

PLAN OF ORGANIZATION AND RULES
OF THE
ARAPAHOE COUNTY DEMOCRATIC PARTY

Part One: PRINCIPLES

1.1. NAME.

The name of the organization shall be the Arapahoe County Democratic Party, hereafter called the "Party, Arapahoe County Democratic Party, or ACDP."

1.2. PURPOSE.

The purpose of this Party shall be to elect Democrats to public office, facilitate elections, support the Democratic Party of the State of Colorado and the Democratic Party of the United States, identify issues that affect the health, welfare, and happiness of present and future citizens of Arapahoe County, and develop Democratic positions on these issues.

1.3. AUTHORITY.

While it is in session, the County Assembly shall exercise all statutory powers given the Party. At all other times, the governing body of the Party shall be the Central Committee, with full powers of the County Assembly. The Central Committee may delegate authority to the Executive Committee. The County Chair shall carry out the mandate of the Central Committee and/or the Executive Committee.

1.4. PARTY PRINCIPLES.

A. Members.

Members of the Party shall be all persons properly registered with the Arapahoe County Clerk and Recorder as Democrats.

B. Non-Discrimination.

Discrimination on the basis of race, gender, age, color, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status, or physical ability in the conduct of Party activities at all levels of the Party is prohibited.

C. Open Meetings.

All meetings at all levels of the Party are open; however, only registered Democrats or persons authorized by the Chair of any meeting may address meetings at all levels of the Party. The Chair has the authority to remove anyone who is being disruptive. Only persons authorized by the Chair may record any meetings.

D. Affirmative Action/Outreach.

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. The Party values the participation of all its diverse members and recognizes that diversity is our strength as Democrats. All Party members shall take reasonable steps to foster participation at all levels of the Party and in all Party affairs of traditionally underrepresented groups, including

ethnic, religious, and racial minorities, women, youth, poor, gay, lesbian, bisexual, transgender, queer, non-binary, and differently abled persons in such numbers as nearly as practicable.

1. Goal.

The goal of such affirmative action shall be to create such participation in delegate election processes and in Party organizations at all levels of the aforementioned 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.

The concept of equal division between delegates or committee persons based upon gender shall not be used as a mandatory quota. Rather, equal division and the actions to support it are the practical implementation of valuing diversity and assuring the largest pool of ideas, people, and solutions to further Party goals.

4. Administration and Enforcement.

The State Outreach Commission shall administer and enforce the State Affirmative Action/Outreach Plan.

E. Reference to Gender.

All written documents issued from the Party shall be worded so as to eliminate the presumption of any one gender in either speaker or listener. All members of the Party will strive to eliminate gender-charged language from oral communication.

F. Fair Reflection.

Delegates to all Party assemblies and conventions shall be chosen in a manner which fairly reflects the division of candidate preference, including uncommitted, expressed by those participating in the nominating process.

G. Ethical Standards.

The Party shall promote ethical guidelines for public officials, Party officials, and candidates for public office. The Party shall encourage and support the State Party's Code of Conduct Policy and the Party's Jurisdictional Neutrality Policy that embody substantive rules of ethical guidance for public officials and employees, candidates for public office, and Party officials. All candidates shall submit a Fair Campaign Practices Code affirmation with the letter of intent to seek the Party nomination.

H. Assessments.

No delegate to any assembly or convention, nor any candidate for Party or public office shall be required to pay any assessment or to make a financial contribution as a condition of becoming or serving as a delegate or office holder.

1.5. POLICIES.

A. Relationship to State Rules and Election Laws.

These Rules are intended to supplement and summarize the Plan of Organization and Rules of the Democratic Party of Colorado as they relate to the County Party. The Election Laws and the State Rules shall take precedence in the case of any discrepancies.

B. Partisan Elections.

The non-monetary resources of the Party, including, but not limited to, use of the office facilities and equipment, mailing lists, and other information, shall be made available to all nominees of the Party in a fair and equitable manner. Financial contributions will be awarded based on assessments of a candidate and their campaign's need.

Part Two: ORGANIZATION

2.1. CENTRAL COMMITTEE.

A. Composition.

The Precinct Organizers (formerly known as Precinct Committee People), the officers of each House District, Senate District, County Commissioner District, Captains, the officers of the Central Committee, and all Democrats elected to office at the County, State, and National levels who reside in the county shall be members of the Central Committee; however, no person is entitled to more than one vote. Democrats elected to office will not be counted in the quorum; however, will have a vote.

1. Proxies.

To ensure full participation in the County Central Committee process, members who are unable to attend a County Central Committee meeting may vote by proxy. Proxies must be made in writing. Proxies must be assigned before they can be voted. Proxies must be assigned to a credentialed member of the County Central Committee or another registered Democrat from the same House District or Senate District as the original member. Once assigned, proxies may be reassigned only by the appropriate credentials committee. All proxy assignments and reassignments must be registered with the appropriate credentials committee at the meeting for which the proxy is to be exercised. All proxy instructions made by the original member will carry forward to any re-assignment of the proxy. Proxies may be uninstructed. No person may carry more than one proxy at any meeting.

B. Organizational Meeting.

Between the first and fifteenth days of February of odd-numbered years, the Central Committee shall meet at the call of the Chair, who shall give at least ten days' written notice to all those entitled to attend. 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, followed by the election of the other officers. At this meeting, the Central Committee shall also elect House, Senate, County Commissioner District Officers, and bonus members to the State Central Committee, State Executive Committee, the Congressional District Central

Committees and the multi-county districts, in accordance with instructions provided by the State Party.

