

RULES OF THE

**THE DEMOCRATIC PARTY
OF DENVER**

INVESTING IN THE FUTURE

*As amended at the January 27, 2018
Meeting of the Denver Democratic Central Committee*

NOTE: As used in these rules CRS refers to Colorado Revised Statutes; CDP refers to Colorado Democratic Party; and DPoD refers to Democratic Party of Denver.

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PREAMBLE

The name of this organization shall be the Democratic Party of the City and County of Denver, hereafter called the “Party.” The purpose of the Party shall be to elect Democrats to public office, facilitate elections, support the Democratic Party of the United States and the Democratic Party of the State of Colorado, take positions for the good and welfare of the citizens of Denver, and provide a forum for issues affecting Denver. Members of the Party shall be all voters properly registered with the Denver Election Commission as Democrats.

**ARTICLE I
CENTRAL COMMITTEE**

The Denver County Democratic Central Committee shall be the governing body of the Party, and shall be vested with all of the power and authority of the Party, except that vested in the Denver County Democratic Assembly. These powers shall include the power to elect officers, adopt and amend Party rules, and pass resolutions endorsing positions on specific issues. During meetings of the Central Committee, officers of the Central Committee shall assure and provide for access to the floor to allow for discussion by Committee members.

- A. Membership: The Central Committee shall consist of the following:
1. Two committee people duly authorized from each precinct in Denver (precinct committee persons);

2. The elected officers of the Denver County Central Committee: County Chair (hereafter referred to as Chair), County Vice-Chair, County Secretary and County Treasurer; Captains, Co-Captains, and Finance Chairs from each subdistrict in Denver, Captains-at-Large, the Assistant Secretary and the Assistant Treasurer;
3. The State Senate and State House Central Committee District officers (Chair, Vice Chair and Secretary);
4. The following elected officials of the City and County of Denver who are members of the Party: the Mayor, the Auditor, the members of City Council, the members of School Board District No. 1 and the County Clerk and Recorder;
5. The following elected officials of Special Districts or Commissions who are members of the Party and who live in the City and County of Denver: The District Attorney for the Second Judicial District, members of the Regional Transportation District, Congressional District 1 member of the University of Colorado Board of Regents, Congressional District 1 member of the State Board of Education and members of the Colorado General Assembly;
6. The following state-wide elected officials who are members of the Party and who live in the City and County of Denver: The Governor, the Lieutenant Governor, the Attorney General, the Secretary of State, and the State Treasurer, At-Large members of the Board of Regents and At-Large members of the State Board of Education;
7. The following elected officials who are members of the Party and who also live in the City and County of Denver: the U.S. Representative and U.S. Senators;
8. The President and Vice-President of the United States when they are members of the Party and live in the City and County of Denver;
9. The officers of the Colorado Democratic Party when they reside in the City and County of Denver;
10. The officers of the Democratic National Committee when they reside in the City and County of Denver.

B. Responsibilities: Members of the Central Committee shall attend all meetings of the Central Committee and support all nominees of the Democratic Party.

C. Resolutions:

1. The Central Committee may adopt a resolution by a vote of a majority of the members present at a meeting when notice of the consideration of the resolution has been mailed or emailed to all members of the Central Committee at least ten days prior to the meeting at which it will be considered. If notice of any resolution has not been mailed or emailed to the Central Committee at least ten days prior to a meeting, the resolution may be adopted only by a vote of a majority of the entire membership of the Central Committee.
2. The central committee may adopt a position regarding an issue in an election by a vote of two-thirds (2/3) of the members present and voting at a meeting when notice of the consideration of the issue has been mailed or emailed to all members of the central committee at least ten days prior to the meeting at which it will be considered.
3. The Central Committee may suspend these rules for a specific purpose by a vote of two-thirds (2/3) of the members in attendance.

D. Biennial Organizational Meeting:

1. The meeting. The Denver County Central Committee shall meet at the call of the Chair between the 1st day of February and the 15th day of February in odd-numbered years (CRS 1-3-103). The incumbent Chair shall call the meeting to order and preside until a new chair shall have been elected. At the meeting, there shall be elected a Chair, a Vice-Chair, a Secretary, and a Treasurer. (CRS 1-3-103-3 (1) (c) and CDP II. IV. D). Other business appropriate and proper to the Central Committee may be conducted. In addition, there will be held a number of ancillary elections.
2. Notice. The Chair shall give at least 10 calendar days' notice, either by regular mail or by email, of the time and place of this meeting to all persons entitled to be present. The notice shall contain the names of all candidates who have submitted written notice of candidacy 21 days prior to the meeting. Those candidates may provide at their expense a statement of their candidacy to accompany the Notice.
3. Ballots. The Party shall provide printed ballots for the election of each Central Committee officer. The ballot shall include a blank space for "Other." The printed ballot shall contain the names of all candidates who submit written notice to the County Chair, at least seven (7) days prior to the Central Committee meeting. The order of the names on the ballot shall be determined by lot, except that "other" shall be placed last.
4. Nominations. Party members may be nominated to any Central Committee office from the floor by any Central Committee member.
5. Candidate Presentations. Each candidate for a Central Committee office shall be granted equal time to address the Central Committee.
6. Election.
 - (a) To be elected, a candidate for Central Committee office must receive a majority of the total votes cast by the Central Committee for that office.
 - (b) If more than three (3) candidates are nominated and no candidate receives a majority of the votes cast on the first ballot, the three (3) candidates receiving the highest number of votes shall remain on the next ballot.
 - (c) Thereafter, the candidate with the fewest number of votes shall be eliminated on each successive ballot until one candidate receives a majority of the votes c
7. Counting of Votes. In balloting, the county is the reporting unit. The Credentials Committee shall be responsible for tabulating, reporting the vote and maintaining the ballots.
 - (a) Voting shall be open. Ballots, if any, shall be signed or otherwise identifiably marked by the person voting to be valid. Ballots must be sealed and retained in a secure location. (CDP 4, III, A.2)
 - (b) The state party chair may retain custody of the ballots if a valid challenge or complaint is submitted within the timeframe outlined by state party rules and upon written request by the state party chair to the chair of the county that is voting, or that person's designee. . (CDP 4, III, A.2)
 - (c) 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 45 days after the challenge is finally resolved.
8. Challenge to Election. Any Central Committee member may challenge the results of an election by sending written notice, including a statement of the grounds for the challenge, to the Chair within ten (10) calendar days of the election.

- (a) The Rules Committee serving at the time of the election shall serve as a grievance committee for the purpose of hearing any challenge.
 - (b) The following shall be grounds for a challenge:
 - (1) illegal votes have been received or legal votes rejected;
 - (2) an error in the original count; or
 - (3) any other cause determined to be valid by the Rules Committee.
 - (c) Decision of the Rules committee
 - (1) The decision of the Rules committee on the validity of a challenge shall be binding upon the election.
 - (2) If the Rules Committee determines there is cause for challenge, it may call a new election for the office that was challenged, disqualify a candidate for cause, or take other appropriate action.
9. Ancillary Elections.
- (a) Each subdistrict shall elect a Captain and a Co-Captain.
 - (b) The Captain and the Co-Captain shall appoint a Finance Chair.
 - (c) Each subdistrict shall elect a member to the County Rules committee, the County Permanent Organization committee, and the County Credentials committee.
 - (d) Each subdistrict shall elect members and alternates to the State Central committee.
 - (e) Each State Representative and State Senatorial Central District, located entirely within Denver County, shall elect a Chair, a Vice-Chair and a Secretary. (CRS 1-3-103(5)(b) and CRS 1-3-103(6)(b))
 - (1) The Central Committees of both districts shall be composed of its officers, the Chair, Vice Chair and Secretary of Denver County Central Committee, the Precinct Committee People and the members of the Colorado General Assembly, all of whom live in the district. (CRS 1-3-103(5)(b) and CRS 1-3-103(6)(a))
 - (f) Each State Representative and State Senatorial Central District, composed partially of part of Denver County and partially of another county, will elect a Chair, a Vice-Chair and a Secretary, in conjunction with the membership of the other county. (CRS 1-3-103(5)(a) and CRS 1-3-103(6)(a))
 - (1) The Central Committees of both districts shall be composed of its officers, the Chairs, Vice Chairs and Secretaries of each county's Central Committee within the district and the Democratic members of the Colorado General Assembly, all of whom reside in the district (CRS 1-3-105 (5) (a) and CRS 1-3-103(6)(a)).
 - (2) If any of the county officers do not reside in the district, replacements shall be provided who do reside in the district (CRS 1-3-105 (5) (a) and CRS 1-3-103(6)(a)). The affected officer shall be responsible for choosing his/her/their substitute.
 - (3) The Central Committees of both districts shall elect additional members who live in the district at their organizational meeting.
 - i. In the State Senate Central Committee, one additional member shall be elected for each 4,000 votes or major fraction thereof cast for the Democratic candidate in the last general election where an election was held for the district. (CDP PART TWO. VI. B. 1).
 - ii. In the State Representative Central Committee, one additional member shall be elected for each 2,000 votes or major fraction thereof cast for the

Democratic candidate in the last general election where an election was held for the district. . (CDP PART TWO. VI. C. 1).

- (g) Each State Representative and State Senatorial Central District shall designate a vacancy committee whose responsibility it is to fill vacancies for candidates for State Representative or State Senator.
- (h) The 2nd Judicial District Central Committee will be composed of the elected District Attorney of the district, the Chair, Vice Chair and Secretary of Denver Democratic Central Committee, and the Precinct Committee Persons, all of whom reside in the district (CRS 1-3-104 (4) (d)).
 - (1) The District shall designate a vacancy committee whose responsibility it is to fill vacancies for candidates for District Attorney.

E. Proxies: Members of the Central Committee, as defined in DPoD Rule I. A. 1, 2 & 3 only, may deputize, by signed authorization (proxy), an agent, who is a Party member residing in the same subdistrict, if the Central Committee member is unable to attend all or any part of a meeting.

- 1. The agent shall register the proxy during registration.
- 2. The proxy may include full or partial instructions to the agent. To the extent instructions do not pertain to a given vote, the proxy shall be considered uninstructed.
- 3. No person shall exercise more than one proxy.
- 4. The signed proxy must be assigned by the absent member to the agent by name and may not be reassigned. If the agent leaves, the proxy will not be counted.
- 5. A proxy identifying an agent, transmitted by email to info@denverdemocrats.org and received before the start of the Central Committee meeting (call to order), shall be considered a signed proxy if it is transmitted from an email address on record with the Party as belonging to the member. The proxy shall take effect when the agent registers the proxy.
- 6. A member who leaves a meeting early can give their proxy to another member in their subdistrict by giving the member their credential and completing a proxy form at registration, which shall remain open during the meeting for this purpose.
- 7. Any proxy which does not comply with these Rules shall not be valid.

