

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

Updated January 15, 2022

Table of Contents

Part One - Principles and Policies	2
I. Name, Purposes and Membership.....	2
II. Authority.....	2
III. Principles	3
IV. Policies	3
Part Two – Organization	6
I. Central Committee.....	6
II. Precinct Organizers (referred to as Precinct Committee Person in state legislation).....	7
III. Officers of the Central Committee.....	9
IV. Executive Committee.....	12
V. Affiliated Committees of the Central Committee	14
VI. Vacancies	18
VII. Resignations and Removals	19
Part Three - Nominating System	21
I. Precinct Caucus.....	21
II. Meetings of Assemblies and Conventions	22
III. Delegates to Assemblies and Conventions.....	24
IV. Committees of Assemblies and Conventions.....	24
V. Vacancies in the Nominating System	26
Part Four - General Procedures	26
I. Notice.....	26
II. Voting.....	26
III. Quorum.....	27
IV. Controversies and Complaints.....	28
V. Publication of the Rules	28
VI. Amendments to Rules and Policies	28
VII. Robert’s Rules of Order	28

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 specific to party.
 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 Democratic National Committee rules, 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 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 are also the Bylaws of the DCDP [CRS 1-3-103(9)(a)]
- 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, except a party official, 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. If there is a no vote for the candidate by any Executive Committee member, a formal vote shall be taken and results recorded in the minutes. (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) The non-monetary 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. If there is a no vote for the candidate by any Executive Committee member, a formal vote shall be taken and results recorded in the minutes.
 - c) Before the DCDP may endorse a candidate in a non-partisan race, the DCDP must:
 - (1) first notify the candidate of the proposed endorsement, and
 - (2) the chair must 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. If there is any no vote for the referenda or ballot measure by any Executive Committee member, a formal vote shall be taken and results recorded in the minutes.
- 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. If there is a no vote for the contribution to a referenda or ballot measure by any Executive Committee member, a formal vote shall be taken and results recorded in the minutes.

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. If there is any no vote for the contribution by any Executive Committee member, a formal vote shall be taken and results recorded in the minutes.

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 Organizers, House District 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 and SD30, as well as the chairs of multi-county HD39, JD18, CD4 and CD6 (if a resident of Douglas County), Chairs of State Initiative Committee Douglas County Chapters, 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 publish in the call at least ten days in advance, a list of candidates for nomination to County Chair, 1st Vice Chair, Secretary, Treasurer, 2nd Vice Chair, Assistant Secretary, Assistant Treasurer, State Central, Judicial, Congressional, multi-county State Senate and State House Central Committee members. All candidates shall provide a declaration to the County Chair at least two weeks in advance. The Chair shall call the meeting to order and preside until the new Chair has been elected. The Communications Captain, Precinct Organizer (PO) Captain, Outreach Captain, and Special Events Captain will be elected by the Precinct Organizers within their House District as will the Chair, Vice Chair and Secretary for the State Senate Districts, and House Districts solely in Douglas County. The County Central Committee shall also elect the appropriate number of members to the CDP, Congressional, and Judicial District 18 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 PO positions). This vacancy committee will also be responsible for replacing any elected Democratic County official, except for County Commissioner, who vacates their office. When one or more of the County Commissioners holding office is a Democrat, the Central Committee shall also specify a separate County Commissioners Vacancy Committee responsible for replacing a County Commissioner, should a vacancy occur.
- C. Qualifications:** All members of the Central Committee shall be registered members of the Democratic Party of Colorado and reside in Douglas County. Membership on the Central Committee (i.e., being an elected Precinct Organizer) 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. If there is a no vote during a ratification by any Central Committee member, a formal vote shall be taken and results recorded in the minutes

E. Meetings: It shall be the duty of the Chair to call at least two Central Committee meetings each year and give at least 10 days notice of time, place or virtual access for such meetings. Special meetings may also be called at the written request of 10 percent of the members of the Central Committee.

