



PLAN OF ORGANIZATION AND RULES

AMENDED FEBRUARY 2009

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

PREAMBLE	1
PART ONE - PRINCIPLES AND POLICIES	1
ARTICLE I NAME	1
A. The Name.	1
B. Use of Party Name.....	1
C. Party Endorsements.....	1
ARTICLE II AUTHORITY	2
ARTICLE III PRINCIPLES	2
A. Affirmative Action/Outreach.....	2
B. Non-Discrimination.....	2
C. Party Membership.	2
D. Open Meetings.....	2
E. Fair Reflection.....	2
F. Ethical Standards.....	2
G. Reference to Gender.....	3
H. Assessments.....	3
ARTICLE IV POLICIES	3
ARTICLE V. AUTHORITY OF LAWS and PARTY RULES	3
A. Adoption of Rules.....	3
B. Revisions and Amendments.	4
C. Statutory Change.....	4
D. Assembly/Conventions Procedures.	4
E. Publication of Rules, Availability.....	4
F. Rules Precedence.....	4
G. Standing Rules.....	4
PART TWO - CENTRAL COMMITTEE SYSTEM	5
ARTICLE I POLITICAL DIVISIONS	5
ARTICLE II COUNTY CENTRAL COMMITTEE	5
A. Composition.	5
B. Membership.....	5
C. Term of Office.....	5
D. Organizational Meeting	5
E. Installations of Officers. County Party Officers will be installations within 10 days after the elections....	5
F. Voting Privilege.....	5
G. Duties and Powers	5
H. Officers of the Central Committee.	6
I. Member Removal. See Article IX.	6
ARTICLE III PRECINCT COMMITTEE PERSONS	6
A. Procedure.....	6
B. Qualifications.	6
C. Responsibilities of Precinct Committee Persons:	6
ARTICLE IV. OTHER PARTY OFFICIALS	7
ARTICLE V COUNTY EXECUTIVE COMMITTEE	7
A. Composition.	7
B. Duties and Responsibilities:	7
C. Removal of Executive Committee Member	7
ARTICLE VI AFFILIATED COMMITTEES OF THE CENTRAL COMMITTEE	8
A. Affirmative Action Committee.....	8
B. Finance/Budget Committee.	8
C. Audit Committee. (Appointed by chair at beginning of term of office)	8
D. Rules Committee.	8
E. Other Committees.....	8
ARTICLE VII MEETINGS, CALL, AND QUORUM	8
A. Meetings, Call.....	8

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

B. Quorums	9
ARTICLE VIII CENTRAL COMMITTEES OF OTHER JURISDICTIONS INVOLVING EL PASO COUNTY	9
A. State Senatorial Districts.	9
B. State Representative Districts	9
C. Judicial Districts.	9
D. Congressional Districts.....	9
E. County Commissioner District Central Committee.....	10
F. District Executive Committee.....	10
G. All Districts	10
ARTICLE IX VACANCIES, REMOVALS, AND FILLING VACANCIES.....	10
A. Vacancies.....	10
B. Removal.....	10
C. Removal Procedures.	10
D. Filling Vacancies	11
PART THREE - NOMINATION SYSTEM	12
ARTICLE I NOMINATING SYSTEM.....	12
A. Precinct Caucuses	12
B. County and District Assemblies and Conventions.....	12
ARTICLE II ASSEMBLIES AND CONVENTIONS	13
A. County Assemblies.....	13
B. County Conventions	13
C. Qualifications for Voting.....	14
D. Number of Delegates	14
E. Delegate Selection.	14
F. Nomination of Delegates	14
G. Alternates.....	14
H. Procedures	14
I. Candidates for Public Office.	14
J. Eligibility of Candidacy.....	14
ARTICLE III COMMITTEES OF ASSEMBLIES AND CONVENTION	14
A. Permanent Organization Committee.....	14
B. Credentials Committee.	14
PART FOUR - CONTROVERSIES	16
ARTICLE I CONTROVERSIES.....	16
A. Jurisdiction.	16
B. Complaints.....	16
C. Procedures.	16
D. Enforcement.	17
E. Delegates To Assemblies or Conventions.	18
STANDING RULES.....	19
A. DUTIES of the OFFICERS.....	19
COUNTY PARTY:	19
B. FUNDRAISERS	21
DONOR'S CLUB.....	21
C. COMMITTEES	21
A. CHAIR APPOINTED COMMITTEES.....	21
D. DUTIES of the OFFICERS of OTHER DISTRICTS:	21
A. SENATE, REPRESENTATIVE and COMMISSIONER	21
E. ORDER of BUSINESS for MEETINGS.....	22
A. COUNTY PARTY	22
B. Districts Wholly Within the County:	23
C. Districts Shared with Other Counties:	23
F. CAUCUS KITS.....	23
A. Caucus kits furnished to each precinct will include the following information:	23

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

PREAMBLE

As Democrats we affirm our acceptance of these basic principles for all Party activities:

We, the Democrats of El Paso County, do establish this Plan of Organization and the Rules of the El Paso County Democratic Party in order to elect Democrats to public office; enhance an understanding of the political process; enhance an understanding of the Democratic Party among the people of El Paso County; 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; provide a forum for issues affecting El Paso County; and promote individual freedom in the framework of a just society and political freedom in the framework of meaningful participation by all citizens. (Adapted from State Rules)

PART ONE - PRINCIPLES AND POLICIES

ARTICLE I NAME

- A. The Name. The Name of the organization shall be the Democratic Party of El Paso County hereinafter referred to as the Party.