F. Quorum: A quorum shall consist of forty percent (40%) of the membership as defined in DPoD Rule I. A. 1, 2, & 3 for all meetings of the County Central Committee. For the purpose of a quorum, proxies shall be counted.

- 1. Should a quorum cease to exist at any time during a meeting, the remaining members of the Central Committee shall act as a committee of the whole and present their recommendations for ratification to the next Central Committee meeting.
- 2. In the case of a call for a quorum, the Chair shall rule on the presence of a quorum. If there is a challenge to the ruling of the Chair, the roll of the Central Committee shall be called with the subdistricts acting as reporting units.

G. State Central Committee Apportionment:

- 1. If the number of bonus delegates is greater than the number of subdistricts
 - (a) One bonus delegate and alternate shall be elected by each subdistrict.
 - (b) Additional delegates and alternates shall be apportioned among the subdistricts by lot.
 - (c) The term of office shall begin on the date of election and continue until the next reorganizational meeting
 - (d) A vacancy on the State Central Committee shall be filled by an alternate from the same subdistrict. If there are multiple alternates, then the alternate shall be chosen

- by lot. If there is no alternate from the same subdistrict, the delegate shall be elected at a regularly scheduled house subdistrict meeting of the district where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the house subdistrict.
2. If the number of bonus delegates is equal to the number of subdistricts, the delegates and alternates shall be elected according to the following procedure:
 - (a) One bonus delegate and alternate shall be elected by each subdistrict.
 - (b) The term of office shall begin on the date of election and continue until the next reorganizational meeting
 - (c) A vacancy on the State Central Committee shall be filled by an alternate from the same subdistrict. If there is no alternate from the same subdistrict, the delegate shall be elected at a regularly scheduled house subdistrict meeting of the district where the vacancy occurs. The new delegate must reside within the Denver County boundaries of the house subdistrict.
 3. If the number of bonus delegates is greater than the number of districts but less than the number of subdistricts
 - (a) One bonus delegate and alternate shall be elected by each district.
 - (b) Additional delegates and alternates shall be apportioned among the districts by lot.
 - (c) The additional delegate/alternate shall not reside in the same subdistrict as the other delegate/alternate.
 - (d) The term of office shall begin on the date of election and continue until the next reorganizational meeting
 - (e) A vacancy on the State Central Committee shall be filled by an alternate from the same district. If there are multiple alternates, then the alternate will be chosen by lot. If there is no alternate from the same district, the delegate shall be elected at a regularly scheduled house district meeting of the district where the vacancy occurs. The new delegate must reside within the Denver County boundaries of the house district.
 4. If the number of bonus delegates in equal to the number of districts
 - (a) One bonus delegate and alternate shall be elected by each district.
 - (b) The term of office shall begin on the date of election and continue until the next reorganizational meeting
 - (c) A vacancy on the State Central Committee shall be filled by an alternate from the same district. If there is no alternate from the same district, the delegate shall be elected at a regularly scheduled house district meeting of the district where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the house district.
 5. If the number of bonus delegates is less than the number of districts
 - (a) Delegates and alternates shall be apportioned among the districts by lot.
 - (b) The term of office shall begin on the date of election and continue until the next reorganizational meeting
 - (c) A vacancy on the State Central Committee shall be filled by an alternate from the same district. If there is no alternate from the same district, the delegate shall be elected at a regularly scheduled house district meeting of the district where the vacancy occurs. The new delegate must reside within the Denver County boundaries of the house district.

H. Vacancies:

1. A vacancy of a Central Committee office shall occur upon any of the following:
 - (a) death,
 - (b) resignation,
 - (c) removal,
 - (d) change of registration to outside the political jurisdiction represented, or
 - (e) change of party affiliation.
2. A House or Senate District officer shall have resigned his/her/their office at such time as he/she/they files a candidate affidavit seeking election to public office. Upon resignation the candidate shall lose access to all Party data and resources. The candidate will be provided data and resources that are made available to all candidates. Any candidate will not be eligible to be elected or appointed to executive office.
3. For the purposes of CRS § 1-3-103(1)(a), the Denver County Central Committee Vacancy Committee for filling vacancies in the position of Precinct Committee Person shall be the Chair, with the advice of the Captain and Co-Captain of the appropriate subdistrict.
4. No person appointed to fill a vacancy in the office of Precinct Committee Person shall be entitled to vote at a Central Committee or vacancy committee meeting called within twenty-one (21) days of the date of the appointment.
5. In the event of a vacancy in the office of Chair, the Vice-Chair shall succeed to the office of Chair. If, for any reason, the Vice-Chair is unable to succeed to the office of Chair, the Secretary shall succeed to the office of Chair and, if, for any reason, the Secretary is unable to succeed to the office of Chair, then the Treasurer shall succeed to such office. The succession shall be effective upon the date the vacancy in the Chair occurs.
6. In the event of a vacancy in the office of Vice-Chair, Secretary, or Treasurer the Executive Committee shall elect a successor to serve until the next meeting of the Central Committee.
7. Vacancies in the offices of the State Representative and State Senate Central Committee District wholly within Denver shall be filled by the Chair until the next meeting of the respective Central Committees.

ARTICLE II EXECUTIVE COMMITTEE

A. Membership: The Executive Committee shall consist of the following:

1. Officers of the Central Committee elected at the biennial organization meeting,
2. Subdistrict officers,
3. Captains-at-Large, and
4. The Assistant Secretary and the Assistant Treasurer of the Central Committee
5. Rules committee chair, if not otherwise a member of the Executive Committee (DPoD Rule II.I.1(a)(2)),
6. Diversity committee chair (DPoD Rule II.I.3).
7. Any Initiative or Affiliate of the Colorado Democratic Party that also has a Denver Initiative or Affiliate may have three members to be elected according to their By-Laws or Constitution, in which case the Denver Initiative or Affiliate will pay one half of a House District annual assessment.
8. An Executive Committee Member shall have resigned his/her/their Executive office at such time as he or she files a candidate affidavit seeking election to public office.

Upon resignation the candidate shall lose access to all party data and resources. The candidate will be provided data and resources that are made available to all candidates. Any candidate will not be eligible to be elected or appointed to Executive Office.

B. Quorum: A quorum shall consist of 40% of the membership as defined in these rules (DPoD.II.A) for all meetings of the Executive Committee.

1. For the business of the Executive Committee, only those physically present are counted for the purposes of a quorum.
2. Should a quorum cease to exist at any time during a meeting, the remaining members of the Executive Committee shall act as a committee of the whole and present their recommendations for ratification to the next Executive Committee meeting.
3. In the case of a call for a quorum, the Chair shall rule on the presence of a quorum. If there is a challenge to the ruling of the Chair, the roll of the Executive Committee shall be called.

C. Duties and Powers:

1. The Executive Committee shall assist the Chair in the control and management of political campaigns of the Party. The Executive Committee members shall organize the Party in their respective districts. They shall act as advisors in all Party matters.
2. The Executive Committee may adopt a resolution by a vote of a majority of the members present at a meeting when notice of the consideration of the Resolution has been mailed or emailed to all members of the Executive Committee at least ten days prior to the meeting at which it will be considered. If notice of any resolution has not been mailed or emailed to the Executive Committee at least ten days prior to a meeting, the Resolution may be adopted only by a vote of a majority of the entire membership of the Executive Committee.
3. The Executive Committee may suspend these Rules for a specific purpose by a vote of two-thirds (2/3) of the members in attendance.

D. Officers:

1. **Duties of the Chair:**

- (a) serve as the Chief Executive Officer of the Party,
- (b) preside at all meetings of the Central and Executive Committees,
- (c) serve as an ex-officio member of all committees,
- (d) speak for the Party,
- (3) direct the Party's organization and activities,
- (f) carry out the mandates of the Central and Executive Committees,
- (g) with the approval of the Executive Committee, appoint an Director of Operations and such additional staff as deemed appropriate and for which there is budget approval,
- (h) name persons to Party committees and subcommittees as provided for in these by-laws,
- (i) with the approval of the Executive Committee, appoint taskforces needed to execute the Party's charge,
- (j) be the only person empowered to incur liabilities binding on the Party, except as otherwise provided for in these by-laws,
- (k) suspend Officers, Captains, Co-Captains, Finance Chairs and Precinct Committee People from their duties for cause specified for one 30 day period, and one additional 30 day period if necessary, pending their removal as provided elsewhere in these Rules,

- (l) be entitled to vote only to break a tie vote, and
 - (m) otherwise discharge the duties incumbent upon the office and provided in the Rules and Regulations of the Colorado Democratic Party.
2. Duties of the Vice Chair:
- (a) assist the Chair in all duties,
 - (b) preside at any meeting of the Central and Executive Committees in the absence of the Chair, and
 - (c) perform other duties as requested by the Chair.
3. Duties of the Secretary:
- (a) be responsible for collecting the minutes of all Central Committee and Executive Committee meetings, and
 - (b) collect minutes for each sub-committee meeting, and
 - (c) be responsible for coordinating all volunteer work and distribution of all party communications, and
 - (d) have the authority, with the approval of the Chair, to appoint the Assistant Secretary, and to remove the same. The Assistant Secretary shall assist the Secretary in all designated duties.
4. Duties of the Treasurer:
- (a) be responsible for the custody of all monies belonging to the Party,
 - (b) be responsible for all the financial records of the Party,
 - (c) balance all bank books monthly and maintain an up-to-date reconciliation against bank statements,
 - (d) pursuant to state and federal laws and reporting requirements, file all Party financial reports of contribution and expenditures of money,
 - (e) preside over the Party Finance Committee and have a vote thereon,
 - (f) cause a financial statement to be presented at every regular Executive Committee meeting and prepare an annual Financial Statement to be sent with the call for the next Central Committee meeting.
 - (g) prepare and propose a budget for the following fiscal year for the Central Committee and Executive Committee to be sent with notification of when the Executive Committee will adopt the budget.
 - (h) have the authority, with the approval of the Chair, to appoint an Assistant Treasurer, and to remove same. The Assistant Treasurer shall assist the Treasurer in all designated duties and shall be a member of the Executive Committee,
 - (i) the Treasurer may also appoint financial assistants in order to assist with the duties of the Treasurer, with approval of the Chair. These positions do not automatically include membership on the Executive Committee.
 - (j) will specify all forms and procedures to be used in the handling of monies and financial records of the party and keep them updated as needed. The procedures will also include the process for executing the quarterly review of records.
 - (k) oversee all firms and individuals who assist in the execution of the Treasurer's duties. Only duties and activities approved by the Executive Committee may be performed by an individual or firm, either paid or volunteer.
 - (l) shall be responsible for submitting a monthly report on the status of the approved budget to the Executive Committee. This shall include;
 - 1. a statement of budgeted versus actual expenses and revenues, and
 - 2. proposed amendments, if any, to the budget.

- (m) will have a procedures manual specifying the details for the Budget and Financial Statements including how to organize and report the revenues and expenses of the Party, and
- (n) otherwise discharge the duties incumbent upon the office and provided in the Rules of the Colorado Democratic Party.

