

THE RULES & THE PLAN

ADAMS COUNTY DEMOCRATIC PARTY

**AS APPROVED BY
THE COUNTY CENTRAL COMMITTEE**

**Revised JULY 2021
Approved November 2021**

THE RULES AND THE PLAN OF ORGANIZATION OF THE ADAMS COUNTY DEMOCRATIC PARTY

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November 2021

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THE COUNTY CENTRAL COMMITTEE	0
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PREAMBLE

These rules govern the organization and the proceedings of the Democratic Party of the County of Adams, State of Colorado. The sole purpose of the Adams County Democratic Party is to provide support to anyone who is a Democratic candidate for political office in any Election.

PART ONE AUTHORITY AND PRINCIPLES

ARTICLE I. NAME The name of the organization shall be the Democratic Party of Adams County, hereinafter called the “party.”

ARTICLE II. AUTHORITY. From the time of its convening until the time of its final adjournment, the County Assembly shall exercise all powers given to the party. At all other times, the governing body of the party shall be the County Central Committee, with full powers of the County assembly. The County Executive Committee shall, between meetings of the County Central Committee, exercise such powers as delegated to it by the County Central Committee. The County Chair shall carry out the mandate of the County central and/or Executive Committees.

ARTICLE III. PRINCIPLES.

A. **AFFIRMATIVE ACTION.** To create full participation by all Democrats in the party, the party shall adopt and implement affirmative action programs with specific goals and timetables for achieving results. All members of the party, including all party officers, candidates for public office, candidate

organizations and staffs shall take affirmative steps to encourage participation at all levels of the party, and in all party affairs, of traditionally underrepresented groups as indicated by their presence in the Democratic Electorate. The term “traditionally under-represented groups” includes, but is not limited to, the following groups: Native-Americans, ethnic and racial minorities, women, senior citizens, youth, the poor and the handicapped.

1. Goals. The goal of such affirmative action shall be to create such participation in delegate selection processes, and in party organizations at all levels, of the groups as indicated by their presence in the Democratic Electorate.
2. Quotas. This goal shall not be accomplished either directly or indirectly by the party’s imposition of mandatory quotas at any level of the delegate selection process, or in any other party affairs.
3. Equal Division. Whenever possible, equal division at any level of delegate or committee positions between men and women shall not be a violation of the above paragraph.
4. Administration and Enforcement. THE ADAMS COUNTY DEMOCRATIC PARTY WILL ENFORCE THE STATE AFFIRMATIVE ACTION PLAN/OUTREACH PLAN shall propose, administer, and enforce the County Affirmative Action Plan.

B. NON-DISCRIMINATION. Discrimination based on race, sex, age, color, national origin, religion, ethnic identity, sexual orientation, gender identity, or economic status in the conduct of party activities at all levels of the party is prohibited.

- A. PARTY MEMBERSHIP. The party shall be open to all who are registered Democrats, and who are not members of any other political party.
- B. OPEN MEETINGS. All meetings at all levels of the party are open. All Democrats who attend a meeting, even if they are not members of the committee, which is meeting, shall have the right to speak on any issue that comes before the body. The Chair of the committee may limit the time that a non-member may speak.
- C. GENDER. Whenever gender is used in these rules, it shall include all genders.
- D. ASSESSMENTS. No delegate to any assembly or convention, nor any candidate for party or public office, shall be required to pay any assessment as a condition of becoming or serving as a delegate or office holder.

PART TWO

CENTRAL COMMITTEE SYSTEM

ARTICLE I. CENTRAL COMMITTEE.

A. **COMPOSITION**. The following registered Democrats residing within the County shall comprise the membership of the County Central Committee. The holding of multiple offices shall not entitle a member to more than one vote, excluding the use of proxies:

1. All the precinct committee people
2. Members of the County Executive Committee,
3. The elected officers of the County Central Committee,
4. Captains at large,
5. Countywide elected officials and the Public Trustee,
6. Members of the Colorado General Assembly,
7. United States Senators and Representatives,
8. Statewide elected officials,
9. The District Attorney of the 17th Judicial District,
10. Members of the Democratic National Committee,
11. Elected members of the State Board of Education,
12. Elected members of the Board of Regents,
13. Elected State Party officers,
14. Immediate Past Chair of the Party.

B. **TERM OF OFFICE**. The term of office of the members of the County Central Committee shall be two years, or until their replacement has been elected or appointed. In the case of elected or appointed public officials whose terms of office are greater than two years, their membership on the committee ceases when their term of office expires.

C. **POWERS AND DUTIES**. The County Central Committee shall be the governing body of the party and shall be vested with all the power and authority of the party, except those powers vested in the County assembly.

ARTICLE II. EXECUTIVE COMMITTEE.

COMPOSITION.

1. **Elected Members.** The officers of the County Central Committee, the chairs of the state house district and state senate district Central Committees who reside in Adams County, the chairs of Adams County initiatives affiliated with statewide initiatives recognized for membership on the state Central Committee and the Captains and Co-Captains elected at the biennial organizational meeting of the Central Committee by the PRECINCT ORGANIZERS of the respective Captaincy Districts, shall be members of the Executive Committee.
2. **Appointed Members.** The County Chair may appoint not more than 12 additional Captains at-Large to the Executive Committee.
3. **Ex-officio Members.**
 - a Elected Officials. All elected or appointed public officials listed in Part Two, Article I, Section A, Subsections 5, 6, 7, 8, 9, 11 and 12 who are not elected or appointed members of the Executive Committee, shall be members of the Executive Committee.
 - b Bingo Committee. IF THERE IS A BINGO COMMITTEE, any member of the Bingo Committee who is not an elected or appointed member of the Executive Committee shall be a member of the Executive Committee.
 - c Past Party Chair. Any past party Chair, who is not an elected or appointed member of the Executive Committee, shall be a member of the Executive Committee.
4. **Call.** This is how the "Call" is forwarded to Executive Committee members.
 - a Forward to Members. The Call for Executive Committee Members shall be forwarded to members either via U.S. Mail or E-Mail per the party rules as established elsewhere.
 - b By E-Mail. EMAIL WILL BE THE DEFAULT METHOD OF DELIVERY OF THE CALL.
 - c By U.S. Mail. Members who desire to continue to have their Call forwarded by U.S. Mail shall provide to the party Secretary their current mailing address.
 - d Member to Be Responsible. Each member of the Executive Committee shall be responsible for advising the Adams County Democratic Party of his/her current E-Mail Address.
 - e Policy to Affect. This policy shall only affect Executive Committee Meetings.
 - f Vacancy Committee Meetings. This policy shall not extend to Vacancy Committee Meetings whenever the Executive Committee shall be called upon to fulfill that duty. No vacancy committee called to fill a vacancy pursuant to the provisions of subsection (2.3) of this section may select a person to fill a vacancy at a meeting held for that purpose unless a written notice

announcing the time and location of the vacancy committee meeting was mailed to each of the committee members at least fifteen days prior to such meeting by the chairperson of the Central Committee which selected the members. Mailing of the notice is effective when the notice is properly addressed and mailed in the United States mail, with first-class postage prepaid. CRS 1-4-1002 (9) (a) -- as of July 2017

TERM OF OFFICE

5. **Elected Members**. Elected members of the Executive Committee shall serve until the next organizational meeting of the County Central Committee, or until their successors shall be elected or appointed.
6. **Appointed Members**. Appointed members serve at the discretion of the County Chair. At the time of the election of a new County Chair, of the County Central Committee, the newly elected County Chair shall appoint new Captains-At-Large and notify both old and newly appointed members of their status by letter or email.

C. **DIVISION INTO LEGISLATIVE SUB-DISTRICTS**. The legislative districts or parts of districts of the County fixed for Representatives to the Colorado House of Representatives shall be divided INTO CAPTAINCY DISTRICTS

D. **ELECTION OF HOUSE DISTRICT CHAIR, VICE CHAIR, SECRETARY, TREASURER CAPTAINS, AND CO-CAPTAINS**. At each organizational meeting of the County Central Committee, the precinct ORGANIZERS within the HOUSE Districts shall meet and elect OFFICERS.

