

**PLAN OF ORGANIZATION
AND RULES OF
THE MESA COUNTY DEMOCRATIC PARTY OF COLORADO**

As adopted February 7, 2015

PREAMBLE

We, the Mesa County Democrats of the State of Colorado, do establish this Plan of Organization and the Rules of the Mesa County Democratic Party of Colorado (the Rules) in order to elect Democrats to public office; and to enhance an understanding of the political process and of the Democratic Party among our members; provide an effective and representative party organization; sustain the human and constitutional rights of all persons; provide a mechanism for making our political institutions responsive and accountable to the aims and needs of our citizens; promote individual freedom in the framework of a just society and political freedom in the framework of a meaningful participation by all citizens.

PART I - PARTY ORGRANIZATION.

ARTICLE I. PRECINCT ORGANIZATION.

A. **Meetings.** The first Tuesday in March in each even-numbered year shall be known as Precinct Caucus Day. In a Presidential election year, the State Party may choose to conduct precinct caucuses on the first Tuesday in February. The party's central committee must notify the Secretary of State and each county clerk within five (5) days of the decision. The time and place of each precinct caucus shall be fixed by the county central committee, and shall be published once in a newspaper of general circulation in the county. CRS 1-3-102(1).

B. Election of Precinct Committee People.

1. **Procedure.** The precinct caucuses shall elect precinct committeepersons. The two (2) persons receiving the highest numbers of votes at the precinct caucus shall be elected. If two or more candidates for precinct committeeperson receive an equal number of votes, the election shall be determined by lot. CRS 1-3-102 (2)(a).

2. **Qualifications.** The precinct committeepersons shall be residents of their precinct for at least 30 days, and they shall be registered members of the Democratic Party for at least two months before their election.

3. **Certification.** The officers of the precinct caucus shall certify the names of the committeepersons to the county assembly.

4. **Disputes.** The county credentials committee shall determine all disputes as to the qualifications or election of any candidate for precinct committee person and shall include its findings in its report to the county assembly. The county assembly shall certify the list of committee people. CRS 1-3-102 (2)(a).
5. **Term of Office.** The person elected at the precinct caucus shall assume the office immediately. If the committeeperson is successfully challenged the new committeeperson shall assume office immediately after certification by the county assembly. CRS 1-3-102(2)(c),(d).

C. **Duties of Committeepersons.**

1. **Representatives of the Party.** Precinct committeepersons are the representatives of the party within their precincts and have the right and privilege of representing the Democrats residing within their precinct at all meetings of the county central committee held during their term of office.
2. **Responsibilities.** Such rights and privileges carry with them equivalent responsibilities, including the obligation of performing the following duties while holding the office:
 - a. Attend all meetings of the county central committee unless properly excused;
 - b. Recruit party workers in the precinct and supervise and direct their activities within the precinct;
 - c. Distribute and/or supervise the distribution of the literature of the party within the precinct;
 - d. Conduct and/or cause to be conducted within the precinct such registration drives, fund drives and canvasses as shall be required by rule or resolution of the state central committee, the county central committee or by the duly authorized representatives of said committees;
 - e. Notify registered Democrats in the precinct of the time and place of the caucus;
 - f. Support the nominees of the party; with the exception that financial support not is required.

D. **Removal of Precinct Committee People.** Failure of any precinct committeeperson to fulfill his or her responsibilities, or to perform effectively the functions of the office, shall constitute grounds for removal from such office by the county chair and the county executive committee, or county central committee, upon a 2/3 vote of such executive or central committee, unless otherwise provided by county rules.

ARTICLE II. COUNTY CENTRAL COMMITTEE

A. **Composition.** All of the precinct committee people of the Democratic party in the county, and the county party officers, together with the elected county public officials, the state senators and representatives, the United States senators and representatives, the elected state public officials, and the district attorney, who are members of the party and who reside within the county, shall constitute the

membership of the county central committee, but multiple offices shall not entitle a person to more than one vote, excluding proxies. CRS 1-3-103 (1)(b)(I).

B. **Term of Office**. The term of office of each member of the county central committee shall be two years. CRS 1-3-103 (1)(a). Any member may serve an unlimited number of terms.

C. **Officers**.

1. Each county central committee shall elect a chair, four (4) vice-chairs, secretary and treasurer. (CRS 1-3-103 (1)(c). And other such officers determined by majority vote of the Central Committee at the biennial organization meeting.

2. **Powers**. Officers shall exercise powers and duties as suggested in the Appendix to these Rules for county officers.

D. **Organization Meeting**. Between the 1st day of February and the 15th day of February of odd-numbered years, the county central committee shall meet at the call of the chair. The chair shall give at least ten (10) days notice of the time and place of this meeting to all persons entitled to be present. 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, four (4) vice-chairs, secretary and treasurer and other such officers determined by a majority vote of the Central Committee at the biennial organization meeting. Any Democratic elector of the county shall be eligible for election to those offices. CRS 1-3-103 (1)(c).

E. **Powers and Duties**. The county central committee shall be the governing body of the party in Mesa County, and shall be vested with all the power and authority of the party, except that vested in the county assembly.