E. Subdistrict Officers:

1. Captains and Co-Captains:

- (a) Each subdistrict shall elect a Captain and Co-Captain at the biennial organizational meeting.
- (b) The Captain and Co-Captain shall reside in the subdistrict from which they are elected.
- (c) Only Precinct Committee People of the subdistrict will be allow to vote for Captain and Co-Captain. (CDP II.IV.G.1(a)).
- (d) Duties of Captains:
 - (1) support the nominees of the Party,
 - (2) attend all meetings of the Executive and Central Committees and subdistrict meetings,
 - (3) recruit Party workers in their subdistrict and work with them to find and fill vacancies,
 - (4) supervise Precinct Committee People within the subdistrict and work with them to find and fill vacancies,
 - (5) supervise all drives and canvasses required by the Central and Executive Committees,
 - (6) work with subdistrict Finance Chairs on all fund-raising activities in the subdistrict, and
 - (7) notify and conduct at least two meetings per year of the subdistrict committee people.
- (e) Duties of the Co-Captain:
 - (1) support the nominees of the Party,
 - (2) attend all meetings of the Executive, Central Committee and subdistrict,
 - (3) assist the Captain in the performance of duties, and
 - (4) in the absence or failure of, or refusal of the Captain to act, perform the duties of the Captain.

2. Finance Chair

- (a) A Finance Chair shall be appointed by the Captain and Co-Captain of each subdistrict. If the position of Finance Chair is vacant for sixty (60) days, the Chair may fill the vacancy.
- (b) the Finance Chair shall have a vote on the Executive Committee.
- (c) Duties of the Finance Chair:
 - (1) attend all meetings of the Central, Executive, Finance and subdistrict committees,
 - (2) keep accurate subdistrict financial records,
 - (3) use the forms, procedures, and instructions provided by the Treasurer.
 - (4) provide support to the Treasurer for compliance with state campaign finance laws, and
 - (5) be responsible for collection and reporting of monies raised at fundraising events within the district and subdistrict.

3. Captains-at-Large

- (a) the Chair may appoint up to twelve Captains-at-Large who shall serve at the pleasure of the Chair, and
- (b) the Captains-at-Large shall be voting members of the Executive Committee.

F. Absence from Executive Committee Meetings:

1. Any Executive Committee member, having been given notice of time, date and place of the Executive Committee meeting, is allowed to miss no more than six (6) meetings during a term of office. After such a time this limit is reached, no later than 10 calendar days following the sixth missed meeting, the Secretary shall give written notice by mail or email that the member has resigned from the Executive Committee by default.
2. A consideration for reinstatement may be requested as follows:
 - (a) The person having been removed from the Executive Committee by a default resignation may submit a written request to the Chair of the County Party no later than 10 calendar days following the date of the Secretary's written notice.
 - (b) At the meeting immediately following the request received by the Chair, the person making the request shall be present and shall be allowed to speak on his/her/their behalf or appoint a representative to speak on his/her/their behalf. If extenuating circumstances prevent the person from attending the meeting that immediately follows issuance of the request, the vote may be rescheduled for Executive Committee consideration no later than the second meeting following issuance of the request, or the resignation and removal shall stand.
 - (c) The Chair or any other County Party Officer shall be allowed to ask questions, if any, after which the Executive Committee shall vote to either reinstate the individual or let the default resignation stand. A majority vote is required for actions under this section. The person in question shall not vote.
 - (d) If the individual is reinstated, it shall be for continuation of the term of office.
 - (e) If the individual is reinstated, the number of absences shall start over at zero from the date of reinstatement.
 - (f) If the individual is not reinstated the default resignation shall be converted to a removal from office and removal from the Executive Committee.
3. Executive Committee members may request, in advance, that their absence at an Executive Committee meeting be exempt from this Absence Rule if they cannot attend due to observance of a religious holiday, event, or occasion.

G. Vacancies in the Office of Captain and Co-Captain:

1. A vacancy in the office of Captain or Co-Captain shall be filled within 45 days of that vacancy pursuant to the procedure outlined in II.G.2.
2. In the event of a vacancy in the office of Captain or Co-Captain of the subdistrict, an election shall occur at the next regularly scheduled meeting of the subdistrict, provided such meeting is not less than 10 days nor more than 45 days following such resignation, and that notice of at least 10 days be given to each member of the House District Central Committee of the meeting.
 - (a) The election of the new Captain or Co-Captain shall be an agenda item following procedures outlined in Article I.C.10 (Biennial Organization) and I.D. (Proxies) of the rules.
 - (b) Only Precinct Committee Persons of the subdistrict shall cast ballots. (CDP Rules, Part Two, VI.G.1.(b).)
 - (c) If an election is not held, the Chair shall appoint the new Captain or Co-Captain.

3. The appointee shall serve until the next biennial organizational meeting of the Central Committee.

H. Removal of Officers, Captains, Co-Captains, and Finance Chairs:

1. Central Committee officers may be removed from office for cause at any time by a majority vote of the entire membership of the Central Committee, at a meeting called for that purpose. Such meeting to remove any officer may be called by a simple majority of the assembled Executive Committee. The Secretary shall provide written notice by mail or email, giving the date, time, place, agenda and a bill of particulars, to each Central Committee member, at least ten (10) days prior to the meeting. The action of the Central Committee shall be final. (CDP Part Two. IX. B. 4.) An officer may appeal his/her/their removal at the next meeting of the Central Committee. A majority vote of the entire membership of the Central Committee is required to reinstate the officer(s). (CDP. Part Two. IX. B. 5)
2. Captains, Co-Captains, Finance Chairs and Precinct Committee People may be removed from office for cause at any time by a vote of two-thirds (2/3) of the Precinct Committee People in the subdistrict at a meeting called for that purpose. Such meeting shall be called by the Chair within ten (10) days following receipt of written request, including a bill of particulars, signed by at least ten (10) Precinct Committee People of the subdistrict. The Chair shall provide written notice by mail or email, giving the date, time, place, agenda and a bill of particulars, to Captains, Co-Captains and Finance Chairs and all subdistrict Precinct Committee People at least ten (10) days prior to the meeting. A quorum of a simple majority of the Precinct Committee People of the subdistrict shall be required to assemble. The Chair or a designee of the Chair shall preside.
3. Precinct Committee People may be removed from office for cause at any time by the Chair. Precinct Committee People so removed may appeal the action of the Chair, in writing or in person, at the next meeting of the Executive Committee or Central Committee, whichever occurs first. The date, time and place of such meeting shall be provided by the Chair to the Precinct Committee Person upon request. The contact information for members of the Executive Committee and members of the Central Committee shall be provided by the Chair to the Precinct Committee Person upon request.
4. Causes: Officers, Captains, Co-Captains, Finance Chairs and Precinct Committee People may be removed for the following causes:
 - (a) Violation of these Rules
 - (b) Aiding or supporting another political party
 - (c) Aiding or supporting candidates other than the nominees of the Party in partisan races
 - (d) Conviction, while in office, of a felony or crime of moral turpitude
 - (e) Failure to perform the duties of office as described in these Rules
 - (f) Failure to meet attendance requirements
5. Final right of appeal: Anyone who has been removed from office for any reason may appeal the removal at the next meeting of the Central Committee. A written notice of the appeal must be provided to the Chair or Secretary, with a bill of particulars, no more than thirty (30) days from the date of removal for the appeal to be included on the Central Committee meeting agenda. A vote of two-thirds (2/3) of the membership of the Central Committee present may reinstate such person to their office. The action of the Central Committee shall be final.

I. Standing Committees of the Party:

1. The Rules, Credentials, Permanent Organization and Platform Committees.

- (a) The Rules Committee shall be comprised of one (1) member per subdistrict elected at the biennial organization meeting of the County Central Committee.
- (1) The Chair of the County Party shall appoint the Rules Committee Chair.
 - (2) The Rules Committee shall be a grievance committee (DPoD Rule I.C.9(a-c)).
 - (3) The rules of the Rules Committee:
 - a. Quorum is 40% of membership.
 - b. The Chair is part of the quorum.
 - c. The Chair votes only in cases of a tie.
 - d. The Chair does not serve as a representative of his/her/their subdistrict.
 - e. Each subdistrict shall have one voting member.
 - f. If a member is not elected at the organizational meeting, or resigns, a subdistrict may select a member at a regular meeting of the subdistrict. That person shall be appointed by the Chair to the Rules Committee.
 - g. Upon two (2) consecutive unexcused absences, a member will be dismissed and the subdistrict Captain will be asked to appoint a new member. Whether the absence is excused is at the discretion of the Rules Chair.
 - h. Upon dismissal of a member, the committee membership, for the purposes of a quorum, is adjusted.
 - i. The existing rules committee shall serve as a grievance committee when there is a challenge to the results of an election (DPoD I.C.9(a-c)).
- (b) The rules of the Credentials Committee:
- (1) The Chair of the County Party shall appoint the Credentials Committee Chair.
 - (2) Members of the Credentials Committee are elected at the biennial organization meeting of the Central Committee:
 - (3) Each subdistrict elects one member to the Credentials Committee
 - (4) If a member is not elected at the organizational meeting, or resigns, a subdistrict may select a member at a regular meeting of the subdistrict. That person shall be appointed by the Chair to the Credentials Committee.
 - (5) The Credentials Committee is responsible for seating delegates to the Denver County Central Committee meetings, the Denver County Assemblies and the Denver County Convention.
- (c) The rules of the Permanent Organization Committee:
- (1) The Chair of the County Party shall appoint the Permanent Organization Chair.
 - (2) Members of the Permanent Organization Committee are elected at the biennial organization meeting of the Central Committee
 - (3) Each subdistrict elects one member to the Permanent Organization Committee
 - (4) If a member is not elected at the organizational meeting, or resigns, a subdistrict may select a member at a regular meeting of the subdistrict. That person shall be appointed by the Chair to the Permanent Organization Committee.
 - (5) The Permanent Organization Committee establishes the rules for the conduct of the Denver County Assemblies and the Denver County Convention.
- (d) The Platform Committee shall be comprised of one (1) member per subdistrict elected at the biennial organization meeting of the County Central Committee.