HD Chair Duties

- Assist Captains in their duties including performing all duties Captains perform as needed.
- Recruit Captains and other officers for Captaincy including PO's for vacancies.
- Provide training for Captaincies, PO's including job duties and VAN.
- Create resources for Captains and PO's.
- Hold periodic meetings of Captains and Co-Captains to share best practices.
- Organize events for HD to deliver party activities within the district.
- Help organize and supervise caucus sites.
- Support the County Chair and other party officers as requested.

- Work with and support Democratic candidates and elected officials in the HD as appropriate.
- RUN HOUSE DISTRICT MEETING AT THE COUNTY ASSEMBLY FOR THE NOMINATION OF THE CANDIDATE TO REPRESENT THE HOUSE DISTRICT
- COMPLETE PAPERWORK FOR THE SOS
- DESIGNATE THE VACANCY COMMITTEE FOR THE HOUSE DISTRICT
- OVERSEE THE FUNDRAISING FOR THE HOUSE DISTRICT
- CONDUCT REGULAR HOUSE DISTRICT MEETINGS

HD Co-Chair Duties

- Assist Chair in their duties.
- Act as Chair in Chair's absence.

HD Secretary Duties

- TAKE AND Send out meeting MINUTES for HD Officer and Captaincy meetings that have been held to all Captains and Co-Captains.
- Set up and Post information on HD Facebook Page
- Send out calls for HD Officer and Captaincy meetings.
- Assist Chair in their duties.
- TAKE MINUTES AT RE-ORG AND COUNTY ASSEMBLY

HD Treasurer Duties

- Work with HD Chair, Captains and the Adams County Democratic Party Treasurer and Assistant Treasurer to develop and keep records on fundraising activities.
- Keep records and ensure that members requesting reimbursement get reimbursed.
- Develop annual budget.
- Assist Chair in his/her duties.

Captain

- Support nominees of the party
- Attend all meetings of the Executive and Central Committees of the Adams County Democratic Party.
- Recruit party workers and supervise, and conduct party activities, including canvasses and GOTV within the district.
- Assist the County Chair to fill vacancies in PRECINCT ORGANIZERS.
- Assist the Treasurer of the House District in all fundraising activities within the district.
- Promote all policies of the County, State, and national parties, including openness of meetings, promotion of voter registration, affirmative action, and promote greater public participation in the party and electoral processes.

- Recommend expenditures for Captaincy, and forward to HD Treasurer for accounting purposes.
- ASSIST CHAIR IN TRAINING ACTIVITIES IN THE CAPTANCY
- Conduct, upon proper notice to the members of the Captaincy District, at least 2 meetings of the district per year.

J Co-Captain

- Support the nominees of the party.
- Attend all meetings of the central and Executive Committees of the central and Executive Committees of the Adams County Democratic Party.
- Assist the Captain in the performance of duties.
- In the absence, OR failure, or refusal of the Captain, to act and perform the duties of the Captain

PROCEDURES OF THE HOUSE DISTRICT

The following shall be followed for Captaincy District actions:

1. **Composition.** Voting membership of the district shall consist of all members of the Central Committee who reside within the district, except that when electing or removing the Captain, Co-Captain, only the Precinct Organizers of the district shall vote.
2. **Call.** Upon the call of the House District Chair, Captain or Co-Captain, or three other members of the district, there shall be a meeting of all the members of the district.
3. **Meeting in District.** All meetings of the district shall be held within the district.

Ten (10) Day Rule. Written notice of the meeting shall be given ten (10) days prior to the meeting to all members of the district; provided, however, that the members of the district each may sign a written waiver of notice and thereby cure any defect in such notice to the signing member.

4. Meeting notice will be provided via email and/or phone with as much lead time as possible.
5. **Waiver.** Waiver of such defect shall read: "I hereby waive any defect in the notice or giving of notice to me of this meeting. Date: _____ Signed: _____."
6. **Business at Meeting-** Members of the district may conduct such business at such meeting as is required to carry out the work of the County party within the district and shall not be limited to any subject set forth in the call for the meeting.

7. **Promote Programs/Campaigns.** The members of the district may promote the party within the district by such programs and campaigns as the members see fit, so long as those programs and campaigns do not conflict with the policies, rules, programs, and campaigns of the County party.

ARTICLE III. OTHER CENTRAL COMMITTEES.

- A. **CONGRESSIONAL DISTRICTS.** The Chair and Vice-Chair of the several party County Central Committees entirely or partially within each congressional district, together with the elected congressman, elected state board of education member of the party for the congressional district, the elected Board of Regents member of the party for the congressional district, the State Senators and Representatives of the party who reside within the district, and the officers of the congressional district shall constitute the congressional district Central Committee. If, in any County or portion thereof within the district, the party has polled at least 10,000 votes at the last preceding General Election for the party's candidate for Governor or President of the United States, the County shall be entitled to two (2) additional members on the Central Committee for each additional 10,000 votes, or major portion thereof, polled in the County or portion of the County within the congressional district. The additional members shall reside within the district and shall be elected by the County Central Committee at its organizational meeting in a manner provided for by the state Central Committee. Such additional members shall be as equally divided as possible between men and women.
- B. **STATE SENATORIAL AND REPRESENTATIVE DISTRICTS.** The Central Committees of the state senatorial and representative districts shall consist of the officers of the district, the County Chair and Vice-Chair, all the committee persons within the district, and all Democratic members of the Colorado General Assembly who reside within the district.
- C. **JUDICIAL DISTRICT.**
 1. **Officers.** The officers of the County Central Committee shall be the officers of the 17th Judicial District. The Central Committee of the district shall be the County Central Committee and the Democratic Elected District Attorney who shall reside in the district.
 2. **Multi-County District.** From time-to-time the Office of The District Attorney may be shared with another County or Counties.

ARTICLE IV. ORGANIZATION MEETING

Between the first day of February and the fifteenth day of February of odd numbered years, the Central Committee shall meet at the call of the Chair, who shall give at least ten (10) days prior notice of the time and place of this meeting to all persons entitled to be present. The Chair shall not make any appointments or removal of a Central Committee member after the 31st of December preceding

the Organization Meeting for those that wish to run as a member of the Central Committee and Executive Committee of the State Democratic Party,

The Chair will provide information regarding the procedure for the Letters of Intent on the Party's Website, social media, and the Party's newsletter. The Chair will set a deadline for Letters of Intent for those that wish to run as a member of the Central Committee and Executive Committee of the ADAMS COUNTY DEMOCRATIC PARTY, State Democratic Party, Judicial District and Congressional District(s). Those candidates will be listed on the ballot in the order the Chair and Secretary receive the Letters of Intent, by date.

The incumbent Chair shall call the meeting to order and preside until a new Chair has been elected. The first order of business after the roll call shall be the election of the Chair. The next order of business shall be the election of the Vice-Chair, 2nd Vice-Chair, Secretary, Assistant Secretary, Treasurer, and the Assistant Treasurer. At the meeting, the Central Committee shall also elect members to the State Central Committee and the Congressional district Central Committees, in accordance with instructions provided by the state party. Members so elected shall be as equally divided between men and women as is numerically possible within the fractionalizing of the votes of such members.

ARTICLE V. OFFICERS OF THE CENTRAL COMMITTEE.

A. CHAIR.

1. **Duties**. The Chair shall be the chief executive officer of the party. The Chair may appoint other volunteer personnel to manage the business and financial affairs of the party. The Chair shall administer the budget as approved by the Central Committee.
2. **Meetings and Call**. The Chair shall issue the call with the time and location to all Central and Executive Committee meetings. The Executive Committee shall meet monthly unless a waiver of the monthly meeting is voted on by the Executive Committee.
3. The current Chair shall call at least one (1) Central Committee meeting in each calendar year.
4. The Chair shall issue the call for all assemblies and conventions.
5. The Chair shall call a GOTV (Get Out the Vote) Central Committee late August or early September every year. Whenever possible the Chair will provide communication to coordinate between local and state level candidates.

