

DENVER COUNTY DEMOCRATIC ASSEMBLY  
Saturday, March 24, 2018  
Report of the Denver Democratic Permanent Organization Committee  
Beverly L. Edwards, Chair

**GENERAL RULES AND PROCEDURES**

**1) QUORUM**

Delegates present at the Denver County Democratic Assembly (the “Assembly”) and delegates present at the Senate and House District Assemblies, or their duly seated alternates, shall constitute a quorum for the purpose of transacting business.

**2) OFFICERS OF ASSEMBLY**

The Chair, Vice-Chair, and Secretary of the Denver County Central Committee shall be the temporary Chair, Vice-Chair and Secretary, respectively, of the Assembly. Following the Credentials Committee Report and this Report, the permanent officers of the Assembly shall be elected.

**3) PERSONS AUTHORIZED TO ADDRESS THE ASSEMBLY**

At the discretion of the Assembly Chair, only the following will be permitted to address the Assembly: Assembly delegates or alternates; Democratic candidates seeking nomination through the Assembly; Democratic office holders; persons having an official capacity within the Assembly; and such other persons as authorized by the Assembly Chair.

**4) CREDENTIALS AND PERMANENT ORGANIZATION COMMITTEES**

The temporary Credentials and Permanent Organization Committees for the Assembly shall be the permanent Credentials and Permanent Organization Committees for the Assembly.

**5) BALLOTING AND VOTING – GENERAL RULES**

The Democratic National Party’s (DNC) rules and the Colorado Delegate Selection Plan of 2018 prohibit secret ballots. Therefore, paper ballots shall be used for preference polls at the Assembly and for balloting at the Senate and House District Assemblies. The paper ballots shall have an identifier for each delegate. Other voting shall be by show of credentials unless a paper ballot is requested by a motion and adopted by a majority of those present and voting.

No proxies or instructed ballots shall be permitted.

**6) PREFERENCE POLL FOR GOVERNOR AND CONGRESSIONAL DISTRICT 1**

The County Assembly preference poll ballots for candidates for Governor and Congressional District 1 Representative shall be distributed to Assembly delegates at registration and to alternates when alternates are seated. Preference poll ballots will not be collected until after the candidate(s) or their representatives have been given an opportunity to speak.

**7) SPEAKING TIME**

Each Democratic candidate for Governor and Congressional District 1, or their surrogate, who is seeking nomination via the assembly process will have a maximum of four (4) minutes to

address the Assembly. Prior to commencement of the Assembly, each Democratic candidate for Governor and Congressional District 1, or their surrogate, shall notify the Assembly Chair of their intent to address the Assembly.

**8) COLLECTION AND TABULATION OF BALLOTS FOR PREFERENCE POLL  
– BALLOTS COLLECTED AND TALLIED AT COUNTY LEVEL**

The reporting unit to the Assembly shall be the County. Ballots will be collected and counted by the Credentials Committee and designees appointed by the Assembly Chair and the results reported to the Assembly Chair. Each campaign will be allowed one representative as an observer of the counting for the ballots that affect their respective race. Campaigns must notify the Credentials Chair or the Credentials Chair’s designee who their appointed representative is prior to the start of the count. The vote of a delegate shall be final at the time the vote is cast by the delegate.

**9) ALLOCATION OF DELEGATES TO STATE ASSEMBLY AND FIRST CONGRESSIONAL DISTRICT ASSEMBLY**

a) The Colorado Democratic Party has allocated to Denver County 721 delegates and Zero alternates to the State Assembly and 721 delegates and Zero alternates to the First Congressional District Assembly. These delegates are allocated among the House Districts using the same criteria used in the Denver Delegate Selection Plan of 2018.

b) Delegates to the State Assembly and delegates to the First Congressional District Assembly will be apportioned based upon the County votes as a whole. As the method of apportionment among the candidates, delegates will be elected out of each House District based upon the preference vote in the county for their respective races.

**10) SEATING OF ALTERNATES TO REPLACE ABSENT DELEGATES/LATE ARRIVING DELEGATES**

a) The seating of alternates to replace absent delegates to the Assembly shall be determined by the order of check-in at registration AND shall proceed in the following order:

i) Within the same House and Senate District, an alternate with the same preference as the absent delegate shall replace the absent delegate, and

ii) If there is no alternate with the same preference as the absent delegate who resides in the same House and Senate Districts as the absent delegate, the absent delegate shall be replaced by an uncommitted alternate who resides in the same House and Senate District as the absent delegate, and

iii) If there is no uncommitted alternate who resides in the same House and Senate District as the absent delegate, the absent delegate shall be replaced by an alternate with a different preference from the absent delegate and who resides in the same House and Senate district as the absent delegate.

b) Delegates who arrive late or who return after an absence shall immediately replace their

alternates.

i) The delegate is responsible, with the help of a House District officer or House Sub-district officer or other assigned person, to find the seated alternate and take possession of the delegate's credential and any associated unvoted ballot. An alternate unseated in this manner becomes available to replace another absent delegate if the alternate reports to the Credentials Committee.

ii) Alternates must make themselves promptly available to the Credentials Committee to be seated. The Credentials Committee will use its best efforts practical under the circumstances to replace absent delegates. The sole remedy available to an alternate who was in error skipped over for seating shall be to become the next available alternate consistent with candidate preference.