- (1) The Chair of the County Party shall appoint the Platform Committee Chair.
 - (2) The rules of the Rules Committee:
 - a. Quorum is 40% of membership.
 - b. The Chair is part of the quorum.
 - c. The Chair votes only in cases of a tie.
 - d. The Chair does not serve as a representative of his/her/their subdistrict.
 - e. Each subdistrict shall have one voting member.
 - f. If a member is not elected at the organizational meeting, or resigns, a subdistrict may select a member at a regular meeting of the subdistrict. That person shall be appointed by the Chair to the Rules Committee.
 - g. Upon two (2) consecutive unexcused absences, a member will be dismissed and the subdistrict Captain will be asked to appoint a new member. Whether the absence is excused is at the discretion of the Platform Chair.
 - h. Upon dismissal of a member, the committee membership, for the purposes of a quorum, is adjusted.
 2. The Finance Committee shall be composed of the Finance Chairs from each subdistrict and the Assistant Treasurer, and shall be chaired by the Treasurer. The Finance Committee shall;
 - (a) meet regularly to perform the duties of the committee
 - (b) assist the Treasurer in the preparation, review and revision of the budget,
 - (c) conduct any activities necessary as addressed in the Financial Procedures Manual, and
 - (d) assist the Treasurer at county level fundraising events.
 3. The Diversity and Outreach Committee, Fundraising Committee, GOTV Committee, and Technology Committee shall be each composed of at least one member from each subdistrict, appointed by the Captain and Co-Captain of the respective subdistrict. The chairs of these committees shall be appointed by the Chair of the County Central Committee. The Treasurer shall be a voting member of the Fundraising Committee.
 4. Other committees shall be formed by the Chair with the advice of the Executive Committee.
- J. Procedure to divide a district into subdistricts:
1. The Central Committee of the Democratic Party of Denver shall be divided into districts with alignment and numbering consistent with State Representative Districts.
 2. Each district shall be divided into no more than three subdistricts.
 3. The Executive Committee members who were serving prior to reapportionment will serve until the new subdistricts are formed.
 4. At any time the county is subdivided into districts (e. g., as a result of reapportionment) the Chair will form a committee to propose an alignment of the new districts into subdistricts.
 5. The committee shall have at least 5 members and will be composed of all Captains and Co-Captains who live in the new district.
 6. If there are fewer than 5 incumbent Captains and Co-Captains in the newly designated district, the Chair will appoint members of the district to the committee.
 7. The proposed subdistrict alignment shall be approved by the Chair.
 8. If the committee does not recommend an alignment of subdistricts to the Chair within 30 days of its formation, the Chair will divide the district into subdistricts.

9. If district officers decide to realign the subdistricts other than at the time of reapportionment, the officers shall give at least 10 days written notice to the Precinct Committee People that a discussion and vote on realignment will take place at the next regularly scheduled meeting of the district or subdistricts. Officers of the subdistricts will take a vote of the Committee People who are present at that meeting, and if the realignment proposal passes, then the new alignment shall be approved or rejected by the Chair.

K. Procedure to redistribute subdistricts' assets when newly aligned subdistricts are formed:

1. At any time Denver County is subdivided into districts (e.g., as the result of reapportionment) the Finance Chairs of the old subdistricts shall deliver an allocation of assets to the Finance Chairs of the new subdistricts according to the following procedure:
 - (a) The Finance Chairs of the old subdistricts will provide a report of the subdistrict's assets to the Chair within 15 days of reapportionment.
 - (b) The Chair will form a committee of the involved new Captains and Co-Captains within 30 days of their election for the redistribution of assets. This committee will recommend redistribution of assets to the Chair.
 - (c) The Chair will approve the redistribution of assets. If the committee does not act within 30 days of its formation, the following procedure will be followed:
 - (1) The old Finance Chairs will divide the assets of the subdistrict equally into each of the subdistricts' precincts. For instance, if the old subdistrict has \$100 in its account and it also has 10 precincts, then each precinct will represent \$10.
 - (2) The Finance Chairs of the new subdistrict will meet with the Finance Chairs of the old subdistricts that have been reassigned to the new subdistricts.
 - (3) The old Finance Chairs will deliver to the new Finance Chairs that portion of assets represented by those precincts that are in the new subdistricts. For instance, if three of the precincts in the above example are reassigned to one new subdistrict and seven of the precincts are assigned to a different new subdistrict, the old finance chair will deliver \$30 to one new Finance Chair and \$70 to the other new Finance Chair.
 - (4) If the old precincts are also divided during reapportionment, assets will be divided based upon the size of the precinct. For instance, in the above example, if an old precinct comprises 24 city blocks and is divided in reapportionment such that 6 blocks are placed in one new subdistrict and 18 blocks are placed in a different subdistrict, then the old Finance Chair will deliver \$2.50 to one new Finance Chair and \$7.50 to the other Finance Chair.
 - (5) The Chair will approve the redistribution of assets between or among subdistricts.
2. At any time a district wishes to realign the subdistricts, the involved Captains and Co-Captains will recommend reallocation of their assets according to the procedure outlined above.
 - (a) The Chair will approve the redistribution of the assets.

**ARTICLE III
BUDGET AND FINANCE**

- A. The fiscal year of the Party shall be the twelve-month period beginning January 1 and ending December 31. Accounting shall be done on a cash basis.

- B. No expenditures shall be allowed without an adopted budget.
- C. The Treasurer shall prepare the budget and submit it to the Executive Committee at least three (3) weeks prior to the meeting date scheduled for adoption.
- D. A balanced budget shall be adopted annually by the Executive Committee no later than December 31 of each year and may be amended by the Executive Committee.
- E. Unexpected expenditures shall be reviewed and approved by the Executive Committee.
- F. All subdistricts and districts are required to have all funds held by the Democratic Party of Denver. Districts and subdistricts may not establish their own bank accounts.
- G. Checks written against the Party account shall be signed by either the Chair, the Treasurer, or a third person designated by the Chair and Treasurer. No one shall sign a check payable to him or herself.
- H. Examination of Financial Records:
 - 1. There will be a quarterly review of the books for completeness and accuracy of transactions.
 - 2. The Chair shall appoint up to three (3) central committee members who are not on the Finance Committee to conduct the quarterly review.
 - 3. The Executive Committee may, at any time, authorize an audit of the financial records.
- I. Unless stated otherwise when allocated, monies allocated for a specific purpose that are unspent shall be moved to the general fund at the end of the fiscal year.

ARTICLE IV PRECINCT CAUCUSES

- A. At the time and place set for the holding of the precinct caucuses, the Precinct Committee Person in attendance shall call the caucus to order and act as temporary chair. If a Precinct Committee Person is not present, any Party member eligible to vote at the caucus may call the caucus to order and act as temporary chair.
- B. A copy of the current Rules for the Precinct Caucus is included in the Appendix of this document. Updated versions are added every other year. A copy of the current Caucus Agenda is also included in the Appendix. The Rules for the Precinct Caucus and Caucus Agenda are only advisory and not part of these rules.
- C. At the opening of the caucus, the temporary chair shall read official caucus rules and distribute at least ten copies of a clear, concise statement of the precinct caucus rules, procedures and requirements for participation in precinct caucuses and the assembly. The temporary chair also shall read and distribute at least ten copies of the following:
 - “The Chair and other elected Party officers shall take affirmative steps to encourage participation in Party affairs, and in the delegate and candidate selection processes of traditionally under represented groups, including, but not limited to, young people, and minority groups.”
- D. The caucus shall then select a Chair and a Secretary and proceed, by ballot, to elect the allotted number of delegates to the County Assembly.
- E. The Rules Committee will propose a formula to the Executive Committee every even numbered year to be used to determine the number of delegates from each caucus to the County and District assemblies and conventions. The Executive Committee will vote on this proposal. This formula may be adopted at a Central Committee meeting, or by regular mail and email balloting. If the Central Committee fails to act, the proposal of the Executive Committee will be adopted.

1. In the year of the Presidential election, the County Party shall use the procedures of the current Colorado Delegate Selection Plan to determine the number and distribution of delegates and alternates to the county and district assemblies and conventions. The number of delegates to the County Assembly and Convention and the Judicial Assembly will be the same. There will be a minimum of two (2) alternates per precinct.
 2. In the year when there is no Presidential election, the County Party shall determine its own procedure for the number and distribution of delegates and alternates to the County and District Assemblies. There will be a minimum of two (2) alternates per precinct.
- F. An Assembly designates candidates for public office and to conduct other business as determined by Colorado and Denver Democratic Parties' rules and the call. This means that the Assembly places the names of individuals on the primary ballot, elects delegates to the next higher assembly and proposes issues for the Democratic platform. The Denver County Assembly elects delegates to the Congressional Assembly and to the State Assembly.
- G. A Convention selects delegates to other conventions including the Democratic National Convention. The Denver County convention elects delegates to the First Congressional District Convention, which elects delegates to the Democratic National Convention. It also elects delegates to the State Convention, which elects delegates to the Democratic National Convention.
- H. Attendance at the precinct caucus is not a requirement to be elected as a delegate to the Denver County Assembly or Convention.
1. If the caucus is unable to fill its delegation with those present at the caucus, the caucus may fill its delegation with individuals not in attendance at the caucus.
 2. To be qualified to become a delegate, an individual shall indicate in writing and prior to the caucus his/her/their interest in becoming a delegate to the District Captain, Precinct Committee Person or other responsible person in the precinct caucus. The interested person shall also indicate his/her/their candidate preference.
- I. Delegates to subsequent levels of the Assembly and Convention process must be in attendance at the Denver County Assembly and Convention.
- J. The caucus shall also elect two Precinct Committee People. The two people receiving the highest number of votes at the caucus shall be elected as Precinct Committee People. If candidates receive an equal number of votes, the election shall be determined by lot.
- K. The caucus shall use the procedures described in Section B of this Article. The caucus officers shall prepare and deliver a certified list of the names of the delegates to the County Assembly and Convention and elected Precinct Committee People on forms to be supplied by the Party, at a place determined and publicized by the Party, by midnight of the night of the caucus.
1. Under no circumstance shall delegate lists be accepted after midnight nor shall the lists be changed after submission.
- L. No person shall be eligible to vote in any precinct caucus, or to be a delegate to an assembly, or to be a candidate for Precinct Committee Person, unless such person has been a registered Democrat for not less than two months prior to the date of the caucus or assembly, and a resident of the precinct for at least thirty (30) days, as shown on the registration books of the County Clerk and Recorder. Any person who has attained the age of eighteen (18) or has become a naturalized citizen within the two month period immediately preceding the caucus shall be eligible to vote at the caucus even though that

person has not been a registered Democrat for the full two months. If a registered Democrat has become a resident of the County during the two months immediately preceding the caucus, the affiliation with the Party at a prior residence shall be counted in determining whether that person has been a registered Democrat for the two months. (CRS § 1-3-101(1)).

M. At all levels of the delegate selection process, “winner-take-all” procedures shall be discouraged and representation of minority and divergent views shall be encouraged.

N. Contest Certification:

1. Any person desiring to contest or dispute the election of delegates and/or Precinct Committee People shall file a written protest with the Chair within seven (7) days following certification of the caucus elections. The Chair shall refer the matter to the Credentials Committee of the County Assembly for resolution. A copy of the letter of protest will be sent to the person or persons challenged within three (3) days of receipt by the Chair.
2. Failure to carry out these rules shall be grounds for a challenge to the delegates and alternates in a caucus.
3. The County Assembly shall ratify the list of committee people. Following ratification all persons elected shall be notified by mail or email of such election.
4. The presiding officer and Secretary of the County Assembly shall file a certified list, by precinct, of those persons elected as precinct committee people with the County Clerk and Recorder within four (4) days after the date of the County Assembly. (CRS 1-3-101 § (3)(b)(I)).