F. **County Executive Committee Composition**. Mesa County central committee shall establish an executive committee which shall consist of the chair, four (4) vice-chairs, secretary, and treasurer and at least five (5) other members of the party. CRS 1-3-105(2).

1. **Additional**. The county central committee may by resolution designate additional members to the county executive committee, and the county central committee may provide for additional qualifications for its executive committee members. The term of office of members of the county executive committee shall be commensurate with the term of office of the county central committee officers.

2. **Chair May Appoint**. The chair of the county central committee may appoint not more than twelve additional county executive committee members-at-large who shall serve under, and be responsible to, the chair.

G. **County Executive Committee Powers and Duties**.

1. **Organization and Campaigns**. The executive committee members shall be responsible for the organization of the party and for the registration of voters, and to act as advisors to the chair in all matters.

2. **Meetings.** It shall be the duty of the chair of the central committee to call all meetings of the executive committee, and to give ample notice of the time and place of such meetings.

3. **Removal for Absence.** Any executive committee member who fails to attend any two successive meetings of the executive committee, after having been given due notice of the time and place of such meeting, may be dropped from membership, unless a satisfactory excuse is provided and accepted by a majority vote of the full committee.

H. **Other Jurisdictions.** The chair of the central committee may appoint such committees as are necessary to carry out the effective organization of the Party.

I. **Vacancies.** A vacancy shall be declared to exist when any incumbent shall resign, move from his/her jurisdiction, die, or be removed from his/her position.

1. **Central Committee.** A vacancy shall be filled within thirty (30) days of its occurrence by the remaining members of the central committee. The chair of the county central committee may be authorized to fill vacancies by proper resolution. The person selected to fill the vacancy shall be a resident of the precinct in which the vacancy occurred. CRS 1-3-103 (I)(a).

2. **Executive Committee.** All vacancies of elected members shall be filled by the county central committee, if in session. If it is not in session, the county chair with the approval of the executive committee shall appoint a person to fill the vacancy who shall hold office until the next organizational meeting of the county central committee.

3. **Chair.** A vacancy shall be filled within 30 days by the county central committee on the call of the vice- chair, or in the absence of the vice-chair, by the secretary. The call shall be issued within 10 days of the occurrence of the vacancy.

4. **Other Officers.**

a. **Interim Appointment.** A vacancy shall be filled by the county executive committee as an interim appointment until the next county central committee meeting after the vacancy occurs.

J. **Membership on Central Committee.** Membership on a central committee is not a necessary qualification to serve on an executive committee or as an officer of the central committee. All officers of a central committee shall have a vote except that the chair shall be only allowed to vote in case of a tie.

ARTICLE III. CENTRAL COMMITTEES OF OTHER JURISDICTIONS

A. **Congressional Districts Composition.** The chair and vice-chair of the several party county central committees entirely or partially within each congressional district together with the elected committeeperson, the elected state board of education member of the party for the congressional district, the elected board of regents member of the for the

congressional district, the state senators and representatives of the party, and the officers of the congressional district, all of whom reside within the district, shall constitute the congressional central committee. If, in any county, or portion thereof, within the district, the party has polled at least 10,000 votes at the last preceding general election for the party's candidate for governor or President of the United States, the county shall be entitled to two additional members for each additional 10,000 votes or major portion thereof polled in the county or portion of the county within the congressional district. The additional members shall reside within the congressional district and shall be elected by those members of the county central committee who reside within the congressional district at its organizational meeting in a manner provided for by the county central committee. Such additional members shall be as equally divided as possible between male and female. CRS 1-3-103 (3)(a), (b).

B. State Senatorial Districts Composition.

1. In a state senatorial district of one or more whole counties or part of one county and all of one or more counties, the central committee shall be composed of its officers, the chairs, vice-chairs, and secretaries of the county central committees within the district, and the Democratic members of the Colorado General Assembly who reside within the district. If any of the county party officers do not reside in the district, replacements shall be provided who do reside in the district. CRS 1-3-103 (5)(a).

2. In a state senatorial district comprised of a portion of one county the central committee shall be composed of its officers, and the chair, vice-chair. And secretary of the county central committee, in addition to the precinct committeepersons and Democratic members of the Colorado General Assembly all of whom reside in the district. CRS 1-3-103 (5)(b).

C. State Representative Districts Composition.

1. In a state representative district comprised of one or more counties or of a part of one county and all of one or more counties, the central committee shall be composed of its officers, the chairs, vice-chairs, and secretaries of the counties within the district, and the members of the General Assembly all of whom reside within the district. If any of the county party officers do not reside in the district, replacements shall be provided who do reside in the district. CRS 1-3-103 (6)(a).

2. In a state representative district comprised of a portion of one county, the central committee shall be composed of its officers and the chair, vice-chair, and secretary of the county central committee, in addition to the precinct committeepersons and Democratic members of the Colorado General Assembly all of whom reside in the district. CRS 1-3-103 (6)(b).

D. Judicial Districts Composition.

1. In districts comprising more than one county the central committee shall be composed of the chairs and vice chairs of the county central committees and the elected Democratic district attorney of the judicial district. CRS 1-3-103 (4)(a).

