

Rules and Procedures for 2021 DA Germany National Elections

Proposed by the NES: Jan 28, 2021

Approved by DAG ExCom: Feb 3, 2021

The Democrats Abroad Germany (DAG) Executive Committee (ExCom) has adopted the following rules and procedures for the 2021 election of DAG national Officers, At-large Members of the ExCom, and Democratic Party Committee Abroad (DPCA) Voting Representatives. Democratic Party Committee Abroad is the official name of Democrats Abroad.

Elections will be held at the online DAG Annual General Meeting (AGM) on March 20, 2021, in accordance with Robert's Rules of Order, these rules, and the DAG Bylaws.
(DAG Bylaws, Section 4.5)

1. Elected Positions

Elections will be conducted at the AGM for the following positions:

- a. Four national Officers: Chair, Vice Chair, Secretary, and Treasurer. (Section 4.1)
Gender balance rules shall apply to the Chair and Vice Chair positions. (Section 4.2)
- b. Six At-large Members of the DAG ExCom with designated duties in the following areas: Chapter Development, Communications, Events/Fundraising, Get Out The Vote (GOTV), Membership/IT, and Press. (Section 5.8)
- c. DPCA Voting Representatives
 - i. DPCA Voting Representatives elected by DAG will represent DAG at Democrats Abroad (DA) international meetings and vote as allowed by the DA Charter. (Section 5.7)
 - ii. DPCA Voting Representatives are allocated at the end of February of each odd-numbered year to DA's country committees based on a verified membership count. (Section 5.7 and DA Charter, Section 5.4f) In 2021 DAG has been allocated 13 DPCA Voting Representatives.
 - iii. There will be two rounds of voting for DPCA Voting Representatives. Up to half of the DPCA Voting Representatives will be elected in the first voting round. Only newly elected voting members of the DAG ExCom may run in the first round. All DAG members may run in the second round.
 - iv. Gender balance rules will apply in the second voting round to ensure gender balance of the complete DAG DPCA Voting Representatives delegation. (Section 4.8)

2. Term of Office: 2021-2023

- a. The two-year terms of national Officers, At-large Members, and DPCA Voting Representatives shall begin when their election is concluded and shall end upon the election of their successor, or upon resignation or removal, in accordance with

procedures set forth in the DAG Bylaws. (Section 4.5b)

- b. No person may serve as a national Officer or At-large Member for more than two full terms consecutively, unless there are no other candidates. Any term of office of more than 15 months shall be considered a full term. (Section 4.4) Term limits do not apply to DPCA Voting Representatives. (DA Charter, Section 3.6g)
- c. Should a position be advertised but not filled during the elections or become vacant later, it may be filled by a majority vote of the ExCom members present and voting at the first meeting of the ExCom held after a suitable replacement has been identified and indicated that they are willing to fill the position. (Section 4.9)

3. Election Date, Time, and Location

- a. Due to COVID-19 pandemic restrictions, DAG elections shall be held virtually at the online AGM on March 20, 2021. (Section 4.5) This will be shared with members in writing by February 6. (Section 7.3)
- b. The elections are scheduled for 2:00-6:00 pm CET, and will run longer if needed.

4. Candidate Eligibility

To be eligible to run for any of these DAG positions, a person must:

- a. Be a member of DA Germany on election day (March 20, 2021) and expect to remain in Germany for the next two years (Section 4.3),
- b. have been a registered member of DA for at least 30 days as of March 20, 2021 (Section 4.3), and
- c. have not been removed for cause from an elected position in DA within 24 months prior to the day of the election.

5. Electors

- a. All DAG members present and voting at the AGM are eligible electors. (Section 4.5)
- b. In order to vote, an elector must both be a DAG member and have RSVPed at the [AGM event link](#) by 12:00 pm CET on March 20, 2021. A member without internet service can call +49 160 528 6900 and the NES will RSVP for them.
- c. Any U.S. citizen living abroad who will be 18 or older by the next US federal election and supports the principles of the Democratic Party can join DA on the day of the election and vote. Go first to www.democratsabroad.org/join, then RSVP at the [AGM event link](#).

