports from the Assembly Credentials and Permanent Organization Committees.
 7. Ratification of list of Precinct Committee People elected at the caucus.
 8. Election of permanent Chair, Secretary, and other officers to preside over the Assembly and/or Convention.
 9. A specific time for the conduct of preference polls, if such is mandated by the delegate selection plan.
 10. Report of the Resolutions Committee.
 11. Designation of candidates for direct primary election in Douglas County and Colorado State House and Senate, if applicable.
 12. Selection of delegates to the State Party Assembly and/or Convention.
 13. Establishment of committees to fill vacancies in nominations for public office.
 14. Sign and notarize all paperwork for candidates for direct primary election.
 15. Other business.
 16. Adjournment.

B. Assemblies:

1. Purpose: DCDP Assemblies shall be held in each even numbered year to designate candidates for public office, elect delegates to the Democratic Party State Assembly and conduct other business as determined by these rules and the call. Candidates shall be designated for the following offices: Board of County Commissioners, County Clerk, Sheriff, Coroner, Treasurer, Surveyor, and Assessor provided that an election for such office is being held that year within Douglas County. In addition, candidate designees for State House and Senate Districts wholly within Douglas County are selected.
2. Fixing the Date, Time and Place: The Central Committee shall fix a date for the Assembly, not less than 10 days nor more than 30 days after precinct caucuses. It may delegate its authority to set the date, time and place. The Assembly shall be at least one week before the State Party Assembly, and shall be in Douglas County. It is the duty of the Chair to issue a call to all those entitled to attend the Assembly at least 10 days beforehand.

3. **Designating Candidates:** The Assembly shall take no more than two ballots upon candidates for each office to be filled. The Assembly Chair or Secretary (and a notary) shall certify every candidate receiving 30 percent or more of the votes of the delegates to the Assembly. If no candidate receives 30 percent or more of the votes, there shall be a second ballot cast on all the candidates for that office. If on the second ballot no candidate receives 30 percent or more of the votes cast, the Assembly shall certify the two candidates receiving the highest number of votes as candidates for that office.
 - a. **Tied Votes:** If two or more candidates receiving designation under this provision receive an equal number of votes, the candidates shall draw lots to determine the order of certification designation.
 - b. **Certification:** The Assembly Chair and Secretary (and a notary) shall make such certification of designation for direct primary elections and other certifications as are required by law before adjournment of the Assembly. They shall be responsible for filing the certificates in the office of the Douglas County Clerk and Colorado Secretary of State as required.
4. **Candidate Eligibility:** A person shall be eligible to be designated a candidate for a primary election, or be appointed to fill a candidate vacancy, if that person has been a registered Democrat for a period of at least 12 months immediately preceding the date of the General Election. No person is eligible to be a designee or candidate for office unless that person fully meets the qualifications of that office as stated in the State Constitution and Statutes of Colorado on or before the date the term of office begins.

C. Conventions:

1. **Purpose:** DCDP Conventions shall be held in presidential election years to select delegates to go to the State Party Convention. Democrats from Douglas County that would like to go to the to the National Convention may be chosen by State Party Officers, or by delegates at the Congressional District Convention, or by delegates at the State Party Convention.
2. **Time:** The DCDP Convention shall be held in conjunction with the Assembly and notification of time a place shall be the same as for the Assembly.

III. DELEGATES to ASSEMBLIES and CONVENTIONS

- A. **Number of Delegates:** The number of delegates to the DCDP Assembly and Convention for each precinct shall be determined by the Central Committee using Democratic voting strength (the number of people who voted for President or Governor in even number years in each precinct) and any other factors the Central Committee considers appropriate. The formula used must conform to national and state delegate and affirmative action plans. These determinations must be made before precinct caucuses are held. The number of delegates that each precinct may send to the Assembly and/or Convention shall be announced at the precinct caucuses. All procedures used for delegate selection at all levels of the party shall be in accordance with the Delegate Selection Plan adopted by the State Party Central Committee for each election year.
- B. **Delegate Selection:** The voting members of the DCDP Assembly and/or Convention shall consist of delegates and alternates selected by the Democratic electors at precinct caucus. The persons receiving the highest number of votes at the precinct caucus shall be the delegates to the Assembly and/or Convention representing that precinct. If two or more candidates receive an equal number of votes for the last available delegate slot, the winner shall be determined by lot. Remaining candidates may become one of two alternates based on their vote tally.
- C. **Delegate Voting Allocation and Fair Reflection:** See rules for voting allocation and ½ votes in Part 4 Article II.B of these rules.
- D. **Alternates:** A DCDP Precinct Caucus, Assembly, or Convention may elect one alternate for each delegate elected.
- E. **Certification of Delegates:**
 1. The Credentials Committee shall have the responsibility of determining whether a delegate has been chosen in accordance with the Delegate Selection Plan. Final certification shall be on a vote of the Assembly or Convention to accept the report of the Credentials Committee.
 2. At least 5 days before the date of the Colorado State Party and/or Congressional District Assembly and/or Convention, the officers presiding over the Assembly and/or Convention shall give the State Party Chair and the Congressional District Chair a certified list of delegates that will be attending their meetings. These lists are then presented to the appropriate Credentials Committee. If the officers fail, neglect, or refuse to comply, the jurisdiction is not entitled to have delegates participate in the respective Congressional District or Democratic State Party Assembly and/or Convention.

