

**THE RULES AND PLANS OF ORGANIZATION OF THE DEMOCRATIC PARTY
FOR THE CITY AND COUNTY OF BROOMFIELD**

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PREAMBLE

These rules govern the organization and the proceedings of the Democratic Party for the City and County of Broomfield, State of Colorado

PART ONE AUTHORITY AND PRINCIPLES

ARTICLE I. NAME. The name of the organization shall be the Broomfield County Democrats, hereinafter called the Party. *CRS 1-3-108*

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 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 chairman shall carry out the mandate of the county central and/or executive committees.

ARTICLE III. PRINCIPLES

A. **AFFIRMATIVE ACTION.** In order 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, and candidate organizations and staff shall take affirmative steps to encourage participation at all levels of the party, and in all party affairs of traditionally under-represented groups as indicated by their presence in the Democratic Electorate. The term “traditionally under-represented groups” includes but is not limited to the following: race/ ethnicity, age, sex, sexual orientation or disability.

1. **GOALS:** The goals of such affirmative action shall be to create such participation in delegate selection 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 party affairs.
3. **EQUAL DIVISION.** The concept of equal division between delegates or Committeepersons 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 county affirmative action committee shall propose, administer and enforce the County Affirmative Action Plan
- B. NON-DISCRIMINATION. Discrimination on the basis of race, gender, age, color, national origin, religion, ethnic identity, sexual orientation, economic status, or presumed ability in the conduct of the party activities at all levels of the party is prohibited. In addition, all officers shall remain neutral in any contested race within the county party.
- C. PARTY MEMBERSHIP. The party shall be open to all who are not members of any other political party, who desire to support the party and who wish to be known as Democrats.
- D. OPEN MEETINGS. All meetings at all levels of the party are open. All Democrats who wish to 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 come before the body. The chairman of the committee may limit the time that a non-member may speak.
- E. GENDER. Whenever the masculine gender is used in these rules, it shall include the feminine, and vice versa.
- F. 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 office shall not entitle a member to more than one vote, excluding the use of proxies. *CRS 1-2-101 & 1-3-103 (1)(b)(I)*
1. All the precinct committeepeople, *CRS 1-3-103 (1)(b)(I)*
 2. Members of the county executive committee,
 3. The elected officers of the county central committee, *CRS 1-3-103 (1)(b)(I)*
 4. Members of the Colorado General Assembly, *CRS 1-3-103 (1)(b)(I)*
 5. United States Senators and Representatives, *CRS 1-3-103 (1)(b)(I)*
 6. Statewide Elected Officials, *CRS 1-3-103 (1)(b)(I)*
 7. The District Attorney of the 17th Judicial District, *CRS 1-3-103 (1)(b)(I)*
 8. Elected State Party Officers and Members of the Democratic National Committee,
 9. Elected Members of the State Board of Education, *CRS 1-3-103 (1)(b)(I)*
 10. Elected members of the Board of Regents. *CRS 1-3-103 (1)(b)(I)*
- B. OFFICERS OF THE CENTRAL COMMITTEE.

1. CHAIRMAN.

- a. DUTIES. The chairman shall be the chief executive officer of the party. The Chairman may appoint other volunteer personnel to manage the business and financial affairs of the party. The chairman shall administer the budget as approved by the central committee.
- b. MEETINGS AND CALLS. The chairman shall issue the call 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. There shall be at least one central committee meeting in each calendar year. The chairman shall issue the call for all assemblies and conventions.
- c. PRESIDING OFFICER. The chairman shall be the presiding officer of executive and central committee meetings, and a member of all committees within the party. He shall have the deciding vote in all central committee meetings, but shall not otherwise vote at any meetings of the central or executive committee.
- d. CAMPAIGNS. The chairman, with the advice of the central and executive committees, shall conduct all county campaigns.

2. VICE-CHAIRMAN: The vice-chairman shall do everything necessary to assist the chairman in carrying out the duties of chairman. In addition, the vice-chairman shall provide leadership for organizational activities and for political education. In the absence of the chairman, the vice-chairman shall preside at all meetings and exercise all the authority of the chairman.

3. 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 chairman, as well as duties as are usually associated with the office of secretary. The secretary shall be assisted by county headquarters staff.

