

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 "CDP".
 5. Provide a forum and a 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 persons.
 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 simply "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 the 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 Central and/or the 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 our strength as Democrats. 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 and all DCDP Committees 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:** Neither a 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 State Democratic Party of Colorado where the State rules relate to County Parties. Colorado Election Laws and State Party rules shall take precedence in case of any discrepancies or where DCDP rules are silent.

- B. **Partisan Elections:** 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. Financial contributions shall be awarded at the discretion of the Chair, upon the recommendation of the Executive Committee.
- C. **County Party Policies:**
 1. The Executive Committee may develop policies that augment the DCDP rules.
 2. 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.)
 3. 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:
 - a. Douglas County Democratic Party Privacy Policy, 08/20/05

PART TWO - ORGANIZATION

I. CENTRAL COMMITTEE

- A. **Composition:** Precinct Committee People (hereafter "PCPs"), district Captains and Co-Captains, officers of the Central Committee, 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 PCPs 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 his/her 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 shall have a vote at all Central Committee meetings, except 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 to give ample notice of time and place (at least ten 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 PCPs 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: PCPs shall be residents of their precinct for at least 30 days, and they shall be registered members of the Democratic Party for at least 60 days before their election.
3. Certification: The officers of the precinct caucus shall certify the names of the elected PCPs to the Assembly.
4. Disputes: The Assembly Credentials Committee shall determine the outcome of 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: PCPs 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, 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 shall run the caucus until a Caucus Chair and a Secretary are elected.
 - g. Support the nominees of the Democratic Party. Financial contributions are not required.
 - h. Serve on such committees as is deemed necessary by the Chair.
3. Campaigns: PCPs shall be responsible to district Captains and Co-Captains, to the DCDP Chair, to the Vice-Chair, and to the Second 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 shall serve until the next such meeting, unless removed for cause or a resignation is tendered 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 the Executive Committee.
 - b. Issue the call to and preside at all meetings of the DCDP Central and Executive Committees.
 - c. Serve as an ex-officio 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 CDP rules.
4. 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 shall 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 the Vice-Chair, the Second Vice-Chair shall preside at all meetings and shall exercise all authority of the Chair.
3. 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 by the Colorado Secretary of State.
 - e. Perform other duties as requested by the Chair.
4. 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 \$25,000, the premium for which shall be paid for by the DCDP.
5. Assistant Secretary: The Assistant Secretary shall:
- a. Coordinate the work of the office volunteers at DCDP headquarters and perform such tasks as requested by the Secretary.
 - b. Assume the responsibilities for carrying out the functions of the office of the Secretary in the event of the resignation, absence, or disability of the Secretary.
6. Assistant Treasurer: The Assistant Treasurer shall:
- a. Coordinate the DCDP advocacy program.
 - b. Assume the responsibilities for carrying out the functions of the office of the Treasurer in the event of the resignation, absence, or disability of the Treasurer.
 - c. The Assistant Treasurer shall be bonded for not less that \$25,000, the premium for which shall be paid for by the DCDP.
- C. Order of Succession: In the event of the resignation, absence, or disability of any officer, the responsibility for carrying out the functions of the DCDP shall devolve upon the officers in the order listed above, 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, and the Captains and Co-Captains elected at the biennial organizational meeting shall be members of the Executive Committee.
2. Appointed Members: 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 the management of the political campaigns of the Democratic Party within Douglas County. The Executive Committee members shall be responsible for the organization of the DCDP 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, Vice-Chair, and Second 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 ten 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.

V. AFFILIATED COMMITTEES of the CENTRAL COMMITTEE

A. 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 DCDP Chair shall appoint the Chair of the Rules Committee within 30 days of the biennial organizational meeting. 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, shall submit the plan for consideration and approval of the Central Committee, and shall monitor its implementation.

B. 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 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. Rules Committee:

1. Composition: This committee shall have at least 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:
 - a. 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 ten 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.

C. 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 Rules 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 for assisting with DCDP fundraising activities.

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.

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 County Chair of PCPs selected to fill vacancies at least ten 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 ten days of the occurrence of the vacancy.
2. Other Officers: The office shall be filled by the order of succession 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 PCPs, 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 ten 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 PCPs: Resignations of PCPs 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 ten days of this request, the position shall be considered vacant.