- B. Use of Party Name. The chair of the county central committee may, on his/her own motion, take cognizance of any contest or dispute over the use of the party name, or any attempted use of the party name, or the use of the word "Democratic" by any assembly, voter, or set of voters, which, in the chair's judgment, may not be entitled to it. The chair may take such action, as he/she deems necessary to resolve disputes concerning the use of the party name and shall, make a report of such disputes and actions at the next meeting of the county central committee.

- C. Party Endorsements. The use of the word "Democratic" shall not be used in any endorsement of any candidate or issue in an election without permission, in writing, of the County Chair. The various county wide organizations using the party name shall not make a public endorsement of a candidate or issue in any election giving the impression that the Democratic Party is the endorsing organization. The endorsement of a candidate(s) in a partisan or nonpartisan election by any official organization, using the Democratic Party name shall not occur, including the endorsement of one Democratic candidate over another, except through the action of the County Central Committee or in accordance with the official nomination and assembly procedures outlined in these Rules.

If an official Democratic organization provides party information to a Democratic candidate for election, this same information must be made available to other Democratic candidates in the same election, whether it is county, state or national.

Any organization that violates this section of the Rules shall be barred from further use of the party name in the name of their organization. Any person responsible for violations under this Section of the Rules shall be barred from holding any party office for a period of two years from the date of the violation.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

ARTICLE II AUTHORITY

From the time of its convening until the time of its final adjournment, the county assembly shall exercise all powers given to the party. The county assembly shall be the "convention" mentioned in Colorado Law as the body with final authority' to govern and pass upon controversies of the Party. At all other times the governing body of the party shall be the county central committee, with full powers of the county assembly. The county executive committee shall, between meetings of the county central committee, exercise powers as delegated to it by the county central committee and these rules. The county chair shall carry out the mandate of the county central and/or the county executive committee. The authority for this organization shall be the Colorado Revised Statutes, the Colorado Democratic Party State Rules as amended, and this document in its entirety.

ARTICLE III PRINCIPLES

- A. Affirmative Action/Outreach. In order to create full participation by all Democrats in the party, the Party shall adopt and implement affirmative action programs with specific goals and timetables for achieving results. The Party values the participation of all its members and we recognize that diversity is our strength as Democrats. All members of the party shall take reasonable steps to foster participation at all levels of the party and in all party affairs of traditionally under represented groups, such as ethnic and racial minorities, women, youth, poor, gay, lesbian, bisexual, and differently-abled in such numbers at least as practicable.
 - 1. Goal. The goal of affirmative action is to create participation by formerly under represented groups in the delegate selection process and in Party organization at all levels as indicated by their presence in the Democratic electorate.
 - 2. Quotas. This goal shall not be accomplished either directly or indirectly by the Party imposing mandatory quotas at any level of the delegate selection process or in any other Party affairs.
 - 3. Equal Division. The concept of equal division between delegates or committee persons based upon gender shall not be used as a mandatory quota. Rather, equal division and the actions to support it are the practical implementations of valuing diversity and assuring the largest pool of ideas, people and solutions to further Party goals.
 - 4. Administration and Enforcement. The County Outreach Commission shall administer and enforce the county affirmative action/outreach plan.

- B. Non-Discrimination. Discrimination on the basis of race, gender, age, color, national origin, religion, ethnic identity, sexual orientation, economic status or presumed ability in the conduct of party activities at all levels of the Party is prohibited.

- C. Party Membership. The Party is open to all who desire to support the party and who wish to be known as Democrats and who are not members of any other political party. Forms of participation are subject to State Statutes and Party rules.

- D. Open Meetings. All meetings at all levels of the Party are open. The Chair or Secretary will notify the Executive Committee of all county party meetings. All county party meetings will be posted electronically and at county party headquarters.

- E. Fair Reflection. Delegates and alternates to all Party assemblies and conventions shall be chosen in a manner which fairly reflects the division of candidate preference, including uncommitted, expressed by those participating in the nominating process including the representation of minority and divergent views.

- F. Ethical Standards. The Party shall encourage and support codes of political ethics that embody substantive rules of ethical guidance for public officials and employees, candidates for public office, and party officials. All candidates for the Party nomination for any office shall sign a Fair Campaign Practices Code affirmation, which shall be submitted with their letter of intent to pursue the Party nomination. Failure to submit a signed document shall be reported to the appropriate assembly or convention prior to the vote on his nomination.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

- G. Reference to Gender. All written documents issued from the Party shall be worded in such fashion as to eliminate the presumption of any one gender in either speaker or listener, or one acting or one listening. All members of the Party will strive to eliminate gender-charged language from oral communication.
- H. Assessments. No delegate to any assembly or convention, nor any candidate for Party or public office shall be required to pay any assessment or financial contribution to the Party as a condition of becoming or serving as a delegate or office holder.