II. Precinct Organizers (referred to as Precinct Committee Person in state legislation)

A. Election and Term of Office: The precinct caucuses shall elect Precinct Organizers (POs).

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 Organizers 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 PO alternates (POAs). If there is a tie, the winner shall be determined by lot. The caucus shall elect two PO alternates.
2. **Qualifications:** Any person qualified to vote at a precinct caucus (see 3.4.A.1, in CDP rules) may be elected as a precinct organizer.
3. **Certification:** The officers of the precinct caucus shall certify the names of the elected Precinct Organizers to the Assembly.
4. **DCDP shall file a list of the names and addresses, by precinct, of those persons elected as precinct organizers with the county clerk and recorder within four days after the date of the county assembly.**
5. **Disputes:** The Assembly Credentials Committee shall determine all disputes regarding the qualifications or election of any candidate for Precinct Organizer and shall include its findings in its report to the Assembly. The Assembly shall ratify the list of POs.
6. **Term of Office:** Precinct Organizers elected at the precinct caucus shall assume the office immediately. If a PO is successfully challenged, the new Precinct Committee Person shall assume office immediately after certification by the Assembly. If there is any no vote for the certification by an Assembly member, a formal vote shall be taken and results recorded in the minutes. POs 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, POs 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 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 PO 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: POs shall be responsible to district Captains, the Field Team Leader 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 POs and Captains.
4. Precinct Organizers Alternate (POAs): Two POAs per precinct shall be elected according to the procedures specified for POs in section II.A. of Part II of these Rules. POAs shall assist the POs in managing the precinct. POAs are not members of the Central Committee. However, POAs may vote in place of absent POs at Central Committee Meetings, regardless of whether they hold a valid proxy. The voting rights of POAs supersede those of written proxies by absent POs.
5. Resignations of Precinct Organizers: Resignations of Precinct Organizers must be in writing (email is acceptable written communication) to any DCDP officer, HD Chair, Region Captain, or Field Team Leader and shall be forwarded to the DCDP Chair, with a copy to the PO Captain, if the resignation was not sent directly to the DCDP Chair. The Region PO Captain (Field Team Leader, if the Region PO Captain is vacant) shall request, in writing (includes email), a written statement of resignation from a PO whose resignation has been verbal. If no reply is received within 10 days of this request for written resignation, the position shall be considered vacant.

6. Procedures for Removing POs: POs may not be removed for cause unless they are supporting or advocating support of other candidates or policies against the Democratic party, in the name of the party or as an official of the party. However, they may be removed for lack of participation or showing no interest in party activities. After missing two or more DCDP Central Committee meetings, and/or non-response to two or more email, text or phone messages, a PO may be removed from office. Within 30 days, Region PO Captain (Field Team Leader, if the Region PO Captain is vacant) shall request, in writing (includes email), a written statement of further interest and commitment to the PO position. If no reply is received within 10 days of this request, the position shall be considered vacant.

III. Officers of the Central Committee

- A. **Qualifications and Terms of Office:** Any registered Democrat residing 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: Oversees the party's primary goals of Finding and Supporting Candidates Who Can Win and Building the Base. The Chair shall be the chief executive officer of the DCDP, and shall:
 - a) Operations
 - (1) Carry out the mandate of the Central Committee and Executive Committee.
 - (2) Works with Secretary and Assistant Secretary to
 - (a) create agenda for monthly Executive Committee meeting
 - (b) plan and execute Central Committee meetings
 - (c) plan and execute biennial Reorganization
 - (d) plan and execute Caucus
 - (e) Prepare presentation for meetings
 - (f) Issue the call
 - (3) Member of the Infrastructure Committees.
 - (4) Supervise the business and financial affairs of the DCDP.
 - (5) Direct the creation of regular reports on party activity.
 - (6) Carry out the duties prescribed in the State Party rules.
 - b) Elections
 - (1) Oversee all campaigns within the county.
 - (2) Works with County Clerk and Recorder's office on issues related to elections
 - (3) Spearheads county-wide GOTV efforts
 - c) Public Relations