C.

Removals:

1. **Elected Central Committee Officers:** Duly elected DCDP Officers, Captains, and PCPs 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 CDP 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(s) 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(s) 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(s) does/do not resign, the officer(s) 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(s).
 - d. At the meeting of the Central Committee the accused officer(s) 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(s) 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(s) may appeal his/her/their removal(s) 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(s) shall resume his/her/their office(s) at the conclusion of voting.
 - f. If an officer(s) is/are removed, the office(s) 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 ten 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 PCP 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 Committees. 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 precinct caucuses, one of the incumbent PCPs 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 PCP is present, any person eligible to vote at the caucus may call the meeting to order. In a multi-precinct caucus, a PCP 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 CDP and shall 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 his/her 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 to 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, to elect two PCPs, to sign up election judges, and to 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 PCPs on the form supplied by the DCDP. The caucus officers, or designated volunteer(s), shall return completed forms to the DCDP Chair the night of the caucus, or no later than noon local time the following day. At a multiple-precinct caucus, the facilitator will collect the certified lists from each caucus and will 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 PCPs. These laws shall be explained in plain language within the rules provided by the CDP 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 PCPs 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 CDP 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, to elect delegates to the Democratic Party State Assembly, and to conduct other business as determined by these rules and by 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 ten 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 CDP 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 ten 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 of the 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 CDP Convention. Democrats from Douglas County that would like to go to the to the DNC Convention may be chosen by CDP Officers, or by delegates at the Congressional District Convention, or by delegates at the CDP 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 delegate, 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 CDP 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 five days before the date of the CDP and/or Congressional District Assembly and/or Convention, the officers presiding over the Assembly and/or Convention shall give the CDP 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 CDP 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. CDP 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:** This committee 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, placing directional signs, refreshments, organizing booths, sales, and information stations.
2. **Permanent Organization Committee Duties:** This committee shall:
 - 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 shall 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 PCPs to the Assembly.
 - b. **Procedure:**
 - (1) **Challenges Regarding Delegates:** Anyone desiring to contest the qualifications of any delegate, or the conduct, or the result of any precinct caucus, shall file a protest with the DCDP Chair within seven 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) Certify alternate delegates or delegations.
 - (v) Certify an alternate delegation.
 - (vi) Allocate fractional votes.
 - (vii) 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:**
 - (a) The Credentials Committee of the Assembly shall hear all disputes regarding the election of the PCPs.
 - (b) The Credentials Committee may remove a PCP for reasons including, but not limited to, the person not meeting the qualifications.

(c) The Credentials Committee shall recommend ratification of PCPs 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 CDP Platform Committee for consideration into the report that will be presented to at the CDP 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 if a vacancy is 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 ten 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 ten 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. Proxies: A proxy is a written authorization for one person to vote on behalf of another at a meeting of a committee. Substitutes must be Democratic electors residing in:
 - a. Douglas County
 - b. The jurisdiction of the Central Committee
 2. For the purpose of establishing a quorum, proxies shall be counted.
 3. No person may carry more than one proxy.
 4. The person giving the proxy may write instructions on it and they shall be honored.
 5. No proxy voting is permitted at any caucus, assembly or convention, or in any meeting relating to the nominating process.
 6. Proxy voting is not permitted in the consideration of recommendations for appointments by elected officials to salaried positions.
- C. Equal Division Between Male and Female: Where balance between male and female membership is desired, such as for the CDP Central Committee by CDP 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 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

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 filer of the complaint submits the signatures of ten 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 address the complaint, to meet prior to the Central Committee

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

V. PUBLICATION of the RULES

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

VI. AMENDMENTS to RULES and POLICIES

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 purposed changes to rules and policies at least ten 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 CDP or the Colorado State General Assembly shall automatically change any portion of the DCDP rules.

VII. ROBERT'S RULES of ORDER

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.

This revision to the *Plan of Organization and rules of the Democratic Party of Douglas County, Colorado* were adopted by the Central Committee on August 22, 2009, on a motion that they supersede any prior document of similar nature.

Secretary, Douglas County Democratic Party

Chair, Douglas County Democratic Party