4. 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 prepare and file all financial reports required of the political parties by federal or state law. The chair shall secure an independent examination of the financial records of the party once during each two (2) year term of the officers, or more often as directed and funds are allocated by the Executive Committee. The executive or central committees may, by resolution, provide for payment by the treasurer of any expenditures within limits fixed by such resolution, at the direction or order of the county chairman. The treasurer shall make payments and expenditures of the party funds only at the direction of the executive or central committees. The treasurer shall also be the chairman of the county finance committee.

C. 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 the 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 Chairman
2. County Vice-Chairman

3. County Secretary
4. County Treasurer
5. Any three (3) 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.

D. EXPENSES. The executive committee may authorize reimbursements of approved expenses incurred by the officers of the party in the performance of their duties.

ARTICLE II. PRECINCT CAUCUS.

A. MEETINGS. The second Tuesday in April, in each even-numbered year, shall be known as "PRECINCT CAUCUS DAY". 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. *CRS 1-3-102*

B. ELECTION OF COMMITTEEPeOPLE:

1. PROCEDURES. The precinct caucus shall elect precinct committeepople. The two (2) persons receiving the highest number of votes shall be elected. If two or more candidates for precinct committeeperson 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. *CRS 1-3-102-(2)(a)*
2. QUALIFICATIONS. The precinct committeepersons shall reside in their precinct for at least thirty (30) days prior to the caucus, and they shall have been registered to vote no later than twenty-nine (29) days before the caucus and a member of the Democratic Party for at least two (2) months prior to their election. *CRS 1-3-101 & CRS 1-3-102-(2)(a)*
3. CERTIFICATION. The officers of the precinct caucus shall certify the names of the committeepersons to the county assembly. *CRS 1-3-102-(2)(a)*
4. DISPUTES. The county credentials committee shall determine all disputes as to the qualifications or election of any candidate for the office of committeeperson and shall include its findings in its report to the county assembly. The county assembly shall certify the list of committeepersons. *CRS 1-3-102-(2)(a)*

C. DUTIES OF COMMITTEEPERSONS

1. REPRESENTATIVES OF THE PARTY. As duly elected officers of the party, precinct committeepersons are the representatives of the party within their precinct 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 in office.
2. RESPONSIBILITIES. Such rights carry with them equivalent responsibilities, including the obligation of performing the following duties while holding office.
 - a. Attend all meetings of the central committee, unless properly excused.
 - b. Recruit party workers in the precinct and supervise and direct their activities within the precinct.
 - c. Distribute and/or supervise the distribution of the literature of the party within the precinct.
 - d. 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 committee.

- e. Notify registered Democrats in the precinct of the time and place of the precinct caucus.
- f. Support ALL the nominees of the Party in the General Election. Support of one Democratic candidate over another, except through the action of a Central Committee or in accordance with the official nomination and assembly procedures shall not occur.

D. TERMS OF OFFICE. The term of office for the party officers shall be from the time of their election or appointment until the next organization meeting of the county central committee, or until their successors have been elected or appointed. The terms of Office of the members of the county central committee shall be two (2) years, or until their replacement has been elected or appointed. In the case of elected or appointed public officials whose term of office is greater than two (2) years, their membership on the committee ceases when their term of office expires. *CRS 1-3-10 (1)(a)*

E. 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. *CRS 1-3-105*

ARTICLE III. CAPTAINCY DISTRICTS

A. DIVISION INTO CAPTAINCY DISTRICTS. The city council wards of the City and County of Broomfield shall be captaincy districts.

B. ELECTION OF CAPTAINS, CO-CAPTAINS, AND FINANCIAL CHAIRMAN:
At each organization meeting of the county central committee, the precinct Committeepersons of each captaincy district shall meet and elect one (1) captain, one (1) co-captain, and one (1) financial chairman. *CRS 1-1-104 (9) definitions*

C. DUTIES OF THE DISTRICT CAPTAIN The captain shall:

1. Support the nominees of the party.
2. Attend all meetings of the executive and central committees of the Broomfield County Democratic party
3. Recruit party workers and direct party activities within the district.
4. Supervise, assist and direct the committeepersons within the district.
5. Assist the county chair to fill vacancies in committeeships, which occur in the precincts.
6. Supervise, conduct and direct all drives and canvasses required by the central and/or executive committees of the county party.
7. Assist the finance chairman of the district in all fundraising activities within the district.
8. Promote all policies of the county, state, and national parties, including openness of meetings, promotion of voter registration, affirmative action, and greater public participation in the party and electoral processes.
9. Assist the central committee and the party chair in conducting the elections.
10. Be authorized to approve all expenditures.