6. The Chair shall be the presiding officer of Executive and Central Committee meetings, and a member of all committees within the party. THE CHAIR shall have the deciding vote in all Central and Executive Committee meetings but shall not otherwise vote at any meetings of the Central or Executive Committee.

7. The Chair shall provide guidance to all candidates within any jurisdiction of Adams County, to ensure the success of highly qualified candidates. Any Democrat who runs for a local/nonpartisan position, and seeks the Adams County Democratic party guidance may have a meeting with the party Chair. At that meeting, any candidate who seeks the Party's support for that position may present his or her campaign plan and receive feedback.

- B. **VICE-CHAIR.** The Vice-Chair shall do everything necessary to assist the Chair in carrying out the duties of the Chair. In addition, the Vice-Chair shall provide leadership for organizational activities and for political education. In the absence of the Chair, the Vice-Chair shall preside at all meetings and exercise all the authority of the Chair.
- C. **2ND VICE-CHAIR:** The 2nd Vice-Chair's duties are at the discretion of the Chair.
- D. **SECRETARY.** The Secretary shall keep the minutes of the Central and Executive Committee meetings. The Secretary shall perform such other duties as requested by the Chair, as well as such duties as are usually associated with the Office of Secretary. Secretary shall provide an accurate and up to date Central Committee list to all Candidates upon their Letter of Intent submitted to the Chair to run for an Officer's position of the Adams County Democratic Party.
- E. **ASSISTANT SECRETARY.** The Assistant Secretary shall assist the Secretary in the performance of duties, and shall in the absence of the Secretary perform the duties as listed above in D.
- F. **TREASURER.** The Treasurer shall have custody of the funds of the party and shall render written accounts of receipts and disbursements at each meeting of the Central and Executive Committees. The Treasurer shall be bonded in the sum of \$10,000.00 (or as otherwise ordered by the central or Executive Committee), the premium for such bond shall be paid for by the party. The Treasurer shall prepare and file all financial reports required of political parties by federal or state law. The executive or Central Committees may, by resolution, provide for payment by the Treasurer of any expenditure within limits fixed by such resolution, at the direction or order of the County Chair. The Treasurer shall make payments and expenditures of party funds only at the direction of the Executive Committee, Central Committee, HOUSE DISTRICT CHAIR OR SPECIAL INITIATIVES OR DEMOCRATIC PARTY Sanctioned GROUPS THAT RAISE MONEY and have LEDGER BALANCES.

- G. **ASSISTANT TREASURER.** The Assistant Treasurer shall assist the Treasurer in the performance of duties. The Assistant Treasurer shall be bonded as the Treasurer. The Assistant Treasurer shall be the Chair of the County Finance Committee.
- H. **ORDER OF SUCCESSION.** In the event of the absence or disability of any County party officer, or in the interval between the occurrence of any vacancy among officers and the filling of such vacancy, the responsibility for performance of party functions, calling of meetings and conduct of party affairs, where not otherwise specifically provided for in these rules, shall devolve upon the officers of the County party in the following order:
1. County Chair,
 2. County Vice-Chair,
 3. County 2nd Vice-Chair,
 4. County Secretary,
 5. County Treasurer,
 6. County Assistant Secretary,
 7. County Assistant Treasurer,
 8. Any three members of the Executive Committee, provided, however, that the function of such members is limited to the calling of meetings of the Executive Committee and central committee as required by these rules.
- I. **TERM OF OFFICE.** The term of office for party officers shall be from the time of their election or appointment until the next organizational meeting of the County Central Committee, or until their successors have been elected or appointed.
- J. **EXPENSES.** The Executive Committee may authorize reimbursements of approved expenses incurred by the officers of the party accrued in the performance of their duties.

ARTICLE VI. PRECINCT CAUCUS

- A. **MEETINGS.** Precinct Caucus day will be set forth by the Colorado Democratic Party in March of even numbered years. The time and place of each precinct caucus shall be fixed by the County Central Committee and shall be published once in a newspaper of general circulation in the County.

A-1. MEETINGS: PRESIDENTIAL YEARS.

In a year in which a presidential election will be held, a political party may, by decision of its state Central Committee, hold its precinct caucuses on the first Saturday following the presidential primary election. The committee shall notify the secretary of state and the clerk and recorder of each County in the state of the decision within five days after the decision. CRS1-3-102 (1) (a) (III) --- as of July 2017.

B. ELECTION OF COMMITTEE PEOPLE.

1. The precinct caucus shall elect precinct organizers. The two people receiving the highest number of votes shall be elected. If two or more candidates for precinct organizer get an equal and the second highest number of votes, or if three or more candidates receive an equal and the highest number of votes, the election shall be determined by lot, by such candidates.
2. The Precinct Organizers shall reside in their precinct for at least thirty (30) days prior to the caucus, and they shall have been registered members of the Democratic Party for at least two months prior to their election.
3. The officers of the precinct caucus shall certify the names of the precinct organizer to the County assembly.
4. The County Credentials Committee shall determine all disputes as to the qualifications or election of any candidate for the office of precinct organizer and shall include its findings in its report to the County assembly. The County assembly shall certify the list of precinct organizers.

C. CHALLENGES TO ELECTION OF PRECINCT ORGANIZERS.

1. **Challenge By Elector**. If any elector meeting the requirements for committee person challenges the caucus election, the challenge shall be made by filing a party petition with the signatures equaling not less than 250 of the electors within the precinct or a total of not more than 10% of the vote within the precinct for the last Democratic candidate for governor, whichever is less.
2. **Petition**. Such petitions shall be turned in no later than 55 days before the primary election.
3. **Certification**. The petition shall be certified by the County Clerk & Recorder.
4. **Order Of Names**. The order of names on the ballot shall be:
 - a. Elected. Persons elected at the caucus,
 - b. Alphabetical. Alphabetical listing of those nominated by petition.
5. **Person How Elected**. The person receiving the highest number of votes at the primary election shall be certified as the Precinct Organizers.

6. **Assuming Office**. The person elected at the precinct caucus shall assume the office immediately; if the committee person is successfully challenged at the primary election, the new committee person shall assume office immediately after certification of the election.

D. **DUTIES OF COMMITTEE PERSONS.**

1. **Representatives of the Party**. As duly elected officers of the party, Precinct Organizers are the representatives of the party within their precincts and have the right to represent the Democrats living within their precinct at all meetings of the Central Committee that are held during their term of office.

2. **Responsibilities**. Such rights carry with them equivalent responsibilities, including the obligation of performing the following duties while holding office:

- a. Attendance at Meetings. Attend all meetings of the Central Committee, unless properly excused,
- b. Recruiter. Recruit party workers in the precinct and supervise and direct their activities within the precinct,
- c. Distributor of Literature. Distribute and/or supervise the distribution of the literature of the party within the precinct,
- d. Conduct Drives. Conduct within the precinct such registration drives, fund drives, and canvasses as shall be required by rule or resolution of the state Central Committee, the County Central Committee, or by the duly authorized representatives of said committees,
- e. Notifier. Notify registered Democrats in the precinct of the time and place of the precinct caucus,
- f. Supporter. Support ALL the nominees of the party in the General Election.

ARTICLE VII. AFFILIATED COMMITTEES OF THE CENTRAL COMMITTEE.

A. **AFFIRMATIVE ACTION** Within ten (10) days after election, the County Chair shall appoint a Chair of a Standing Committee on Affirmative Action. This committee shall be responsible for fulfilling the provisions of Part One, Article III, Section A of these rules, and for coordinating the County party's affirmative action with that of the state party.

B. **RULES.** Within ten (10) days after election, the County Chair shall appoint a Chair of a Standing Committee on the Rules. All proposed rules changes shall be submitted to this committee for review. The Rules Committee shall report these proposed changes to the Executive Committee. The Executive Committee shall review these proposed changes at its next scheduled meeting. The Executive Committee shall forward these proposed changes to the Central Committee with a favor recommendation, an unfavorable recommendation, or with no recommendation. The Central Committee shall have the final decision on the adoption or rejection of any proposed changes in the party rules. (See Part Four, Article XIV)

1. **Purpose.** This shall be an Amendment to Clarify Part Two: Central Committee System, Article VII – Affiliated Committees of the Central Committee, B. Rules, regarding the Submission of Proposed Rule Changes.