IV. COMMITTEES of ASSEMBLIES and CONVENTIONS

- A. **Composition:** At the Central Committee meeting immediately preceding the Assembly and/or Convention, the DCDP Chair shall appoint at least one member from each of the County Commissioner Districts to be on the four Assembly committees. Then the Chair shall appoint a chair (and one other, as needed, to make an uneven number) to each committee. State Party rules dictate that members of these committees (excluding the Logistics Committee) must be delegates to the Assembly or Convention. Therefore, members of these committees who were not chosen to be delegates will be replaced at the discretion of the DCDP Chair. Existing and/or new members will be notified of their change in committee status on or before the Friday following the caucus.
- B. **Committees:**

1. Logistics Committee Duties: It shall make arrangements for the meeting, including, but not limited to, verification of meeting room availability, meeting room set-up and take-down, designating areas for all the activities of the assembly or convention, decorating and placing directional signs, refreshments, as well as organizing booths, sales, and information stations.
2. Permanent Organization Committee Duties:
 - a. Recommend to the Assembly or Convention an agenda and the order and time schedule of business.
 - b. Submit a list of the permanent officers of the assembly or convention for action by the body.
 - c. Recommend the composition of Legislative District and County Vacancy committees.
 - d. Set time limits on speeches and debate.
 - e. Establish a way to complete the Platform if it is not adopted fully during the Assembly.
 - f. Make any other recommendations it deems appropriate.
3. Credentials Committee:
 - a. Duties: The committee shall recommend the certification of delegates to assemblies and conventions, and resolve any controversies over the seating of delegates. No member shall wear any campaign material the day of the assembly or convention. This committee shall also recommend ratification of the list of elected Precinct Committee People to the Assembly.
 - b. Procedure:
 - (1) Challenges Regarding Delegates: Anyone desiring to contest the qualifications of any delegate, or the conduct or result of any precinct caucus, shall file a protest with the DCDP Chair within 7 days following the caucus. The person filing the protest shall have a hearing by the committee prior to the Assembly or Convention.
 - (2) Resolution of Delegate Disputes:
 - (a) The committee shall schedule a hearing at which all interested parties shall be heard.
 - (b) The committee may take any one or more of the following actions upon determination of a valid challenge:
 1. Deny certification of the challenged delegate(s).
 2. Require a new list from the DCDP Chair.
 3. Reallocate votes among unchallenged delegates.
 4. Certify alternate delegates or delegations.
 5. Certify an alternate delegation.
 6. Allocate fractional votes.
 7. Any other action that insures fair representation of those who chose the delegate.
 - (c) The committee shall make its report public as soon as possible. The report shall be made public prior to the opening of the Assembly or Convention.
 - (3) Certification of Precinct Committee People:
 - (4) The Credentials Committee of the Assembly shall hear all disputes regarding the election of the Precinct Committee People.
 - (5) The Credentials Committee may remove a Precinct Committee Person for reasons including, but not limited to, the person's not meeting the qualifications.
 - (6) The Credentials Committee shall recommend ratification of Precinct Committee People to the Assembly.
4. Platform Committee Duties:
 - a. Create DCDP Platform: The Platform Committee shall meet prior to the Assembly to draw up a document that expresses the principles and opinions of the DCDP. Resolutions adopted at the precinct caucuses shall be duly considered. A copy of the report (the Platform) shall be made available to each delegate prior to the convening of the Assembly. The report may be amended from the floor, and shall be adopted in a manner prescribed by the Permanent Organization Committee.
 - b. Transmit Platform: The Chair of the DCDP Platform Committee shall transmit the approved version of the county platform to the Chair of the State Party Platform Committee for consideration into the report that will be presented to at the State Party Assembly.

V. VACANCIES in the NOMINATING SYSTEM

- A. Delegates: Absent delegates may only be replaced by alternates elected at the same time and place as the delegate.
- B. Candidates: The DCDP Assembly shall create vacancy committees for the positions under its jurisdiction. Vacancy committees may designate a candidate if the Assembly fails to do so, or a vacancy created by the withdrawal of a candidate within the limits of Colorado State Statutes.
- C. Elective Office: Any vacancy caused by death or resignation for any elective office within the jurisdiction of the DCDP shall be filled by majority vote of the vacancy committee. A quorum, in such a case, shall be a majority of the whole number of members on the vacancy committee.

PART FOUR - GENERAL PROCEDURES

I. NOTICE

- A. Calls:** Calls to DCDP Central Committee meetings, Assemblies and Conventions shall be delivered to those eligible to attend the meeting at least 10 days beforehand.
- B. Assembly Nominees:** Any person wishing to be nominated by an Assembly shall make known his intent to the respective Central Committee Chair at least 10 days prior to the Assembly.
- C. Public Notice:** The DCDP shall make every effort to notify the public in a timely manner of all DCDP meetings, Assemblies and Conventions in order that all interested people may attend.