11. Conduct, upon proper notice to the members of the captaincy district, at least two (2) meetings of the district per year.

D. DUTIES OF THE DISTRICT CO-CAPTAIN: The co-captain shall:

1. Support the nominee of the party
2. Attend all meetings of the central and executive committees of the Broomfield County Democratic Party.
3. Assist the captain in the performance of duties.
4. Perform the duties of the captain in the absence, failure, or refusal of the captain to act.

E. DUTIES OF THE DISTRICT FINANCE CHAIRMAN: The finance chairman shall:

1. Serve without bond.
2. Keep accurate financial records for the captaincy district.
3. File such reports as national, state or local laws require.
4. Not be a member of and shall have no vote on the executive committee.
5. Present the district with an annual finance program and put that program into action with the assistance of the other members of the district.
6. Be responsible for all fundraising activities of the county party within the district.

F. PROCEDURES OF THE CAPTAINCY DISTRICTS. The following shall be followed for all captaincy district actions:

1. Voting membership of the district shall consist of all members of the central committee who reside within the district, plus the district finance chairman, except that when electing or removing the captain, co-captain, and/or the finance chairman, only the precinct committee persons of the district shall vote.
2. Upon the written call of the captain, co-captain, or three other members of the district, shall be a meeting of all members of the district.
3. All meetings of the district shall be held within the district.
4. Written notice of the meetings 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 members
5. 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. 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 be limited to the subject set forth in the call for such meeting.
7. The members of the district may promote the party within the district by such program and campaigns as the members see fit, so long as those programs and campaigns do not conflict with policies, rules, programs and campaigns of the county party.

ARTICLE IV. EXECUTIVE COMMITTEE *CRS 1-3-105(2)*

- A. COMPOSITION. The following registered Democrats residing within the county shall comprise the membership:
- B. ELECTED MEMBERS.
 - 1. ELECTED MEMBERS. The officers of the county central committee and the captains and co-captains elected at the biennial organizational meeting of the central committee by the committeepersons of the respective captaincy districts, shall be members of the executive committee.
 - 2. APPOINTED MEMBERS. The county chairman may appoint not more than twelve (12) additional members-at-large to the executive committee.
 - 3. EX-OFFICIO MEMBERS.
 - a. Elected Officials. All elected or appointed public officials, who are not elected or appointed members of the executive committee, shall be ex-officio members without the right to vote.
 - b. Past Party Chairman. Any past party chairman, who is not an elected or appointed member of the executive committee, shall be an ex-officio members without the right to vote.
- C. TERM OF OFFICE.
 - 1. ELECTED MEMBERS. Elected members of the executive committee shall serve on the date of their election for a period of two (2) years, until the next organization meeting of the county central committee, or until their successor shall be elected or appointed.
 - 2. APPOINTED MEMBERS. Appointed members serve at the discretion of the county chairman, provided such members may be removed by the chair only upon thirty (30) day public notice, or until the next organizational meeting of the executive committee. All such appointments shall automatically terminate at the adjournment of the next central committee reorganization meeting. Removal shall require the following notice: 1) written notice to the appointee removed and 2) notice clearly posted near the entrance to party headquarters.

ARTICLE V. PARTICIPATION IN OTHER CENTRAL COMMITTEES

- A. CONGRESSIONAL DISTRICTS. The chairman and vice-chairman of the several county central committees entirely or partially within each congressional district, together with the elected congressperson, elected state board of education member of the party for the congressional district, the elected board or 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. *CRS 1-3-103(3)(a) & (2)(a)*
- B. STATE SENATORIAL AND REPRESENTATIVE DISTRICTS. The central

committee of the state senatorial and representative districts shall consist of the officers of the district, the county chairman and vice-chairman, all the committeepersons within the district, and all Democratic members of the Colorado General Assembly who reside within the district. *CRS 1-3-103 (5)(a) & CRS 1-3-103 (6)(a) respectively*

- C. JUDICIAL DISTRICT. 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. *CRS 1-3-103 (4)(a)*

