

BY-LAWS
of the
BROOMFIELD COUNTY DEMOCRATIC PARTY



Date Approved: November 16, 2019

Date Effective: November 16, 2019

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PREAMBLE

These By-Laws govern the organization and the proceedings of the Democratic Party for the City and County of Broomfield, in the State of Colorado. Operating under these By-Laws, that group has all the rights, privileges, power and authority delegated to the County level by the most recently approved (current) version of the Rules of the Colorado Democratic Party (CDP). If there is a conflict between these By-Laws and the current rules of the CDP, the rules of the CDP will govern. Where the rules of the CDP delegate to the County level or are silent, this document will govern.

The current version of the CDP rules can be downloaded from <https://www.coloradodems.org>. These By-Laws are organized with the same major headings as the current rules of the CDP to allow users to navigate between the two documents:

- Part 1 defines Principles and Policies.
- Part 2 describes how the County level is organized and operates in the Central Committee System.
- Part 3 outlines how the candidate nominating system is managed at the County level.
- Part 4 includes the General Procedures of these By-Laws.
- Part 5 lists the BCD Administrative Guidelines (Guidelines) and Policies authorized by the BCD Central Committee that are maintained and updated separately from these By-Laws.

1.0 PRINCIPLES

1.1. Name

The name of the organization is the Broomfield County Democrats, hereinafter called the BCD.

1.2. Authority

- 1.2.1. From the time it convenes until the time of its final adjournment, the BCD County Assembly will exercise all powers given to the BCD.
- 1.2.2. At all other times the governing body will be the BCD Central Committee, with full powers of the BCD County Assembly.
- 1.2.3. The BCD Executive Committee will exercise such powers as delegated to it by the BCD Central Committee in approved By-Laws or by resolution.
- 1.2.4. The BCD Chair will carry out the mandate of the BCD Central Committee and/or Executive Committee.

1.3. Principles

- 1.3.1. The BCD affirms the Principles addressed in the CDP rules, and will conduct its operations in accordance with those Principles.
- 1.3.2. The BCD works to provide a welcoming and respectful atmosphere, including providing training for officers, team leaders, and committee leaders to help such individuals learn how to create a welcoming and inclusive atmosphere.
- 1.3.3. In order to create full participation, the BCD will take reasonable steps to foster participation at all levels of the BCD, and in all the BCD affairs, of groups traditionally under-represented in Broomfield.

2.0 CENTRAL COMMITTEE SYSTEM

The BCD will develop, and staff with volunteers, an organization to perform the functions assigned to the County Level in the current version of the rules of the Colorado Democratic Party (CDP).

2.1. Political Subdivision for BCD Governance

- 2.1.1. For the purpose of the BCD internal organization and administering party activities, representation by precinct will be the level of geographical representation in the BCD governance. Precincts can be aggregated into areas conforming to specific political jurisdictions when required, but such areas will not be entitled separate representation in the BCD governance.
- 2.1.2. Officers elected to manage the BCD and individuals elected to the BCD Executive Committee will be elected at-large, and will represent the entire County.

2.2. Ballot Initiatives

- 2.2.1. The BCD Executive Committee may endorse and commit resources of the BCD to support ballot initiatives submitted to voters in Broomfield County by a majority vote at any Executive Committee meeting where a quorum is present.
- 2.2.2. Commitments by the BCD to provide resources for ballot initiatives will be approved in accordance with the limits and conditions described in these By-laws for an expense category that is not a budgeted line item.

2.3. CDP Central Committee

- 2.3.1. Additional Delegates allocated to the BCD for the CDP Organizational meeting will be selected by the BCD Central Committee at the biennial organizational meeting of the BCD.
- 2.3.2. If a delegate to the CDP Organizational meeting determines after selection that they will be unable to attend and represent the BCD, they are responsible for obtaining a proxy and submitting the appropriate paperwork to enable that proxy to be counted at the CDP Organization meeting. A copy of the proxy must be sent to the BCD Chair before the CDP Organizational meeting to be validated and processed by the BCD.

2.4. Precinct Caucus

- 2.4.1. Precinct Committee People (PCP) who will represent a Precinct on the BCD Central Committee for the next two years are selected at Precinct Caucuses.
- 2.4.2. The BCD Executive Committee will announce the time and location for Precinct Caucuses a minimum of 10 calendar days prior to the caucus date. The information will also be posted on the BCD website for general distribution.
- 2.4.3. The BCD rules for the Precinct Caucus will be approved by the BCD Executive Committee after the CDP caucus rules and procedures are published by the CDP Chair. The BCD rules will be posted on the BCD website for general distribution a minimum of 10 calendar days prior to the caucus date.
- 2.4.4. The BCD Precinct Caucus will select delegates to the BCD County Assembly/Convention, selecting the number of delegates allotted to the Precinct under the BCD caucus rules.