- (1) Act as public spokesperson for the DCDP
 - (2) Helps to set the tone for the party's values and principles
 - (3) Communicates with the county party via social media and emails in order to ensure that local Democrats know what we are doing and what opportunities are available for them to participate in our pursuit to win local elections.
2. First 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.
 - a) Member of the "Finding and Supporting the Candidates Committees," the Communications Committee and the Douglas County chapter of the Energy and Environment Initiative.
 - b) Works with HD and SD teams to develop a district-specific strategy for supporting the goal of Finding and Supporting Candidates Who Can Win.
 - c) Chairs the Recruitment Committee for county candidates
3. Second Vice-Chair: Manages the teams working towards the goal of Building the Base, as the Field Team Leader. Performs such tasks as assigned by the Chair necessary to carry out the duties of the Chair. In the absence of the Chair and First Vice-Chair, the Second Vice-Chair shall preside at all meetings and exercise all authority of the Chair.
 - a) Member of the Building the Base Committees and the Young Democrats of Douglas County Initiative.
 - b) Works with HD teams to ensure all PO/POA positions are filled and volunteers are given frequent opportunities to support candidates, legislative issues, etc.)
4. Secretary:
 - a) Keeps the minutes of all meetings of the DCDP Central and Executive Committees.
 - b) Maintains the files and records of the DCDP.
 - c) Oversees the operation of the headquarters.
 - d) Provides any information requested by the Douglas County Clerk or Colorado Secretary of State.
 - e) Ensure that appropriate paperwork is filed with CDP and SOS
 - f) Final Rules document before election
 - g) Officers elected at the biennial reorganization and periodic officer changes
 - h) Candidate designation form for county offices
 - i) Perform other duties as requested by the Chair.
 - j) In the absence of the Chairs, the Secretary shall preside at all meetings and exercise all authority of the Chair.
 - k) Keep Officer and PO/POA documents current.
 - l) iContact Emails – Prepare and send calls
 - m) Central Committee Meeting – 3-4 Times a Year – Prepare and send Official Call. Request volunteers for refreshments and meeting tasks.

- n) Caucus – Even Years – Prepare website pages, Caucus Precinct Binder pages, Facilitator Packet pages, update “20XX Caucus locations, precincts, counts, facilitators” spreadsheet,
 - o) Attend Executive Committee and Central Committee Meetings. Prepare agendas and takes the minutes. Distributes the agendas and minutes
 - p) Respond to email requests that come to Info@douglasDemocrats.org and phone calls that arrive via Google Voice
 - q) Write and maintain instructions for the tasks above.
5. Deputy Secretary: The Deputy Secretary shall coordinate the work of the office volunteers at DCDP headquarters and shall share responsibility for tasks designated to the Secretary. In the event of a vacancy for Secretary, the Deputy Secretary shall have the responsibility for carrying out the functions of the Secretary until the vacancy is filled by Central Committee election.
6. Treasurer: Tasks between the Treasurer and Deputy Treasurer may be interchanged at the discretion of the Treasurer and Deputy Treasurer.
- a) The Treasurer (or Deputy Treasurer) shall be responsible for banking. Banking tasks include: receiving, processing (includes scanning each check), and depositing checks made out to the Douglas County Democratic Party. The Treasurer may designate any responsible DCDP member to make a deposit
 - (1) The Treasurer shall visit the Parker PO Box about two times per month to retrieve BREs with donations and other incoming mail. Visits will be more frequent during busy times. The Treasurer may assign the mail pick up duty to a different EC member who lives in the Parker area. Mail containing donations needs to be processed immediately by authorized person..
 - b) The Treasurer (or Deputy Treasurer) and DCDP Chair shall be a signatory on all DCDP Bank Accounts. The officer doing the bookkeeping cannot also be a signatory on the bank account.
 - c) The Treasurer (or Deputy Treasurer) and DCDP Chair shall each be the holder of a DCDP Debit Card. Credit Cards are not allowed. The officer doing the bookkeeping cannot also be the holder of the debit card.
 - d) The Treasurer and DCDP Chair shall be the holder of the DCDP check book and are authorized to make payments via check, debit card, or bill pay for items approved in the budget or at a DCDP Executive or Central Committee meeting.
 - e) With the approval of the Executive Committee, the Treasurer has the authority to change banks.
 - f) The Treasurer prepares and presents the Treasurer’s report to Executive and Central Committee Members for approval.
 - (1) Along with the other members of the Finance Committee, participates in the preparation of the annual budget. 'Presents next year’s proposed budget to the Executive Committee in November.
 - (2) Holds final Executive Committee discussion of the proposed budget in December.
 - (3) Presents revised proposed budget to the Executive Committee in January for approval.
 - (4) Presents approved budget to the Central Committee in February for discussion and ratification.
 - g) In the absence or vacancy of the Deputy Treasurer, the Treasurer shall be responsible for bookkeeping tasks until the Deputy Treasurer returns or the vacancy is filled.