II. VOTING

- A. Secret Ballot:** Balloting must be secret at a precinct caucus if anyone requests that it be so. At other meetings of the Executive Committee, Central Committee, Assembly or Convention, secret ballots are not allowed because all members are elected representatives of their respective precinct or office. In these cases, written ballots may be used with the voters name written on the ballot.
- B. Half Votes:** Upon request of any member of a DCDP Caucus, Assembly, or Convention, one-half votes may be allocated for fair reflection when the number of delegate votes for at least one candidate (or uncommitted) exceeds the calculated vote allocation from the Caucus, Assembly, or Convention. *Half-votes* will be assigned in the following manner:
1. Candidate preference (or uncommitted) delegations that are represented by more delegates than their allotment shall have some or all of their delegates votes diminished to $\frac{1}{2}$ votes until their voting power matches their allotment as closely as possible to fairly reflect their division of candidate preference or uncommitted.
 2. The delegate positions that are gained by the reduction to $\frac{1}{2}$ votes shall be apportioned among the underrepresented delegations by assigning $1\frac{1}{2}$ votes per delegate until their voting power matches their allotment as closely as possible to fairly reflect their division of candidate preference (or uncommitted).
 3. Affected delegates will be assigned the $\frac{1}{2}$ votes at random, by drawing the names of delegates from a hat containing all of the names of the delegates in the delegation. Then, the votes by delegate shall be certified before the caucus, assembly or convention is adjourned.
- B. Proxies:** A proxy is a written authorization for one person to vote on behalf of another at a meeting of a committee.
1. No person may carry more than one proxy.
 2. A proxy must be given only to a person who resides in the same legislative district, or in the political subdivision from which the member was elected, and in the jurisdiction of the Central Committee involved.
 3. The person giving the proxy may write instructions on it and they shall be honored.
 4. No proxy voting is permitted at any caucus, assembly or convention, or in any meeting relating to the nominating process.
 5. Proxy voting is not permitted in the consideration of recommendations for appointments by elected officials to salaried positions.
- D. Equal Division Between Male and Female:** Where balance between male and female membership is desired, such as for the State Party Central Committee by State Chair appointment, and in Congressional Committees and Judicial District Committees by State Statute, election of population based (bonus) members will proceed by division of the candidates into male and female groups.
1. After the tally of the votes, the first position will be filled by the candidate receiving the most votes or by lot in case of a tie.
 2. Remaining positions will be filled by alternating between the gender groups according to the vote tally until all positions are filled.
 3. If any candidates remain after filling the available positions, all available alternate positions will be filled by continuing the procedure until the candidates or alternate positions are exhausted, whichever comes first.
 4. If any alternate positions remain, they may be filled by vote or with volunteers at the discretion of the Chair, before closing the voting.

III. QUORUM

- A.** A quorum of a meeting of any body is the number competent to transact business. One-third of the whole number of members of any Central Committee shall constitute a quorum; 40 percent of the whole number of members of the Executive Committee shall constitute a quorum; and a majority of the whole number of delegates to the DCDP Assemblies and/or Conventions shall constitute a quorum.

IV. CONTROVERSIES and COMPLAINTS

- A.** All complaints regarding non-compliance with these rules, or with State or Federal law, and requiring action by the DCDP shall be submitted in writing to the Chair. If the person complaining can submit the signatures of 10 percent of the members of the Central Committee, a special meeting shall be called to consider the complaint. The Chair may appoint a committee to meet prior to the Central

Committee meeting and submit a report for acceptance. Commonly recognized standards of due process shall be followed in considering and resolving the complaint.

V. PUBLICATION of the RULES

- A. A copy of these rules shall be made available at no charge to anyone requesting one.

VI. AMENDMENTS to RULES and POLICIES

- A. Amendments to DCDP rules and Policies shall be by majority vote of the Central Committee when a quorums present. The call for the Central Committee meeting shall specify the purposed changes to rules and policies at least 10 days in advance of the meeting. All proposed amendments to rules and policies shall be submitted to the Rules Committee for review at least 30 days prior to the Central Committee meeting at which the proposed amendments are to be considered. No action on the part of the State Party or the Colorado State General Assembly shall automatically change any portion of the DCDP rules.

VII. ROBERT'S RULES of ORDER

- A. The current edition of *Robert's Rules of Order* shall govern any procedure that is not prescribed in or governed by these. A parliamentarian may be appointed by the Chair to interpret *Robert's Rules* for any meeting.
- B. This revision to the Plan of Organization and rules of the Democratic Party of Douglas County, Colorado were adopted by the Central Committee on January 25, 2018, on a motion that they supersede any prior document of similar nature.

 3/19/2018
Charles H. Bucknain
Rules Chair, Douglas County Democratic Party

Bryan Hartmann
Secretary, Douglas County Democratic Party

Maritza Carrera
County Chair, Douglas County Democratic Party

March 19, 2018