2.5. Precinct Organization

If a precinct does not select Precinct Committee People (PCP) on Precinct Caucus Day, the open position may be filled as a vacancy on the BCD Central Committee as described in Part 4 of these By-Laws.

2.6. BCD Central Committee

- 2.6.1. A County Organizational meeting will be held by the BCD Central Committee in odd numbered calendar years to perform the duties assigned to the County level in the current version of the CDP rules. Membership of the BCD Central Committee will conform to the County Central Committee composition authorized in the current CDP rules.
- 2.6.2. At the County Organizational meeting, the BCD Central Committee will elect the four officers required by the current CDP rules (chair, vice-chair, secretary, and treasurer), plus a minimum of five additional members with titles and duties described in the current version of the BCD Guideline 5.2, entitled BCD Staffing and Administration.
- 2.6.3. Delegations of authority from the BCD Central Committee to the BCD Executive Committee will be approved and documented by one of the formats listed below:
- Delegations described in the most recently approved (current) By-Laws of the BCD
 - Delegations approved by resolution of the BCD Central Committee
- 2.6.4. The current list of delegations approved by resolution of the BCD Central Committee is maintained on the BCD Website (BCD Guideline 5.1). Additional delegations from the BCD Central Committee to the BCD Executive Committee for specific non-recurring purposes, may be approved by the BCD Central Committee as required.
- 2.6.5. The BCD Executive Committee will approve and adopt an annual budget for the BCD and authorize the Treasurer to disburse funds for budgeted and non-budgeted spending by a majority vote. Authorization for line item budgeted expenses may be delegated by resolution from the BCD Executive Committee to the BCD Chair and Vice-Chair up to \$500 per instance.
- 2.6.6. In addition to the responsibilities and authority granted in the CDP rules, the BCD office holders may have additional duties as described in the current version of the BCD Guideline 5.2 (BCD Staffing and Administration).
- 2.6.7. In the event of the absence or disability of any officer of the BCD, 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 By-Laws, will devolve upon the officers of the county party in the following order:
- County Chair
 - County Vice-Chair
 - County Secretary
 - County Treasurer
- 2.6.8. Within thirty (30) days after the biennial Organizational Meeting of the BCD, the BCD Chair will appoint a Team Leader for the BCD standing committees. Standing Committees for the purpose of ongoing business of the BCD include:
- Budget Committee to prepare and monitor a budget for the BCD each calendar year.

2.6.9. Committees formed for the purpose of running the BCD County Assembly/Convention will be appointed by the BCD Chair, subject to the approval of the BCD County Assembly/BCD Convention, to support the Nominating Process described in Part 3 of these By-Laws. These Assembly committees will perform the same scope of services as the corresponding committees defined for the CDP Assembly in the current CDP rules. The Assembly Committees include:

- Permanent Organization Committee to plan the BCD County Assembly/Convention.
- Credential Committee to issue credentials to each delegate and certify credentials to the BCD County Assembly/Convention.
- Platform Committee to process input from BCD members and prepare the County platform for consideration by the BCD Assembly.

2.6.10. The BCD Chair may appoint other standing or special committees as is deemed necessary for the conduct of business for the BCD with the approval of the BCD Executive Committee.

2.7. Central Committees of Other Jurisdictions

2.7.1. Additional members allocated to the BCD for the CDP Central Committee, the Congressional District Central Committee, and the additional members allocated to BCD for the Central Committees of other multi-county districts (for example - State Senate, State Representative, Judicial districts) will be selected at the BCD Organization Meeting.

2.7.2. If any delegate from the BCD to a Central Committee meeting determines after selection that they will be unable to attend and represent the BCD, they are responsible for obtaining a proxy and submitting the appropriate paperwork to enable that proxy to be counted at that Central Committee meeting. A copy of the proxy must be sent to the BCD Chair before the meeting to be validated and processed by the BCD. Failure to provide a proxy, when necessary to represent the BCD, will be treated as a temporary vacancy and can be filled by the BCD Chair to ensure the BCD representation at Central Committee meetings of all jurisdictions.

3.0 NOMINATING SYSTEM

The BCD will conduct the activities to nominate candidates for public office assigned to the County Level by the current rules of the CDP, including filling vacancies.