6. Pre-Election Procedures

- a. Nominations and Elections Subcommittee (NES)
 - i. An NES was formed by a majority vote at the January 18, 2021 DAG ExCom meeting to oversee and facilitate DAG 2021 national elections. (Section 4.6)
 - ii. The NES is composed of three members of the 2019-2021 ExCom who are not seeking office themselves: Susan Penrod (Munich), Nancy Schimkat (Heidelberg), and Katie Solon (Prien).
- b. Drafting and Adopting the Election Rules and Procedures
 - i. The NES drafted these election rules and procedures, based on relevant sections of the DAG Bylaws, [CC Election Procedures](#), and the DA Charter.
 - ii. Election rules and procedures were submitted to the DAG ExCom on January 28 for a review period ending on January 30.
 - iii. The DAG ExCom approved the rules & procedures on February 3.
- c. Announcement of Election and Call for Candidates
 - i. The NES shall announce the election to DAG members by email by February 6 (six weeks prior to the AGM) as set forth in the DAG Bylaws. The NES email will include a call for candidates, the election date, time, location, rules and procedures, and links to any election forms.
 - ii. The NES shall also post the election announcement on the DAG website by February 6.
 - iii. The NES shall send a reminder call for candidates email to members by March 1.
 - iv. To promote diversity and inclusion goals of DAG, the NES will send an additional call for candidates in an email to DAG members of the global caucuses.
- d. Candidate Information Sessions
 - i. Two information sessions will be held online by the NES for members interested in learning about positions and election procedures. They are scheduled for Wednesday, February 10 at 7:00 pmCET and Saturday, February 13 at 4:00 pm CET.
- e. Nominations and Candidate Statements
 - i. Any member of DAG may be nominated or may self-nominate for any of the positions to be elected.
 - ii. Nominations may be submitted to the NES until March 6 using the following Google form: [Nominations form](#)
 - iii. Candidates nominated via this form before March 6, if eligible, will be added to the list of candidates to be posted on the DAG website. Names will be added on February 20, February 27, and March 6.
 - iv. Any nominations after March 6 must be made from the floor on election day. (Section 4.6)
 - v. A person nominated by someone else must accept the nomination to be an eligible candidate. The NES will contact such nominees.
 - vi. The NES will confirm that nominees meet the eligibility requirements.
 - vii. No second shall be required for any nomination. (Section 4.6b)

- viii. Candidate statements of no more than 300 words may be submitted to the NES by March 6 using the following Google form: [Candidate Statement form](#)
 - ix. Candidate statements submitted by March 6 will be posted to the DAG website. Statements submitted after March 6 will not be posted.
 - x. Up to three letters of endorsement may be submitted for each nomination by March 6 using the following Google form: [Letter of Endorsement form](#). These will also be posted on the DAG website.
- f. Announcement of Candidates and Distribution of Candidate Statements
- i. The NES shall provide the list of eligible candidates nominated by February 20 to the DAG ExCom on February 20 for its approval. (Section 4.6a)
 - ii. Immediately after approval, the NES shall post the list of candidates to the DAG website and provide links to candidate statements. (Section 4.6a)
 - iii. After the online nomination period ends on March 6, the NES will email the list of candidates to DAG members and provide links to candidate statements on March 7.
 - iv. The candidate announcements shall list the first and last name of each candidate and the position the candidate is seeking. For the positions where gender balance rules apply (Chair, Vice Chair, and DPCA Voting Representatives), the nominees' gender identity will also be included. (Sections 4.2 and 4.8)
- g. Campaigning
- i. Campaigns for individual candidates are allowed and encouraged. Under no circumstance may DAG members be contacted for an individual's campaign using an official DA platform, including but not limited to the official DA membership database, social media platforms, or DA email accounts.
 - ii. Candidates may not use information gleaned from the DA database or other DA lists in order to contact voters from their private accounts.
 - iii. Social media administrators shall not use official DA accounts to advance any candidacies, including their own.
 - iv. Personal information from the official DA membership database, including the names, email addresses, physical addresses, phone/fax/cell phone numbers, or other contact details of any member, shall not be disclosed to any candidate or any supporter of a candidate and shall be subject to all the restrictions on the use of the membership database as have been established in the DA Charter, in the DAG Bylaws, or by the DAG ExCom. (Section 3.2)
 - v. Candidates may distribute flyers, campaign literature, or links (in the chatbox) at meetings of DAG so long as the conduct of the meeting itself is not interrupted or disturbed.
 - vi. DAG meeting hosts may invite any candidates attending to speak or announce their candidacy, in which case all candidates present must be offered the opportunity. Candidates are encouraged to attend DAG chapter and other meetings, and chapters are encouraged to publicize the opportunity in their public meeting notices.