**ARTICLE V
DUTIES OF PRECINCT COMMITTEE PEOPLE**

- A. As duly elected officers to the Democratic Party, Precinct Committee People are the representatives of the Party within their precincts and have the right and privilege of representing the Democrats residing in their precinct at all meetings of the Central Committee held during their term of office. Such rights and privileges carry with them equivalent responsibilities, including the obligation to perform the following:
1. attending all meetings of the Central Committee, unless properly excused, by subdistrict officers,
 2. supporting the nominees of the Party,
 3. recruiting Party workers in the precincts and directing their Party activities within the precinct,
 4. distribution, and/or supervising the distribution of Party literature within the precinct,
 5. conducting and/or causing to be conducted all drives and canvasses required by the Central and Executive Committees, within the precinct,
 6. notifying all Democrats living in their precinct of the time, place and date of the precinct caucus, and
 7. attending all meetings of the subdistrict.
- B. Failure of a committee person to fulfill such responsibilities, or to perform effectively the functions of the office, shall constitute grounds for removal from office by the Chair, based on a written bill of particulars, signed by the Chair the cause for removal, provided however, that any person so removed may appeal, in writing or in person, at the next meeting of the Executive or Central Committee, whichever occurs first. Notice of the time, date, and place of the meeting shall be supplied to any such person by the Chair at the time of removal.

**ARTICLE VI
DELEGATE SELECTION AT PRECINCT CAUCUSES,
ASSEMBLIES AND CONVENTIONS**

- A. Candidate caucuses, including the uncommitted caucus, that elect delegates to assemblies and conventions shall be organized based upon the rules of the current delegate selection plan. (See DPoD Article IV.E.)
- B. Determination of eligibility to participate as a member of any caucus shall be made prior to deliberations at the caucus.
- C. One ballot shall be taken to elect delegates from any caucus.
1. Eligible candidates for delegate will be allowed to address the caucus.
 2. All eligible members of the caucus may vote for as many candidates as there delegate positions.
 3. Candidates will fill delegate positions based upon their vote.
 - (a) After ballots are counted, candidates' names will be ranked, based upon their vote, from highest to lowest.
 - (b) The caucus delegation will fill its allotted number of delegates by those receiving the highest votes.
- D. Alternates shall be elected in the same manner as the delegates.

- E. The Chair of the County Central Committee or a designee shall serve as President, Pro-Tem of any caucus lacking organizational leadership. This person shall set up a structure for the caucus at the Convention or Assembly.
- F. The Rules governing the candidate caucus may be suspended by a simple majority of those eligible and voting.
- G. Failure to carry out these rules shall be grounds for a challenge to the delegates and alternates in a caucus.

ARTICLE VII ITEMS OF SPECIAL IMPORTANCE

- A. Affirmative Action. The Party and its officers shall take affirmative steps to assure participation at all levels of the Party by all traditionally under represented groups. The rules and guidelines of the Colorado and National Democratic Parties shall be used as a basis for affirmative action in the party.
- B. Accessibility.
 - 1. All caucus sites must be wheel chair accessible to and usable by an individual with a disability. Accessibility and usability mean that the person can participate in the caucus and enjoy benefits equal to other caucus participants. That includes, at minimum, free and unrestricted mobility in entering, exiting and within the caucus site, accessible restrooms and, if applicable, accessible drinking fountains. Other accommodations will be provided if requested and to the extent that resources allow.
 - 2. Other accommodations include sign language interpretation, reading assistance or large or Braille print materials.
 - 3. All requests for other accommodations shall be received within the timelines specified in caucus announcements.
 - 4. The Americans with Disabilities Act (ADA) definition of an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities.
 - 5. Major life activities are activities that an average person can perform with little or no difficulty. Examples include, but are not limited to: walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself, working, sitting, standing, lifting and reading.
- C. Open Meetings. All Party meetings shall be open to any party member. To this end, all meetings of any party committee or district at which official party business will be discussed and acted upon shall be held in a location that is accessible to all party members. Such meetings shall include assemblies, conventions, and meetings of the committees outlined in these Rules. To effect this policy, notification of meetings shall include a request for special needs accommodations. The County Party office shall maintain a list of accessible locations and services, and shall, when requested, and when resources allow, pay a reasonable fee.
- D. Division of Districts. For the purpose of representation on the Central and Executive Committees, Denver County shall be divided into organizational districts that coincide with State Representative districts. For the purpose of Party administration, the district may be divided into subdistricts based on population and geography.
- E. Additional Duties and Responsibilities of Party Officers. Officers of the Party elected at the biennial organizational meeting of the Central Committee or their designees shall serve as the officers of (1) the Executive Committee and (2) the Second Judicial District. The Chair may delegate any of these functions.

F. The distribution of money donated at the precinct caucus.

1. In nonpresidential years, money donated at the precinct caucuses will be distributed as follows:
 - (a) 25% will be returned to the treasury of the subdistricts for their business.
 - (b) 75% will be placed in the Denver County Democratic Party's treasury for its business.
2. In the presidential years, money donated at the precinct caucuses will be distributed as follows:
 - (a) 20% will be returned to the treasury of the subdistricts for their business.
 - (b) 20% will be placed in the Denver County Democratic Party's treasury for its business.
 - (c) 50% will be distributed to the Denver County's delegates to the Democratic National Convention.
 - (1) Only those delegates to the Democratic National Convention elected at the Congressional District and State Conventions will be eligible for this money.
 - (2) The Denver County Executive Committee will establish a process to distribute this money.
 - (d) 10% will be distributed to needy Colorado delegates to the Democratic National Convention. The Denver County Executive Committee will establish a process to distribute this money.

G. Severability. No section of these Rules shall violate the Rules of the Colorado or National Democratic Parties. If any section is held invalid, such decision shall not affect, impair or invalidate the remaining sections of these Rules or its application to other persons or circumstances.

H. Amending the Rules.

1. The Rules of the Party may be amended by a majority vote of the Central Committee following approval by the Rules Committee and notice of said recommendations having been mailed or emailed with the notice of the Central Committee meeting at which they are to be considered, or
2. A two-thirds (2/3) vote of the Central Committee in the absence of approval by the Rules committee and notice to the Central Committee.
3. Any change in the state law affecting these Rules shall automatically amend these rules unless the County Central Committee shall act to retain its original rule(s) or unless the state shall act to retain its original rule(s) in which case the original party rule(s) shall prevail.

I. Format and Layout of the Rules. The format and layout of the rules, including the whole of the table of contents, are not considered part of the rules. They may be changed by the Rules Committee without approval to the extent that the language of no rule is changed. Typographical errors may be changed by the Rules Committee without prior approval to the extent that the meaning of no rule is changed.

J. A Vacancy in office Committee for a District Entirely Within Denver.

1. The officers of the Central Committee of the district shall be the temporary officers of the vacancy committee.
2. The permanent officers of the vacancy committee shall be elected at a meeting of the vacancy committee.
3. Unless established otherwise, the Central Committee of the district shall be the members of the vacancy committee.

4. When the vacancy committee of the district is composed of members of the county Central Committee, a member is not entitled to vote in a vacancy election unless the member was appointed to the post at least twenty-one (21) days before the vacancy election.
5. A quorum shall consist of not less than one half of the voting membership of the vacancy committee (CRS 1-12-203(3)(a); CRS 1-12-206(1), CDP Part Four II.H.2.(d).

K. Roberts's Rules to Govern. Any procedure which is not prescribed in or governed by these Rules shall be governed by Roberts Rules of Order, Newly Revised.

ARTICLE VIII STANDING RULES

- A. Period of Validity. Standing Rules are valid only from the time approved by the Denver County Central Committee until the next biennial organization meeting.
- B. Biennial Approval. At each biennial organization meeting, existing standing rules with amendments recommended by the Rules Committee shall be voted on for (re)approval by the Meeting.
- C. Amending. The Standing Rules may be amended by any Denver County Central Committee Meeting.
- D. Precedence of Rules. In case of conflict, Standing Rules take precedence over other rules in this document, except that CRS and CDP take precedence over Standing Rules.
- E. Current Rules. The current Standing Rules are as follows:
 1. None. On February 12, 2011 this rule was ratified by the Denver County Central Committee and moved to I.G.2. on page 7.

APPENDICES:

Rules for Precinct Caucuses (Presidential Elections, updated 2016)

STEP-by-STEP Caucus Agenda (2016)

Rules for Precinct Caucuses (Non-Presidential Elections, updated 2014)

STEP-by-STEP Caucus Agenda (2014)

Effective February 11, 2017
Russell Johnson, Secretary
secretary@denverdemocrats.org
www.DenverDemocrats.org

Rules for the Precinct Caucus
Presidential Year
March 1, 2016

1. **Inclusion:** The Democratic Party of Denver and the participants in this caucus are required to take steps to encourage participation in the delegate and candidate selection process of the Democratic Party at all levels – by young people, women, minority groups, and the disabled. Inclusion should occur in reasonable relationship to any given groups' presence in the full population. This goal shall not be accomplished, either directly or indirectly, by the Party's imposition of mandatory quotas.
2. **Who May Participate:** Per state statute, a person may vote at the precinct caucus, be elected a delegate or an alternate from the caucus and/or be elected as a precinct committee person if they have been:
 - A resident in the precinct for at least thirty (30) days. (by January 31, 2016)
 - Registered to vote no later than twenty-nine (29) days before the caucus (by February 1, 2016)
 - A registered Democrat for not less than two months prior to the date of caucus according to the registration records of the county clerk and recorder's office (by January 4, 2016.
 - Any registered Democrat who has attained the age of eighteen (18) or has become a naturalized citizen within the two month period immediately preceding the caucus shall be eligible to vote at the caucus even though that person has not been a registered Democrat for the full two months.
 - A person who has moved from the precinct where registered during the 29 days before caucus (since Feb 1, 2016) may vote in their old precinct, but may not become a delegate or committee person.
 - Other persons may attend the caucus but cannot vote.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the caucus chair. Give participants a full opportunity to be heard and permit full discussion of all relevant questions.
4. **Disputes:** Any person desiring to dispute any matter concerning the caucus must file a **written** protest with the County Chairperson within 7 days after the caucus. Disputes are to be sent to the attention of the Chair, Anne Murdaugh, 574 S Broadway, Denver, CO 80209 or emailed to chair@denverdemocrats.org.
5. **Secret Ballot:** Per state party rules, voting shall be open at all meetings, except at precinct caucuses. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote. (State Party Rules, Part 4, Article II, Section A.)
6. **Proxies:** No proxy voting shall be permitted at the caucus. If an individual is unable to attend their individual caucus, they may submit a request to the caucus to be considered for a delegate slot. The decision to approve the request rests with the individuals attending the precinct caucus.