3.1. Political Divisions of the CDP

- 3.1.1. The BCD Chair will appoint the BCD representatives to assembly/convention committee assignments when requested by the various nominating assemblies/conventions representing the political divisions applicable to the BCD.
- 3.1.2. Where possible, the BCD Precinct Caucus attendees are encouraged to select different individuals as delegates for each political division within the jurisdiction of that caucus to encourage wider participation of attendees at the BCD County Assembly.

3.2. Meeting of BCD County Assembly / Convention

- 3.2.1. A County Assembly meeting will be held by the BCD in even numbered years to perform the duties assigned to the County level in the current version of the CDP rules.
- 3.2.2. A County Convention will be held by the BCD Central Committee in Presidential Election years to select BCD delegates to other political conventions. BCD County Conventions will be held with the BCD County Assembly in Presidential Election years.
- 3.2.3. The BCD Chair will prepare a list of the certified delegates to the subsequent County Assembly/Convention from each precinct in the county in accordance with the certifications filed by the officers of the precinct caucuses, and will make this list public as soon as possible after the Precinct Caucuses prior to the County Assembly/Convention.
- 3.2.4. Proxies are allowed at the BCD Assemblies/Conventions under the current CDP rules.
- 3.2.5. Where a Precinct Caucus does not provide the required number of delegates to the BCD Assembly/Convention, the unfilled delegate opening will be treated as a vacancy and filled by the BCD County Chair with At-large delegates having a candidate preference that maintains, to the extent possible, the proportional representation voted at the Precinct Caucus level.
- 3.2.6. The BCD Chair will appoint a person to serve as a parliamentarian at the BCD Assembly/Convention.
- 3.2.7. The reporting unit for delegates and ballots at the BCD County Assembly/Convention will be by Precinct.
- 3.2.8. The current version of the BCD Policy 5.3, entitled BCD Candidate Assistance Policy, describes the interface between the BCD and candidates running for public office in partisan and non-partisan elections.

4.0 GENERAL PROCEDURES

4.1. Notice

- 4.1.1. The time and place for all public meetings, assemblies and conventions, at all levels of the BCD will be publicized in such a manner to assure timely notice to all interested persons. At a minimum, notices will be posted on the BCD Website within the time frame required by CDP rules.
- 4.1.2. Notice for committee meetings of the BCD will be considered complete if sent to the current email address listed for meeting participants.

4.2. Electronic Meetings

Electronic meetings (conference calls, webinars, etc.) within BCD will only be held with the concurrence of all participants so that individuals with limited electronic access/skills are not excluded.

4.3. Proxies

- 4.3.1. A proxy is a written authorization for one person to act for and in the place of another.
 - Proxies for delegates to any Assembly/Convention (BCD, Congressional, State) can only be voted as instructed proxies that maintain the original delegate's candidate preference.
 - Proxies to the BCD Central Committee, BCD Executive Committee, and any other BCD meeting or committee may be un-instructed, at the discretion of the individual delegating the proxy. If written instructions are included with a proxy, they must be honored by the proxy holder.
- 4.3.2. A State Senator or State Representative can give a proxy only to an individual who resides in their respective district.
- 4.3.3. 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 Broomfield County.
- 4.3.4. Officers of the BCD Executive Committee may give their proxies to any registered Democrat residing in Broomfield County.
- 4.3.5. No proxies are permitted at a caucus of the BCD.

4.4. Voting

- 4.4.1. Each elected delegate or member of any caucus, meeting, or convention will have only one vote, except as set forth in the remainder of this article.
- 4.4.2. One additional vote will be allowed a member of a committee who carries a proxy vote as set forth in Article 4.3 above. No individual can vote more than one proxy.
- 4.4.3. One-half votes will be allowed only if it is required by these rules, or by the CDP rules, as necessary to ensure that the selection of delegates in the nomination process fairly reflects the division of candidate preference expressed by those participating in that process.
- 4.4.4. Within the nominating system, fractional votes may be used if a credentials committee authorizes such procedures for resolving a dispute.
- 4.4.5. Voting will be open at all meetings, assemblies, and conventions unless a secret ballot is required by a motion, and is adopted in an open vote by a majority of those present and

voting. At a precinct caucus, voting will also be open unless a secret ballot is requested by an individual eligible to vote at that caucus.

4.4.6. 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 for ballots by the BCD.

4.4.7. A minority report may be presented at any meeting or assembly of the BCD only after a favorable vote of at least ten percent (10%) of the members or delegates in attendance.