2. **Submitted To.** All Proposed Rule Changes to Adams County Party Rules shall be Submitted IN WRITING to any Party Officer with a Copy of Same forwarded to the Rules Committee.

3. **Submitter Information.** Submitter(s) shall provide their Name(s), Address (es), and Telephone Number(s) and/or E-Mail Address (es) as part of their Proposed Rule Change.
NOTE: This information shall not appear in the Rules as they are to be Published.

4. **Present to Committee.** Submitter(s) shall be required to formally present such changes in written form and explain to the Rules Committee their intent for such rule change.

5. **Transition:** The rules committee shall be ongoing until a newly elected Chair shall appoint a new chair for the rules committee. The standing rules committee shall maintain a list of potential changes and reasons for those changes. The rules committee shall provide recommendations to the newly elected Chair and to the new rules committee chair.

B-1. RULES: RESOLUTIONS. All proposed resolutions shall be sent along with the agenda to the members of the County Central or County Executive Committee at least thirty (30) days prior to the meeting at which the resolutions are to be considered.

C. **RECOMMENDATIONS.** Within ten (10) days after election, the County Chair shall appoint the Chair of a Recommendations Committee, to make recommendations for filling any vacancies for gubernatorial public appointees for County or state levels.

D. **FINANCE COMMITTEE.** Within ten (10) days after the biennial reorganization meeting of the County party Central Committee, the County party Treasurer shall post a call for a meeting within thirty (30) days of the Finance Committee, which shall be a standing committee of the County party Executive Committee.

1. **Composition.** The members of the Finance Committee shall be the TREASURER of each HOUSE District and the Assistant Treasurer of the County party, who shall be the Chair of the committee.
2. **Quarterly Meetings.** The Finance Committee shall meet at least quarterly.
3. **Duties.** The Finance Committee shall be responsible for planning, organizing, and implementing all fundraising programs for the County party.
4. **Advisory Committee.** The Finance Committee shall act as an advisory committee to the Executive Committee on all financial matters concerning the County party.

E. **FAIR CAMPAIGN PRACTICES COMMITTEE.** At least three (3) months prior to the precinct caucus, the County Chair shall appoint a Standing Committee on Fair Campaign Practices. Such committee shall be modeled after the State Party's Fair Campaign Practices Committee.

F. **BINGO COMMITTEE.** Within ten (10) days after election, the County Chair shall appoint a Chair of the Bingo Committee and a Games Manager IF THE PARTY IS CONDUCTING THESE ACTIVITIES. -The Games Manager must be certified by the Colorado Secretary of State prior to taking charge of the bingo game. The Games Manager and the bingo Chair shall be assisted by the party volunteers and the members of the County Executive Committee.

1. **Expenses Payable.** The net profits from our bingo game may be used to pay the lawful expenses incurred in the operations of party headquarters, including any assessments levied by the state party.
2. **Net Profits.** The net profits from bingo may also be used to cover the costs of any authorized party fundraising events and other lawful party functions authorized either by the County central or County Executive Committees.

3. **Interest to Be Withdrawn.** The County party Treasurer shall be directed to withdraw, on a monthly basis, all accrued interest from the bingo account, IF THERE IS ONE, which money shall be transferred to the party's operating account.

G. **OTHER COMMITTEES.** The County Chair may appoint other standing or special committees as is deemed necessary for the conduct of party business.

PART THREE NOMINATING SYSTEM

ARTICLE I. PRECINCT CAUCUS.

A. **TIME, PLACE AND NOTICE.** Precinct caucuses shall be held between the first Tuesday through the first Saturday after the first Tuesday in March.- The time and place of each precinct caucus shall be published once in a newspaper of general circulation in the County. The signs shall be made available in a manner and place as designated by the County Chair. The House District Chair, Captain(s) or designated member of the Executive Committee shall post a notice 12 days before caucus at the caucus site. The County shall notify the CDP, Secretary of State and the County clerk and recorder

A. **CONDUCT OF CAUCUSES.**

1. The County Chair will designate a CURRENTLY TRAINED Chair for the Caucus site. The designated Caucus Chair -Anyone arriving late may only participate in the business conducted after they have arrived and been certified as eligible to vote.

2. Business. The business of the caucus shall proceed in the following manner, after the caucus has been called to order. All voting shall be open, unless a secret ballot is requested by anyone who is eligible to vote at the caucus.

3. Voting participants of the caucus shall be registered Democrats and residents of the precinct for at least 22 days prior to the caucus. The first order of business shall be the validation of those eligible participants in the manner prescribed by the County Chair. The County Clerk will provide a list of eligible Democratic voters, pre-registered 16 year-olds, and confidential voters to assist in the check in process. 16 yr-olds can run and serve as precinct organizers and county delegates.

4. Reading of the Rules. The caucus shall then be read a clear and concise statement of precinct caucus rules, procedures, and requirements for participation in the precinct caucus. The Assembly and Convention process, and copies of the statement may be distributed. The statement shall include the appropriate sections of the affirmative action plan and fair reflection provisions of the rules.

- a. Candidates or elected officials will be given speaking time at the caucus.

- b. The following elections shall be held at each caucus. These elections may be held in any order that is decided upon by those present at the caucus.
 - (i) Delegates to the County Assembly,
 - (ii) Delegates to the State and Congressional Assemblies/Conventions
 - (iii) Delegates to the Judicial District Assembly
 - (iv) Two precinct organizers

Change above to say those interested in being elected to the State, Congressional, and Judicial Assemblies will submit names at Caucus to be put on the ballot to be elected at the County assembly. The vote will be held by house district at the county assembly.
- c. Solicit election judge volunteers
- d. Develop platform resolutions
- e. Provide notice of date for County assembly.

SELECTION OF DELEGATES AND ALTERNATES TO THE COUNTY ASSEMBLY AND THE COUNTY CONVENTION.

1. **Number of Delegates.** A form, giving the number of delegates to be elected from each precinct, shall be provided by the County Central Committee prior to each caucus.
2. **Qualifications.** Delegates must be registered Democrats and be residents of the precinct from which they are elected.
3. **Nominations.** Candidates for delegate may be nominated by any person present and eligible to vote. Self-nomination by any person present is allowed.
4. **Selection Procedure.** The persons receiving the largest number of votes shall be elected delegates.
5. **Ties.**
 - a. County Assembly. Ties shall be broken by the drawing of lots between the candidates who are tied.
6. Alternates. The caucus may elect alternates, but no more than one alternate for each delegate. The caucus may designate the order in which the alternates are seated, in the event of the absence of a delegate or delegates. If such designation is not provided, alternates shall be seated in the order listed on the caucus report of the

caucus proceedings to the County Chair. The qualifications of delegates shall also apply to the alternates. Alternates can only serve from the precinct they are elected from.

7. Proxy votes will not be allowed.

DELEGATES TO STATE, CONGRESSIONAL AND JUDICIAL DISTRICT ASSEMBLIES/ CONVENTIONS.

To implement the Adams County GRASSROOTS system, delegates to the state and congressional assemblies shall be nominated directly from precinct caucuses. Any remaining delegate positions not filled at caucus shall be elected at large at the County assembly/convention from among the delegates and alternates present and registered.

1. **Non-Presidential Year**. Following the election of delegates to the County assembly, precincts shall nominate, from among those qualified electors, delegates to the state and congressional assemblies.
2. **Presidential Year**. In a presidential election year, following the election of delegates to the County convention, each precinct shall nominate delegates to the state and congressional conventions.
3. **Ratification Process**. Upon ratification by the County assembly of nominated to the state assembly and congressional district assemblies, or upon ratification by the County Convention of nominated delegates and alternates to the state convention and congressional district conventions, such nominees shall become regular delegates and alternates at the subsequent assembly or convention for which they were nominated at precinct caucus.