7. **Late Arriving/Early Leaving:** A person must be present to participate. Those arriving late or leaving early may only take part in caucus business occurring while they are present.
8. **Open Voting:** No delegate or alternate shall be instructed to vote for or against any candidate or measure.
9. **Election Procedure:** Persons receiving the highest number of votes shall be elected as delegates and/or alternates and as committee people. No delegate or alternate may be added to the list of elected delegates/alternates after the close of the caucus. Unfilled slots are considered “lost”.
10. **Ties:** If two or more candidates for delegate or alternate receive an equal number of votes, the winner is to be determined by lot (coin toss or drawing straws) by such candidates. If more than two candidates for the position of committee person receive an equal number of votes the winner shall be determined by lot of such candidates.
11. **Delegate Selection:** Delegates and alternates to all party assemblies and conventions are to be chosen in a manner which fairly reflects the division of candidate preference, expressed by those participating in the nominating process, including those expressed by minority and divergent views. Equal division between men and women is to be achieved, if possible.
12. **Becoming a Delegate for a Specific Candidate:** Some people want to participate in only a portion of the election process. The process for becoming a delegate eligible to vote for candidates in certain races is a stepped process. Candidates for DA and the General Assembly are nominated at the County Assembly. Candidates for other offices are nominated as follows:
 - a. For Congressional Delegates or CU Board of Regents:
 - Step 1. Get elected to the Denver County Assembly (March 26, 2016, Colorado Convention Center, 700 14th Street.
 - Step 2. At the County Assembly, get elected to the First Congressional District Assembly, which will be held on April 9, 2016 at South High School.
 - b. For U.S. Senate, Governor, or other State wide candidates.
 - Step 1. Get elected to the Denver County Assembly (March 26, 2016)
 - Step 2. At the County Assembly, get elected to the State Assembly, Budweiser Event Center, Loveland, CO, April 16, 2016.
 - c. For U.S. President. (application must be made by March 17 – see www.coloradodems.org for forms and more information)
 - Step 1. Get elected to the Denver County Convention
 - Step 2. At the County Convention, get elected to the Congressional District Convention
 - Alternate Step 2. At the County Convention, get elected to the State Convention

Step 3. At either the Congressional District or State Convention, be elected to the Democratic National Convention to be held in Philadelphia, PA the week of July 25, 2016.

13. **Threshold (assembly):** A preference poll based upon the District Attorney’s race shall be used for the selection of delegates and alternates to the County Assembly. **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates and alternates.** Use the caucus math worksheet in your precinct packet to determine the number of delegates to be awarded for each candidate who attained the threshold.
14. **Threshold (convention):** A preference poll based upon the race for United States President shall be used for the selection of delegates and alternates to the County Convention. **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates and alternates.** Use the caucus math worksheet in your precinct packet to determine the number of delegates to be awarded for each candidate who attained the threshold
15. **Uncommitted Votes:** Not every one wants to commit to a candidate. Therefore treat “uncommitted” votes as if the vote was cast for a candidate for determining the threshold and awarding delegates, i.e., pretend there is a candidate named “uncommitted.”
16. **Automatic delegates:** No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected office.
17. **No photos or copies of results forms.** In order to be fair to all candidates, and to protect private, personally identifiable contact information about delegates and PCP’s, NO photos, videos or photocopying of the caucus results forms is allowed. The party will provide the caucus results to all candidates simultaneously.
18. **Re Videotaping:** With respect to taking photos or videos of the caucus proceedings generally, there is no blanket prohibition. **HOWEVER**, we remind everyone that Caucus is meant to encourage dialogue among community members about our candidates and our platform. Participants must be respectful of other caucus goers. You may not photograph or videotape any document that contains personally identifiable information about a caucus attendee. You may not engage in any activity that intimidates a caucus goer or disrupts the caucus proceedings. If someone asks you not to videotape them or photograph them, you should be respectful of that request. If you engage in conduct that intimidates anyone or disrupts the caucus, you will be asked to leave.

Caucus Agenda:

1. Check In and determine eligibility of participants
2. Call meeting to order and read caucus rules aloud
3. Elect caucus chairperson and secretary
4. Pass caucus buck bag
5. Take any desired straw polls.
6. Take a preference poll on the Presidential race for Convention delegates.
7. Take a preference poll on the District Attorney's race for Assembly delegates
8. Elect delegates and alternates to County Convention
9. Elect delegates and alternates to County Assembly
10. Elect precinct committee people
11. Announce election judge information
12. Consider the proposed Party Platform and resolutions
13. Other business
14. Adjourn

Turn in materials: All forms on white paper are to be turned in to the site coordinator. Captains or site coordinators are to take all materials to Democratic headquarters 574 S. Broadway, no later than **11:00 PM ON CAUCUS NIGHT.**

**Caucus Process Step by Step
For a Presidential Year
March 1, 2016**

1. Check-In and determine eligibility

The first person to arrive for a precinct should get their caucus packet from the Site Coordinator, which includes all the forms. The voter list is provided and includes the names of all individuals registered as Democrats in the precinct as of the registration cut-off date. Names appear in alphabetical order, and each attendee should sign their name in the space next to their printed name. After they have signed next to their name, give the voter a wristband provided in the precinct packet, and tell him/her to wear it while voting because it signifies an eligible voter.

What to do if attendee is not on the list:

- A. Make sure they are in the right precinct by verifying their address is in the precinct. Precinct maps and a map of the district will be with the Site Coordinator. The site coordinator can also help the voter check their precinct on-line, or via a hotline. The Coordinator will have those details.
- B. If the information they give suggests they live in that precinct but their name is not on the check-in list, have the person fill out an affirmation (included in packet). Put the signed affirmation in the precinct packet, and give the voter a wristband and tell them to wear it while voting. The person will be allowed to fully participate **BUT NEEDS TO BE MADE AWARE that if elected as a delegate, they will be unseated if it is later determined they were not properly eligible to be in that precinct's caucus.** (Affiliated as Dem by 1/4/16; registered to vote by 2/1/16, reside in the precinct for at least 30 days, which is by 1/31/16).
- C. People who are not able to attend their caucus can submit, in writing that they wish to be considered as a delegate and which candidate(s) they are supporting. These people are not signed in as present. Their letter should be in the precinct packet, or can be delivered to the caucus. If there is no candidate preference stated in writing then their preference will be recorded as Uncommitted if they are elected as a delegate. They do not have a vote during the caucus, even if their preference is in writing. They may be considered as a delegate or alternate if the body chooses to consider them.

2. Read the rules

It is required that the rules be read aloud. In most locations it will be most expedient if the Site Coordinator reads the rules once for all of the precincts. If so, the Site Coordinator should start the meeting at 7:00 pm. If circumstances do not allow for the Site Coordinator to start the meeting and read the rules, then it will be the job of the Caucus Chair to do this in the precinct meeting once he or she is elected. There will be a page in the caucus packets that must be read aloud. More detailed rules will be provided in writing, but do not need to be read aloud.

3. Elect a Caucus Chair and Caucus Secretary

Once the precincts are in their individual locations, the current Precinct Committee Person (PCP), if one is present, should start the meeting and immediately determine if anyone wishes to chair the meeting. If more than one person wishes to be Chair, the members of the caucus will vote for the Chair. A person is then elected to be Secretary by the same process. It is greatly desired by the Party that the person with the best penmanship be elected as the Secretary. These roles do not continue beyond the end of the Caucus. A secret ballot may be held if any member of the caucus requests one. The names of the Chair and Secretary, as well as all positions that are

filled, need to be recorded on the “Caucus Results Form” which will be in the caucus packet. The caucus Chair and Secretary must stay until all business of the caucus is finished and complete the recording paperwork.

4. Pass the Buck Bag

Your Caucus Packet will include an envelope to be used to gather donations from your precinct. Pass it around and read the following Buck Bag “ask”.

“The Democratic Party of Denver is tasked with organizing and funding important grass roots activities including tonight’s caucus and the upcoming county assembly/convention. We also pay monthly rent and utilities, copying costs, expenses for the rental of facilities to hold caucus and assembly, costs for printing GOTV flyers, not to mention expenses for phones and computers that help us keep you informed. The Democratic Party of Denver is funded solely on donations from YOU. We do not receive money from the national or state Democratic parties. Please donate tonight to the Denver Democrats.

Please put your contribution in the envelope, and write your name and the amount for campaign finance reporting purposes on the outside. Thank you in advance from the Denver Democrats.

Per party rules, in presidential election years, money donated at the precinct caucuses will be distributed as follows:

- (a) 20% goes to OUR house district.
- (b) 20% goes to the County Party.
- (c) The remainder goes into a fund to help Denver’s delegates get to Philadelphia for the National Convention.

So please be as generous as you can and remember to put your name and donation amount on the envelope.

5. Take any desired straw polls

Straw Polls are **UNOFFICIAL UNRECORDED** informational polls on contested races, such as a State House or Senate race. Straw polls are done by a show of hands only and cannot be recorded anywhere because it is an unofficial vote. There is a sheet in your packet that lists candidates for various offices.

6. Take the Preference Poll for United States President

- A. **Take a straw poll first.** Read off each Presidential candidate’s name and have people raise their hand if they support that candidate. This vote is not recorded, and it is an open vote to allow all those present to gauge the level of support for their candidate. Remember that Uncommitted is treated as a candidate.
- B. **Take a recorded vote.** Repeat the procedure, this time write down the number of people who vote for each candidate on the Caucus Math Worksheet for Convention. This is the official preference poll, and it should be done only once. Attendees are free to change their vote between the straw poll and the recorded vote, however no one may vote for more than one candidate in a single round of voting. A secret ballot will be used if requested by anyone. There is scrap paper available for ballots if needed.

- C. **Caucus Math Worksheet for Convention.** Follow the directions on the form. The Math Worksheet will give you the number of delegates (and alternates) to elect for each candidate who makes threshold.

7. Report the Results of the Presidential Preference Poll

Complete the ¼-page reporting form and deliver it to the Site Coordinator as soon as the Presidential Preference poll is completed

8. Take the Preference Poll for District Attorney

- A. **Take a straw poll first.** Read off each District Attorney candidate's name and have people raise their hand if they support that candidate. This vote is not recorded, and it is an open vote to allow all those present to gauge the level of support for their candidate. Remember that Uncommitted is treated as a candidate.
- B. **Take a recorded vote.** Repeat the procedure but this time write down the number of people who vote for each candidate on the Caucus Math Worksheet for Assembly. Attendees are free to change their vote between the straw poll to the recorded vote, however no one may vote for more than one candidate in a single round of voting. A secret ballot will be used if requested by anyone. There is scrap paper available for ballots if needed.
- C. **Caucus Math Worksheet Assembly.** Follow the directions on that form. The Math Worksheet will give you the number of delegates (and alternates) to elect for each candidate who makes threshold.