4.5. Record Retention

4.5.1. Ballots from the BCD Assembly/Convention must be sealed and maintained in a secure location by the BCD Chair for 45 days minimum. If a challenge is raised within the 30-day period stipulated in the CDP Rules, the ballots must be secured until the challenge is resolved.

4.5.2. The BCD financial records, including contributions, income and expenditures will be retained for 7 calendar years. The BCD financial records will be updated and maintained as required by the current Treasurer of the BCD.

4.5.3. Other electronic and hard copy records will be archived for a period of 5 calendar years:

- Hard copies will be stored by the current Chair of the BCD.
- Electronic records will be archived in an electronic format that is accessible by current members of the BCD Executive Committee. If a file goes through several drafts, only the final version needs to be retained. Electronic records include working versions of a file, and PDF versions of documents from vendor and third parties. Prior to the biennial Organizational Meeting of the BCD, the current Executive Committee of the BCD will archive the electronic files for the two-year previous cycle using a file folder structure that groups the documents in a reasonable manner and facilitates retrieval.
- Hard copy duplicates of electronic files are not required or desired.

4.6. Qualifications

4.6.1. Voting participants in any precinct caucus or assembly of the BCD must be registered Democrats eligible to participate under the current CDP rules.

4.6.2. Candidates for public office included in the BCD nominating process must be registered Democrats eligible under the current CDP rules.

4.6.3. Prior membership in any committee or other organization of BCD or the CDP will not be required for election to any office within the BCD, or for seeking public office, provided the individual meets the CDP qualification criteria for that office.

4.7. Vacancies

4.7.1. Vacancies on the BCD Central Committee, and positions elected by the BCD Central Committee at the biennial Organizational Meeting, will be filled according to the Table below:

| <u>VACANCY</u> | <u>FILLED BY</u> |
|-----------------------|--------------------------------------|
| BCD Central Committee | Appointed by the BCD Chair |
| BCD Chair | Elected by the BCD Central Committee |

| <u>VACANCY</u> | <u>FILLED BY</u> |
|---|---|
| Other BCD Central Committee Officers (Vice-Chair, Secretary, and Treasurer) | Interim appointment by County Chair approved by the Executive Committee |
| BCD Executive Committee (additional members) | Interim appointment by County Chair approved by the Executive Committee |
| BCD Representative on multi-county jurisdictions | Appointed by the BCD Chair |

4.7.2. If there is a vacancy for a Precinct Committee Person, the current CDP rules require that the person selected to fill the vacancy reside in the precinct where the vacancy occurred. If the BCD County Chair cannot locate an individual in the precinct to serve as PCP, the Chair may designate an individual that is not a resident of the precinct as an interim PCP until the next Central Committee meeting of the BCD.

4.7.3. Vacancies for committees and appointed positions in the BCD will be filled within thirty (30) days with an appointment by the BCD Chair.

4.8. Resignations

Members of the BCD Central Committee (including members of the BCD Executive Committee) should notify the BCD Chair in writing of their intent and the effective date of their resignation. If notice is not in writing, the BCD Chair (or designee) will make a reasonable effort to contact the individual to verify their intent. Resignations will be announced at the next Executive Committee meeting of the BCD.

4.9. Removals

4.9.1. Members of the BCD Central Committee may be removed from office under the procedures of the current CDP rules by a majority vote of the full BCD Central Committee.

4.9.2. Officers of the BCD Central Committee (Chair, Vice-Chair, Secretary, Treasurer) may be removed from office under the procedures of the current CDP rules by a majority vote of the full BCD Central Committee. In addition to the causes listed in the CDP rules, the BCD Officers may be removed for:

- Failure to perform required duties
- Unexcused absences for more than two consecutive meetings.
- Misappropriating funds of the BCD.

4.9.3. Additional members of the BCD Executive Committee may be removed from office under the procedures of the current CDP rules by a majority vote of the full BCD

Executive Committee. In addition to the causes listed in the CDP rules, Additional members of the BCD Executive Committee may be removed for:

- Failure to perform required duties
- Unexcused absences for more than two consecutive meetings.
- Misappropriating of funds of the BCD.

4.9.4. Precinct Committee People (PCP) may be removed from office under the current rules of the CDP by 2/3 vote of the BCD Executive Committee or 2/3 vote of the BCD Central Committee.

4.9.5. Appointed members serve at the pleasure of the BCD Chair, and may be removed or replaced at the discretion of the chair. The BCD Chair will notify the BCD Executive Committee of the removal of any appointed position at the next Executive Committee meeting following the effective date of the removal.