2. In districts comprised of one county or a portion of one county, the central committee shall be composed of precinct committeepersons, the elected Democratic District attorney, and the chair, vice-chair and secretary of the county central committee, all of whom reside within the district. CRS 1-3-103 (4)(d).

E. **County Commissioner District Central Committee Composition.** In counties which have adopted a five commissioner board or county home rule, any county commissioner central committee shall be constituted of all the precinct committee people from precincts in the county commissioner district, together with the officers selected by this central committee on the same date and in the same manner as the county central committee, the state senators and representatives and the district attorney who are Democrats and who reside within the district. CRS 1-3-103 (1)(b)(iii).

F. **All Jurisdictions Executive Committee.** Central committees in any district may elect executive committees to carry out responsibilities delegated to the executive committee by the central committee. CRS 1-3-105 (2).

G. **Officers of Central Committees for Other Jurisdictions.**

1. Each district central committee shall elect a chair, vice-chair and secretary. CRS 1-3-103 (1)(d), (4)(e), (5)(a), (5)(b), (6)(a), (6)(b).

2. **Powers.** Officers shall exercise powers and duties as provided for in these Rules for county officers. The district chair may oversee the campaigns of nominees from their districts, except that in judicial senatorial and representative districts comprising but one county or part of one county the campaign may be overseen by the county chair and county executive committee.

H. **Membership on Central Committee.** Membership on a central committee is not a necessary qualification to serve: on an executive committee; as an officer of any central committee or, as a lawful appointee to the central committee, although executive committee members, officers and appointees may serve as members on a central committee by virtue of their offices, if so provided, or by election. All officers of a central committee shall have a vote except that the chair shall be only allowed to vote in case of a tie.

ARTICLE IV. VACANCIES.

A. **Definition.** A vacancy shall exist when any incumbent shall resign, move from his or her jurisdiction, die, or be removed from his or her position.

ARTICLE V. RESIGNATIONS.

When any person who is a member of any central committee resigns before the end of the regular term of office, the resignation must be presented in writing to the chair of the committee of which the person is a member. If a chair of any central committee resigns before the end of the regular term, the resignation must be presented in writing to the state chair. A vacancy shall be declared to exist when these written notifications of

resignation are accepted, and the vacancy shall then be filled in accordance with the provisions in these rules.

When any person has made a verbal statement of resignation, that person shall be requested, by a member of the appropriate central or executive committee, to submit a written statement of resignation. If a written resignation is not submitted, nor the intention to resign denied in writing within 10 days after this request, the chair shall declare a vacancy to exist.

ARTICLE VI. REMOVAL OF OFFICERS.

A. **Reasons for Removal.** Officers of any central committee may be removed for any of the following reasons, with cause for removal not limited to these reasons:

1. Willful and intentional conduct in violation of these Rules.
2. Aiding or supporting any political party other than the Democratic Party.
3. Aiding or supporting any political candidate opposing a nominee of the Democratic Party.
4. Conviction of a felony or a crime of moral turpitude.

B. **Procedure for Removal.**

1. At least 1/4 of the members of an executive committee or 1/5 of the members of a central committee must sign and submit a written petition containing a Statement of Charges to the highest ranking central committee officer who is not named in the petition and Statement of Charges. The Statement of Charges shall contain the grounds for removal.
2. Upon receipt of the Statement of Charges, the officer in receipt shall send to the accused officer(s), by registered mail, a copy of the Statement of Charges and a letter stating that the accused officer may either resign or have a hearing, by way of motion for removal, at the next regularly scheduled meeting of the appropriate central committee, or at a meeting scheduled specifically for the hearing.
3. If the accused officer does not resign, the officer in receipt of the Statement of Charges shall send a copy of the Statement of Charges to all the members of the central committee, along with a notice of the central committee meeting. Such meeting shall be called no later than 30 days from delivery of a request for a hearing by the accused officer.
4. At the meeting of the central committee the accused officer shall be afforded an opportunity to respond to the Statement of Charges. After such hearing, upon a motion for removal made by one of the signatories to the Statement of Charges, the accused officer may be removed by a 2/3 vote of all members present and voting, provided that there is a quorum present. In a meeting that contains a motion for removal of an officer(s) no proxies shall be permitted in either the determination of a quorum or in the vote for removal.

5. Any officer may appeal his/her removal at the next meeting of the central committee. A 2/3 vote is required to reinstate the officer(s), with at least quorum of the members present, proxies not being allowed. Any reinstated officer shall resume his/her office at the conclusion of the voting.

6. If an officer is removed, the office shall be declared vacant and filled in the manner provided for in these rules.

PART II - NOMINATING SYSTEM

ARTICLE I. POLITICAL DIVISIONS OF THE STATE.

The Party shall be divided into the following levels: the State as a whole, Counties, Congressional Districts, Judicial Districts, State Senatorial and State Representative Districts, precincts and election districts which shall be geographically the same as such political units which are now or may be established by law.

ARTICLE II. PRECINCT CAUCUS.