- h) The Treasurer and Deputy Treasurer both serve on the DCDP Finance Committee.
 - i) Both the Treasurer and Deputy Treasurer shall be responsible for maintaining electronic records *in the cloud*. Current cloud storage is provided by *Drop Box*.
 - j) Both the Treasurer and Deputy Treasurer shall 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. Deputy Treasurer: Tasks between the Treasurer and Deputy Treasurer may be interchanged at the discretion of the Treasurer and Deputy Treasurer. The Deputy Treasurer (or Treasurer) shall be in charge of bookkeeping. Bookkeeping tasks include:
- a) Collecting and entering transactional data into the DCDP database. Donor data are obtained from credit card processing company (ActBlue) statements and check images. Expense data are obtained from receipts, bank statements, or bank transaction reports.
 - b) Prepares monthly bank and credit card statement reconciliations using the bookkeeping database.
 - c) Compiles data from the bookkeeping database and uploads to Secretary of State campaign finance reporting system (TRACER), and files timely finance reports.
 - d) Keeps all donor and payee information current.
 - e) Assists Fundraising Chair with Income and Expenditures timing and recording for fundraising events.
 - f) Provides the reports needed for the Finance Committee Members to prepare the annual budget.
 - g) The Deputy Treasurer shall perform such tasks as assigned by the Treasurer necessary to carry out the duties of the Treasurer.
 - h) In the event of the absence or a vacancy of the Treasurer, the Deputy Treasurer shall attend meetings, provide reports, and exercise the authority of the Treasurer until the Treasurer returns or the vacancy is filled.

IV. Executive Committee

A. Composition:

1. Elected members: The officers of the Central Committee, and Chairs of HD43, HD44, HD45, SD04 and SD30, as well as the chairs of multi-county HD39, JD18, CD4 and CD6 (if a resident of Douglas County), and the Chair of any state Democratic Party Initiative committee chapter that resides in Douglas County, shall be members of the Executive Committee.
2. Appointed Members: Chairs of Affiliated Committees of the Central Committee and the Legal Counsel. The new appointees must be ratified by the existing Executive Committee members. Appointed members serve under, and are responsible to the Chair. If there is any no vote for the ratification by any Executive Committee member, a formal vote shall be taken and results recorded in the minutes
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 PO and POA appointments until confirmed by the Central Committee.
 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).
 4. Provide support for candidate(s).
 5. Assist in fundraising events.
- 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. Field Team Leader:**
This role is intended to supervise the Field Teams by House District and the duties include, but are not limited to, the following:
1. Ensure consistency, oversight and accountability over the Districts and sharing lessons learned and best practices between Districts.
 2. Ensure consistent training is available and provided
 3. Ensure District meetings have more high profile speakers and attendance drivers.
 4. Collaborates with the chair to adjust district boundaries as necessary for efficient operations.
 5. Ensure key leadership positions are filled.
- F. House District Field Team:**
Comprised of the following roles:
1. **House District Chair:** All House District chairs that live in Douglas County shall be members of the DCDP Executive Committee. Manages the joint goals of finding and supporting candidates who can win and building the base. All House District Chairs work with the 1st and 2nd Vice Chairs to ensure a consistent county-wide approach to these goals. House District Chairs and Senate District Chairs work in conjunction with appropriate House District Field teams.
 2. **House District Captain - Communications** duties include, but are not limited to, the following:
 - a) Communicate with and to all in the District before and after monthly meetings.
 - b) Develop District meeting agenda, find speakers, reserve meeting space.