Names will be submitted at caucus for those interested in being delegates to the state, congressional, and judicial district assemblies/conventions. Elections for these will be conducted at the County Assembly.

B. CERTIFICATION. The officers of the precinct caucus shall prepare a certified list of the names of the delegates and alternates to the County assembly, County convention, and other assemblies and conventions on the forms supplied for that purpose by the County Chair. The officers of the caucus shall submit this list to the County Chair within twenty-four (24) hours of the time of the caucus. The County Chair shall submit such list to the Credentials Committees of the various assemblies and conventions.

ARTICLE II. COUNTY ASSEMBLY

A. **DATE.** The County assembly shall meet in every even-numbered year to designate candidates for the primary election. The County assembly shall be held within 21 days after Caucus.

B. **DELEGATES.**

1. **Number.** The number of delegates shall be fixed by the County Central Committee prior to "Precinct Caucus Day" and in accordance with a formula that gives weight to population and Democratic voting strength for each precinct.
2. **NOTICE.** COUNTY DELEGATES NEEDED AT LEAST 10 DAYS NOTICE BEFORE COUNTY ASSEMBLY.
3. **Eligibility to Vote.** No delegate or alternate shall be eligible to vote in the County assembly unless at the time of the assembly he or she resides in the precinct from which he or she was seated.
4. **Seating.**
 - a. **Initial Seating.** Every delegate present and registered at the initial roll call of the County assembly shall be seated as a voting member of the precinct delegation, subject only to paragraph b of this section.
 - b. **Seating After Roll Call.** Any delegate does not present at the initial roll call, shall be seated as a voting member of the precinct delegation at any time prior to the first vote taken by the assembly for the designation of candidates, upon certification by the Credentials Committee.
 - c. **Final Seating.** At the time of such first vote for designation of candidates, all absent delegates shall be replaced by alternates, and such alternates shall thereupon be seated as delegates and as voting members of the precinct. Alternates can only be seated for delegates of the same precinct. If a delegate shows up after an alternate is seated, the alternate keeps the credential. If no alternate has been seated, the delegate shall be seated.
 - d. **Contested Delegates.** No contested delegate shall be seated until and unless the contest shall be resolved by the Credential Committee. No voting for candidates

shall take place until all contested delegate issues are resolved by the County assembly.

e. **Vote.** No vote of any delegate shall be counted unless he or she is present, in his or her seat, within the delegation seating on the floor of the assembly at the time his or her vote is called for.

ARTICLE III. COUNTY CONVENTION.

- A. **DATE:** The County convention shall meet every presidential year as part of the process of selecting a Democratic nominee for the office of President of the United States. The County convention shall meet on the same date and location of the County assembly.
- B. **ADOPTION AND PUBLICATION OF RULES.** No later than March 1st of the calendar year of the Democratic National Convention, the County Central Committee shall adopt explicit written rules and procedures for covering all aspects of the delegate selection process for the County convention.
- C. **LIMIT TO CALENDAR YEAR OF NATIONAL CONVENTION.** All steps in the convention delegate selection process at precinct and County levels shall take place within the calendar year of the National Convention, except as otherwise provided for in these rules.
- D. **PUBLICIZING.** The County Chair shall be responsible for effectively publicizing all caucuses, conventions and other meetings and events involved in the convention delegate selection process.
- E. The Chair shall also see those concise statements in advance of all such meetings and events be effectively publicized to explain the relationships between the meeting or event and the delegate selection process.

PROCEDURES FOR FAIR REFLECTION.

1. **Credentials Committee**. The credentials committee shall report to the convention the number of delegates.
2. **Delegates Elected from Districts**. Delegates to subsequent conventions shall be elected by the respective caucuses of delegates for each congressional district.
3. **At-Large Delegates**. At-Large Delegates shall be elected by the convention and shall be to adjust the total County delegation to fulfill the fair-reflection requirements.
4. **Additional Steps to Insure Fair Reflection**. If the At-Large delegates are not sufficient to alter properly the total County delegation to meet the requirements of fair-reflection, the following steps shall be taken by the convention:
 - a. **Candidate Preferences**. Candidate preferences which are represented by more than their Countywide allotment shall have the voting power of their precinct delegation diminished by one-half votes.
 - b. **Delegate Positions**. The delegate positions, which are thus gained, shall be apportioned among the underrepresented candidate camps, in accordance with the fair-reflection requirements established by the candidate preference composition of the convention.
 - c. **At-Large Delegates**. The At-Large delegates who are then elected to insure fair-reflection shall then be elected by the delegates of the convention committed to the candidate involved, including uncommitted (no preference).

ARTICLE IV. OTHER ASSEMBLIES AND CONVENTIONS.

- A. **DATE AND LOCATION**. All Representative, Senatorial and Judicial District assemblies under the jurisdiction of the County shall occur at the same date and location as the County assembly and shall be announced along with the call for the County assembly, unless otherwise provided for by the County Central Committee, County Executive Committee, or the judicial district Central Committee.

B. **COMPOSITION.** The various district assemblies shall be composed of the delegates elected to the County assembly for the precincts within those districts.

C. **NOMINATION OF CANDIDATES.** Following the election of officers, each district shall designate candidates for their respective districts. The names of those candidates shall appear on the primary election ballot. That procedure shall follow that specified for the County assembly. The District Chair and Secretary shall certify the designations to the County Clerk & Recorder or to the Colorado Secretary of State, whichever is appropriate.

D. **VACANCY COMMITTEE.** The assemblies shall pass a resolution naming the district Central Committee as the committee to fill any vacancies, which may arise for party nominations, and to file certificates of nomination to fill such vacancy. (See Part Two, Article III and Part Four, Article X)

ARTICLE V. COMMITTEES OF ASSEMBLIES AND CONVENTIONS.

The County Chair shall appoint all committees of the County assembly and convention, subject to the approval of the assembly and convention.

A. **CREDENTIALS COMMITTEE.** At least sixteen (16) days prior to the County assembly and/or convention, the County Chair shall appoint a Credentials Committee, consisting of not less than five.

(5) nor more than fifteen (15) delegates to the assembly and/or convention. No Candidate or Candidate Treasurer or Chair of any campaign for any candidate shall be a voting member of the credentials committee. All candidates shall be allowed one ex-officio member of the committee. None of the voting members of the committee may wear or display any candidate advertisement.

1. **Duties.** The Credentials Committee shall be responsible for reviewing the lists of delegates submitted by the Chair of the Central Committee, recommending the certification of the delegates to the assembly and/or convention, and resolving any contest or objections in the delegate selection process.
2. **Appeal.** Any decision of the Credentials Committee may be appealed to the assembly and/or convention.
3. **Procedure.** Every person desiring to contest or dispute the qualifications of any delegate, or the conduct or result of any precinct caucus, shall file a protest with the County Chair within seven (7) days following the caucus. Such person shall be accorded an opportunity to have his claim heard by the Credentials Committee. All the meetings of the Credentials Committee shall be open and publicized by posting a notice of the meeting at party headquarters at least five (5) days prior to the meeting.
4. **Resolution of Disputes.**
 - a. **Hearing.** The committee shall schedule a hearing for the resolution of any disputes.

- b. Options for Action. The committee may, upon determination of a valid challenge, take any one or more of the following actions:
 - (i) Deny certification to the challenged delegate or delegates,
 - (ii) Require a new list from the appropriate caucus Chair,
 - (iii) Reallocate votes among unchallenged delegates,
 - (iv) Certify alternate delegate or delegates,
 - (v) Certify an alternate delegation,
 - (vi) Allocate fractional votes,
 - (vii) Any other action that ensures fair representation of the members of the unit from which the delegate or delegates were elected.

5. **Report.** The committee shall make its report public as soon as possible, and the report shall be made public prior to the opening of the assembly and/or convention.