A. **Qualifications for Participation in Caucuses** In order to vote at any precinct caucus, assembly, or convention of a political party, the elector shall be a resident of the precinct for thirty days, shall have registered to vote no later than twenty-nine days before the caucus, assembly, or convention, and shall be affiliated with the Democratic party holding the caucus, assembly, or convention for at least two months as shown on the registration books of the county clerk and recorder; except that any registered elector who has attained the age of eighteen years or who has become a naturalized citizen during the two months immediately preceding the meeting may vote at any caucus, assembly, or convention even though the elector has been affiliated with the political party for less than two months. If a registered Democrat has become a resident of the county during the two months immediately preceding the precinct caucus; such affiliation with the party at said prior residence shall be counted in determining whether the person has been a registered Democrat for two months. CRS 1-3-101 (1), CRS 1-3-101 (2), 1-4-602 (5)

B. **Call to Order**. At the time and place set by the county central committee for the holding of the precinct caucuses, one of the incumbent precinct committeepersons shall call the caucus to order. The committeepersons shall decide which of them shall call the caucus to order by agreement or by lot. If no committeeperson is present, any Democratic elector eligible to vote at the caucus may call the meeting to order.

C. **Reading of Rules**. The person calling the caucus to order shall read and/or distribute a clear and concise statement of precinct caucus rules, procedures and requirements for participation in precinct caucuses and in the assembly and convention processes and shall have available those copies of the statements, rules and procedures for the duration of the caucus. They shall include the appropriate sections of the principles of affirmative action adopted by the county party and fair reflection as required by State Party Rules.

D. **Elections**. The caucus shall select a chair and a secretary and proceed to elect the allotted number of delegates to the county assembly and convention, and elect two

committeepersons of the precinct. Only persons in attendance at the precinct caucus may be elected to serve as a committee person or as a delegate to the County Convention and Assembly: except that persons who submit a written request prior to the caucus to the person chairing the caucus or County Chair, showing good cause for their absence, shall be considered as a delegate nominee, as long as their candidate preference is stated showing good cause for their absence, shall be considered as a delegate nominee, as long as their candidate preference is stated.

E. **Certification**. The officers of the caucus shall prepare a certified list of the names of the delegates to the county assembly and the committeepersons from the precinct on the forms supplied by the county chair and shall submit them to the chair at Democratic headquarters within 24 hours after the caucuses meet.

ARTICLE III. MEETINGS OF COUNTY ASSEMBLIES AND CONVENTIONS.

A. County Assemblies.

1. **Purpose**. Assemblies shall be held in each even-numbered year in order to designate candidates for public office and conduct such other business as determined by these rules and the call. Candidates shall be designated for the following offices: Board of County Commissioners, County Clerk, Sheriff, Coroner, Treasurer, Surveyor, Assessor. CRS1-4-205, CRS 1-4-206, CRS 1-4-1002 (7).

2. **Fixing the Date, Time and Place**. Mesa County Central Committee shall have the power to fix the date, time, and place for assemblies within their jurisdiction in accordance with the applicable state statutes and these rules. Central committees may delegate their powers to executive committees or to any other committees of their choosing. County assemblies shall be held not less than 10 days nor more than 30 days after precinct caucuses. CRS 14-602 (1).

3. **Call**. It shall be the duty of the county chair to issue the call.

4. **Method of Designating Candidates**. An assembly shall take no more than two ballots upon candidates for each office within the jurisdiction of the assembly to be filled at the ensuing general election. Every candidate receiving thirty (30) percent or more of the votes cast shall be certified by the presiding officer and secretary of the assembly. If no candidate receives thirty (30) percent or more of the votes, there shall be a second ballot cast on all the candidates for that office. If on the second ballot no candidate receives thirty (30) percent or more of the votes cast, the two candidates receiving the highest number of votes shall be certified as candidates for that office by that assembly. CRS 1-4-601 (2).

a. **Tied Votes**. If two or more candidates receiving designation under these provisions have received an equal number of votes, the order of certification of designation shall be determined by lot by such candidates. CRS 1-4-601 (2).

b. **Certification**. The chair and secretary of the assembly shall make such certification of designation for direct primary elections and law requires

other certificates as. They shall be responsible for filing the certificates in the office of the Secretary of State or other official as required by law. CRS 1-4-601 (2)(3).

5. **Vacancies.**

a. **Elective Office.** Any vacancy in designation or nomination by the party for any elective office shall be filled as provided by statute.

b. **Vacancy Committee.** Any assembly may create a vacancy committee to fill vacancies for candidates for public office and for elected members of the General Assembly. CRS 1-3-103 (1)(d), 1-12-103.

6. **Candidate Eligibility.** A person shall be eligible for designation by an assembly as a candidate for nomination at a primary election, or for appointment to a vacancy in such designation, if that person has been a registered Democrat for a period of at least 12 months immediately preceding the date of the General Election next following such primary election. CRS 1-4-601 (4).

B. **County Conventions.** County conventions shall be held in presidential years to select delegates to other political conventions. County conventions may be held in association with assemblies. The procedure for fixing the time, date, and place for the issuance of the call for conventions shall be the same as for assemblies.