ARTICLE IV POLICIES

- A. The county chair shall be responsible for informing members of the county central committee and the news media of resolutions and recommendations of the appointments committee, the legislation committee, the resolutions committee, and the platform committee.
- B. The chair shall convene periodic meetings with all the Democratic members elected to represent the voters of El Paso County in order to translate the views of the Party on substantive issues into public policy and to inspire and mobilize vigorous public and Party support of all major legislation which implements the Party platform and process, and to challenge or expose the errors or inadequacies of any Republican elected official on the state or national level.
- C. The committees which will develop and propose the policies and platforms of the Party shall be: resolutions committee of the county central committee, platform committee of the county assembly, appointments committee of the county central committee, and the legislation committee of the county central committee.
- D. Elections. Non monetary resources of the Party (including the use of the Party's name, bulk mail permit, computer equipment, office equipment, and office facilities, as well as mailing lists and other political information held by the Party) shall be made available to all announced Democratic candidates for public office in partisan elections, with no preferential treatment being accorded to any Democratic candidate. Monetary contributions to such candidates shall be made solely at the discretion of and upon approval by the County Executive Committee, in accordance with all federal, state, and local laws. Registered Democrats in non-partisan elections shall receive Party support only with the expressed approval of the County Executive Committee. The use of the Party's bulk mail permit and name shall not be authorized for use by any candidate in a non-partisan election. The Party shall not make monetary contributions to any candidate in a non-partisan election.
- E. Relationship to State Rules. These bylaws are designed to supplement and summarize the election laws and the rules of the State Democratic Party. These rules shall govern all meetings, procedures and activities of the Democratic Party of El Paso County so long as they do not conflict with the proper rules of the state Democratic Party or with the election laws.
- F. Robert's Rules of Order to Govern. Any procedure which is not prescribed in or governed by these rules shall be governed by *ROBERT'S RULES OF ORDER, NEWLY REVISED*.

ARTICLE V. AUTHORITY OF LAWS and PARTY RULES

- A. Adoption of Rules. These rules may be altered or amended by a majority of those voting during any Central Committee meeting. A quorum must be present. The proposed changes must be given to the members of the Central Committee at least ten (10) day's prior to the Central Committee Meeting. All proposed amendments to these rules shall be submitted to the Rule's Committee for review at least thirty (30) days prior to the meeting of the Central Committee at which the proposed revisions or amendments are to be considered.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

- B. Revisions and Amendments. Revisions are a major reorganization of the rules and their provisions. Amendments are a change in one section only. Any change will be noted with the date of the change. The Bylaw Committee Members to make cosmetic changes/corrections found during reviews of County Party Bylaws, and having them reviewed and approved by the Executive Committee.
- C. Statutory Change. A statutory change affecting these rules shall automatically amend them. The secretary of the County Central Committee shall be responsible for providing copies of the rules revised to reflect the statutory changes. Any statutory change will be noted with the date of the change.
- D. Assembly/Conventions Procedures. All procedures used in caucuses, assemblies, and conventions shall conform to the delegate selection and outreach/affirmative action plans adopted by the State and County Central Committee.
- E. Publication of Rules, Availability. The plan of organization and rules of the Democratic Party of El Paso County shall be made available at minimal or no cost to the recipient. These rules will be posted on the Party's Web Page. Copies printed in Spanish will be made available upon request.
- F. Rules Precedence. The conduct of the Party in all its affairs shall be governed, in order of precedence, by the Colorado Revised Statutes, State Party Rules and these County Rules.
- G. Standing Rules. Shall be used to govern day to day operations of the El Paso County Democratic Party and all meetings. These rules may be changed as events warrant.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

PART TWO - CENTRAL COMMITTEE SYSTEM

ARTICLE I POLITICAL DIVISIONS

For the purpose of internal organization, the Colorado Democratic 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 COUNTY CENTRAL COMMITTEE

- A. Composition. The County Central Committee shall be composed of all precinct committee persons of the county; all of the district captains and co-captains, if any, of the political party in the county, the county party officers; elected Democratic county officials: County Clerk, Treasurer, Assessor, Sheriff, Coroner and County Commissioners, who reside in El Paso County; the US Senators and Representatives in Congress, Governor, Lt. Governor, Secretary of State, State Treasurer, Attorney General, members of the State Board of Education, members of the Board of Regents, State Senators, State Representative, and District Attorney, who are Democrats residing in El Paso County.

- B. Membership. Membership is effective upon certification of election or appointment. Membership on the 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 of the central committee, as presiding officer, shall only be allowed to vote to create or break a tie.

- C. Term of Office. The term of office for members of the County Central Committee shall begin on the date of their election and shall be for a period of two years or until their successors are named.

- D. Organizational Meeting. The county central committee shall meet on a date which falls between February 1 and February 15 of odd-numbered years to organize by selecting a chairperson, a vice-chairperson, a secretary, and any other officers provided for in the county rules. It shall select a vacancy committee authorized to fill vacancies in the central committee and the offices held by members of the county central committee. The Chair shall give notice of the time and place of said meeting at least ten (10) days before the meeting to all persons entitled to be present. The Chair shall call the meeting to order and conduct the elections of new county officers .

- E. Installations of Officers. County Party Officers will be installations within 10 days after the elections.

- F. Voting Privilege.
 - 1. Each person has one vote, excluding proxies, even if he/she holds more than one office. However, a proxy holder may vote on behalf of the proxy giver. 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. No individual may have more than one proxy.
 - 2. The chair votes only to create or break a tie.
 - 3. Except where prohibited, any person who has 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 meeting, providing, however, that such ballot may not be cast if an alternate is personally present.