B. **COMMITTEE ON PERMANENT ORGANIZATION.** At least ten (10) days prior to the assembly and/or convention, the County Chair shall appoint a committee on Permanent Organization, consisting of not less than five (5) nor more than fifteen (15) delegates to the assembly and/or convention. The committee shall recommend to the assembly and/or convention an agenda and the order and schedule of business. The committee shall submit a list of permanent officers of the assembly and/or convention for action by that body.

C. **RESOLUTIONS COMMITTEE.** At least twenty (20) days prior to the assembly and/or convention, the County Chair shall appoint a Resolutions Committee, consisting of not less than five (5) nor more than fifteen (15) delegates to the assembly and/or convention.

- 1. **Duties.** The Resolutions Committee may propose resolutions to the assembly and/or convention and shall consider any proposed resolutions and make a report of its recommendations to the assembly and/or convention.
- 2. **Other Resolutions.** The County assembly and/or convention shall not consider any other resolutions except those recommended by a minority report signed by at least 10% of the membership of the resolutions committee.

D. **OTHER COMMITTEES.** The County Chair may appoint such other committees, as he or she may deem necessary for the accomplishment of the business of the assembly and/or convention.

E. **PARLIAMENTARIAN.** The County Chair shall appoint a person to serve as a Parliamentarian to the County assembly and/or convention.

F. **REPORTING UNIT.** The reporting unit at the County assembly or County convention shall be as determined by the County Central Committee.

G. **ROLL.** The County Chair shall prepare a list of the duly elected delegates and alternates to the assembly, from each precinct in the County, in accordance with the certifications filed by the officers of the precinct caucuses and shall make this list public as soon as possible after "Precinct Caucus Day."

ARTICLE VI. AGENDA FOR ASSEMBLIES AND CONVENTIONS.

- A. Call to Order,
- B. Selection of temporary officers,
- C. Roll Call,
- D. Approval of the Chair's committee appointments,
- E. Reports of the committees on Credentials and Permanent organization,
- F. Action on reports of committees on Credentials and Permanent organization, in order named,
- G. Election of permanent officers,
- H. Final report of Credentials Committee,
- I. Designation of Candidates for direct Primary Election,
- J. Selection of delegates to subsequent assemblies and/or conventions,
- K. Establishment of a committee to fill vacancies in nomination for public office,
- L. Report of committee on Resolutions, and action taken thereon, M. Other business,
- M. Adjournment.
- N. Election of Delegates to other Assemblies/Conventions

PART FOUR

General Procedures

ARTICLE I. NOTICE.

The time and place for all meetings, assemblies, and conventions at all levels of the party shall be publicized fully, and in such a manner as to assure timely notice to all interested persons. Such meetings shall be held whenever possible in public places accessible to all party members, and large enough to accommodate all interested persons. Any meeting place should, whenever possible, be accessible to the handicapped.

A. **CENTRAL COMMITTEE SYSTEM.** The Chair of the Central Committee, when calling a meeting of the committee, shall give written notice of the time, place, and agenda at least ten (10) days prior to the meeting, to all those entitled to be present. The Chair of the Central Committee shall also provide at least ten (10) days written notice, including the agenda, of any Executive Committee meeting to the members thereof.

B. **NOMINATING SYSTEM.**

1. **Assemblies and Conventions.** The County Chair shall issue the call for all assemblies and conventions under the jurisdiction of the County party. The call shall state the time and place and be published in a newspaper of general circulation in the County at least ten (10) days prior to the date of the assembly or convention.

2. **Candidates for Public Office.** Any person desiring to have his or her name presented to any assembly for designation as a candidate at any primary election, shall give written notice to the Chair of the appropriate committee at least 30 days written notice prior to the assembly. The candidate shall also give written notice to the Chair of the County Central Committee, if the County Chair is not the Chair of the Central Committee concerned Chair of the appropriate central committee shall make such notices of candidacy available to all interested persons and to the media. Other names for-designation shall be presented to the assembly only if approved by a majority vote of the assembly.

ARTICLE II. QUORUM.

A. **CENTRAL COMMITTEE SYSTEM.** A quorum at any meeting of the Central Committee system shall be forty percent (40%).

B. **PRECINCT CAUCUS.** No quorum shall be required for a precinct caucus.

ARTICLE III. PROXIES.

A proxy is a written authorization for one person to act for and in the place of another at a meeting of a committee. The person giving the proxy may make written instructions thereon as to how it shall be voted, which instructions shall be honored. No person may carry more than one proxy.

A. CENTRAL COMMITTEE SYSTEM.

1. **Central Committee Meetings.** Members of the Central Committee shall be permitted to use proxies. The proxy holder must be a registered Democrat residing in the same State House or Senate District as the principal
 - a. Precinct organizer. Can give proxy to anyone in HOUSE District
 - b. Captain/Co-Captain. A Captain or Co-Captain can give a proxy to anyone who resides in the same Captainty District or to House District Chair.
 - c. State Elected Officials. A State Senator or State Representative can give a proxy to anyone who resides in their respective district,
 - d. Countywide Officials. Countywide elected or appointed public officials, party officers, at-large members and past party chair of the Executive Committee can give their proxies to any registered Democrat residing in the County.
 - e. House District and Senate District Chairs and officers can give their proxies to anyone within their respective districts.
 - f. DNC MEMBERS CAN GIVE THEIR PROXY TO ANY DEMOCRAT IN COUNTY
2. **Executive Committee.** Members of the Executive Committee shall be permitted to use proxies. House and Senate District Chairs, Captains and Co-Captains may give proxies to any other member of the Executive Committee, or to any person who resides in their Captainty District. At-large members,-past party chairs, and Officers of the Executive Committee may give their proxies to any registered Democrat residing in the County.

- ### **B. NOMINATING SYSTEM.**
- No proxies shall be permitted at any caucus, assembly, or convention, or at any other meeting in the process of nominating for public office.

ARTICLE IV. VOTING.

Each elected delegate or member of any caucus, meeting, or convention shall have only one vote, unless they hold someone's proxy. except as set forth in the remainder of this article.

- A. **PROXIES.** One additional vote shall be allowed a member of a committee who carries a proxy vote as set forth in Article III of this part.
- B. **FAIR-REFLECTION.** One half vote shall be allowed only if it is required by these rules, or by the Democratic Party of the State of Colorado, as necessary to ensure that the selection of delegates and alternates in the nominating process fairly reflects the division of candidate preference expressed by those participating in that process.
- C. **CONTESTS.** Within the nominating system, fractional votes may be used if a Credentials Committee authorizes such procedures for the resolving of any dispute.

ARTICLE V. SECRET BALLOT.

Voting shall be open at all meetings, assemblies, and conventions unless a secret ballot is requested by a motion and is adopted in an open vote by a majority of those present and voting. At a precinct caucus, voting shall also be open unless a secret ballot is requested by anyone eligible to vote.

ARTICLE VI. INSTRUCTED BALLOT.

- A. **CENTRAL COMMITTEE SYSTEM.** Any member in personal attendance at any meeting may leave an Instructed Ballot for a vote on any contest or issue, with the Chair of the committee.
- B. **NOMINATING SYSTEM.** No Instructed Ballot shall be allowed at any caucus, assembly, convention, or vacancy committee meeting.

ARTICLE VII. UNIT RULE.

The Unit Rule, or any practice whereby all members of a delegation or other body may be required to cast a vote in accordance with the will of the majority, is prohibited.

ARTICLE VIII. MINORITY REPORT.

A minority report shall be presented at any meeting, assembly, or convention only upon a favorable vote of at least ten percent (10%) of the members or delegates of the meeting, assembly, or convention.

ARTICLE IX. QUALIFICATIONS.

- A. **NOMINATING SYSTEM.** Voting participants in any precinct caucus, any assembly or any convention, as well as persons nominated at any precinct caucus to be committee persons, shall be registered Democrats as shown on the books of the County Clerk & Recorder for at least two months prior to such caucus, assembly or convention. In addition, all voting participants must be residents of the political unit defining the respective body for at least thirty (30) days prior to participating in the meeting of that body. All persons nominated to be committee persons shall be residents of the precinct for at least thirty (30) days prior to the caucus at which they are nominated.
- B. **CENTRAL COMMITTEE SYSTEM.** Members of the Central Committee must be registered Democrats and residents of the political unit that they represent.
- C. **CANDIDATES.** Candidates for public office must be registered Democrats, as shown on the books of the County Clerk & Recorder, for at least twelve (12) months prior to the General Election.
- D. **PRIOR MEMBERSHIP REQUIREMENT.** Prior membership in any committee or other organization of the party shall not be required for election to any office within the party, or for seeking public office.