C. **Qualifications for Voting.** Delegates shall be certified by the Credentials Committee and adopted by the County Assembly. Only delegates and alternates certified by the credentials committee shall be eligible to vote at the County Convention and Assembly.

D. **Number of Delegates.** The number of delegates to assemblies and conventions shall be determined by the Mesa County central committee using as criteria Democratic registration and any other factors the central committee considers appropriate. The formula used must conform to national and state delegate and affirmative action plans. Counties shall make the determination before precinct caucuses are held. The numbers shall be announced at the precinct caucuses.

E. **Delegate Selection.** The assembly or convention shall consist of delegates and alternates selected by the Democratic electors at precinct caucus. CRS 1-4-602(1).

F. **Nomination of Delegates.** Delegates to State and Congressional District nominating conventions or any other convention to which delegates from the county convention are to be elected shall be selected or elected according to the rules adopted by the county convention.

G. **Certification of Delegates.** Final certification is upon a vote of a majority of the assembly or convention.

H. **Alternates**. Any assembly, convention or caucus may elect an alternate for each delegate provided that not more than one alternate shall be elected for each delegate. The order of procedure for selecting alternates is established in the state delegate selection plan.

I. All procedures used for delegate selection at all levels of the party shall be in accordance with the Delegate Selection Plan adopted by the state central committee for each election year.

Article IV. Judicial, State Senate, State Representative, District Assemblies.

A. **Purpose**. Assemblies shall be held in all jurisdictions in each even-numbered year, except for judicial districts which meet every four years, in order to designate candidates for public office and to conduct such other business as determined by these rules and the call.

B. **Fixing the Date, Time and Place**. Central committees shall have the power to fix the date, time and place for assemblies within their jurisdictions in accordance with the applicable state statutes and these rules. Central committees may delegate their powers to executive committees or to any other committees of their choosing.

C. **Call**. It shall be the duty of the chair of the central committee to issue the call for the assemblies in each jurisdiction.

D. **Multi-county Districts**. In districts comprised of two or more whole counties, assemblies and conventions shall be comprised of Democratic electors selected by Democratic county assemblies or conventions in each county in the district. CRS 1-4-602 (1), 1-4-602 (2)(b).

E. **Single County Districts**. In districts comprised of a part of one county, assemblies and conventions shall be composed of delegates to the county assembly from precincts within the district. CRS 1-4-602 (2)(a).

F. **Multi-county Representation**. In districts comprised of portions of two or more counties, the district central committees shall adopt rules for representation at assemblies and conventions and apportion the number of delegates to such assemblies and conventions from the precincts of each county involved. The precinct caucuses shall select delegates to such assemblies from among members elected by them to their respective county assemblies. CRS 1-4-602 (2)(b).

G. **Reapportionment**. In the first election year after boundaries are changed by statute, if the district central committee has not been organized prior to thirty days before the date of precinct caucuses, the central committee of the county with the largest portion of the population according to the last federal census shall adopt rules for representation and apportion the number of delegates. The chair of said county after due consultation with the chairs of the other counties having precincts within the district, shall issue the call for the district assembly and preside over its meeting.

ARTICLE V. COMMITTEES OF ASSEMBLIES AND CONVENTIONS.

A. Permanent Organization.

1. **Duties.** The permanent organization committee shall recommend to the assembly or convention an agenda and the order and time schedule of business. The committee shall submit a list of the permanent officers of the assembly or convention for action by the body. The agenda shall include the conduct of the preference poll if such a poll is required in the delegate selection plan.

2. **Other Districts.** Rules adopted at county assembly shall be the rules of all other jurisdictions of which the county is a part.

3. **Selection.**

a. **Selection of Members for County Committees.** The county chair shall appoint the members of the County committees from among the delegates or alternates elected to the county assembly or convention. Appointments shall be made in sufficient time for the committee to conduct its business prior to the convening of the county assembly or assembly and convention.

b. **Committee Chairs.** The chairs of such committees shall be appointed by the chair of the district involved.

B. Credentials Committee.

1. **Duties**

The credentials committee shall have the authority and responsibility for general direction of the credentialing and registration process for an assembly or convention, although administrative and clerical functions may be carried out by party staff or volunteers. Duties include:

a. Reviewing the list of delegates submitted by the chair of its central committee;

b. Resolving any contest or objection in the delegate selection process;

c. Reporting to the assembly or convention the count of delegates and alternates who have been registered and providing supplementary reports of changes in the registration roll, as needed;

d. Recommending the certification of delegates and seated alternates which shall become the official roll of voting members of the assembly, subject to changes through later reports.

e. County assembly credentials committees shall also be responsible for recommending ratification of precinct committee persons.

2. **Composition**. The members of the credentials committees shall be chosen in the same manner as members of the permanent organization committee. None of the members of the credentials committee shall wear or display any campaign advertisements.