Judicial Districts; Refer to 2.6 A-2

C. Duties.

1. The Central Committee shall be the supreme governing body of the Party except during sessions of the County Assembly.
2. The Central Committee shall meet at least once a year at the call of the Chair. Special meetings may be called at the written request of 10 percent of the members of the Central Committee filed with the Chair within a period of 15 days. It shall be the duty of the Chair, within 15 days from the receipt of such request, to issue a call for a meeting of the County Central Committee. The date of the meeting shall be fixed by the Chair not later than 30 days nor less than 10 days from the call. Ten days' notice of all meetings shall be provided.
3. The Central Committee shall designate the time and place of all assemblies and conventions and shall adopt a delegate selection plan for assemblies and conventions.
4. The Central Committee shall have the ultimate authority to decide all disputes under its jurisdiction.
5. The Central Committee may suspend these Rules for a specific purpose, except for removal of officers, by a two-thirds vote of those in attendance.
6. The Central Committee shall elect officers in accordance with these Rules and shall have the right to ratify the actions of all committees, appointed or elected.

2.2. PRECINCT ORGANIZERS.

A. Election and Term of Office.

Two Precinct Organizers shall be elected for each precinct at each biennial precinct caucus. All people eligible by statute to vote at the caucus are eligible as candidates for this office. All disputes regarding election of the Precinct Organizers shall be resolved by the Credentials Committee of the County Party Assembly. Precinct Organizers shall serve for two years, until the subsequent caucus, unless removed for cause.

B. Duties and Responsibilities.

1. Representatives of the Party.

As duly elected officers of the Party, Precinct Organizers are the representatives of the Democratic Party within their precincts and have the right and privilege of representing the Democrats in their precincts at meetings of the Central Committee.

2. Responsibilities.

Rights and privileges carry equivalent responsibilities, namely, to:

- a. Attend all Central Committee meetings or designate a proxy.
- b. Recruit party volunteers within the precinct and supervise their activities, as directed by the Precinct Organizers, captains, and House District Officers.
- c. Distribute and/or supervise the distribution of the literature of the Party within the precinct.
- d. Conduct and/or cause to be conducted within the precinct such registration drives and fund drives 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. Notify registered Democrats in the precinct of the time and place of the caucus. Support all nominees of the Party. Financial contributions are not required.

2.3. OFFICERS OF THE CENTRAL COMMITTEE.

A. Elections and Term of Office.

Any registered Democrat in Arapahoe County is eligible for election as an officer. Officers shall be elected at the biennial organizational meeting and serve until the next such meeting, unless removed for cause.

B. Offices.

1. Chair.

The Chair shall be the chief executive officer of the Party, with all duties and obligations incumbent with the position, and shall carry out the mandate of the Central and Executive Committees, issue the call to and preside at all meetings of the Central and Executive Committees, serve as an *ex officio* member of all committees, supervise the business and financial affairs of the Party, oversee all campaigns within the county, act as public spokesperson for the Party, and carry out the duties prescribed in the State Party Rules.

2. First Vice Chair.

The First Vice Chair shall perform such tasks as assigned by the Chair necessary to carry out the duties of the Chair. In the absence of the Chair, the First Vice Chair shall preside at all meetings and exercise all authority of the Chair.

3. Second Vice Chair.

The Second Vice Chair shall perform such tasks as requested by the Chair.

4. Secretary.

The Secretary shall keep the minutes of all meetings of the Central and Executive Committees, maintain the files and records of the Party, oversee the operation of the Headquarters, provide any information requested by the County Clerk or Secretary of State, and perform other duties as requested by the Chair. The Secretary may recruit one or more assistants, with the approval of the County Chair. The assistant(s) shall generally assist the Secretary and perform such tasks as requested by the Secretary.

5. Treasurer.

The Treasurer shall have custody of the funds of the Party and shall make all payments mandated by the Party, provide written accounts of receipts and disbursements at each meeting of the Central and Executive Committees, prepare and file all financial reports required under State and Federal election laws, participate in the writing of each fiscal year's budget, and serve on the Finance Committee. The Treasurer and other party officers permitted to draw on Party accounts shall be bonded for an amount set by the Executive Committee, the premium for which shall be paid by the Party. The Treasurer may recruit assistants, with the approval of the County Chair, who shall hold office at the pleasure of the Treasurer.

C. Order of Succession.

In the event of the resignation, absence, or disability of any officer, the responsibility for carrying out the functions of the Party shall devolve upon the officers in the order listed above, until such time as the vacancy is filled, as provided for elsewhere in these Rules.

2.4. EXECUTIVE COMMITTEE.

A. Composition.

1. Elected members.

The officers of the Central Committee, the officers of the House Districts, the officers of the Senate Districts, the officers of the County Commissioner Districts, the captains, and members of the State Central Committee, who reside in the county, shall be members of the Executive Committee.

2. Chair Appointments.

The Chair may appoint no more than 12 additional members, so long as the appointed members shall not constitute more than 40% of the county executive committee.

3. Elected Public Officials.

All elected Democratic public officials who by these Rules are members of the Central Committee, shall be members of the Executive Committee.

B. Terms of Office.

Elected members shall serve until the next biennial organizational meeting, or until removed for cause, as provided for elsewhere in these Rules. Appointed members serve at the pleasure of the Chair.

C. Meetings.

At least two meetings shall be called each year by the Chair, who shall give at least 10 days' written notice.