ARTICLE X. VACANCIES.

A vacancy shall exist when any elected official moves from his jurisdiction, dies, resigns, or is removed from his position.

A. OFFICERS:

1. **Chair.** A vacancy of the office of Chair shall be assumed by the Vice-Chair to fulfill the remainder of the Chair's term. The 2nd Vice-Chair will assume the office of Vice-Chair for the remainder of the Vice-Chair's term.
2. **Other Officers.** A vacancy shall be filled by the Executive Committee as an interim appointment until the next Central Committee meeting after the vacancy occurs, at which time the vacant office shall be filled by election.

B. **PRECINCT ORGANIZERS.** A vacancy shall be filled within thirty (30) days of receipt of notification of its occurrence by the Central Committee. If the Central Committee is not in session during that period, the County Chair shall fill the vacancy. The person thus selected to fill the vacancy shall be a resident of the precinct in which the vacancy occurred.

C. **EXECUTIVE COMMITTEE:**

1. **Elected Members.** A vacancy shall be filled within thirty (30) days of receipt of notification of its occurrence by the Central Committee. If the Central Committee is not in session during that period, the Chair shall make an interim appointment until the next meeting of the Central Committee, at which time the vacant office shall be filled by election.

2. **Appointed Members.** A vacancy shall be filled within thirty (30) days by an appointment by the County Chair.

D. **PUBLIC OFFICE.** In the event of a vacancy in the following public offices, the County Executive Committee shall act as the vacancy committee.

1. **County Commissioner.** Within ten (10) days of its occurrence, the Executive Committee shall meet to designate a new County Commissioner. The candidate that receives most of the votes shall be certified as the new County commissioner.

2. **District Attorney.** Within ten (10) days of its occurrence, the Executive Committee shall meet to prepare a list of potential replacements. The list, in order of votes received, shall be forwarded to the Governor, who shall select a new District Attorney.

3.

4. **Other Countywide Public Officials.** Within ten (10) days of its occurrence, the executive committee shall meet to prepare a list of potential replacements for the vacant office. The list, in order of votes received, shall be forwarded to the Board of County Commissioners, who shall select a replacement.

E. **MEMBERS OF THE COLORADO GENERAL ASSEMBLY.** Within ten (10) days of its occurrence, the Central Committee of the district shall meet to elect a new member of the General Assembly, in accordance with state statutes.

ARTICLE XI. RESIGNATIONS.

When any person who is a member of the County Central Committee of the Democratic Party organization resigns before the end of the regular term of office, the resignation must be presented in writing to the Chair of the committee of which the person is a member. If the Chair of the County Central Committee resigns before the end of the regular term of office, the resignation must be presented to the Chair of the State Party. A vacancy shall be declared to exist when these written notifications of resignation are accepted and be filled in accordance with the provisions of Part Four, Article X of these Rules. When a person has made verbal statements of resignation, that person shall be requested by a member of the appropriate committee to submit a written statement of resignation. If a written resignation is not

submitted, nor the intention to resign denied in writing within ten (10) days after this request, a vacancy shall be declared to exist by the Chair of the appropriate committee.

ARTICLE XII. REMOVALS.

OFFICERS.

1. **Reasons for Removal.** Officers of the Central Committee may be removed for any of the following reasons, with cause for removal not limited to these reasons:
 - a. **Willful Misconduct.** Willful and intentional conduct in violation of these rules.
 - b. **Aiding Another Party.** Aiding or supporting any political party other than the Democratic Party.
 - c. **Aiding Another Candidate.** Aiding and supporting any political candidate opposing a nominee of the Democratic Party.
 - d. **Conviction.** Conviction of a felony or a crime of moral turpitude.
2. **Procedure for Removal.**
 - a. **Statement Of Charges.** At least one-third (1/3) of the members of a central committee must sign a written petition containing a Statement of Charges (“SOC”) to the highest-ranking Central Committee officer who is not named in the petition and SOC. The SOC shall contain the grounds for removal.
 - b. **Letter To Accused Officer.** Upon receipt of the SOC, the officer in receipt shall send to the accused officer(s), by registered mail, a copy of the SOC and a letter stating that the accused may either resign or have a hearing, by way of a motion for removal, at the next regularly scheduled meeting of the appropriate committee, or at a meeting scheduled specifically for the hearing. The removal shall be printed on the agenda for the meeting.
 - c. **Meeting To Be Called.** If the accused does not resign, the officer in receipt of the SOC shall send a copy of the SOC to all members of the Central Committee, along with a notice of the Central Committee meeting. Such meeting shall be called no later than thirty (30) days from the delivery of a request for a hearing by the accused.
 - d. **Hearing.** At the meeting of the Central Committee, the accused shall be afforded an opportunity to respond to the SOC. After such hearing, upon a motion for removal

made by one of the signatories to the SOC, the accused may be removed by a two-thirds (2/3) vote of all the members present and voting, provided that at least one-half (1/2) of the membership of the committee is present and voting.

- e. **Appellate Rights**. Any officer may appeal his removal at the next meeting of the Central Committee. A request for reinstatement must be made in writing to the Chair of the appropriate Central Committee. Such request shall be printed on the agenda for the meeting at which time the request shall be voted upon; with no request for reinstatement being allowed from the floor. A vote of two-thirds (2/3) of the members present and voting shall be required, provided that at least one-half (1/2) of the membership of the committee is present and voting. Any reinstated officer shall resume their-office at the conclusion of the voting.
- f. **Vacancy**. If an officer is removed, the office shall be declared vacant and filled in the manner provided for in Part Four, Article X of these rules.

B. EXECUTIVE COMMITTEE.

- 1. **Elected Member**. Any elected member of the Executive Committee may be removed from office for the reasons stated in Section A. 1. of this article. Any elected member may be removed for failure to attend, in person or by proxy, three (3) consecutive meetings of the Executive Committee, when properly notified thereof.
 - a. **Action Taken**. Action on removal for failure to attend meetings may be initiated by the Chair, or by a petition signed by at least twenty-five percent (25%) of the membership of the committee.
 - b. **Vote**. Any elected member may be removed by a majority vote of those members of the committee present and voting.
 - c. **Appellate Rights**. Any member removed may appeal the removal at the next scheduled meeting of the Executive Committee. Such request shall be made in writing and printed on the agenda of the meeting at which time the request for reinstatement is to be heard. No requests for reinstatement shall be allowed from the floor.
 - d. **Resumption Of Duties**. Any reinstated member shall resume membership on the committee at the conclusion of the voting.
 - e. **Vacancy**. If a member is removed, a vacancy shall exist and be filled, in accordance with, Part Four, Article X of these rules.

2. **Appointed Members.** These members serve at the pleasure of the County Chair and may be removed or replaced at his discretion. ,

C. COMMITTEE PEOPLE.

1. **Grounds.** Grounds for removal include, but are not limited to the following:
 - a. Failure To Fulfill. Failure to fulfill the responsibilities of the office.
 - b. Failure To Perform. Failure to effectively perform the functions of the office.
 - c. Aiding Another Party. Aiding or supporting a candidate other than the Democratic candidate in the General Election.
2. **Notice.** The notice of a vote for removal shall be included on the agenda of the meeting at which the vote shall take place.
3. **Counter Charges.** The accused shall have the opportunity to counter any charges levied.
4. **Vote.** A majority vote of those present and voting may remove the accused.
5. **Request Reinstatement.** Anyone removed from the committee shall be allowed to request a reinstatement.
 - a. Made In Writing. Such request shall be made in writing to the County Chair.
 - b. Printed On Agenda. The request for reinstatement shall be printed on the agenda of the meeting at which time the reinstatement is to be acted upon.
 - c. None From Floor. No request for reinstatement shall be allowed from the floor.
6. **Resumption of Duties.** Any committee person reinstated shall resume the office immediately after the vote.
7. **Vacancy.** If a committee person is removed, a vacancy shall be declared and it shall be filled in accordance with Part Four, Article X of these rules.