3. **Procedure**.

a. **Unchallenged delegates**. When no objections are raised to the list of delegates and/or candidates for precinct offices submitted to the credentials committee, the committee shall recommend certification.

b. **Challenges**.

i. **County**. Every person desiring to contest or dispute the qualifications of any Delegate, or the conduct or result of any precinct caucus shall file a protest with the county chair within seven (7) days following the caucus. Such person shall be accorded an opportunity to have his or her claim heard by the credentials committee. CRS 1-4-602 (3).

c. **Resolution of Disputes**.

i. **Hearing**. The credentials committee may schedule a hearing at which interested people may present their views.

ii. **Options for action**. The committee may, upon determination of a valid Challenge, take any one or more of the following actions: (a) Deny certification to the challenged delegate or delegates; (b) Require a new list from the appropriate chair; (c) Reallocate votes among unchallenged delegates; (d) Certify alternate delegates or delegations; (e) Certify an alternate delegation; (f) Allocate fractional votes; and/or (g) Any other action which insures fair representation of the members of the unit from which the delegate or delegates were selected.

iii. **Report**. The committee shall make its report public as soon as possible and the report shall be made public prior to the opening of the assembly or convention.

d. **Certification of Committeeperson**.

i. The credentials committee of the county assembly shall hear all disputes regarding the election of committeepersons. CRS 1-3-102(2)(a).

ii. The credentials committee may remove a committeeperson for reasons Including, but not limited to, the person's not meeting the qualifications. CRS 1-3-102(2)(d)(I).

iii. The credentials committee shall recommend ratification of committee persons to the county assembly.

C. **Platform Committee.**

1. **County.**

a. **Composition.** The Platform Committee shall be composed of at least six (6) members of the party, three (3) from each State Representative District. The committee shall also include local elected officials, and any members appointed to the committee by the county chair.

b. **Meetings.** Sixty (60) days prior to precinct caucus meetings (or as early as possible), the platform committee shall meet at a time and place to be designated by the chair of the platform committee for the purpose of receiving, considering, and drafting resolutions for a county platform to be proposed to the caucuses and from there on to the county assembly. Proposals from committee members can come from various sources, but approval to the proposed platform is by majority vote of the platform committee with a quorum present. Such draft of the resolutions shall be delivered to precinct chairpersons prior to the caucuses to be shared with caucus attendees.

c. **Caucus Actions.** New resolutions or amendments to the resolutions from the Platform Committee may be submitted to the platform committee by a 2/3 vote of any caucus, or may be submitted in writing prior to the caucus by any Mesa County registered Democrat of that precinct.

d. **Duties After the Caucuses.** The platform committee shall consider all individual and caucus proposals to the Platform at a meeting following the caucuses. The Platform Committee will adopt or reject these proposals at this time by majority vote of those members present if a quorum is present and then approve the final draft of the Platform to be submitted to the County Assembly. The Platform may have an attached Minority Report that includes proposed resolutions or amendments to resolutions that received at least a vote of 10% of the total committee membership. Copies of the report of the platform committee shall be furnished to each delegate to the County Assembly upon presentation of delegate credentials.

e. **Adoption Procedure.** The report of the county platform committee shall be submitted to the county assembly by the committee chairman. Debate at the County Assembly shall consist of only debate on the items in the Minority Report with each speaker having one minute to present. A 2/3 vote of the credentialed members present will add items from the Minority Report to the Platform. Then a 2/3 vote of the credentialed members present is necessary to approve the then submitted County Platform. The chair of the platform committee shall transmit to the state chair a copy of all resolutions passed by the assembly.

2. **Other Jurisdictions.** Other jurisdictions shall provide for committees and procedures not inconsistent with those prescribed for state assemblies and conventions, when applicable.

ARTICLE VI. AGENDA FOR ASSEMBLIES AND CONVENTIONS.

A. The assembly or convention shall require a specific time for the conduct of preference polls if such poll is mandated by the delegate selection plan. This shall be a part of the report of the committee on permanent organization.

B. The following items must be included on the formal agenda of all assemblies and conventions, however the order of such business shall be recommended by the committee on permanent organization, subject to the approval of the assembly or convention:

1. Call to order by the chair of the central committee and reading of the call to order
2. Selection of temporary officers
3. Presentation and adoption of report of the committee on credentials
4. Recess
5. Presentation and adoption of report of the committee on permanent organization.
6. Election of permanent chair, secretary and other officers
7. Report of committee on resolutions
8. Designation of candidates for direct primary election
9. Selection of delegates to subsequent assemblies and conventions
10. Selection of credentials and permanent organization committee members to subsequent assemblies and conventions
11. Establishment of a committee to fill vacancies in nomination for public office.
12. Other business
13. Adjournment

C, The assembly or convention may, by two thirds (2/3) vote, change or suspend the order of business at any session.

PART III - GENERAL PROCEDURES – For meetings, assemblies and conventions.

ARTICLE I. NOTICE.

A. The time and place for meetings, assemblies and conventions at all levels of the party shall be publicized in reasonable and timely manner as to assure timely notice to all interested persons. Such meetings shall be held whenever possible in public places accessible to all party members and large enough to accommodate all interested persons.

B. **Central Committee System.** The Chair of central committees when calling a meeting of the central committee shall give notice of the time and place at least 10 days before the meeting to all those entitled to be present. Chairs of central committees shall also provide ample written notice of any executive committee meetings to the members thereof.