ARTICLE VI. AFFILIATED COMMITTEES OF THE CENTRAL COMMITTEE

- A. AFFIRMATIVE ACTION/OUTREACH. Within ten (10) days after election the county chairman shall appoint a chairman of a standing committee on Affirmative Action/Outreach. 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 chairman shall appoint a chairman 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 favorable 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 XIII.
- C. RECOMMENDATIONS. Within ten (10) days after election the county chairman shall appoint a chairman 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. The members of the finance committee shall be the finance chairman of each captaincy district and the county treasurer of the county party, who shall be the chairman of the committee.
 2. The finance committee shall meet quarterly.(and as the chairman as may deem necessary)
 3. The finance committee shall be responsible for planning, organizing and implementing all fundraising programs for the county party.
 4. 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 chairman shall appoint a standing committee on fair campaign practices. Such committee may be modeled after the state party's fair campaign practices committee.
- F. OTHER COMMITTEES. The county chairman may appoint other standing or special committees as is deemed necessary for the conduct of the party business.

PART THREE NOMINATING SYSTEM

ARTICLE I. PRECINCT CAUCUS

- A. TIME, PLACE AND NOTICE. Precinct caucuses shall be held at 7:00 p.m., on a second Tuesday in April, in each even numbered year, which day shall be known as "PRECINCT CAUCUS DAY". 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 chairman. One of the committeepersons from each precinct, as designated by the chairman, shall be responsible for picking up and posting the signs. In the event there is no committeeperson, or the committeeperson designated is unable to pick up and post the sign, it shall be the responsibility of the district captain or co-captain to insure that the sign is picked up and posted properly. *CRS 1-3-102 (1)*
- B. CONDUCT OF CAUCUSES.
 - 1. CALL TO ORDER. At the time set by state law and the place set by the county chairman for the holding of precinct caucus, one of the precinct committeepeople shall call the caucus to order. The committeepersons shall decide which person shall call the caucus to order by agreement, or by lot. If no committeeperson is present, any Democratic Elector eligible to vote at the caucus may call the meeting to order. Anyone arriving late may only participate in the business conducted after they have arrived and have 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.
 - a. Validation. Voting participants of the caucus shall be registered Democrats and residents of the precinct for two (2) months prior to the caucus. The first order of business shall be the validation of those eligible participants in the manner prescribed by the county chairman. *CRS 1-3-101 (1)*
 - b. Reading of the Rules. The caucus rules shall then be read. This shall be a clear 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 on the affirmative action plan and the fair-reflection provisions of the rules.
 - c. Election. 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. *CRS 1-3-102*

- i. Delegates to the County Assembly. *CRS 1-3-102 (1)(a)*
- ii. Delegates to the State and Congressional Assemblies.
- iii. Two Precinct Committeepeople. *CRS 1-3-102 (1)(a)*
- iv. Any other business of the party as directed by the county chairman, and when applicable;
- v. Delegates to the State and Congressional Conventions, and when applicable;
- vi. Delegates to the County Conventions.

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

- 1. NUMBER OF DELEGATES. The county central committee, prior to each caucus, shall provide the number of delegates to be elected from each precinct using as a criteria Democratic performance and any other factors deemed appropriate. The formula must conform with National, State, and Affirmative Action Plans
- 2. SEPARATE ELECTIONS. In a presidential election year, delegates to the county convention shall be elected separately, with delegates to the county assembly being elected first. Whenever numerically possible it is suggested, for broader participation in our election process, the delegates and alternates to the assemblies be different persons than those elected to the conventions. In non-presidential years the caucus shall only elect delegates and alternates to the assemblies.
- 3. QUALIFICATIONS. Delegates must be registered Democrats and be residents of the precinct from which they were elected. *CRS 1-3-101(1)*
- 4. NOMINATIONS. Candidates for delegates may be nominated by any person present and eligible to vote. Self-nomination by any person present is allowed.
- 5. SELECTION PROCEDURES. The persons receiving the largest number of votes shall be elected delegates.
- 6. TIES.
 - a. County Assemblies. Ties shall be broken by drawing of lots between candidates who are tied.
 - b. County Convention. Ties shall not be broken, but delegates with fractional votes shall be elected. If the fair reflection rule is not at issue, ties shall be broken by drawing of lots.
- 7. ALTERNATES. The caucus may elect alternates, but no more than one alternate per delegate. The caucus may designate the order in which the alternates may be 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 chairman. The qualifications of delegates shall also apply to the alternates.