- c) Encourage participation in district events.
- d) Coordinate all general District-wide communication.
- e) Maintain contacts in iContact.
- 3. **House District Captain - POs** duties include, but are not limited to, the following:
 - a) Manage, encourage, support and train all existing active POs and POAs
 - b) Coordinate all PO communication.
 - c) Provide leadership to ensure VAN data is correct and up-to-date.
- 4. **House District Captain - Outreach** duties include, but are not limited to the following:
 - a) Find volunteers to fill open or inactive PO and POA positions.
 - b) Help with District and DCDP events and activities.
 - c) Fill other District volunteer opportunities.
 - d) Create events to encourage volunteers to get involved.
- 5. **House District Captain - Special Events** duties include, but are not limited to, the following:
 - a) Leads the organization of larger events within the District (e.g., Douglas County Parade and Fair, Parker Days, Highlands Ranch Fourth of July Parade, etc.)
 - b) Works with the Fundraising/Special Events Chair to plan the DCDP Annual Fundraiser
 - c) Assists the other Captains in planning smaller events when needed, particularly the Outreach Captain

G. County Subdivisions: The Captains shall assist each other in the performance of their duties in running the District. In the absence of a Captain, or his/her refusal or inability to act, the other Captains shall perform the tasks of the absent captain. POs within the boundaries of the district shall be responsible to such district Captains and to the County Chair, Vice Chair and the Field Team Leader for the management of campaigns in their precinct. Captains, and the Field Team Leader also have the authority to subdivide the District into smaller areas of two or more precincts and to appoint POs to be "District Team Leaders" over these areas as needed to support POs and run the District more effectively.

H. 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.

I.

V. Affiliated Committees of the Central Committee

A. Infrastructure Committees

1. **Audit Committee:**

- a) **Composition:** This committee shall be composed of at least four members appointed by the Chair. The DCDP Chair shall appoint the Chair of the Audit Committee within 30 days of the biennial organizational meeting.
- b) **Audit 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.

2. **Credentials Committee:**
 - a) County Assembly– Even Years – Prepare Credentials, sign in sheets and PowerPoint.
3. **Document Management Committee:** This committee seeks to provide a standardized and efficient way of storing relevant party information so that it is comprehensive, useful, and easy to find.
4. **Events Committee:**
 - a) Composition: The HD special events captains shall be included as members.
 - b) Duties: The Events Committee shall create, organize, and coordinate all approved events and/or activities, as per the Chair’s request. The committee shall be responsible for organization of the Annual County Dinners (with a subcommittee if necessary) if an ad hoc committee for that purpose is not appointed by the Chair. The committee shall be responsible for maintaining an events calendar for the county. The committee shall arrange periodic (e.g. monthly, quarterly) meetings of Douglas County Democrats to hear from elected and public officials and other guests as appropriate.
5. **Finance Committee:**
 - a) Composition: The Chair shall appoint no less than four and no more than 10 members within 30 days of the biennial organizational meeting. The House District Treasurer shall be a member.
 - b) 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.
6. **Fundraising Committee:** This committee raises funds to pay for party business, including event spaces, liability insurance for events, campaign literature, etc.
7. **Platform Committee:** This committee creates the political platform for the Douglas County Democratic Party in order to accurately disseminate the values and principles for which the party stands. See nominating system for additional rules.
8. **Permanent Org Committee:** Defines how assembly and conventions function. See nominating system for additional rules.
9. **Rules Committee:**
 - a) 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.

- b) 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 time 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 (2/7/2022) 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 (11/1/2022). Proposed changes may be collected throughout an even-numbered year and then implemented at the Central Committee meeting that follows the November election.
- c) Assure Rules for HDs and SDs that are totally contained within Douglas County do not conflict with county rules (there is already a template for this).

B. Building the Base Committees

1. Communications Committee:

- a) Composition: The HD communications captains shall be included as members. The first meeting of the committee shall take place within 30 days of the biennial organizational meeting.
- b) 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. The committee shall be responsible for creation and maintenance of the county website, online communities, and related applications. The committee shall produce and distribute press releases for county events and news, political activity in Douglas County, and official positions of the county party.
- c) Webmaster – Daily - keep it current, add new events/articles, make improvements (hoping this will be taken on by media/communications.)
- d) Newsletter – Monthly - Prepare the iContact email with Message from the Chair and current month's events and upcoming events. (Chair and co-captains also do this)
- e) Join our Email List – Weekly - Check iContact Non - VAN list to see if we have any new people. Look them up in VAN to ensure they are a Douglas County democrat and then subscribe them to the appropriate District iContact List and delete them from Non - VAN list.
- f) Douglas County Democrats Facebook Group – As Needed - If someone asks to join, look them up in VAN. If they are a Douglas County Democrat, let them join. If not, try to determine if they are from KS, IL, WA, NE, MN, etc. where there are also Douglas counties. Write them a note via FB to see if they meant another state.
- g) Maintain Twitter and other social medias
- h) Monitor traffic on Website with Google Analytics – info@douglasdemocrats.org
- i) Supports candidates with messaging.