- G. Duties and Powers
 - 1. Authority. The County Central Committee shall be the governing body of the party, and shall be vested with all the power and authority of the party, except that vested in the county assembly.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

2. Meetings. The central committee shall meet at the call of the chair at least once a calendar year. Upon the written request of a least ten percent (10%) of the members of the county central committee, filed with the chair, it shall be the duty of the chair within fifteen (15) days from the receipt of such request to issue a call for a meeting of the county central committee. The date of such a meeting shall be fixed by the chair not later than thirty (30) days and not earlier than fifteen (15) days from the date of the call.
3. Set Time and Place of Assemblies. The central committee shall fix the time and place of the meetings of the county assemblies, and county conventions in presidential years, all in sufficient time to comply with election laws and these rules. The central committee may delegate its power to set the time and place for assemblies and conventions to the chair and/or the executive committee.
4. Delegate Selection Plans. The central committee shall adopt delegate selection requirements and procedures for all conventions, assemblies and conferences upon recommendation of the chair.
5. Resolutions submissions. All resolutions should be submitted at least 30 days in advance of central committee meetings.
6. Disputes. The county central committee shall decide all party disputes under its jurisdictions. Issues, complaints, resolutions, revisions to rules, and disputes shall be delivered to the county chair (in writing) thirty (30) days prior to the County Central Committee meeting.

H. Officers of the Central Committee.

1. The officers of the Party are elected by the Central Committee at the organizational meeting of the Central Committee members held in odd numbered years between February 1 and February 15, and shall consist of: Chair, 1st Vice Chair, 2nd Vice Chair, Secretary and Treasurer. Upon election, the newly elected Chair shall immediately preside at the County Central Committee where he/she was elected. Membership on the County Central Committee shall not be a requirement for election to office.
2. Duties and Responsibilities of Party Officers. - See Appendix A

I. Member Removal. See Article IX.

ARTICLE III PRECINCT COMMITTEE PERSONS

- A. Procedure. County Central Committee Persons are elected by precinct caucus and certified by the delegates to the County Assembly. In the event of a vacancy it shall be filled by the County Chair & Secretary (See Article 9D)..
- B. Qualifications. The precinct committee persons shall be residents of their precinct for at least 32 days, and they shall be registered members of the Democratic Party for at least two months before their election or at the County Vacancy Committee's discretion.
- C. Responsibilities of Precinct Committee Persons:
 1. Attend all central committee meetings in person or by proxy holder who is a registered Democrat from the same precinct or house district;
 2. Elect Party Officers;
 3. Elect County Executive Committee members;
 4. Elect members to serve on the state central committee, the judicial district central committee and all congressional central committees;
 5. Elect officers of the state senatorial district, which are wholly within the county, in which they reside;
 6. Elect officers of the state representative district, which are wholly within the county, in which they reside;
 7. Elect officers of the county commissioner district, which are wholly within the county, in which they reside;
 8. Elect members to serve on the county vacancy committee pursuant to [CRS-1-103 (II)(c)]
 9. Recruit party workers, distribute Party literature, and carry out Party fund drives, voter registration drives, and get-out-the vote drives within their precincts as directed by vote of the State Central Committee, the County Central Committee, or by the order of the officers of these committees;
 10. Notify registered Democrats in the precinct of the time and place of the precinct caucus and preside at precinct caucus until caucus chair is elected;
 11. Adopt or amend Party rules at Central Committee Meetings;

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

12. Support the nominees of the Party.

ARTICLE IV. OTHER PARTY OFFICIALS

- A. Elected public officials as described in Article II (A) of this section are the elected public and Party officials who are Democrats residing in El Paso County. They serve as full voting members of the County Central Committee and Executive Committee. Because elected public officials are not subject to removal for absence, a special obligation rests with them to provide proxy representation when their absence is unavoidable. Elected public officials are: US Senator, Representative in Congress, Governor, Lt. Governor, Secretary of State, State Treasurer, Attorney General, members of the State Board of Education, members of the Board of Regents, State Senators, State Representative, District Attorney, County Clerk, Treasurer, Assessor, Sheriff, and County Commissioners. are the elected public and Party officials who are Democrats residing in El Paso County.
- B. State Central Committee Members from El Paso County. (Elected by County Central Committee, plus those officials described in the revised statutes) Party officials are: elected officers of the state central committee and chair and vice-chair of the congressional central committee who reside in El Paso County.
1. Attend the State Central Committee meetings.
 2. Set time, place and date of state assemblies and conventions as described in State Law (Part Two, Article II-D-3 of the State Rules);
 3. Decide all Party disputes within its jurisdiction;
 4. Adopt all delegate selection requirements procedures, and allocations for state conventions, assemblies, and conferences;
 5. Elect state Party officers at the organizational meeting;
 6. Adopt or amend state Party rules;
 7. Attend all meetings of the Executive Committee in person or by Democratic proxy holder who lives in the same precinct, state representative district or state senatorial district.