D. DELEGATES TO STATE AND CONGRESSIONAL ASSEMBLIES AND CONVENTIONS. In order to implement the Broomfield County GRASS ROOTS system, delegates and alternates to the state and congressional assemblies and conventions shall be nominated as follows:

- 1. Following the election of delegates to the county assembly, The county central committee, prior to each caucus, shall provide the number of delegates to be elected from each precinct using as a criteria Democratic performance and any

other factors deemed appropriate. The formula must conform with National, State, and Affirmative Action Plans

2. Each precinct shall nominate, from among those qualified electors, one delegate and one alternate to the state and congressional assemblies.
3. In a presidential election year, following the election of one delegate and one alternate to the county convention.
 - a. Delegates and alternate will be placed on a ballot to be selected at the County Assembly and/or Convention as delegates and alternates to the State and Congressional Assembly and Convention.
4. Judicial districts do not split counties so the appropriate county totals are aggregated. The Judicial District Executive Committee will set these numbers.
5. Upon ratification by the county assembly of nominated delegates and alternates 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 convention, such nominees shall become regular delegates and alternates to the subsequent assembly or convention for which they were nominated.
6. It is recommended, but not required, that such nominees be selected from among candidates who have not already been elected by the caucus as delegates to the county assembly or county convention.

E. CERTIFICATION. The officers of the precinct caucus shall prepare a certified list of 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 chairman. The officers of the caucus shall submit this list to the county chairman within twenty-four (24) hours of the time of the caucus. The county chairman shall submit such list to the credentials committees of the various assemblies and conventions.

ARTICLE II. COUNTY ASSEMBLY.

A. DATES. The county assembly shall meet in every even-numbered year to designate candidates for the primary election. The county assembly shall be held no less than ten (10), nor no more than thirty (30) days after "PRECINCT CAUCUS DAY". *CRS 1-3-102 (1)(a)*

B. DELEGATES.

1. NUMBER. The number of delegates shall be fixed by the county central committee prior to "PRECINCT CAUCUS DAY"
2. 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.
3. SEATING.
 - a. Initial Seating. Every delegate present 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 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.
 - d. Contested Delegates. No contested delegates shall be seated until and unless the contest shall be resolved by the county assembly. No voting for candidates shall take place until 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 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 chairman shall be responsible for effectively publicizing all caucuses, conventions, and other meetings and events involved in the convention delegate selection process. The chairman shall also see that concise statements, in advance of all such meetings and events, be effectively publicized to explain the relationship between the meeting or event and the delegate selection process.
- E. PROCEDURES FOR FAIR ELECTION.
 1. CREDENTIAL 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 used 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, which are represented by more than their countywide allotment, shall be taken by the convention.
- b. The delegate positions, which are thus gained, shall be apportioned among the under-represented candidate camps, in accordance with the fair-reflection, requirements established by the candidate preference composition of the convention.
- c. 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 un-committed (no preference).

ARTICLE IV. COMMITTEES OF ASSEMBLIES AND CONVENTIONS. The county chairman 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 days prior to the county assembly and/or convention the county chairman shall appoint a credentials committee, consisting of not less than five and no more than fifteen delegates to the assembly and/or convention. No candidate or candidate treasurer or chairman 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 list of delegates submitted by the chairman of the central committee, recommending the certification of the delegates to the assembly and/or convention, and resolving any contest or objection in the delegate selection process.
- 2. **APPEALS.** 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 chairman within seven days following the caucus. Such person shall be accorded an opportunity to have his claim heard by the credentials committee. All of 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. 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 chairman.
 - iii. Re-allocate votes among unchallenged delegates.
 - iv. Certify alternate delegate or delegates.
 - v. Certify an alternate delegation.
 - vi. Allocate fractional votes.
 - vii. Any other action which insures 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 chairman 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 the body.
- C. RESOLUTION COMMITTEE. At least twenty (20) days prior to the assembly and/or convention, the county chairman 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 resolution 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 ten percent (10%) of the membership of the resolution committee.
- D. OTHER COMMITTEES. The county chairman may appoint such other committees, as he may deem necessary for the accomplishment of the business of the assembly and/or convention.
- E. PARLIAMENTARIAN. The county chairman shall appoint a person to serve as a parliamentarian.
- 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 chairman shall prepare a list of the fully 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 V. AGENDA FOR ASSEMBLIES AND CONVENTIONS

- A. Call to Order;
- B. Selection of temporary officers;
- C. Roll Call;
- D. Approval of the chairman's committee appointments;
- E. Report of the committee 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 nominations for public office;
- L. Report of committee on resolutions, and action taken thereon;
- M. Other business;
- N. Adjournment.