2. Diversity Committee:

- a) **Composition:** This committee shall be composed of four members appointed by the Chair; one from each County House District. The first meeting of the committee shall take place within 30 days of the biennial organizational meeting.
 - b) **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. The committee shall proactively outreach to marginalized, LGBTQIA+, and vulnerable (e.g. immigrant, refugee) communities and seek their involvement and representation in the county party.
2. **Senior Engagement Committee:** This committee gives seniors in Douglas County and Colorado, who are recognized as a major force in elections, an opportunity to voice their concerns and issues as well as influence elections.
- C. Finding and Supporting Candidates Committees**
- 1. **Recruitment Committee:** Find candidates for county offices, boards, commissions, local government districts and non-profits. The HD and SD chairs shall be included as members.
 - 2. **Documentation Committee:** Provide technical writing and editing for the DCDP to include:
 - a) Caucus materials including editing, writing and external printer support
 - b) Scripts and templates for all for all phone banking, text banking and canvassing and mailings for DCDP campaigns conducted by POs and POAs.
 - c) Written instructions for productivity software such as Wix, Dropbox, Google drive and other applications as needed.
 - d) Work with Document Management Committee to ensure use of Dropbox and provide appropriate documentation to DCDP users.
 - e) Establish and maintain a Dropbox resource for all documents created by the Documentation Committee that provides secure and easy access to these materials.
 - f) Review training materials created by our members to ensure DCDP standard formatting, usage, and abbreviations are consistent.
 - g) Create and help standardize templates for use in word processing, presentations, etc. for the party.
 - h) Maintain a glossary of standard terms and abbreviations to be used by DCDP members.
 - 3. **Training Committee:**
 - a) Create and develop training materials for DCDP use for volunteers and candidates.
 - b) Basic DCDP training philosophy: All training materials (besides caucus) will come from non-DCDP sources).
 - c) Research, review, and recommend training materials from Democratic Training Committee (DTCC), CDP, or other resources. Modify / customize these, as necessary.
 - d) Develop DCDP-specific training materials and train (PO, POAs, VAN, campaigns, phone banking, and so on).
 - e) Recruit trainers to deliver training.

4. **Data Analytics Committee:** This committee seeks to provide decision support for party leadership and local candidates.
5. **Elections and Compliance Committee:** This committee supports Douglas County candidates by providing support and education to help meet compliance requirements.
6. **Policy and Activism Committee:**
 - a) The committee shall monitor local, county and state legislative and regulatory decisions. Communicate our response to those decisions to the executive committee, the base and candidates.
7. **VAN Team Committee:**
 - a) Provide VAN assistance to county committees, house district committees, senate district committees, judicial district committees, congressional district committees.
 - b) Provide VAN assistance to campaigns using the campaign VAN account.
 - c) VAN assistance includes searches, lists and data updates.
 - d) Provide leadership to ensure VAN data is correct and up-to-date.

C. State Initiative County Chapter Committees:

1. These committees shall serve as an additional resource for State Party Initiative members in Douglas County. They shall have access to DCDP facilities. The elected Chair and Vice-Chair of a State Initiative or county chapter of the State Initiative, that lives in Douglas County, shall serve on the Central Committee of the DCDP and have voting privileges.
 - a) Young Democrats of Douglas County Committee (YDDC): The elected Chair of the YDDC shall serve on the Executive Committee of the DCDP.

D. 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. New committees can be proposed by collection of volunteer contact information at reorganization Committee meetings for review by the chair.

1. **Accountability:** The chair may appoint an accountability committee to review any complaints of misconduct by elected or public officials, party officers, or candidates and, if appropriate, investigate such complaints and make a recommendation for further action to the Executive Committee or state party.

VI. Vacancies

A vacancy shall be declared to exist when any incumbent resigns, moves outside the jurisdiction, dies, disaffiliates from the Democratic Party, is removed for cause, or if the seat was never filled at the last party election.