D. Duties.

The Executive Committee shall have the authority to approve and amend the budget presented each year by the officers. The Executive Committee shall exercise all the powers of the County Central Committee when the Central Committee is not in session. The Executive Committee shall assist the Chair in the control and management of the political campaigns of the Party in the County.

2.5. AFFILIATED COMMITTEES OF THE CENTRAL COMMITTEE.

A. Outreach/Affirmative Action Committee.

1. Composition.

This committee shall be composed of one member elected from each House District, and at-large members to allow for equal representation by gender. The first meeting of the committee shall take place within 30 days of the biennial organization meeting.

2. Duties.

The committee shall prepare a county affirmative action plan in compliance with State and National Party guidelines, shall submit the plan for the consideration and approval of the Central Committee and monitor the implementation of the plan.

B. Financial Review Committee.

1. Composition.

The committee shall consist of three members appointed by the Chair within 30 days of the biennial organization meeting.

2. Duties.

The committee shall perform a review of the Treasurer's accounts for the previous two-year term within 90 days of its appointment and shall submit the review for approval by the Executive Committee.

C. Rules Committee.

1. Composition.

The committee shall have one member from each House District in the County, to be elected by the House District. The Party Chair shall appoint the Chair of the Rules Committee within 30 days of the biennial organization meeting.

2. Duties.

The committee shall consider proposed amendments to these Rules. Proposed amendments shall be submitted to the committee at least 30 days prior to the meeting of the Central Committee at which the amendment is to be considered. The Central Committee shall be notified of the intent to amend the Rules 10 days prior to the scheduled meeting.

D. Finance Committee.

1. Composition.

The Chair shall appoint no less than four and no more than 10 members within 30 days of the biennial organizational meeting. The Treasurer, or the Treasurer's designee, shall be the Chair of the Finance Committee.

2. Duties.

The committee shall assist the Treasurer in the preparation of the annual budget and advise the Chair regarding the financial policies of the Party.

E. Chair's Advisory Committee.

1. Composition.

The County Party officers and House District, Senate District, and County Commissioner District Chairs, or their designees, shall serve on this committee. The Party Chair shall call and preside at the meetings of this committee.

2. Duties.

The committee shall recommend appointments to fill vacancies in the Party organization, approve the agenda for Central Committee meetings, advise on the schedule of Party activities, and render any opinion requested by the Chair. The Executive Committee shall be notified of all recommendations by this committee.

F. Campaign Committee.

1. Composition.

The members of the committee shall be the County officers, House District, Senate District and Commissioner District Chairs or their designees, elected county officials not up for re-election, a former Party officer to be named by the Chair, and one representative from the Finance Committee to be selected by the committee.

2. Duties.

The committee shall recommend a county campaign plan to the Executive Committee.

G. Vacancy Committee.
A vacancy committee is composed of the Central Committee of its district or county.

H. Other Committees.
The Chair may appoint other committees as may be necessary from time to time.

2.6. DISTRICT ORGANIZATIONS.

A. Central Committee.
All Precinct Organizers, captains, and Democratic members of the Colorado General Assembly residing within the district, plus its officers and the Chair, First Vice Chair, and Secretary of the County Party shall be members of each House District and Senate District.

1. County Commissioner Districts.

Arapahoe County has adopted a five-commissioner board. The county commissioner central committee shall be constituted of all the Precinct Organizers from precincts in the County Commissioner District, together with the officers selected by this central committee, the Commissioner for the District, the State Senators and Representatives and the District Attorney who are Democrats and who reside within the district. C.R.S. 1-3-103(1)(b)(II).

2. Judicial Districts.

In 2025, the committee will meet on the same date and select a chairperson and vice-chairperson in the same manner as a party county central committee; except that after the 2025 meeting of the judicial district central committee to select a chairperson and a vice-chairperson pursuant to this section, the judicial district central committee shall next meet to organize on a date that falls between February 15 and April 1 of 2029, and shall meet to organize on a date that falls between February 15 and April 1 of every fourth year thereafter.

The County Party officers will be the officers of the Judicial District. If there is a change in the county party officers, the newly elected chair or secretary of the county party will notify the Secretary of state and the State Party. Vacancies will be handled the same as county party vacancies. (CRS 1-3-103 4-d)

3. Multi-County Representation.

In districts comprised of one or more whole counties and a portion of one or more counties or comprised of portions of two or more counties, the number of delegates to the senatorial and representative district assemblies shall be apportioned among the counties according to the vote in the county for the party's candidate for governor or president in the last general election. The State Party shall make the allocations and provide the numbers to the district chairs. C.R.S. 1-4-602 (2)(b).

B. District Officers.

The Central Committee of each House District, Senate District, or County Commissioner District, or portion thereof, in the County shall elect a minimum of three and a maximum of five officers at the biennial organizational meeting. A Chair, First Vice Chair, Secretary, shall be elected. The 2nd Vice Chair and the Treasurer are optional and may be elected by vote of the District Central Committee. Any registered Democrat in the District is eligible for such office. District Officers serve for two years until the next biennial organizational meeting or until removed for cause as provided for elsewhere in these Rules. House District Officers shall supervise the captains and captains shall serve as a liaison between the Party officers and Precinct Organizers. House District, Senate District, and County Commissioner District Officers shall recruit a candidate for the district and arrange for and conduct all District meetings. They are members of the Central and Executive Committees.

C. Captains.

House District Chairs may propose captaincy districts at their discretion; however, no captaincy district shall have less than five precincts. Captains are appointed by the House District Chair and then approved by the Central Committee of the House District. They shall serve until the next biennial organizational meeting or until removed for cause, as provided for elsewhere in these Rules.