7. Election Day Procedures

- a. Quorum and Electors

- i. There is no quorum requirement for DAG AGMs or national elections.
- ii. Members attending the meeting remotely (online) shall be deemed present. (Section 4.5a)
- iii. Before beginning the elections, the NES shall verify each elector's membership with DA and announce the number of electors.
- iv. Only members present at the online meeting at 2:00 pm CET on March 20, 2021 may vote. No proxies or early balloting shall be allowed. (Section 4.5a)

b. The Elections

- i. Elections shall be held in accordance with Robert's Rules of Order as well as the rules specified in this document. The rules specified in this document shall take precedence over Robert's Rules of Order in any and all cases of conflict.
- ii. The elections shall be conducted by the NES. (Section 4.7)
- iii. The elections shall be conducted in the following order:
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
 - 4. Treasurer
 - 5. Chapter Development Coordinator
 - 6. Communications Coordinator
 - 7. Events & Fundraising Coordinator
 - 8. GOTV Coordinator
 - 9. Membership & IT Coordinator
 - 10. Press Coordinator
 - 11. Up to half of the allocated number of DPCA Voting Representatives chosen from the pool of 2021-2023 DAG ExCom members, including Chapter Chairs, excluding DAG Chair and Vice Chair (Section 4.8)
 - 12. Remaining allocated DPCA Voting Representatives chosen from the pool of all DAG members, including any DAG ExCom members who ran in the first round and were not elected but wish to run again. (Sections 4.7 and 4.8)
- iv. Gender balance rules apply to the Chair and Vice Chair elections, as well as to the DPCA Voting Representative delegation. Gender balance rules shall not apply to the DPCA Voting Representatives elected in the first batch. Genders of the DPCA Voting Representatives elected in the second batch must create balance for the entire delegation. (Section 4.2 and 4.8)
- v. The NES shall announce any candidates already nominated for each office, and then call for any nominations, including self-nominations from the floor. No second is required for any nomination. (Sections 4.7 and 4.6b)
- vi. Prior to any vote being taken, candidates shall be allowed to address the body for a limited amount of time on their candidacy. The amount of time will be determined by the NES, depending on the number of candidates. Time permitting, candidates will be allowed 5 minutes if running for Chair or Vice Chair, 3 minutes if running for national Officer or At-Large positions, and 2 minutes if running for Voting Representative. A candidate who is not present may be represented by another person designated by the candidate, in writing/email to the NES prior to March 19. The order of speeches shall be determined by lot.
- vii. The online ballots will be finalized after the nominations are closed.