ARTICLE V COUNTY EXECUTIVE COMMITTEE

- A. Composition. Members of the County Executive Committee shall consist of:
1. Officers of the County Party: the chair, 1st vice chair, 2nd vice chair, secretary, and treasurer, plus
 2. Members elected at the organizational meeting of the county central committee equal in number to the number of U.S. Congressional districts, state senatorial districts, state representative districts, and county commissioner districts in El Paso County and should include representation from each district;
 3. At-large-members appointed by the Chair not to exceed twelve (12) members;
 4. State Central Committee members, either elected or appointed;
 5. Elected Democratic public officials as described in Article II (A) of this section.
- B. Duties and Responsibilities:
1. Must hold at least four Executive Committee meetings each calendar year. Traditionally, these meetings are held once a month;
 2. Attend all meetings of Executive Committee in person or by Democratic proxy holder who lives in the same precinct, state representative district or state senatorial district;
 3. Shall serve as the authorized Vacancy Committee;
 4. Assist county chair in management and control of ongoing affairs of the Party, as authorized by the county central committee pursuant to Colorado Law;
 5. Assist chair in management of political campaigns in county;
 6. Advise the chair of campaigns within all the districts in which they reside;
 7. Assist with state party sponsored voter registration in the county.
- C. Removal of Executive Committee Member
1. Shall be removed for three (3) successive absences unless written excuses are accepted by vote of the Executive Committee.
 2. Written excuses and proxies submitted to the Party Secretary prior to the missed Executive Committee meeting shall not count as an absence.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

ARTICLE VI AFFILIATED COMMITTEES OF THE CENTRAL COMMITTEE (appointed by chair)

- A. Affirmative Action Committee.
1. Prepares county affirmative action plan in compliance with state and national Party guidelines;
 2. Monitors carrying out of plan according to guidelines and deadlines.
 3. The chair of this committee shall be the 1st Vice Chair and shall consist of four (4) other Democrats in good standing appointed by the Party Chair.
- B. Finance/Budget Committee.
1. Prepares budget for same time period as term of officers;
 2. Prepares budget by categories, including expected income from all sources and expected outgo by category;
 3. Submits proposed budget for approval of County Executive Committee and administration by county chair;
 4. The Chair of this committee shall be the Treasurer and shall consist of one member of each profit center affected by the Party budget.
- C. Audit Committee. (Appointed by chair at beginning of term of office)
1. Performs audit of treasurer's accounts annually according to the guidelines on file , and at any other time deemed necessary by the County Chair or Executive Committee;
 2. Submits all audit reports to Executive Committee for approval.
 3. Shall be a committee appointed by the Party Chair that reports to the Party Chair and the Executive Committee.
- D. Rules Committee. The County Chair shall appoint not less than three, nor more than six members (including the Party Secretary), to this committee within three months of the Central Committee elections to:
1. Review the most recent revisions of the Colorado Revised Statutes and State Party Rules for the appropriate changes to this document and mail to the members of the Central Committee;
 2. Review any proposed revisions to the Rules:
 - a. Notify the Chair and the Executive Board of proposed revisions;
 - b. Set a date and time for ratification of revisions and notify the members of the Central Committee, in writing, of the proposed revisions and meeting;
 - c. Mail a copy of the County By-Laws to all members of the Central Committee.
 3. The chair of the Rules Committee shall serve as a member of the Credentials Committee.
- E. Other Committees. The chairs of various districts and county affiliated organizations may appoint such committees as are necessary to carry out the effective organization of the Party in their districts and counties.

ARTICLE VII MEETINGS, CALL, AND QUORUM.

- A. Meetings, Call The chair calls all meetings of the Central and Executive Committees. The chair issues the call of all assemblies and conventions. Calls are mailed at least 10 days before the meeting.
1. Central Committee calls sent to all members include the date, time, and place of the meeting and obligation of members to attend; the recommended agenda for the meeting; copies of any resolutions, rules changes, or committee reports to be acted upon at the meeting; proxy form; minutes of the previous meeting; and financial report(s).
 2. Executive Committee calls follow the same format.
 3. Assembly and convention calls specify date, time, and place of the meeting; the offices for which candidates are designated; and the proposed agenda for the meeting. Delegates or designated alternates must be present at the assembly or convention. Proxies are not accepted.
 4. Voting is open at central and executive committee meetings and at assemblies and conventions unless a secret ballot is moved and adopted by a majority in an open vote. The motion for secret ballot is not debatable.
 5. Child care will be provided, when possible, for meetings, conventions, and assemblies.
 6. Submission of resolutions at least 30 days before meeting to be included in calling.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

B. Quorums

1. Central Committee: the quorum is forty percent (40%) of committee members who are either present at the meeting or represented by proxy.
2. Executive Committee: the quorum is a majority (50% + 1) of all committee members who are either present at the meeting or represented by proxy.
3. Assemblies: the Quorum is a majority (50% +1) of the number of elected delegates. NO proxies are permitted.

ARTICLE VIII CENTRAL COMMITTEES OF OTHER JURISDICTIONS INVOLVING EL PASO COUNTY

A. State Senatorial Districts.

1. In a state senatorial district comprised of one or more whole counties or part of one county and all or part of one or more counties, the central committee shall be composed of its officers, the chairs and vice chairs of the county central committees within the districts, and the Democratic members of the Colorado General Assembly who reside within the district.
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 and vice-chairs of the county central committee, in addition to the precinct committee persons and Democratic members of the Colorado General Assembly all of whom reside in the district.

- B. State Representative Districts. In a state representative district comprised of a portion of one county, the central committee shall be composed of its officers and the chair and vice-chairs of the county central committee, in addition to the precinct committee persons and Democratic members of the Colorado General Assembly all of whom reside in the district.

C. Judicial Districts.

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 who reside within the judicial district and the elected Democratic District Attorney of the judicial district.
2. Additional Members. If, in any county within the judicial 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 on the central committee and two additional members for each 10,000 votes or major portion thereof polled in the county. Additional members shall be as equally divided as possible between male and female.