### **11) PLATFORM RESOLUTIONS**

a) The voting on the platform resolutions shall be initiated before the Senate or House District assemblies are convened.

i) There shall be a raising of Assembly Credentials vote on each category unless there is a motion to separate the category into its separate statements

ii) There shall be no debate on resolutions unless a majority of the delegates present vote to debate a specific resolution or category. In the event, the debate shall be limited to a total of four minutes each with a one-minute limitation per speaker, alternating pro and con.

iii) Resolutions from the floor and amendments to a resolution require a petition from the Assembly. The petition must be signed by 10% of the seated Assembly delegates as of the time of the credentials report. The petition shall be presented to the County Assembly Chair prior to the beginning of the debate on resolutions. Such a petition shall contain the signature and precinct number of each person signing. Delegates and seated alternates may sign such a petition. Once debate on resolutions has begun, no more resolutions will be accepted from the floor.

iv) Consideration of a minority report of the Platform Committee requires submission to the Assembly Chair of a signed petition from the Assembly consisting of 10% of the Assembly seated delegates as of the time of the credentials report. Such a petition shall contain the signature and precinct number of each person signing the petition. Delegates and seated alternates may sign such a petition. The petition(s) shall be presented to the Assembly Chair prior to the report of the Platform Committee and become the Minority Report.

### **12) HOUSE AND SENATE DISTRICT ASSEMBLIES**

a) The chairperson of the House District central committee and the chairperson of the Senate District central committee shall preside over the respective House or Senate District Assembly. The vice-chairperson and secretary of each House District and Senate District shall be the equivalent temporary officers of the respective House or Senate District Assembly. The first order of business of each House or Senate District Assembly shall be the election of permanent

officers to serve as vice-chairperson and secretary of the House or Senate District Assembly. No candidate for public office seeking the respective House or Senate District Assembly's nomination shall serve as an officer of the House or Senate District Assembly.

b) Any person running for public elective office in the House or Senate District shall be nominated by a delegate or alternate to the respective House or Senate District Assembly.

c) Each candidate in a House or Senate District Assembly shall be given an equal amount of time to speak, the duration of which shall be decided by the respective House or Senate District Assembly.

d) Elections for a House or Senate District nomination shall be by paper ballot and each valid ballot must have the legible name or other identifier of the seated delegate casting the ballot. In an uncontested race, a motion may be made to elect by acclamation.

e) If the election for House or Senate District nomination is contested (i.e. more than one candidate), the paper ballots shall be collected and counted by members of the Denver Democratic Party Credentials Committee or other persons designated by the Denver County Democratic Chair who do not reside in the respective District.

f) Delegates to the First Congressional District Assembly and the State Assembly shall be elected at each House District Assembly. Only Assembly delegates from the House District shall vote for delegates to the First Congressional District Assembly and the State Assembly.

g) Each House District should make every effort to maintain diversity among delegates to the State Assembly and the First Congressional District Assembly.

h) Denver County is allotted 12 members to the Credentials and Permanent Organization Committees of the State Assembly and the First Congressional District Assembly. Because there are 8 House Districts in Denver, each House District shall elect one person for each of the two committees. Each House District will nominate one additional person for each of the two committees, whose name will be placed in a drawing conducted by the Denver County Democratic Party Chair to determine the additional 4 members of each committee.

i) When a House or Senate District Assembly adjourns, any cast ballots shall be given to the Denver County Democratic Party Chair and retained by the Denver County Democratic Party Chair for 45 days. The ballots shall be immediately delivered to the State Democratic Party Chair upon written request by the State Democratic Party Chair, and shall be made available to the relevant House or Senate District Chair, Secretary, or Democratic Candidate for the respective office for inspection upon reasonable notice and as soon as practicable.

j) When a House or Senate District Assembly adjourns, any minutes and/or notes of the House or Senate District Assembly shall be given to the Denver Democratic Party Chair and retained by the Denver County Democratic Party Chair for 45 days. The Minutes/and or notes and any minutes and/or notes subsequently prepared by the House or Senate District Secretary shall be

immediately delivered to the State Democratic Party Chair upon written request by the State Democratic Party Chair, and shall be made available to the relevant House or Senate District Chair, Secretary or Democratic Candidate for the respective office for inspection upon reasonable notice and as soon as practicable.

k) In the House and Senate District Assemblies, all controversies shall be resolved by the delegates in the first instance, but may be appealed to the Assembly Chair. The ruling of the Assembly Chair shall be final except that the aggrieved party shall have the right to file a challenge according to the County and State rules.

### **13. GENERAL RULES**

a) Any person nominating a person running for public office shall be a delegate or alternate to the relevant Assembly.

b) Minority reports of committees, other than the Platform Resolution Committee, shall be presented in accordance with Colorado Democratic Party Rules.

c) Unless otherwise specified all controversies under these rules shall be resolved by the chair of the Permanent Organization Committee in the first instance, but may be appealed to the Assembly Chair. The ruling of the Assembly Chair shall be final except that an aggrieved party shall have the right to file a challenge according to County and State rules.

d) Except as set forth in this report, the rules for the Assembly shall be as provided in Colorado State law, the National Rules, the State Rules, the Colorado Delegate Selection Plan for 2018, the Denver County Rules and Robert's Rules of Order (Newly Revised).