A. Precinct Organizers: The DCDP Central Committee Vacancy Committee shall fill PO vacancies [CRS 1-3-103(1)(a)]. New POs shall reside in the precinct they represent. The Central Committee shall ratify selection of all new POs. The vacancy committee shall notify the Chair of POs selected to fill vacancies at least 10 days before the next Central Committee meeting.

1. If the DCDP central committee vacancy committee does not fill the vacancy within thirty days of the vacancy occurring, the vacancy may be filled by the recommendation of the county chair, subject to ratification by the DCDP central committee at its next meeting.
2. If the county chair does not fill the vacancy within sixty days of the vacancy occurring, the vacancy may be filled by recommendation of the State Chair, subject to ratification by the county central committee at its next meeting.
3. The precinct organizer may assume full duties and privileges upon initial appointment but will be removed from office if the county central committee votes to reject.
4. The county party shall file a list of the names and addresses, by precinct, of those persons elected as precinct organizers with the county clerk and recorder within four days after the date of the county assembly.

B. Officers:

1. Chair: A vacancy shall be filled, within 30 days, by the Central Committee on the call of the First Vice Chair, or in the absence of the First 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 a no vote for the approval by any Executive Committee member, a formal vote shall be taken and results recorded in the minutes.

C. Captains: The Executive Committee shall fill such vacancies by appointment, subject to the approval of the House District Precinct Organizers at the next Central Committee meeting. If there is any no vote for the approval by any District PO, a formal vote shall be taken and results recorded in the minutes.

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, non-PO 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 the request for written resignation, 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 Organizers: Resignations of Precinct Organizers must be in writing (email is acceptable written communication) to any DCDP officer, District Captain or Field Team Leader and shall be forwarded to the Chair if the resignation was not sent directly to the Chair. The District PO Captain (Field Team Leader if the District PO Captain is vacant) shall request in writing a written statement of resignation from a PO whose resignation has been verbal. If no reply is received within 10 days of this request for written resignation, the position shall be considered vacant.

C. Removals:

1. Elected Central Committee Officers: Duly elected DCDP Officers, Captains, and Precinct Organizers 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 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 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: 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: The Chair may dismiss Captains for any of the causes listed above. Such action shall be ratified by majority vote of the House District POs at the next meeting of the Central Committee. The House District POs may also initiate such action through the petition process described for officers.
 - b) Right of Appeal: The right of appeal is the same as for officers.

Part Three - Nominating System

I. Precinct Caucus

- A. **Notification:** The county executive committee shall notify the State Party, the Secretary of State, and the County Clerk and Recorder of the precinct caucus date on or before January 2 of the year in which the election is held. The State Party shall keep a list of the dates of the precinct caucus for every county.
- B. **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 Organizers shall call the caucus to order. If there is more than one PO in the precinct, the POs shall decide which of them shall call the caucus to order either by agreement or by lot. If no PO is present, any person eligible to vote at the caucus may call the meeting to order. In a multi-precinct caucus, a PO that has been designated “facilitator” shall call the meeting to order for all precincts at the same time.
- C. **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.
- D. **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.
- E. **Elections:** Each caucus shall elect a Chair and Secretary to be the officers that preside over the caucus and record the results. Then the Caucus shall elect the allotted number of delegates, if applicable, to the Assembly or Convention in a manner provided in the caucus rules. The Caucus shall also elect two Precinct Organizers and two POAs , and shall sign up election judges and vote on resolutions prepared by caucus before adjourning.
- F. **Certification of Delegates:** The officers of the caucus shall prepare a certified list of the names of the delegates elected to the represent the precinct at the Assembly and/or Convention, and names of the elected Precinct Organizers 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.