D. Congressional Districts.

1. Composition. The chair and vice-chair of the several Party county central committees entirely or partially within each congressional district together with the elected congressional member, the elected state board of education member of the Party for the congressional district, the elected board of regents member of the Party for the congressional district, the state senators and representatives of the Party who reside within the congressional district, and the officers of the congressional district, shall constitute the congressional central committee.
2. Additional Members. 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 on the central committee and 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 the county central committee 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.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

- E. County Commissioner District Central Committee. 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.
- F. District Executive Committee
1. Central Committees in any district may elect executive committees to exercise any and all powers conferred upon the respective central committee.
 2. Membership on a central committee is not a necessary qualification for serving on an executive committee although executive committee members may be members of a central committee by virtue of the office, if so provided, or by election.
- G. All Districts: Representative, Senatorial, Judicial, Commissioner - Officers Duties and Responsibilities. - See Standing Rules D -

ARTICLE IX VACANCIES, REMOVALS, AND FILLING VACANCIES

- A. Vacancies.
1. A vacancy exists when any executive or central committee officer or member resigns, moves from his jurisdiction, dies, or is removed from the position.
 2. Resignations are presented to the chair in writing, except that the county chair presents his resignation to the state chair. If a verbal resignation is made, the central committee secretary sends a letter asking the person to submit a written resignation or denial of resignation within 10 days. If no reply is received within 10 days, a vacancy is declared.
- B. Removal.
1. Officers. Officers of any central committee may be removed for any of the following reasons, with cause for removal not limited to these reasons:
 - a. Willful and intentional conduct in violation of these rules;
 - b. Aiding or supporting any political Party other than the Democratic Party;
 - c. Aiding or supporting any political candidate opposing a nominee of the Democratic Party;
 - d. Conviction while in office of a felony or a crime of moral turpitude.
 2. Executive Committee.
 - a. Failure of any executive committee member to fulfill his/her responsibilities or to support the Party or Democratic Party candidates shall constitute grounds for removal from the committee upon 2/3 vote of the executive committee. The opportunity to contest the removal must be presented at the meeting where removal is considered.
 - b. Any member of the executive committee who shall fail to attend in person, or by substitution, three successive meetings of the county executive committee when properly notified thereof may be dropped from membership unless a satisfactory excuse shall be submitted in writing and accepted by a majority vote of the committee.
 3. Central Committee. Failure of any precinct committee person to fulfill his/her responsibilities, to perform effectively the functions of the office, or to support Democratic Party candidates shall constitute grounds for removal from such office by the chair and the executive committee, or central committee, upon 2/3 vote of the executive or central committee. The opportunity to contest the removal must be presented at the meeting where removal is considered.
 - a. Criteria by which a Precinct Committee Person (precinct chair) may be removed:
 - 1) Committee Person has not attended the Precinct Chair training session.
 - 2) Committee Person fails to attend Central Committee Meetings or to send a Proxy when he/she is unable to attend.
 - 3) Committee Person fails to respond to attempts by designated Party Officials to contact him/her.
- C. Removal Procedures.
1. Officers

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

- a. At least 1/3 of the members of the executive committee or 1/2 of the members of the 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.
 - b. 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 a meeting scheduled specifically for the hearing.
 - c. 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.
 - d. 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 there is present and voting at least 2/3 of the membership of the committee. 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.
 - e. Any officer may appeal his removal at the next meeting of the central committee. A 2/3 vote is required to reinstate the officer(s), with at least 2/3 of the members present, proxies not being allowed. Any reinstated officer shall resume his office at the conclusion of the voting.
 - f. If an officer is removed, the office shall be declared vacant and filled in the manner provided for in these rules.
- D. Filling Vacancies. The Chair & Secretary of the Democratic Party of El Paso County shall be designated as the authorized Vacancy Committee.
1. Officers
 - a. Vacancy in the chair is filled within 30 days at a specially called meeting of the County Central Committee. The call shall be issued within 10 days of the occurrence of the vacancy;
 - b. Vacancy in other county officers is filled by interim appointment by the executive committee until the next meeting of the County Central Committee.
 2. Central Committee Members
 - a. A vacancy occurring between elections shall be filled within 30 days of its occurrence by the authorized Vacancy Committee.
 3. State Central Committee Members
 - a. A vacancy in the elected State Central Committee members is filled within 30 days after its occurrence by the authorized Vacancy Committee.
 4. A vacancy in the County Executive Committee is filled by County Central Committee, if in session, or by the county chair with Executive Committee approval.
 5. Other Jurisdictions
 - a. Vacancies in other jurisdictions are filled by the authorized vacancy committee for that jurisdiction pursuant to Colorado Revised Statutes.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