C. **Nominating System.**

1. **Precinct Caucus.** At least 10 days before each precinct caucus the county chair shall publish in the official notice the location of precinct caucuses and release to the media generally, a clear and concise statement of precinct caucus rules and procedures and requirements for participation in precinct caucuses and in the assembly and convention process.

2. **Assemblies and Conventions.** The chair of the central committee shall mail the call to all delegates and alternates at least 10 days prior to the meeting of the assembly or convention. The call for any and all assemblies and conventions shall state the time and place with particularity at least 10 days before the date of the assembly or convention.

3. **Candidates for Public Office.** Written notice of the candidacy of any person desiring to have his name or her presented to any assembly for designation as a candidate at any primary election shall be given to the chair of the appropriate committee at least 10 days prior to the assembly. Failure to give such notice shall bar such person from consideration by the assembly, unless a majority of the assembly waives the requirement. The chair of the appropriate committee shall make such notices of candidacy available to all interested persons and to the media.

ARTICLE II. VOTING.

A. **Secret Ballot.** Voting shall be open at all meetings, assemblies and conventions, unless a secret ballot is requested by motion and is adopted by a majority in an open vote. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote.

B. **Nominating System.**

1. **Precinct**. A precinct caucus in electing delegates to the county assembly or convention may provide one-half votes for those delegates only if deemed necessary for fair reflection requirements.
2. **County**. A county in electing delegates to state or congressional district assemblies or conventions may provide for one-half votes for those delegates only if deemed necessary for fair reflection requirements.
3. **Contests**. Fractional votes may be used if a credentials committee authorizes such procedure as a mechanism to resolve disputes.

C. **Proxies**. A proxy is an authorization, in writing, for one person to act for, and in place of, another at a meeting of a committee. For the purpose of establishing a quorum, proxies shall be counted.

1. **Central Committee System**.

a. **Central Committee Meetings**. An additional vote is allowed a member who carries a proxy vote as determined herein. Members of a central committee may deputize, by signed proxy, substitutes to act for them at any meetings, except where prohibited. Such substitutes must be Democratic electors residing in (1) the state representative or senatorial district in which the member resides or (2) the political subdivision from which the member was elected, and in the jurisdiction of the central committee involved. No person may carry more than one proxy. The Persons giving the proxy may make written instructions thereon as to how it shall be voted, which instructions shall be honored. An elected alternate shall in all cases have precedence in voting over a proxy holder.

b. **Executive Committee and Other Meetings**. Any elected member of an executive committee or any member of any other committee may cast one vote and not more than one proxy. A proxy holder who is not a member shall vote only one proxy.

c. **County Option**. County rules adopted by a county central committee may further restrict but not expand proxy-voting rights.

2. **Nominating System**. No proxy voting shall be permitted at any caucus, assembly or convention, or in any meeting related to the nominating process.

3. **Multiple Office**. The holding of multiple offices shall not entitle a person to more than one vote. CRS 1-3-103 (1)(b)(1).

D. **Instructed Ballot**.

1. **Central Committee System**. Except where prohibited, any person who shall have been in personal attendance at the meeting may leave an instructed ballot for a vote on any contest or issue in any party committee with the chair of the reporting unit, providing, however, that such ballot may not be cast if an alternate is personally present.

2. **Nominating**. No instructed ballot shall be allowed at any assembly or convention of the party or at any meeting or caucus in the delegate selection process.

E. **Alternates**. Alternates are those elected to a body to serve or delegate. In all instances alternates take precedence over proxies and instructed ballots.

F. **Absentees**. At assemblies and conventions, the reporting unit shall count only delegates or duly designated alternates who are physically present at the time of the vote.

G. **Quorum**. The quorum of a meeting of any body is the number competent to transact business, as provided below.

1. **Central Committee System**.

a. **Central Committee Meeting**. Twenty five percent of the whole number of members shall constitute a quorum for any central committee meeting.

b. **Executive Committee**. Forty percent of the whole number of members shall constitute a quorum for any executive committee meeting.

2. **Nominating System**. A majority of the whole number of delegates, or their duly elected alternates, to an assembly or convention shall constitute a quorum.

H. **Minority Reports**. A minority report shall be presented at any meeting, assembly or convention upon a favorable vote of twenty-five percent or more of the members or delegates of the meeting, assembly or convention.

PART V - AMENDMENT TO THE RULES.

These Rules may be altered or amended by a majority of those voting during any county central committee meeting. A quorum must be present. Ten days prior notice of such proposed changes must be given to the members of the committee. All proposed amendments to these Rules shall be submitted to the Executive Board for review at least thirty days prior to the meeting of the county central committee at which the proposed amendments are to be considered. A statutory change affecting these Rules shall automatically amend these Rules unless within six months of the statutory change the county central committee shall act to retain the original rule of the party.

PART VI - OTHER PROCEDURES.

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

APPENDIX TO PLANS OF ORGANIZATION OF THE MESA COUNTY DEMOCRATIC PARTY

The following are guidelines, suggestions, notes and ideas. They not a part of the Rules of Organization the Mesa Democratic Party and do not take an amendment to change. Additional comments may be added to aid and clarify.