- viii. Electors will receive a unique voting code in an email (3 days before the event and one hour before the election) and will receive a link to each ballot as each election is conducted.
- ix. Electors shall fill out each ballot online and submit it electronically. Electors must use their unique voting code on each ballot.
- x. Votes for write-in candidates will not be possible.
- xi. A certain time (likely 5 min.) will be set by the NES by which all ballots must be submitted in order to be counted. (Section 4.7)
Voters experiencing technical problems will be able to telephone in their vote.
- xii. DAG ballots are private but not secret. Electors shall type their name on each ballot, to allow for later verification. In the case of a digital ballot, a typed name will be deemed a valid signature. (Section 7.8)
- xiii. The NES will count the ballots. One observer per candidate may observe the counting, in a breakout room of the online meeting.
- xiv. If there is only one candidate for any position, a voice or chatbox vote may be conducted, and no digital ballots will be necessary. (Section 7.8)
- xv. The candidate who achieves a plurality of the votes shall be declared the winner by the NES. (Section 4.5)
- xvi. In the case of a tie, the election shall be repeated between the tied candidates until one candidate obtains a plurality of votes.
- xvii. DPCA Voting Representative elections will be held as follows:
 - 1. In the first round, up to half of the DPCA Voting Representatives shall be elected from a pool of newly elected or re-elected (i.e., incoming) voting members of the DAG ExCom. (Section 4.8) If DAG is allocated an odd number of representatives, the number elected in round one will be the total allocated minus one, divided by two.
 - 2. One ballot will include all Round 1 nominees, and electors can vote for up to the number of positions to be elected in this round [six].
 - 3. The top [six] candidates who receive the most votes win.
 - 4. Any tie at the lowest number of winning votes in Round 1 will be decided with an immediate runoff between the tied candidates until one candidate obtains a plurality of votes.
 - 5. One ballot will include all Round 2 nominees, and electors can vote for up to the number of positions to be elected in this round [six or seven].
 - 6. In the Round 2 election of the remaining DPCA Voting Representatives, any member of DAG may be a nominee, including any candidate from the first round who was not elected. Gender balance rules apply. (Section 4.8)
 - 7. Any tie at the lowest number of winning votes in Round 2 will be decided with an immediate runoff, between the tied candidates until one candidate obtains a plurality of votes.
- xviii. At the conclusion of all elections, the NES shall turn over conduct of the AGM to the new DAG Chair.
- xix. The NES shall post the election results on the official DA website within one day after the election.
- xx. The NES (or new Chair) shall email the election results to all DAG members within one day after the election.
- xxi. The results of the DAG elections shall be certified by the DAG Secretary to the DA International Secretary within 15 days. (DA Charter, Section 5.4(c)).

- xxii. All digital ballots shall be retained by the NES for at least 90 days and made available in case of a challenge to any election.

8. Challenge to Election Results or Process

- a. Voters and candidates should address questions or concerns to the NES at the time any such issues arise or are discovered.
- b. Any challenge to election results must be made in writing to the NES within 7 days after the election, and must be submitted by two members present and voting at the election.
- c. Copies of any challenge will be forwarded within 3 days of receipt to the Regional Vice Chair for EMEA (RVC-EMEA), the International Counsel, and International Chair of DA.
- d. The NES shall investigate the challenge and attempt to adjudicate it within 7 days of the challenge being received.
- e. The NES may consult with the RVC-EMEA and/or the International Counsel in its investigation and adjudication.
- f. The NES may determine if the result shall stand, or if someone other than the announced winner shall be declared the winner, or if a new election shall be held. If a new election is mandated, the NES shall announce and conduct it as set forth in these rules and the DAG Bylaws.
- g. If the NES cannot resolve the challenge, it may refer the challenge to the RVC-EMEA and/or International Counsel.

9. DAG Bylaws

In the event of any conflict between these rules and the DAG Bylaws, the DAG Bylaws shall prevail. Any capitalized terms used but not defined in these rules shall have the meanings assigned to them in the DAG Bylaws.

Link to DAG Bylaws:

https://drive.google.com/file/d/156VgvBRqH6FaLmUyzpojRG22Ww_yK9Kz/view?usp=sharing