D. Meetings.

The House District Chair shall call such meetings as necessary to inform the captains and Precinct Organizers of the activities of the County Party and the District. A meeting of the House District must be called to ratify any redrawing of captaincy districts and/or reassigning of captains by the District Officers.

E. Duties.

The primary responsibility of the House District and Senate District organizations is to nominate and campaign for a candidate for the Colorado General Assembly. Each House District shall also elect members of committees as provided for elsewhere in these Rules. The primary responsibility of the County Commissioner District organization is to nominate and campaign for a candidate for the County Commission.

2.7. VACANCIES.

A vacancy shall exist when an incumbent resigns, moves from the jurisdiction, dies, disaffiliates from the Democratic party or is removed for cause or the seat was not filled at the last party election. A Precinct Organizer vacancy may also exist if no Precinct Organizer is designated at caucus.

A. Precinct Organizers.

House District Chairs, with the approval of the Chair, shall appoint a person residing within the precinct to fill a vacancy no less than 30 days prior to the next meeting of the Central Committee. The Central Committee shall then ratify all such appointments. The County Chair shall certify the precinct organizer to the State Party secretary within 30 days of the filling of the vacancy.

B. Officers.

1. Chair.

A vacancy shall be filled within 30 days by the Central Committee on the call of the First Vice Chair or, in the absence of the First Vice Chair, by the Second Vice Chair. The call shall be issued within 10 days of the occurrence of the vacancy.

2. Other Officers.

The office shall be filled by election at the first meeting of the Central Committee after the vacancy occurs. The Executive Committee may make an interim appointment at its discretion.

C. House, Senate, and County Commissioner District Officers.

Vacancies shall be filled in the same manner as those for officers of the Central Committee omitting the reference to the Executive Committee.

D. Captains.

House District Chairs shall fill such vacancies by appointment, subject to the approval of the House District Central Committee, at least 30 days prior to the next Executive Committee or Central Committee meeting, whichever comes first.

E. Members of Affiliated Committees.

Such vacancies shall be filled at the discretion of the person who made the appointment.

F. Members of Committees of Assemblies and Conventions.

Such vacancies shall be filled by appointment by the House District Chair of the District in which the vacancy occurred.

G. Bonus Members.

If a vacancy occurs in a bonus member position for any Central Committee, the position will be filled by the person who received the next highest vote total based on gender balance where applicable (by replacing with a person who identifies as the same gender as the person who created the vacancy or by a non-binary individual) or by a new election if unable to fill the vacant position.

2.8. RESIGNATIONS AND REMOVALS.

A. Resignations.

Resignations of Precinct Organizers, County Party officers, House, Senate or County Commissioner District Officers, members of the Central Committee, or any standing committees of the Party shall be made in writing to the County Chair. Resignation of the County Chair shall be made in writing to the State Party Chair. The County Chair and/or Party Secretary shall request in writing a written statement of resignation from anyone whose resignation has been verbal. If no reply is received within 10 days of this request, the position shall be considered vacant.

B. Removals.

1. Causes.

a. Officers, House, Senate and County Commissioner District Chairs, captains and Precinct Organizers may be removed for the following:

- (1) Willful and intentional conduct in violation of these Party Rules.
- (2) Aiding and supporting any other political party other than the Democratic Party.
- (3) Aiding and supporting any political candidate opposing a nominee of the Democratic Party.
- (4) Conviction of a felony or crime of moral turpitude.
- (5) Failure to perform the functions of the office or to fulfill the responsibilities as outlined in these Rules.
- (6) No candidate shall hold any officer position at any level in the party with the exception of Precinct Organizer (PO). In the event that an officer declares intent or files to run for elected office, partisan or non-partisan, they must submit a written resignation of the party office within 10 days or prior to the next scheduled meeting whichever is sooner. In the event a written resignation is not received, the officer may automatically be removed for cause.

b. Executive Committee.

The Executive Committee may remove one of its members by majority vote for failure to attend three consecutive meetings. Removal from the Executive Committee applies only to Executive Committee membership of the individual, even if membership was originally granted through an *ex officio* entitlement (e.g., elected public official).

2. Procedure.

Notice of the time and place of the meetings at which a removal is to be considered shall be provided 10 days in advance to the person being considered for removal, along with a written explanation of the causes to be considered. Every person shall have the right to appear at such a meeting to answer the charges.

a. County Party Officers.

A majority of the Central Committee members may call a special meeting of the Central Committee for the purposes of removing an officer for cause. Such action may also be considered at any regular meeting of the Central Committee, provided due notice is given to the person being considered for removal. Two-thirds of those present and voting may remove an officer for cause.

b. District Officers.

A majority of the Precinct Organizers in the District may call a meeting of its Central Committee to consider such removals. The vote for removal must be by two-thirds of those present and voting. A simple majority of the Precinct Organizers in the District shall constitute a quorum.

c. Captains.

House District Chairs may dismiss captains for any of the causes listed above, such action to be ratified by majority of the vote at the next meeting of the House District Central Committee. This body may also initiate such action.

d. Precinct Organizer.

A Precinct Organizer may be removed by a two-thirds vote of those present at a meeting of the Central or Executive Committees.

e. Right of Appeal.

Anyone who has been removed from office may appeal the removal at the next meeting of the Central Committee. A two-thirds majority of members present may vote to reinstate such a person.

Part Three: NOMINATING SYSTEM.