D. OTHER MEMBERS OF THE CENTRAL COMMITTEE.

Aiding or supporting a candidate other than the Democratic Party's nominee in the General Election shall be grounds for removal of any other member of the Central Committee.

1. **Notice On Agenda.** The notice of a vote for removal shall be included on the agenda of the meeting at which time the vote shall take place.

2. **Accused Shall Counter**. The accused shall have the opportunity to counter any charges levied.
3. **Vote**. A majority vote of those present and voting may remove the accused.
4. **Request Reinstatement**. Anyone removed from the committee shall be allowed to request a reinstatement.
 - a. Made In Writing. Such request shall be made in writing to the County Chair.
 - b. Printed On Agenda. The request for reinstatement shall be printed on the agenda of the meeting at which the reinstatement is to be acted upon.
 - c. None From Floor. No request for reinstatement shall be allowed from the floor.
5. **Resumption of Duties**. Any committee member reinstated shall resume the office immediately after the vote.

ARTICLE XIII. CONTROVERSIES.

A. JURISDICTION.

1. **County Assembly**. When in session, the County assembly shall have full authority to decide all controversies concerning the regularity of the organization within any political division in the County. This shall include any controversies concerning the membership and personnel of any committee, or the officers thereof.
2. **County Central Committee**. The County Central Committee shall have all the powers of the County assembly in considering and deciding all controversies when the County assembly is not in session; or if the assembly refers the controversy to it for a decision.
3. **County Executive Committee**. If, in the opinion of the County Chair, any complaint needs immediate attention, the County Chair may refer it to the Executive Committee that may proceed upon reasonable notice, to hear and resolve the complaint.

PROCEDURES.

4. **Petition Signature Requirement**. If the County assembly has been called to meet within thirty (30) days after the County Chair receives a petition alleging a controversy, signed by at least twenty-five percent (25%) of the membership of the committee, including at least five (5) members of the county central or Executive Committees, the County Chair shall submit the matter in dispute to the County assembly for action.
5. **Issue Call**. In all other cases, the County Chair shall call a meeting of the County central or Executive Committee, to be held within thirty (30) days, for the purpose of hearing and determining the controversy.
6. **Representation**. Each side of the controversy may be represented by legal counsel.

- a. Proceedings To Be Recorded. The proceedings shall be recorded in a manner agreed upon by the principals in the controversy.
- b. Sworn Testimony. All witnesses shall swear or affirm to tell the truth.
- c. Evidence. All evidence shall be presented in the presence of the committee.
- d. Depositions. Both sides may use sworn, written and notarized depositions.
 - (i) Notification. The side taking depositions shall notify the other principal to the controversy, and the County Chair, of the name of the person being deposed.
 - (ii) Cross-Examination. The other party of the controversy shall have the opportunity to cross-examine the person being deposed.
- e. Follow Court-Of-Law Procedures. The order of taking evidence and the making of statements by counsel shall follow procedures normally used in a court of law.

B. APPEALS.

- 1. **Appeal To County Central Committee.** Any decision of the County Executive Committee may be appealed to the County Central Committee.
- 2. **Appeal To County Assembly.** Any decision of the County Central Committee may be appealed to the County assembly.
- 3. **Appeal To State Party.** Any decision of the County assembly may be appealed to the State Party, in accordance with the procedures outlined in Part Four, Article III of the Rules of the Colorado Democratic Party.

- C. **COSTS.** The County party shall not be held liable for any costs involved in the hearing or resolving of any disputes brought before it unless the party is a principal to the dispute/controversy. All costs accrued in the hearing and resolving of any dispute, including all appeals, shall be borne by the principals in the dispute.

ARTICLE XIV. AMENDMENTS TO THE RULES.

These rules may be amended by a two-thirds. (2/3) vote of those present and voting, provided a quorum is present, at any meeting of the County Central Committee, providing that any proposed changes have been submitted to the rules committee at least thirty (30) days prior to

the meeting of the Executive Committee, at which time the proposed amendment is to be first considered; and providing at least ten (10) days written notice of the proposed amendments, together with the recommendations of the Executive Committee, has been given to all the members of the County Central Committee. (SEE Part Two: Article VII, Section B.)

ARTICLE XV. PUBLICATION OF PARTY RULES.

The Rules and Plan of Organization of the Democratic Party of Adams County shall be printed and made available.

ARTICLE XVI. OTHER PROCEDURES.

Any procedure which is not prescribed in or governed by these Rules shall be governed by State Rules. Any procedure not governed by County or State Rules shall be governed by the current edition of "Robert's Rules of Order."

ADAMS COUNTY DEMOCRATIC PARTY EMERGENCY RULES

DECEMBER 2020

To conduct the Adams County Democratic reorganization meeting, we need to set up **Emergency Rules** as in person meetings during a global pandemic are not advisable or recommended per Governor of Colorado and Adams County guidelines. These rules will expire automatically on March 1, 2021.

PREFACE: The goal of these rules is to **provide flexible options** to leaders of assemblies and conventions to help protect the public health and safety of participants, the rights of members of the Adams County Central Committee and preserve to the maximum extent possible the necessary work of democracy.

1. Quorum. The usual quorum requirement of 40% is waived for the 2021 Reorganization. Organizers are encouraged to maximize participation by all delegates either in person, by proxy, or remotely, but if attendance falls below quorum, the convening officer can waive the usual quorum requirements and deem those present (in person, by proxy, or electronically) satisfying quorum requirements and proceed with party business.

2. Proxies Under these emergency rules, proxies will be directed as per the rules of the Adams County Democratic Party. Proxies may be assigned to either a person physically present or participating electronically.

3. Convening Electronic Meetings

A. The County Party, Congressional District Officers, Senate District, Judicial District and House District officers may:

1. Offer remote or virtual meeting participation as a work-around to an existing physical meeting,
Or-
2. If an Order is issued by the Governor or the State Party or permission granted by the State Party entirely replace certain physical meetings with a remote or electronic option.

B. All electronic or remote participation Plans must include a way to verify the identity of who is participating and record all votes taken.

C. FOR SECURITY REASONS, DO NOT POST YOUR E-MEETING OR CONFERENCE CALL INFORMATION ONLINE. You may, however, post publicly that you are conducting an e-meeting and to contact a particular individual for more details.

D. If you exercise one of these electronic options, the convening district must send a modified call to Eligible members by email and if there is no email for a member, call or text them the login or other details needed to participate.

E. The agenda for an e-meeting must include all the same items as an in-person meeting.

4. Authorizing Remote Voting, Electronic or Mail Ballot Votes. To maximize the participation without unduly risking the health of a Central Committee member or other Attendees, the County party, Congressional District Officers, Senate District, Judicial District, and House District officers may allow electronic or remote voting.

- A. This includes, but is not limited to, reliable polling software including but not limited to Google Forms, Survey Monkey, a recorded voice vote or mail ballots.
- B. Electronic voting systems must be able to identify the person voting and create a record of those votes.
- C. A mail ballot system of voting must include clear instructions on how ballots will be distributed and received and end on a date and certain time.
- D. A hybrid system is also authorized where ballots can be distributed physically or by scan, and signed and returned via scan, in person or via U.S. mail.

5. Nominating Candidates. In addition to a live nomination, A convening jurisdiction may accept an electronic mover and seconder to put a candidate into nomination via email or text or live via webinar or conference call.

6. Candidate Speeches. Candidates running for office must be given an opportunity at the relevant meeting to make speeches. People are urged to listen or watch before voting.

CAVEATS AND NOTICE:

*These rules are subject to further change depending on law, DNC direction, federal or state executive orders, legal mandates out of the party's control and the science of the virus.