9. Elect Delegates and Alternates to the County Convention

Elect your Convention delegates and Alternates based on the Presidential Preference Poll. The total number of delegates and alternates that a precinct may elect for these will be printed on the front of the caucus packet and on the math worksheet. For every delegate elected, an alternate may also be elected. The County Convention will be held on March 26 at the Colorado Convention Center. County Convention delegates **MUST BE ABLE TO ATTEND THE CONVENTION**. No proxies are allowed. Please remind Delegates and Alternates that this meeting frequently lasts all day. Convention Delegates may be the same people elected to the County Assembly, but that is not required.

Any person wishing to become a delegate to the National Convention must be PRESENT at caucus and MUST BE ELECTED AS A DELEGATE to the County Convention. There is also an application which must be submitted no later than 5 pm on March 17 to the Colorado Democratic Party. Application forms are found on www.coloradodems.org

Delegates and Alternates to the County Convention.

- i. Using the Caucus Math Step by Step instructions, apportion the number of delegates and alternates allotted to each candidate based on the Presidential Poll. For every delegate slot there will be an alternate slot.
- ii. Divide the precinct into groups of supporters for each Presidential candidate including "uncommitted" (which is treated as a candidate) if "uncommitted" met the threshold (refer to the Caucus Math Worksheet if this is unclear). Each group will elect from among its members the appropriate number of delegates and alternates. Caucus attendees whose candidate did not achieve threshold may join any other group.

Delegate Selection Procedure:

- a. If more people wish to be a delegate to the County Convention than the number of delegates and alternates apportioned for a given candidate, a system of choosing by lot or an election may be used to determine who will be delegates and who will be alternates. It is up to the body to decide if they want to elect their delegates or choose them by lot.
- b. Caucus attendees who were not selected by the previous procedure are free to ask to be considered as a delegate or alternate for another Presidential candidate by that candidate's group of supporters. It will be up to that group whether to elect them as a delegate, alternate, or not at all.

VERY IMPORTANT: On the Caucus Results Form, the secretary must record the following information for everyone elected as a delegate or alternate: name, email, phone, and which Presidential candidate they are a delegate for including Uncommitted – if you have time to look up their VAN ID from the sign in sheet it will greatly assist in post caucus data entry!

10. Elect Delegates and Alternates to the County Assembly

Elect your Assembly delegates and Alternates based on the District Attorney Preference Poll. The total number of delegates and alternates that a precinct may elect for these will be printed on the front of the caucus packet and on the math worksheet. For every delegate elected, an alternate may also be elected. The County Assembly/Convention will be held on March 26 at the Colorado Convention Center. Assembly delegates **MUST BE ABLE TO ATTEND THE ASSEMBLY**. No proxies are allowed. Please remind Delegates and Alternates that this meeting frequently lasts all day and that they will be voting multiple times during the day to nominate candidates for the DA and to the General Assembly as well as selecting delegates to the State Assembly and the Congressional District Assembly.

Delegates and Alternates to the County Assembly:

- i. Using the Caucus Math Step by Step instructions, apportion the number of delegates and alternates allotted to each candidate based on the District Attorney Preference Poll. For every delegate slot there will be an alternate slot.
- ii. Divide the precinct into groups of supporters for each candidate including "uncommitted" (which is treated as a candidate) if "uncommitted" met the threshold (refer to the Caucus Math Worksheet if this is unclear). Each group will elect from among its members the appropriate number of delegates and alternates. Caucus attendees whose candidate did not achieve threshold may join any other group.

Delegate Selection Procedure:

- a. If more people wish to be a delegate to the County Assembly than the number of delegates and alternates apportioned for a given candidate, a system of choosing by lot or an election may be used to determine who will be delegates and who will be alternates. It is up to the body to decide if they want to elect their delegates or choose them by lot.
- b. Caucus attendees who were not selected by the previous procedure are free to ask to be considered as a delegate or alternate for another candidate by that candidate's group of supporters. It will be up to that group whether to elect them as a delegate, alternate, or not at all.

VERY IMPORTANT: On the Caucus Results Form, the secretary must record the following information for everyone elected as a delegate or alternate: name, email, phone, and which candidate they are a delegate for (including Uncommitted) – if you have time to look up their VAN ID from the sign in sheet it will greatly assist in post caucus data entry!

11. Elect Two Precinct Committee People

The Chair will solicit the names of anyone who wishes to be elected as Precinct Committee People. There might also be a letter in the precinct packet from someone who wants to be a PCP but could not attend caucus. Please read that letter out loud so the body may consider that candidate. The Duties of a Committee Person are:

1. attending all meetings of the Central Committee, unless properly excused, by subdistrict officers,
2. supporting the nominees of the Party,
3. recruiting Party workers in the precincts and directing their Party activities within the precinct,
4. distribution, and/or supervising the distribution of Party literature within the precinct,
5. conducting and/or causing to be conducted all drives and canvasses required by the Central and Executive Committees, within the precinct,
6. notifying all Democrats living in their precinct of the time, place and date of the precinct caucus, and
7. attending all meetings of the subdistrict.

Those in attendance will vote for two people. If more than two people express interest, the top two vote-getters will be elected. A person does not have to be present to be elected, but the Party desires to have people elected who will make the time commitment the position requires. Any tie votes will be determined by lot.

The Secretary will record the names, phone numbers, and emails of those who are elected on the Caucus Results Form.

12. Election Judges

Election Judge Interest Cards will be in your packet, please have anyone who wishes to be an Election Judge complete a form and return it to the packet. Please make sure the Denver Democratic Party receives the interest form, because the Party compiles a list and gives it to the Elections Division.

Election Judges perform a wide range of tasks, including using computer databases, checking in voters, verifying information, and processing ballots. They are paid a stipend for this work and will receive training. The hours vary based on the role. The training is mandatory.

13. Review and vote on the Proposed Platform

Resolutions are ideas that, if successful throughout the process, will eventually be incorporated into the Party Platform. Each resolution, or set of resolutions, must receive a majority (50%+1 vote) of the votes being cast to be considered for inclusion in the County Platform.

Attached are platform planks that have been drafted by the Platform Committee of the Democratic Party of Denver through discussions with the House Districts. This document was developed to be used as a guide for the March 1, 2016 caucuses.

Each caucus can adopt this guide in its entirety or may add or change the content. If your caucus wishes to take a vote on each plank, there is space provided for that. If your caucus wishes to accept or reject a group of planks, please put that information in the comment section of the first plank in that section. There is space at the end to add comments or new planks.

This document, with its changes, will be handed into Democratic headquarters on caucus night, and changes citywide will constitute the final document to be presented to the Denver Democratic assembly for adoption and transmittal to the state party.

14. Adjourn the Caucus

The Chair should officially adjourn the Caucus and the Secretary will record the time of adjournment. The materials that **MUST** be in the Caucus packet before it is turned into the Site Coordinator are:

1. The Sign-In sheets and any Signed Affirmations.
 2. The Caucus Results Form. (Please double check it is filled out completely on both sides)
 3. The Caucus Math page
 4. Any resolutions that were passed. (Those that failed should be discarded)
 5. Sealed Buck Bag
- All forms to be returned are on white paper!
6. Any notes that were taken
 7. Any secret ballots that were taken
 8. Election judge interest forms
 9. Voting version of the platform

Be a considerate guest!! Please help the end-of-night clean up by throwing away all trash. Any unwanted paper, empty water bottles, etc. should be placed in recycle bins if available, trash cans if not.

Give leftover campaign literature to site coordinator to return to the Party office, so candidates can pick it up there.

Rules for the Precinct Caucus
Between Presidential Years
March 4, 2014

1. **Inclusion:** The Denver Democratic Party and the participants in this caucus are required to take steps to encourage participation in the delegate and candidate selection process of the Democratic Party at all levels – by young people, women, minority groups, and the disabled. Inclusion should occur in reasonable relationship to any given groups’ presence in the full population. This goal shall not be accomplished, either directly or indirectly, by the Party’s imposition of mandatory quotas.
2. **Who May Participate:** A person may vote at the precinct caucus, be elected a delegate or an alternate from the caucus and/or be elected as a precinct committee person if, according to the registration records of the county clerk and recorder’s office, they have resided in the precinct since February 3, 2014 and have been registered as a Democrat on or before January 6, 2014. Any person who has attained the age of eighteen (18) or has become a naturalized citizen within the two month period immediately preceding the caucus shall be eligible to vote at the caucus even though that person has not been a registered Democrat for the full two months. A person who moved away from the precinct in which they registered after the residence date of February 3, 2014 may vote in the old precinct, but may not become a delegate or committee person. Other persons may attend the caucus but cannot vote.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the caucus chair. Give participants a full opportunity to be heard and permit full discussion of all relevant questions.
4. **Disputes:** Any person desiring to dispute any matter concerning the caucus must file a **written** protest with the County Chairperson within 7 days of the caucus, by March 11, 2014. Otherwise, the certification of caucus delegates and alternates and committee people will be final. Disputes are to be sent to the attention of the Chair, Edward Hall, 574 S Broadway, Denver, CO 80209 or emailed to info@denverdemocrats.org.
5. **Secret Ballot:** Voting shall be open at all meetings, except at precinct caucuses. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote. (State Party Rules, Part 4, Article II, Section A.)
6. **Proxies:** No proxy voting shall be permitted at the caucus.
7. **Late Arriving/Early Leaving:** A person must be present to participate. Those arriving late or leaving early may only take part in caucus business occurring while they are present.
8. **Open Voting:** No delegate or alternate shall be instructed to vote for or against any candidate or measure.
9. **Election Procedure:** Persons receiving the highest number of votes shall be elected.
10. **Ties:** If two or more candidates for delegate or alternate receive an equal number of votes, the winner is to be determined by lot (coin toss or drawing straws) by such candidates. If

more than two candidates for the position of committee person receive an equal number of votes the winner shall be determined by lot of such candidates.

11. **Delegate Selection:** Delegates and alternates to all party assemblies are to be chosen in a manner which fairly reflects the division of candidate preference, expressed by those participating in the nominating process, including those expressed by minority and divergent views. Equal division between men and women is to be achieved, if possible.
12. **Becoming a Delegate for a Specific Candidate:** Some people want to participate in only a portion of the election process. The process for becoming a delegate eligible to vote for candidates in certain races is a stepped process. Candidates for the State House and State Senate are nominated at the County Assembly. Candidates for Congressional District Offices: US House of Representatives, CU Regent, and State Board of Education are nominated at the Congressional District Assembly

To become a delegate to the Congressional District Assembly:

Step 1. Get elected to the Denver County Assembly (Saturday, March 29, 2014 – North High School - check-in 9:00 a.m.; meeting starts promptly at 10:00 a.m.) The official call will be mailed or emailed prior to the County Assembly-to all delegates

Step 2. At the County Assembly, get elected to the First Congressional District Assembly, April 11, 2014, location TBD, check-in at 5:30, meeting at 6:30. The official call will be given to all delegates and alternates at the County Assembly.