3.1. PRECINCT CAUCUS.

At least 10 days before each precinct caucus, the County Chair shall publish on the Party website a clear and concise statement of precinct caucus rules and procedures and requirements for participation in precinct caucuses.

A. Meetings.

The precinct caucuses must be held on a date no earlier than the first Tuesday in March and no later than the first Saturday after the first Tuesday in March. The State Central Committee shall recommend a statewide starting time for precinct caucuses, provided that the time and place of each precinct caucus shall be fixed by the county central committee or executive committee. The county central committee shall notify the State Party, the Secretary of State, and the County Clerk and Recorder of the precinct caucus date on or before January 2 of the year in which the election is held. C.R.S. 1-3-102(1)

B. Call to Order.

At the time and place set by the Central Committee for the holding of the precinct caucuses, one of the incumbent Precinct Organizers shall call the caucus to order. If no Precinct Organizer is present, any person eligible to vote at the caucus may call the meeting to order.

C. Reading of Rules.

The person calling the caucus to order shall read a statement of caucus rules and procedures provided by the Party and shall distribute copies of them.

D. Elections.

The caucus shall then select a chair and a secretary and proceed to elect the allotted number of delegates to the county assembly and/or convention in a manner provided for in the Rules and elect two Precinct Organizers per precinct.

E. Certification.

The officers of the caucus shall prepare a certified list of the names of the delegates to the county assembly and/or convention and the Precinct Organizers from the precinct on the forms supplied by the Colorado Democratic Party and shall submit them to the County Chair as soon as possible and no later than noon of the following day.

F. Qualifications for Participating in Caucuses.

1. In order to vote at any precinct caucus, assembly, or convention of a political party, the elector shall be a resident of the precinct for 22 days, shall have registered or pre-registered to vote no later than 22 days before the caucus, assembly, or convention, and shall be affiliated with the Democratic Party holding the caucus, assembly, or convention for at least 22 days as shown in the statewide voter registration system; except that any registered elector who has attained the age of 18 years or who has become a naturalized citizen during the 22 days immediately preceding the meeting may vote at any caucus, assembly, or convention even though the elector has been affiliated with the political party for less than 22 days.

2. The Democratic Party of Colorado allows a pre-registrant, 16 years of age or older, to vote at any Democratic Party caucus, assembly, or convention if the pre-registrant has been a resident of the precinct for 22 days before the caucus, assembly, or convention, and has been affiliated with the Democratic Party for at least 22 days as shown in the statewide voter registration system, except that a pre-registrant who pre-registered within the 22 days immediately preceding the meeting may vote at any caucus, assembly, or convention even though the pre-registrant has been affiliated with the Democratic Party for less than 22 days.

3. An elector who moves from the precinct where registered during the 21 days prior to any caucus may participate in and vote at the caucus in the precinct of the elector's former residence, but shall not be eligible for election as a delegate or for nomination as a precinct organizer (PO) in the former precinct. C.R.S. 1-3-101 (1), C.R.S. 1-3-101 (2), C.R.S. 1-4-602 (5).

3.2. COUNTY ASSEMBLIES AND CONVENTIONS.

The call for any and all assemblies and conventions shall state the time and place with particularity and shall be published on the Party website at least 10 days before the date of the assembly or convention. The Chair of the Central Committee shall provide the call to all delegates at least 10 days prior to the meeting of the assembly or convention.

A. Agendas for Assemblies and Conventions.

The following items must be included, but the order shall be recommended by the Committee on Permanent Organization:

1. Call to order by the Chairman of the Central Committee.
2. Reports and approval of Committees on Credentials and Permanent Organization.
3. Ratification of the Precinct Organizers.
4. A specific time for the conduct of preference polls, if such is mandated by the delegate selection plan.
5. Reports of Standing Committees.
6. Designation of candidates for direct primary election.
7. Selection of delegates to the State Assembly and/or Convention.
8. Establishment of a committee to fill vacancies in nominations for public office.
9. Other business.
10. Adjournment.

B. Assemblies.

1. Purpose.

Assemblies shall be held in each even-numbered year to designate candidates for public office, elect delegates to the State Assembly, Congressional Assemblies, multi-county district assemblies and conduct other business as determined by these Rules and the call. Candidates in single county districts shall be nominated for offices in the years so designated.

2. Date, Time, and Place.

The County Central Committee shall fix a date in accordance with state stature. It may delegate its authority to set the date, time, and place. It is the duty of the Chair to issue a call to all those entitled to attend the assembly at least 10 days beforehand.

3. Call.

It shall be the duty of the County Chair to issue a written call at least 10 days prior to the assembly.

4. Candidates for Public Office.

Notice of the candidacy of any person desiring to have their name presented to any assembly for designation as a candidate at any primary election shall be given to the chair of the appropriate county or district committee in writing at least 30 days before the assembly. The chair of the appropriate committee shall make such notices of candidacy available to all interested persons and the media. C.R.S. 1-3-102(2)(a)

If prior to the nominating assembly, a candidate chooses to enter the assembly process, or is nominated from the floor it would require a majority vote of the nominating assembly to consider the nomination. C.R.S. 1-4-601(1.5)

5. Designating State Primary Election Candidates.

The assembly shall take no more than two ballots upon candidates for each office to be filled. Every candidate receiving 30 percent or more of the votes of the delegates to the assembly shall be certified by the presiding officer and secretary of the assembly. If no candidate receives 30 percent or more of the votes, there shall be a second ballot cast on all the candidates for that office. If on the second ballot no candidate receives 30 percent or more of the votes cast, the two candidates receiving the highest number of votes shall be certified as candidates for that office by the assembly.

a. Tied votes.