PART THREE - NOMINATION SYSTEM

ARTICLE I NOMINATING SYSTEM

A. Precinct Caucuses

1. Qualifications for Participation in Caucuses. No person shall be eligible to vote at any precinct caucus, or to be a delegate to any assembly, or to be a candidate for a committee person, unless such person has been a resident in the precinct for no less than twenty-five (25) days and unless he/she has been a registered Democrat for not less than two months prior to the date of the caucus or assembly, as shown on the registration books of any county clerk and recorder or election commission in the State of Colorado, except that any person who attained the age of 18 or who became a naturalized citizen within a two month period immediately preceding shall be eligible to vote at precinct caucuses even though he/she has been a registered Democrat 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.
2. Date and Time. Precinct Caucuses are held for each precinct at 7:00 pm on the third Tuesday in March in each even numbered year. An exception to this may be a Presidential election year, when the State Democratic Party, may, by decision of the State Central Committee, hold the precinct caucus on the first Tuesday in February.
3. Notification.
 - a. Time and place of each caucus is published at least once in a newspaper of general circulation in the county at least 12 days before the caucus.
 - b. Time and place of each caucus will be published with the call of the county assembly.
4. Purpose. To elect two committee persons, elect specified number of delegates and alternates to the county assembly/convention, and to recruit election judges.
5. Location. All places established for holding precinct caucuses must be designated by a sign conspicuously posted at least 12 days prior to the precinct caucuses.
6. Order of Business at Caucus.
 - a. 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 Committee Persons shall call the caucus to order. The Committee Persons shall decide which of them shall call the caucus to order by agreement or by lot. If no committee person is present, any Democratic elector eligible to vote at the caucus may call the meeting to order.
 - b. Reading of Rules. The person calling the caucus to order shall read a clear concise statement of precinct caucus rules, procedures and requirements for participation in precinct caucuses and in the assembly and convention processes and shall distribute copies of the statements. They shall include the appropriate sections of the principles of affirmative action and fair reflection in these rules (Part One, Article III-B & C.)
 - c. Elections. The caucus shall then select a chair and a secretary and proceed, by ballot, to elect the allotted number of delegates and alternates to the county assembly, to elect two Committee Persons of the precinct, and list those wishing to be election judges.
 - d. Election as a delegate or an alternate requires attendance to and participation in the precinct caucus.
 - e. Certification The officers of the caucus shall prepare a certified list of the names of the delegates and alternates to the county assembly, the Committee Persons from the precinct, and the list of election judge candidates on the forms supplied by the county chair and shall submit them to the chair, or designated representative at Democratic headquarters within 48 hours after the caucus meets.
7. Quorum. Any number of registered Democrats present constitute a quorum at precinct caucuses.
8. Proxies. No proxy voting is allowed at a precinct caucus.

B. County and District Assemblies and Conventions.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

1. The call for any and all assemblies and conventions shall state the time and place with particularity, and shall be published in a newspaper of general circulation in the area served by the assembly or convention at least 10 days before the date of the assembly or convention. 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.
2. Delegates and alternates to county assembly and convention are elected at precinct caucuses; alternates are seated in the place of absent delegates from their own precinct; NO proxies are allowed;
3. Delegates and Alternates elected by registered Democrats must be a resident of the precinct for two (2) months prior to the precinct caucus, and present at the precinct caucus, except as specified in Standing Rules A,1.x. of this section.
4. Delegates to the State, Congressional, and Judicial Assemblies are elected from the seated Delegates and seated Alternates at the county assembly.
5. Delegates and Alternates elected to the County Assembly also serve as Delegates and Alternates to the District Assemblies in which they reside.
6. Method of electing delegates in Representative Districts, Senatorial Districts and Judicial District(s) in El Paso County that are shared with other counties:
 - a. The number of delegates to the senatorial and representative district assemblies shall be apportioned among the counties by the party's senatorial or representative central committee according to the vote in the county or portion of a county for that party's candidate for governor or president in the last general election, pursuant to the state party central committee's bylaws or rules.

ARTICLE II 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, Survey or, Assessor.
2. Fixing the Date, Time and Place. County central committees 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 or more than 30 days after precinct caucuses.
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.
 - 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.
 - b. Certification. The chair and secretary of the assembly shall make such certification of designation for direct primary elections and other certificates as are required by law. They shall be responsible for filing the certificates in the office of the Secretary of State or other official as required by law.
5. Vacancies. Any assembly may create a vacancy committee to fill vacancies for candidates for public office.
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.

- 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.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

- C. Qualifications for Voting. [See Part Three, Article I, Section A-1].
- D. Number of Delegates. The number of delegates to assemblies and conventions shall be determined by the appropriate central committee using as criteria Democratic voting strength 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.
- F. Nomination of Delegates. The assembly or convention shall determine and announce the number of votes in the total county delegation which each candidate shall receive.
- G. 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.
- H. Procedures. 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.
- I. Candidates for Public Office. Notice of the candidacy of any person desiring to have his name 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 his name 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.
- J. Eligibility of Candidacy. No person shall be a candidate of the Democratic Party in a primary election or be eligible for appointment to a vacancy unless that person has been a registered Democrat for a period of at least twelve months prior to the date of the original nominating convention or assembly. Age, Residency, and other requirements must be in accord with the Constitution of the State of Colorado. [CRS 1-4- 601(4)(a)]

ARTICLE III COMMITTEES OF ASSEMBLIES AND CONVENTION

- A. Permanent Organization Committee
 - 1. Composition. Committees shall be appointed by the County Chair and consist of not less than 5 nor more than 15 members.
 - 2. Duties. The committee shall advise the County Chair on the 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.
 - 3. Selection. Members shall be appointed by the chair of the county Party and members to a higher assembly or convention shall be elected by the assembly or convention.
- B. Credentials Committee.
 - 1. Composition. The members of the Credentials Committees shall be chosen in the same manner as members of the committee on Permanent Organization. None of the members of the Credentials Committee shall wear or display any campaign advertisements.
 - 2. Duties. The Credentials Committee shall be responsible for recommending the certification of delegates to assemblies and conventions, reviewing the list of delegates submitted by the chair of its central committee, resolving any contest or objection in delegate selection process, and recommending ratification of precinct Committee Persons.
 - 3. Procedures.
 - a. Delegates