PART FOUR GENERAL PROCEDURES

ARTICLE I. ORGANIZING MEETING.

Between the first (1st) day of February and the fifteenth (15th) day of February of the odd numbered years, the central committee shall meet at the call of the chairman, who shall give at least ten (10) days prior notice of the time and date of this meeting. to all persons entitled to be present. The incumbent chairman shall call the meeting to order and preside until a new chairman has been elected. The first order of business after the roll call shall be the election of the chairman. The next order of business shall be the election of Vice-Chairman, Secretary, and the Treasurer. At the meeting, the central committee shall also elect members to the state central committee and the congressional district central committee, 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 without the fractionalizing of the votes of such members. *CRS 1-3-103 (1)(c)*

ARTICLE II. 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.

ARTICLE III. 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 IV. 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 voting unit from which the principle has been elected.
 - a. A committee person, captain or co-captain can give a proxy only to one who

resides in the same captaincy district.

- b. A state Senator or State Representative can give a proxy only to one who resides in their respective district.
- c. County-Wide elected or appointed public officials, party officers and at-large members of the executive committee can give their proxies to any registered Democrat residing in the county.

2. EXECUTIVE COMMITTEE. Members of the executive committee shall be permitted to use proxies. Captains and co-captains may give proxies to any other member of the executive committee, or to any person who resides in their captaincy district. At-large members 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 V. VOTING. Each elected delegate or member of any caucus, meeting, or convention shall have only one vote, 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 votes shall be allowed only if it is required by these rules, or by the Democratic Party of the State of Colorado, as necessary to insure that the selection of delegates and alternates in the nomination 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 VI. 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 VII. 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 chairman of the committee.

B. NOMINATING SYSTEM. No instructed ballot shall be allowed at any caucus, assembly, or convention.

ARTICLE VIII. 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 IX. 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 X. 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 committeepersons, shall be registered Democrats as shown on the books of the county clerk for at least two months prior to such caucus, assembly or convention. Except that persons who have turned eighteen (18) years of age or become naturalized citizens during the two (2) month period shall be eligible to vote. 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 committeepersons shall be residents of the precinct for at least thirty (30) days prior to the caucus at which they are nominated. *CRS 1-3-101 (1) & CRS 1-3-101(2)(a)*
- B. **CENTRAL COMMITTEE SYSTEM.** Members of the Central committee must be registered Democrats and residents of the political unit, which they represent.
- C. **CANDIDATES.** Candidates for public office must be registered Democrats, as shown on the books of the county clerk, for at least twelve (12) months prior to the general election.
- D. **PRIOR MEMBERSHIP REQUIREMENTS.** 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 XI. VACANCIES. A vacancy shall exist when any incumbent moves from his jurisdiction, dies, resigns or is removed from his position.

A. OFFICERS.

- 1. **CHAIRMAN.** A vacancy shall be filled within thirty (30) days by the central committee on the call of the vice-chairman, or in his absence by the secretary. The call shall be issued within ten (10) days of the occurrence of the vacancy.
- 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 COMMITTEEPERSONS. 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 chairman shall fill the vacancy. The person thus selected to fill the vacancy shall be a resident of the precinct in which the vacancy occurred. *CRS 1-3-103 (1)(a) & (1)(b)(II)*

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 chairman 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. The vacancy shall be filled within thirty (30) days by an appointment by the county chairman.

D. PUBLIC OFFICE. In the event of a vacancy in the office of 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.

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 XII. RESIGNATIONS. When any person who is a member of any 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 chairman of the committee of which the person is a member. If a chairman of the county central committee resigns before the end of the regular term of office, the resignation must be presented to the chairman 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 provisions in Part Four, Article XI 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, or the intention to resign denied in writing within ten (10) days after this request, a vacancy shall be declared to exist by the chairman of the appropriate committee.

ARTICLE XIII. REMOVALS:

A. 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 and intentional conduct in violation of these Rules;
- b. Aiding or supporting any political party other than the Democratic party;
- c. Aiding or supporting any political candidate opposing a nominee of the Democratic Party
- d. Conviction of a felony or a crime of moral turpitude.