If two or more candidates receiving designation under these provisions receive an equal number of votes, the order of certification of designation shall be determined by lot drawn by the candidates.

b. Certification.

The Chair and Secretary of the assembly shall make such certification of designation for direct primary election and other certificates as are required by law. They shall be responsible for filing the certificates in the office of the County Clerk.

C. Conventions.

1. Purpose.

Conventions are held in presidential election years to select delegates to the State Convention, which selects delegates to the National Convention.

2. The convention shall be held in conjunction with the assembly.

3.3. DELEGATES TO ASSEMBLIES AND CONVENTIONS.

A. Selection.

Delegates to assemblies and conventions shall be elected at the precinct caucus in accordance with a Delegate Selection Plan approved by the Central Committee. The Plan shall conform to guidelines from the Colorado Democratic Party and the Affirmative Action Committee.

B. Certification.

The Credentials Committee shall have the responsibility of determining whether a delegate has been chosen in accordance with the Delegate Selection Plan. Final certification shall be on a vote of the assembly or convention to accept the report of the credentials committee.

Following assemblies and/or conventions the County Chair shall ensure that delegate information is entered into the State Party database and a certified list of delegates is provided to the chair of any subsequent assembly or convention, of the central committee of the state or Congressional district assembly and/or convention (whichever is appropriate), at least 10 days before the subsequent meeting. The list of delegates shall be presented by the chair of the subsequent meeting to the credentials committee of that meeting. If the officers fail, neglect, or refuse to comply, the jurisdiction may not be entitled to have its delegates participate in the subsequent assembly and/or convention.

C. Proxy Voting.

To ensure full participation in the delegate selection process, members who are unable to attend the county assemblies/conventions, or who must leave a meeting early, may vote by proxy. Proxies must be assigned either by the original issuer to a Democrat from the same House District or Senate District eligible to serve as a delegate to the assembly/convention; or by the appropriate credentials committee to an accredited participant in a county assembly/convention. Once assigned, a proxy can only be reassigned by the appropriate credentials committee if the person to whom it was assigned is unable to carry it or is absent. The proxy must identify the candidate preference group of the proxy issuer for the assembly and/or the convention and can only be assigned to a person with the same candidate preferences. Although the proxy holder may participate in all business of the assembly or convention, ballots can only be voted as instructed. No person may carry more than one proxy at a time.

3.4. COMMITTEES OF ASSEMBLIES AND CONVENTION.

A. Composition.

Each House District shall elect one member to each of the committees at the Central Committee meeting immediately preceding the assembly or convention. The Chair of each committee shall be appointed by the County Chair.

B. Committees.

1. The Permanent Organization Committee shall recommend to the assembly or convention an agenda and the order and time schedule of business; submit a list of the permanent officers of the assembly or convention for action by the body; recommend the composition of Legislative District and County Vacancy Committees; set time limits on speeches and debate; establish a way to complete the Platform if it is not adopted fully during the assembly; and make any other recommendations it deems appropriate.

2. Credentials Committee

a. Duties.

The committee shall recommend the certification of delegates to assemblies and conventions and resolve any controversies over the seating of delegates. No member shall wear any campaign material the day of the assembly or convention. The committee may remove a Precinct Organizer for reasons

including, but not limited to, that person's qualifications. This committee shall also ratify the election of Precinct Organizers chosen at the caucus.

b. Procedure.

(1) Challenges.

Anyone desiring to contest the qualifications of any delegate, or the conduct or result of any precinct caucus, shall file a protest with the County Chair within seven days following the caucus. The person filing the protest shall have a hearing by the Credentials Committee prior to the assembly or convention.

(2) Resolution of disputes

a. The committee shall schedule a hearing at which all interested parties shall be heard.

b. The committee may take any one or more of the following actions upon determination of a valid challenge:

1) Deny certification of the challenged delegate.

2) Reallocate votes among unchallenged delegates.

3) Certify delegates.

4) Any other action which ensures fair representation of all disputes.

c. A written finding of fact shall be made after the resolution of all disputes.

3. The Platform Committee shall meet prior to the assembly or convention to draw up a document which expresses the principles and opinions of the Party. Resolutions adopted at the precinct caucuses shall be duly considered. A copy of the report (the Platform) shall be made available to each delegate prior to the convening of the assembly or convention. The report may be amended from the floor and shall be adopted in a manner prescribed by the Permanent Organization Committee.

3.5. VACANCIES.

A. Delegates.

Absent delegates may authorize a proxy to be carried on their behalf.

B. Candidates.

The assembly shall create vacancy committees for the positions under its jurisdiction. These committees may designate a candidate if the assembly fails to do so, or fill a vacancy created by the withdrawal or death of a candidate.

C. Elective Office.

Any vacancy in designation of nomination by the Party for any elective office or for any elective office shall be filled by the Central Committee of the appropriate jurisdiction, by a majority vote of those present and voting. A quorum in such a case shall be a majority of the whole number of members of the corresponding Central Committee.

D. Precinct Organizers.

1. A vacancy shall be declared to exist when any incumbent precinct organizer shall resign, move from their jurisdiction, disaffiliate from the Colorado Democratic Party, die, be removed from their position, or if the precinct organizer position was not filled at the last party election.

2. Vacancies in precinct organizers shall be filled in accordance with C.R.S. 1-3-103(1)(a), County Party Rules, and where none, by appointment by the vacancy committee of the county central committee (or where delegated) by the County Chair as soon as practicable.