I. Members of Central Committee consists of:

- a. All Democratic Precinct Committee people (up to two (2) per precinct).
- b. Democratic County Party officers consisting of Chairman, 1st, 2nd, 3rd and 4th Vice Chairs, Secretary and Treasurer.
- c. **Elected Democratic** county officials, state senators, representatives, U.S. senators, U.S. representatives, state public officials and district attorney **who reside within the county.**

Note: Election to Executive Committee does not give a seat to Central Committee.

II. Members of the Executive Committee consists of:

- a. Democratic County Party officers consisting of Chairman, 1st, 2nd, 3rd and 4th Vice Chairs, Secretary and Treasurer.
- b. Five (5) members elected at Organizational Meeting
- c. Additional members up to twelve (12) appointed by the Chairman which could include any local elected officials residing in the county.

III. Duties of Officers

A. **Chairman** - The chair shall be the chief executive officer of the county party and chair of the county central committee.

1. Administer the budget as approved by the Executive Committee.
2. Issue the call to all county and executive committee meetings.
3. Act as the presiding officer of executive and central committee meetings and a member of all committees within the party. The chair has the deciding vote in the event of a tie vote.
4. Make appointments, fill vacancies and accept resignations (in writing), subject to confirmation by the Executive Committee.
5. Establish/appoint committees as may be necessary.
6. Implement the Strategic Plan and do an annual (during month of April) review with officers and committee chairs.
7. Set agenda for all county meetings.
8. Serves on the State Central Committee and its executive committee.

B. **First Vice Chair**. The first vice chair shall do everything necessary to assist the chair in carrying out the duties of the chair. In the absence of the chair, the first vice chair shall preside over all meetings and exercise all authority of the chair. In addition, the first vice chair shall provide leadership for organizational activities and for political education. They should respond to media inquiries in the event that the Chair is unavailable, while keeping in mind the policy of the Mesa County Democratic Party.

C. **2nd, 3rd, 4th Vice Chairman**: The Vice Chairman's duties are at the discretion of the Chairman. The vice chairman shall do everything necessary to assist the chair in carrying out the duties of the chair. In the absence of the chair and first vice chair, the 2nd, 3rd or 4th (in their respective order) vice chairs shall preside over all meetings and exercise all authority of the chair. Their focus should be on local events and getting local democrats to participate in them.

D. **Secretary** - Take the minutes at monthly meetings, County Assembly and Reorganization Meeting.

a) **Caucus Meetings**

- Assist the Chair
- Assemble packets for the caucus meetings
- Tally and report results to state secretary
- Enter data into Voter Builder

b) **County Assembly**

- Send notices and mailings
- Register and verify the delegates.
- Assist the chair with the preference poll and provide the delegate credential report
- Notify the state association of results
- Delegates and Alternates to the Congressional Assembly
- Delegates and Alternates to the State Assembly
- Members to the State Permanent Organization Committee
- Members to the State Credentials Committee
- Delegates and Alternates to the multi-county House, Senate and Judicial District meetings

c) **Reorganization Meeting**

E. **Treasurer** - Generally, the responsibilities of the MCDCC Treasurer fall into three broad categories:

- Managing finances and checking account
 - Required reporting to the CO Secretary of State's Office
 - Other miscellaneous responsibilities
1. Managing finances and checking account
- Write checks for bill payment, reimbursement of expenditures, and other expenses
 - Pay bills in a timely manner
 - Manage Debit card and automatic payment expense
 - Deposit incoming funds in a timely manner
 - Keep records and documentation for all income and expenses, including receipts to document reimbursements
 - Record all deposits, checks, Debits, and other payments in register or spreadsheet

- Reconcile checking account records with each monthly statement
2. Required reporting to the CO Secretary of State's Office
 - Be trained in and knowledgeable of Campaign Finance Law requirements
 - Be aware that you are legally responsible for accurately reporting required MCDCC information to the SOS website
 - File required reports – of all income and expenses – with SOS on time. In even numbered years (election years), there are six (6) reporting deadlines. In odd numbered years (non-election years), there are two (2) reporting deadlines.
 - Enter all required information about expenses in the MCDCC file at the SOS website in a timely manner
 - Enter all required information about contributions – both monetary and in-kind, and about each separate contributor, in the MCDCC file at the SOS website in a timely manner. (Note: This is especially necessary and time-consuming after the Spring Fling.)
 3. Other miscellaneous responsibilities
 - Check the post office box on a regular schedule for incoming mail
 - Create and present a financial report at each monthly meeting of the MCDCC
 - Oversee the creation and approval of the annual budget
 - Collect contributions at fund-raising events, with adequate donor information
 - Set up payment desk – cash, check, and charge – for receipts at the Spring Fling
 - Keep records of donors to Century Club
 - Work with other officers and executive committee of the MCDCC

IV. Platform Committee - The Platform Committee shall be composed of at least six (6) , members of the party, three (3) from each State Representative District from members of the party. This committee should reflect the diversity of the Mesa County Democrats (male/female, younger/older, ethnic representation as well as local elected officials) when possible. Interested participants should be solicited from the active county Democratic membership.