4.9.6. After removal, offices will be considered a vacancy and filled per the requirements of these By-Laws

4.10. Dispute Resolution

4.10.1. Disputes regarding the operation or conduct of the BCD will be handled using the process described in the current rules of the CDP. Disputes that can be resolved without the help of the CDP will be handled with local officers of the BCD acting in the roles of the corresponding CDP officials.

4.10.2. When in session, the BCD Assembly will have full authority to decide all disputes concerning the regularity of the organization within any political division in the county. This will include any disputes concerning the membership and personnel of any committee, or the officers thereof.

4.10.3. The BCD Central Committee will have all the powers of the BCD Assembly in considering and deciding all disputes when the BCD Assembly is not in session, and may delegate to the BCD Executive Committee all disputes when the BCD Central Committee is not scheduled to meet.

4.10.4. If in the opinion of the BCD Chair any complaint needs immediate attention, the BCD Chair may refer it to the BCD Executive Committee, which will proceed, upon reasonable notice, to hear and attempt to resolve the complaint.

4.10.5. The BCD will not be liable for any costs involved in resolving any disputes brought before it unless the BCD is a principal to the dispute.

4.10.6. All costs accrued in resolving of any dispute, including all appeals, will be borne by the principals in the dispute.

4.11. Changes to the By-Laws

4.11.1. Any proposed changes must be submitted in writing to the BCD Executive Committee at least thirty (30) days prior to the meeting of the BCD Central Committee at which the proposed change is to be considered.

4.11.2. The BCD Executive Committee will review proposed changes to verify to the BCD Central Committee that they are germane, and not in conflict with the current CDP rules. The BCD Executive Committee will forward these proposed changes to the BCD Central Committee 10 days prior to the Central Committee meeting at which the changes are to be considered with a favorable recommendation, an unfavorable recommendation, or with no recommendation.

4.11.3. The BCD Central Committee will have the final decision on the adoption or rejection of any proposed changes in the BCD By-Laws. The By-Laws may be amended by a 2/3 vote of those present and voting, provided a quorum is present, at any meeting of the BCD Central Committee.



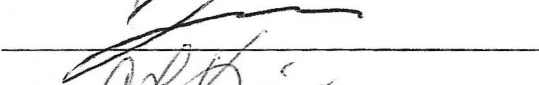
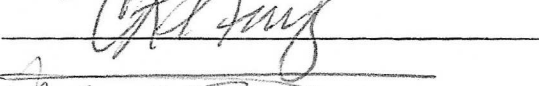

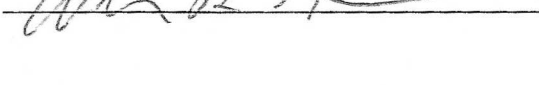
4.11.4. In an even numbered year, any Central Committee meeting of the BCD addressing changes in the BCD By-Laws must be held no later than the first Monday in February.

4.12. Approval of the By-Laws

These By-Laws are adopted on this ___ day of ____, 2019 by the BCD Central Committee.

A copy of the currently approved BCD By-Laws is posted on the BCD website at <https://broomfielddems.org>. Printed copies are uncontrolled and must be considered obsolete.

Members of the BCD Rules Committee when these By-Laws were approved are listed below:

| <u>NAME</u> | <u>SIGNATURE</u> | <u>DATE</u> |
|------------------------|--|-------------|
| Tina Thomas, Co-Chair |  | 11/10/19 |
| Betty Sue Harris |  | 11/16/19 |
| James Marsh-Holschen |  | 11/18/19 |
| Charlie King, Co-Chair |  | 16 Nov 2019 |
| Kenny Nguyen |  | 11/16/19 |
| William Steffes |  | Nov 16 2019 |

5.0 BCD ADMINISTRATIVE GUIDELINES AND POLICIES

The BCD Administrative Guidelines and Policies are separate documents that are updated and maintained by the BCD Executive Committee to add operational detail and context for BCD operations. In the event of a conflict between the BCD By-Laws and the BCD Administrative Guidelines or Policies, the BCD By-Laws govern. Additional BCD Administrative Guidelines and Policies may be added by a majority vote of the BCD Central Committee, provided a quorum is present, at any meeting of the BCD Central Committee.

The current versions of all of the BCD Administrative Guidelines and Policies is posted on the BCD website at <https://broomfielddems.org>. Printed copies are uncontrolled and must be considered obsolete.

- 5.1. Delegations from the BCD Central Committee to the BCD Executive Committee
- 5.2. BCD Staffing and Administration
- 5.3. BCD Candidate Assistance Policy