3. If the County Central Committee, Vacancy Committee, or the County Rules process does not fill the vacancy within 30 days of the vacancy occurring, the vacancy may be filled by the recommendation of the County Chair, subject to ratification by the county central committee at its next meeting. The County Chair shall certify the new precinct organizers to the State Party secretary within 30 days of filling a vacancy.

4. If the County Chair does not fill the vacancy within 60 days of the vacancy occurring, the vacancy may be filled by recommendation of the State Chair, subject to ratification by the county central committee at its next meeting.

5. The precinct organizer may assume full duties and privileges upon initial appointment but will be removed from office if the county central committee votes to reject.

6. The County Party shall file a list of the names and addresses, by precinct, of those persons elected as precinct organizers with the county clerk and recorder within four days after the date of the county assembly. C.R.S. 1-3-102(2)(a).

E. County Committee Representation.

Vacancies in elected committee membership shall be filled in accordance with Party Rules, and where none, by appointment by the vacancy committee of the district central committee. If the district vacancy committee does not fill the vacancy within 30 days of the vacancy occurring, the vacancy may be filled by the recommendation of the district chair. The district chair shall certify the new member to the County Chair within 30 days of filling a

vacancy. If the district chair does not fill the vacancy within 60 days of the vacancy occurring, the vacancy may be filled by recommendation of the County Chair.

Part Four: GENERAL PROCEDURES.

4.1. NOTICE.

A. Calls to Central and Executive Committee meetings, assemblies and conventions shall be distributed to those eligible to vote at the meeting at least 10 days beforehand.

B The Party shall notify a newspaper of general circulation in the County of the date, time, and place of the precinct caucuses and the Rules, procedures, and requirements for participation.

C. Any person wishing to be nominated by an assembly shall make known the intent to the Chair at least 30 days prior to the assembly.

D. The Party shall make every effort to notify the public of all meetings, assemblies, and conventions in order that all interested people may attend.

4.2. REMOTE MEETINGS.

A. Remote Meetings.

The County Party, Congressional District Officers, Senate District, Judicial District and House District Officers may offer remote or virtual meeting participation in place of physical meetings or in conjunction with physical meetings.

1. Participation in precinct caucus, conventions and assemblies at any level and meetings held under the central committee system may be held remotely by electronic means if the officers calling the meeting make the necessary arrangements subject to the State Party procedures and C.R.S. 1-3-102, 1-4-601 and 1-4-602.

2. Participants in a remote meeting shall be afforded the opportunity to participate, as practicable, in the same manner as delegates or committee members who are participating in person.

B. Remote Voting.

The County Party, Congressional District Officers, Senate District, Judicial District, and House District Officers may allow electronic or remote voting subject to the State Party procedures.

4.3. VOTING AND ELECTIONS.

A. Exhaustive Voting.

In single-winner, majority-vote elections where there are more than two candidates, if at the end of each round of voting there is no candidate with a simple majority, the candidate with the lowest vote total shall be removed from the ballot for the next round of voting. This process

shall continue until one candidate reaches a simple majority and is declared the winner. Once the voting starts for an office, no additional candidates will be added to that ballot.

B. Alternative Forms of Voting.

County or District Officers may choose to use an alternative form of voting upon approval by the County Central Committee. The County or District Officers must submit a proposal with instructions to the County Central Committee on how to mark the ballots. The submitting officers must also demonstrate sufficient understanding of the vote counting process through their proposal to instill confidence. Approval by the County Party officers must be obtained before issuing the meeting call. Alternative forms of voting can only be used for internal Party elections and cannot be used to designate candidates for the primary ballot.

C. Remote Voting.

For meetings involving remote participation or both in-person and remote participation, the meeting administrators shall provide voting procedures that are substantially compatible with and comparable to those for in-person meetings. All remote participation plans must include a way to verify the identity of who is participating, and a record of all votes taken.

D. Tie Votes.

For any election required under these Rules which results in a tie between two or more candidates, the winner shall be determined by lot.

E. Prohibition of the Unit Rule.

Voting by the unit rule, whereby a delegate or committee member is required to cast a vote contrary to the delegate's/member's expressed preference, is prohibited in all assemblies, conventions, and meetings.

F. Voting.

1. Precinct Caucus.

At precinct caucuses, voting shall be open, by hand raising, voice vote, or written ballot. A participant in the caucus meeting may request secret balloting for any vote, in which case all ballots for that vote shall be secret.

2. Assemblies, Conventions, Central Committee System, and all Other Meetings.

Voting shall be open, by hand or credential raising, voice vote, or written ballot. Written ballots, if any, shall be signed or otherwise identifiably marked by the person voting to be valid.

3. Procedure.

The County Chair shall promulgate procedures and regulations for ballot design, distribution, and counting for all voting methods that can be used for Party elections.

G. Retention and Review of Ballots.

1. Ballots must be sealed and retained in a secure location by the Chair of the District or County that is voting or that person's designee.
2. Ballots shall be retained for a minimum of 45 days unless a challenge is timely raised, in which case the ballots are to be retained until the challenge is finally resolved.
3. The County Chair may retain custody of the ballots if a challenge is deemed valid or a complaint is submitted within the timeframe outlined by County Party Rules and upon written request by the County Chair to the Chair of the District or County that is voting or that person's designee.
4. Ballots shall not be copied, photographed, or otherwise physically or electronically copied or transmitted to others unless authorized in writing by the County Party officers. Final totals of all votes may be transmitted to others.
5. The ballots of elected Party representatives may be reviewed by members of the Party District that elected those Party representatives. Requests to review a ballot shall be made in writing, within 30 days of the vote involved, to the County Party Chair. The County Party Chair shall determine or refer the matter to a designee or a committee which shall determine issues of standing, jurisdiction, and procedure.