- G. 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 and Precinct Organizers. 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 recommend 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 Organizers 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 Candidate Vacancy 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 and Recorder, 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 Executive Committee shall fix a date for the Assembly, not more than 21 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, or virtual. It is the duty of the Chair to issue a call to all those entitled to attend the Assembly at least 10 days beforehand. The County Executive committee shall notify the State Party, Secretary of State and the County Clerk and Recorder of the date of the county assembly on or before January 2 of the election year.
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, and a resident of the district, for a period of at least 12 months immediately preceding the date of the General Election. A county central committee or a vacancy committee may vote to waive the affiliation and the residency requirements if, within 30 days of the filing notice deadline, there is no other declared Democratic Party candidate in that 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 National Convention may be chosen 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 or Convention shall consist of delegates 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.
- C. **Delegate Voting Allocation and Fair Reflection:** See rules for voting allocation in Part 4 Article II.B of these rules.
- D. 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 10 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 House 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 Organizers 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:
 - (i) Deny certification of the challenged delegate(s).
 - (ii) Require a new list from the DCDP Chair.
 - (iii) Reallocate votes among unchallenged delegates.
 - (iv) Allocate fractional votes.
 - (v) Any other action that insures fair representation of those who chose the delegate.
 - (3) 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.
 - (4) Certification of Precinct Organizers:
 - (a) The Credentials Committee of the Assembly shall hear all disputes regarding the election of the Precinct Organizers.
 - (b) The Credentials Committee may remove a Precinct Organizer for reasons including, but not limited to, the person's not meeting the qualifications.
 - (c) The Credentials Committee shall recommend ratification of Precinct Organizers 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 vote by proxy.
- 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 Vacancy:** 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 Elected Office Vacancy Committee. A quorum, in such a case, shall be a majority of the whole number of members on the Elected Office Vacancy Committee.
- D. If DCDP Assembly fails to establish a vacancy committee, then the central committee shall be 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 15 days prior to the Assembly on the prescribed form.
- 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. Voting shall be by hand or credential raising, voice vote, or written or electronic ballot. Written ballots shall be signed or otherwise identifiably marked by the person voting to be valid.

- B. 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.
- C. Excess Delegate Vote:** At any Caucus, Assembly, or Convention, votes may be allocated for fair reflection by coin flip or drawing lots when the number of delegate votes for at least one candidate (or uncommitted) exceeds the calculated vote allocation from the Caucus, Assembly, or Convention.
1. Then, the votes by delegate shall be certified before the caucus, assembly or convention is adjourned.
- D. Manner of Voting**
1. **Exhaustive Voting:** For vacancy committees and for all other county assemblies and conventions, unless prohibited by law, in an election where there are more than 2 candidates, if at the end of each round of voting there is no candidate with a simple majority, the candidate with the lowest vote total shall be removed from the ballot for the next round of voting. This process shall continue until there are only 2 candidates, and one of them is declared the winner with a simple majority. Once the voting starts for an office, no additional candidates will be added to that ballot.
- E. Proxies:** A proxy is a written authorization for one person to vote on behalf of another at a meeting of a committee.
1. No proxy voting is permitted at any precinct caucus.
 2. Proxy voting is permitted at an assembly or convention.
 3. Proxies shall be counted for the purpose of establishing a quorum, unless otherwise specified in this rules document.
 4. No person may carry more than one proxy at any meeting.
 5. Proxies are not ballots and must be assigned before they can be voted. Proxies must be assigned to an accredited member of the Douglas County Central Committee, or other registered Democrat from the same county and congressional district as the original member. Once assigned, proxies may be reassigned only by the appropriate credentials committee or, if there is no credentials committee, the committee secretary has the authority to reassign the proxy. All proxy assignments and reassignments must be registered with the appropriate credentials committee or secretary at the meeting for which the proxy is to be exercised. All proxy instructions made by the original member will carry forward to any re-assignment of the proxy.
 6. The person giving the proxy can write instructions on it and they shall be honored, or proxies can be un-instructed. Unless otherwise indicated on the proxy itself or elsewhere in these rules, a proxy is presumed to be general, uninstructed and transferable.
- F. Equal Division Between Genders:** Balance between genders is desired.

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 40 percent of the whole number of delegates to the DCDP Assemblies and/or Conventions shall constitute a quorum.

- B. Quorum Adjustment Due to Prolonged Absence:** Any Central, Executive or Affiliated Committee member who fails to attend either in person or by proxy any two successive meetings of the Executive, Central, or Affiliated Committee, and is not present at the current meeting, may be dropped from the quorum requirements of the current meeting. An attendance record for past meetings is required to make these adjustments. _

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 quorum is present. The call for the Central Committee meeting shall specify the proposed 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 15, 2022, on a motion that they supersede any prior document of similar nature.

Indira Duggirala
Secretary, Douglas County Democratic Party

Angela Thomas
Chair, Douglas County Democratic Party