Candidates for statewide offices: US Senate, Governor, Secretary of State, Attorney General and Treasurer are nominated at the State Assembly

To become a delegate to the State Assembly:

Step 1. Get elected to the Denver County Assembly (Saturday, March 29, 2014 – North High School - check-in 9:00 a.m.; meeting starts promptly at 10:00 a.m.) The official call will be mailed or emailed prior to the County Assembly-to all delegates

Step 2. At the County Assembly, get elected to the State Assembly, Denver Convention Center on April 12 - all day. The official call will be mailed or emailed prior to the State Assembly-to all delegates.

13. **Threshold:** selection of delegates and alternates to the County Assembly **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates and alternates.** Use the caucus math worksheet to determine the number of delegates to be awarded for each candidate who attained the threshold.
14. **Uncommitted Votes:** Not every one wants to commit to a candidate. Therefore treat “uncommitted” votes as if the vote was cast for a candidate for determining the threshold and awarding delegates, i.e., act as if there is a candidate named “uncommitted.”
15. **Automatic delegates:** No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected office.

16. Caucus Agenda:

15. Check In and determine eligibility of participants
16. Call meeting to order and read caucus rules aloud
17. Elect caucus chairperson and secretary
18. Pass caucus buck bag
19. Take a preference poll on the House District Race for Assembly delegates and conduct any desired straw polls
20. Elect delegates and alternates to County Assembly
21. Elect precinct committee people
22. Announce election judge sign up information
23. Consider the proposed Party Platform and resolutions
24. Other business
25. Adjournment

- 17. Turn in materials:** All forms on white paper are to be turned in to the site coordinator. **Site Coordinators** are to take all materials to Democratic headquarters no later than **11:00 PM ON CAUCUS NIGHT.**

**Caucus Process Step by Step
For a Non-Presidential Year**

March 4, 2014

1. Check-In and determine eligibility

The first person to arrive for a precinct should get their caucus packet from the Site Coordinator, which includes all the forms. The voter list is provided and includes the names of all individuals registered as Democrats in the precinct as of the registration cut-off date. Names appear in alphabetical order, and each attendee should sign their name in the space to next to their printed name.

What to do if attendee is not on the list

- A. Make sure they are in the right precinct by verifying their address is in the precinct. Precinct maps will be in each precinct packet and a map of the district will be with the Site Coordinator.
- B. If the information they give suggests they live in that precinct but their name is not on the check-in list, have the person fill out an affidavit (included in packet) and also add their name to the check-in list at the end in the blank spots provided. The person will be allowed to fully participate **BUT NEEDS TO BE MADE AWARE that if elected as a delegate, they will be unseated if it is later determined they were not properly registered to be in that precinct's caucus.**
- C. People who are not able to attend their caucus must submit, in writing, **PRIOR TO** the Caucus that they wish to be considered as a delegate and which candidates they are supporting. These people are not signed in as present at the actual caucus. Their letter should be in the precinct packet, or brought by someone to present at the caucus. If there is nothing in writing then their preference cannot be recorded. If their preference is in writing, they **SHOULD NOT BE** included in any straw poll or preference poll and are considered as a delegate or alternate **ONLY**.

2. Read the rules

It is required that the rules be read aloud. In most locations it will be most expedient if the Site Coordinator reads the rules once for all of the precincts. If circumstances do not allow for this, then it will be the job of the PCP or Caucus Chair to do this once the meeting has been called to order. There will be a page in the caucus packets that must be read aloud. More detailed rules will be provided in writing also, but do not need to be read aloud.

3. Elect a Caucus Chair and Caucus Secretary

The current Precinct Committee Person (PCP), if one is present, should start the meeting at 7:00 pm and immediately determine if anyone wishes to chair the meeting. If more than one person wishes to be Chair, the members of the caucus will vote for the Chair. A person is then elected to be Secretary by the same process. It is greatly desired by the Party that the person with the best penmanship be elected as the Secretary. These roles do not continue beyond the end of the Caucus. A secret ballot will be held if any member of the caucus requests one. The names of the Chair and Secretary, as well as all positions that are filled, will be recorded on the "Caucus Report Form" which will be in the caucus packet. The caucus Chair and Secretary must stay until all business of the caucus is finished and complete the recording paperwork.

4. Pass the Buck Bag

Your Caucus Packet will include an envelope to be used to gather donations from your precinct. Pass it around and read the attached Buck Bag “ask”.

The Democratic Party of Denver is tasked with important grass roots activities including tonight’s caucus and the upcoming county assembly. We pay monthly rent and utilities, copying costs, expenses for the rental of facilities to hold caucus and assembly, costs for printing GOTV flyers, not to mention expenses for phones and computers that help us keep you informed. The Democratic Party of Denver is funded solely on donations from YOU. We do not receive money from the national or state Democratic parties. Please donate tonight to the Denver Democrats.

Please put your contribution in the envelope, and write your name and information for campaign finance reporting purposes on the outside. Thank you in advance from the Denver Democrats.

Per party rules, in nonpresidential election years, money donated at the precinct caucuses will be distributed as follows:

- a. 25% will be returned to the treasury of the sub-districts for their business.
- b. 75% will be placed in the Denver County Democratic Party’s treasury for its business.

5. Take any desired straw polls

Straw Polls are **UNOFFICIAL UNRECORDED** informational polls on contested races, such as Governor or a State House or Senate race. Straw polls are done by a show of hands only and cannot be recorded anywhere because it is an unofficial vote.

6. Take the Preference Poll for the State House Race

- A. **Take a straw poll first.** Read off each House District candidate’s name and have people raise their hand if they support that candidate. This vote is not recorded, and it is an open vote to allow all those present to gauge the level of support for their candidate. Remember that Uncommitted is treated as a candidate.
- B. **Take a recorded vote.** Repeat the procedure but this time write down the number of people who vote for each candidate on the Caucus Math Worksheet and follow the the directions on that form. This form will give you the number of delegates (and alternates) to elect for each candidate who makes threshold (15%). Attendees are free to change their vote between the straw poll to the recorded vote, however no one may vote for more than one candidate in a single round of voting.

7. Elect Delegates and Alternates to the County Assembly

Elect your Assembly delegates and Alternates based on the State House District Poll. The total number of delegates and alternates that a precinct may elect for these will be printed on the front of the caucus packet and on the math worksheet. For every delegate elected, an alternate may also be elected. The County Assembly will be held on March 29th at the North High School. County Assembly delegates **MUST BE ABLE TO ATTEND THE ASSEMBLY**. No proxies are allowed. Please remind Delegates and Alternates that this meeting frequently lasts all day that that they will be voting multiple times during the day to nominate candidates to the General Assembly as well as selecting delegates to the State Assembly for the U.S. Senate race and to the Congressional District Assembly for the U.S. Congress.

Delegates and Alternates to the County Assembly:

- iii. Using the Caucus Math worksheet instructions, apportion the number of delegates and alternates allotted to each candidate based on the Preference Poll. For every delegate slot there will be an alternate slot.
- iv. Divide the precinct into groups of supporters for each candidate, including “uncommitted” (which is treated as a candidate) if “uncommitted” met the threshold (again refer to the Caucus Math Worksheet if this is unclear). Each group will elect from among its members the appropriate number of delegates and alternates. Caucus attendees whose candidate did not achieve threshold may join any other group.

Delegate Selection Procedure:

- c. If more people wish to be a delegate to the County Assembly than the number of delegates and alternates apportioned for a given candidate, a system of choosing by lot or an election may be used to determine who will be delegates and who will be alternates. It is up to the body to decide if they want to elect their delegates or choose them by lot.
- d. Caucus attendees who were not selected by the previous procedure are free to ask to be considered as a delegate or alternate for another candidate by that candidate’s group of supporters. It will be up to that group whether to elect them as a delegate, alternate, or not at all.
- v. **VERY IMPORTANT: On the Caucus Report Form, the secretary must record the following information for everyone elected as a delegate or alternate: name, email or phone, and which candidate they are a delegate for (or Uncommitted)**

8. Elect Two Precinct Committee People

The Chair will solicit the names of anyone who wishes to be elected as Precinct Committee People. The Duties of a Committee Person are:

1. attending all meetings of the Central Committee, unless properly excused, by subdistrict officers,
2. supporting the nominees of the Party,
3. recruiting Party workers in the precincts and directing their Party activities within the precinct,
4. distribution, and/or supervising the distribution of Party literature within the precinct,
5. conducting and/or causing to be conducted all drives and canvasses required by the Central and Executive Committees, within the precinct,
6. notifying all Democrats living in their precinct of the time, place and date of the precinct caucus, and
7. attending all meetings of the house district.

Those in attendance will vote for two people. If more than two people express interest, the top two vote-getters will be elected. A person does not have to be present to be elected, but the Party desires to have people elected who will make the time commitment the position requires. Any tie votes will be determined by lot.

VERY IMPORTANT: The Secretary will record the names, phone numbers, and emails of those who are elected on the Caucus Report Form.

9. Election Judges

Election Judges will apply on line this year. There are flyers in the caucus packets. Since we now have all mail ballots, the duties of the Election Judges and the time requirements have changed. In partisan elections, the Party Chair has the ability to recommend judges and the Elections Division will submit the names of the selected judges to the Chair for review.

10. Resolutions/Platform

Resolutions are ideas that, if successful throughout the process, will eventually be incorporated into the Party Platform. Each resolution must receive a majority (50%+1 vote) of the votes being cast to be considered at the County level.

The platform planks have been drafted by the Platform Committee of the Democratic Party of Denver through discussions with the House Districts. This document was developed to be used as a guide only for the March 4, 2014 caucuses.

Each caucus can adopt this guide in its entirety or may add or change the content. If your caucus wishes to take a vote on each plank, there is space provided for that. If your caucus wishes to accept or reject a group of planks, please put that information in the comment section of the first plank in that section. There is space at the end to add comments or new planks.

This document, with its changes, will be handed into Democratic headquarters on caucus night, and reviewed by the platform committee prior to Assembly. Changes that are adopted will be incorporated into the final document to be presented to the Denver Democratic assembly for adoption and transmittal to the state party.

11. Adjourn the Caucus

The Chair should officially adjourn the Caucus and the Secretary will record the time of adjournment. The materials that **MUST** be in the Caucus packet before it is turned into the Site Coordinator are:

1. The Sign-In sheets.
 2. The Caucus Report Form. (Please double check it is filled out completely)
 3. The Caucus Math page
 4. Resolutions/Platform
 5. Election Judge Interest Cards
 5. Buck Bag (With the money inside please!)
- All forms to be returned are on white paper

Be a considerate guest!! Please help the end-of-night clean up by throwing away all trash. Any unwanted campaign literature, empty water bottles, etc. should be placed in recycle bins if available, trash cans if not.