2. PROCEDURES FOR REMOVAL.

- a. At least 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. 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. If the accused does not resign, the officer in receipt of the SOC shall send a copy of the SOC to all the members 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. 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 2/3 vote of all the members present and voting, provided at least ½ of the membership of the committee is present and voting.
 - e. 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 chairman 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. No requests for reinstatement shall be allowed from the floor. A vote of 2/3 of the members present and voting shall be required, provided at least ½ of the membership of the committee is present and voting. Any reinstated officer shall resume his office at the conclusion of the voting.
 - f. If an officer is removed, the office shall be declared vacant, and filled in the manner provided for in Part Four, Article XI, 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 consecutive meetings of the executive committee, when properly notified thereof.
 - a. Action on removal for failure to attend meetings may be initiated by the chairman, or by a petition signed by at least twenty-five percent (25%) of the membership of the committee.
 - b. Any elected member may be removed by a majority vote of those members of the committee present and voting.
 - c. 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 shall be allowed on the floor.
 - d. Any reinstated member shall resume membership on the committee at the conclusion of the voting.
 - e. If a member is removed, a vacancy shall exist and be filled in accordance with Part Four, Article XI, of these Rules.
2. APPOINTED MEMBER. These members serve at the pleasure of the county chairman and may be removed or replaced at the discretion of the chair. Appointed members may be removed by the chair upon thirty (30) day public notice, or until the next organizational meeting of the executive committee. All appointments shall automatically terminate at the adjournment of the next central committee reorganization meeting held after their appointment, provided the chair may remove such members within thirty (30) days prior to the biennial reorganization meeting. Removal shall require the following notice: 1) written

notice to the appointee removed and 2) notice clearly posted near the entrance to party headquarters.

C. COMMITTEEPeOPLE.

1. Grounds for Removal. Grounds for removal include, but are not limited to the following;
 - a. Failure to fulfill the responsibilities of the office;
 - b. Failure to perform effectively the functions of the office;
 - c. Aiding or supporting a candidate other than the Democratic candidate in the general election.
2. The notice of a vote for removal shall be included on the agenda of the meeting at which the vote shall take place
3. The accused shall have the opportunity to counter any charges leveled.
4. A majority vote of those present and voting may remove the accused.
5. Anyone removed from the committee shall be allowed to request a reinstatement.
 - a. Such request shall be made in writing to the county chairman.
 - b. The request for reinstatement shall be printed on the agenda of the meeting at which time the reinstatement is to be acted upon.
 - c. No request for reinstatement shall be allowed from the floor.

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. The notice of a vote for removal shall be included on the agenda of the meeting at which the vote shall take place.
2. The accused shall have the opportunity to counter any charges leveled.
3. A majority vote of those present and voting may remove the accused.
4. Anyone removed from the committee shall be allowed to request a reinstatement.
 - a. Such a request shall be made in writing to the county chairman.
 - b. The Request for reinstatement shall be printed on the agenda of the meeting at which time the reinstatement is to be acted upon.
 - c. No request for reinstatement shall be allowed from the floor.
5. Any committeeperson reinstated shall resume the office immediately after the vote.

ARTICLE XIV. CONTROVERSIES. *CRS 1-3-106*

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 chairman any complaint needs immediate attention, the county chairman may refer it to the executive committee, which may proceed, upon reasonable notice, to hear and resolve the complaint.

B. PROCEDURES.

1. If the County assembly has been called to meet within thirty (30) days after the county chairman 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 chairman shall submit the matter in dispute to the county assembly for action.
2. In all other cases, the county chairman 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.
3. Each side of the controversy may be represented by legal counsel.
 - a. The proceedings shall be recorded in a manner agreed upon by the principals in the controversy.
 - b. All witnesses shall swear or affirm to tell the truth.
 - c. All evidence shall be presented in the presence of the committee.
 - d. Both sides may use sworn, written and notarized depositions.
 - i. The side taking depositions shall notify the other principal to the controversy, and the county chairman, of the name of the person being deposed.
 - ii. The other party of the controversy shall have the opportunity to cross-examine the person being deposed.

C. APPEALS.

1. Any decision of the county executive committee may be appealed to the county central committee.
2. Any decision of the county central committee may be appealed to the county assembly.
3. 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.

- D. COST. The county party shall not be liable for any costs involved in the hearing or resolving 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 XV. AMENDMENTS TO THE RULES. These rules may be amended by a 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.

ARTICLE XVI. PUBLICATION OF THE PARTY RULES. The Rules and Plan of Organization of the Democratic Party for the City and County of Broomfield printed and made available.

ARTICLE XVII. OTHER PROCEDURES. Any procedures, 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 the ROBERT'S RULES of ORDER.