H. Proxies.

A proxy is an authorization, in writing, for one person to act for, and in place of, another at a meeting of a committee, assembly, or convention.

1. For the purpose of establishing a quorum, proxies shall be counted.
2. Substitutes must be Democratic electors residing in the same House District or Senate District in which the member resides.
3. No person may carry more than one proxy.
4. The person giving the proxy may make written instructions on how the proxy is to be voted and the instructions shall be honored.
5. Proxies alone are not considered ballots and must be assigned and voted before being counted as a vote.
6. No proxy voting shall be permitted in any caucus.
7. Unless otherwise indicated on the proxy itself or elsewhere in these Rules, a proxy is presumed to be general, uninstructed, and transferable.
8. The holding of multiple offices shall not entitle a person to more than one vote. C.R.S. 1-3-103(1)(b)(I).

4.4. QUORUM.

A quorum of any body is the number competent to transact business.

A. Central Committee Meetings.

Forty percent of the members of the Central Committee shall constitute a quorum. Democrats elected to office will not be counted in the quorum; however, will have a vote.

B. Executive Committee Meetings.

Forty percent of the members of the Executive Committee shall constitute a quorum. Democrats elected to office will not be counted in the quorum; however, will have a vote.

C. Assemblies and Conventions.

Forty percent of the elected delegates shall constitute a quorum.

4.5. CONTROVERSIES AND COMPLAINTS.

A. Definition.

A controversy is defined as a formal complaint alleging a violation of the State Party's Code of Conduct Policy, the State Party's Jurisdictional Neutrality Policy, State Statute, State Party Rules, County Party Rules, regulations, and/or policies that are detrimental to the interests of the Party.

B. Filing of Complaints.

Formal complaints shall be submitted in writing to the County Party. The submitted form will then be distributed to the Chair and Vice Chairs for further deliberation and consideration. If any County Party officer is named in the complaint, the complaint will be handled by the State Party. All complaints will be considered official when a complaint is submitted to the Chair or their representative. A written complaint may be submitted in person, via mail, courier, or via email.

If the complaint does not involve a County Party officer, it will be submitted to the County Rules Committee for review and deliberation prior to making a recommendation to the appropriate body. Commonly recognized standards of due process shall be followed in considering the resolving of the complaint.

C. Full Notice.

The chair shall give full notice to all parties affected by the controversy.

D. Confidentiality

1. All attempts should be made to settle formal complaints confidentially, and at a level lower than the formal State Party controversy process.

2. The default shall be to handle formal complaints confidentially for all sides.

3. If a complaint cannot be resolved confidentially, the affected parties would have the option to allow their name(s) to be included as part of the investigation.

4. The subject of a formal complaint has the right to answer all charges and provide exculpatory evidence.

E. Forwarding to the State Party.

If a complaint cannot be resolved by the local jurisdiction, it may be forwarded to the appropriate State Party authorities.

4.6. PUBLICATION OF THE RULES.

A copy of these Rules shall be made available at no charge for anyone requesting one.

4.7. AMENDMENTS TO THE RULES.

Amendments to these Rules shall be as provided in Part Two, Section 2.5(C), ("Rules Committee"). No action on the part of the State Party or the General Assembly shall automatically change these rules. They may be changed only by amendment on a two-thirds vote of the Central Committee.

4.8. ROBERT'S RULES OF ORDER.

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

APPROVAL OF THE RULES

These Rules are approved and adopted this 8th day of February, 2025, by the Arapahoe County Democratic Party Central Committee.

References:

1. Colorado Democratic Party Plan of Organization and Rules, as amended January 16, 2024.

<https://coloradodems.org/wp-content/uploads/2020/12/CDP-Rules-Final-Review.pdf>

0. Colorado Democratic Party Jurisdictional Neutrality Policy

<https://coloradodems.org/wp-content/uploads/2021/02/CDP-Neutrality-Policy.pdf>

0. Colorado Democratic Party Code of Conduct Policy

<https://coloradodems.org/wp-content/uploads/2021/02/CDP-Code-of-Conduct.pdf>

0. THE CHARTER & THE BYLAWS OF THE DEMOCRATIC PARTY OF THE UNITED STATES as Amended by The Democratic National Committee March 10, 2018

https://democrats.org/wp-content/uploads/2018/09/DNC_Charter_Bylaws_3.12.181.pdf

or

REGULATIONS Of the Rules and Bylaws Committee For the 2024 Democratic National Convention, Jamie Harrison, Chair, Adopted by the Democratic National Committee's Rules and Bylaws Committee on December 1, 2018

<https://democrats.org/wp-content/uploads/sites/2/2019/07/Regulations-of-the-RBC-for-the-2020-Convention-12.17.18-FINAL.pdf>

0. Colorado Revised Statutes 1-13.5-1401

TITLE 1. ELECTIONS > TITLE 1. GENERAL, PRIMARY, RECALL, AND CONGRESSIONAL VACANCY ELECTIONS > ARTICLE 13.5. COLORADO LOCAL GOVERNMENT ELECTION CODE > PART 14. CONTESTS > PART 14. 1-13.5-1401. Person elected - contest – causes https://www.sos.state.co.us/pubs/info_center/laws/Title1/Title1.pdf