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

- 1) 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.
- 2) Challenged Delegates: 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 days following the caucus. Such person shall be accorded an opportunity to have his claim heard by the credentials committee.
- b. Resolutions of disputes.
 - 1) The committee may schedule a hearing at which interested people may present their views.
 - 2) 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 delegation.
 - e) Certify an alternate delegation.
 - f) Allocate fractional votes.
 - g) Any other action that insures fair representation of the members of the unit from which the delegate or delegates were selected.
- c. Certification of Committee Persons
 - 1) The credentials committee of the assembly shall hear all disputes regarding the election of Committee Persons.
 - 2) The credentials committee may remove a committee person for reasons including, but not limited to, the person's not meeting the qualifications.
 - 3) The credentials committee shall recommend ratification of Committee Persons to the county assembly.
4. 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.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

PART FOUR - CONTROVERSIES

ARTICLE I CONTROVERSIES

A. Jurisdiction.

1. State Assembly. When in session the state assembly shall have full power to decide all controversies concerning the regularity of the organization within any political division, and concerning the right to the use of the Party name. This shall include controversies concerning the membership and personnel of any committee, or the officers thereof, and any nomination bearing or claiming the name or use of the word "Democratic" in any jurisdiction.
2. State Central Committee. The state central committee shall have all the powers of the state assembly in considering and deciding all controversies when the assembly is not in session or if the assembly refers the controversy to it for a decision.
3. State Executive Committee. If in the opinion of the state chair any complaint needs immediate action, or is filed after the nomination of candidates and before election, the chair may refer it to the state executive committee which may proceed upon reasonable notice to hear and resolve the complaint and make appropriate orders to the state central committee. These orders shall be binding until the next meeting of the state central committee, when, upon the application of anyone affected thereby, the central committee may affirm, modify or overrule the decision of the state executive committee.
4. State Chair. The chair of the state central committee may take cognizance of any contest, dispute or controversy in any political division, or of the central or other committees, or of the officers thereof. The chair shall take cognizance upon a written statement or petition being filed with the chair, such statement or petition being signed by the chair of the respective central committee or by fifty Democratic voters of such political division. The statement or petition shall state specifically the matters in dispute. The state chair, whether acting upon his own motion or upon the statement or petition, shall within three days proceed to settle the dispute as provided in this article.

B. Complaints.

1. County Organizations. When a complaint is lodged with the chair of the state central committee by at least fifty Democratic voters, including at least two members of the county central or executive committees, complaining against rules, regulations or actions of any county central committee, county executive committee, or the chair and/or vice-chair thereof, alleging discrimination against any portion of the organization or Party in the county, or conduct unfair, unjust or detrimental to the interest of the Party, the chair of the state central committee shall refer the complaint to the state assembly. If the assembly is not in session, the state chair shall call a meeting of the state central committee to hear the dispute.
2. Other Jurisdictions. Complaints against actions of officers and committees of any other political division shall be filed in the same manner as stated above for complaints against county organizations.

C. Procedures.

1. The state chair shall mail to all members of the state central committee or to the delegates to the state assembly a notice of such meeting. This notice shall include the date, time, and place of the meeting, and shall include the specifics of any controversy to come before the meeting, as well as any other business to come before the committee. The state chair shall also give full notice to any and all parties affected by the controversy. Any and all parties to the controversy shall in all cases be notified whether the controversy shall be submitted to the state assembly or heard by the state central or executive committee. The contestee may file with the chair an answer to said charges and make counter charges within five days after receipt of such notice. The chair shall provide a copy of said answer or counter charges, as stated below, to any and all interested parties.
 - a. If the State assembly has been called to meet within 30 days after the state chair receives a petition alleging a controversy, or acquires knowledge of a dispute, the chair shall submit the matter in dispute to the state assembly.
 - b. In all other cases the state chair shall call a meeting of the state central or executive committee, to be held within 30 days, for the purpose of hearing and determining the controversy.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

2. In case of the matters being submitted to the state assembly, the assembly may appoint a committee thereof to hear the evidence of the parties to the controversy, and their witnesses, and make a report to the assembly for its action before its final adjournment. The procedure before a committee of the assembly shall be as stated in subsection 3, below. No committee of the assembly can take final action, but must report its findings to the assembly for its final vote. The assembly may refer the matter to the state central committee, in which event the state central committee and its chair shall also proceed as stated in subsection 3.
3. The chair of the central committee shall preside at any meeting where controversies are heard and decided.
 - a. The chair shall appoint a certified shorthand reporter, who shall also be a notary, to record all of the evidence and proceedings at any such hearing.
 - b. All witnesses shall swear or affirm to tell the truth.
 - c. All evidence shall be taken in the presence of the committee.
 - d. Both sides of the dispute shall be allowed to introduce written or oral evidence.
 - e. Either side to the controversy may take written depositions. The process for the taking of depositions shall be:
 - 1) The side taking depositions shall notify the chair and the other Party of the name of the person before whom the depositions shall be taken, at least seven (7) days before the date of taking such depositions;
 - 2) The side taking depositions shall notify the chair and the other Party of the questions to be asked;
 - 3) The other Party may submit questions to cross-examine the person giving the deposition. Such questions shall be filed with the chair within three (3) days prior to the taking of the deposition; otherwise they shall not be allowed to be presented at the hearing.
 - f. The order of introducing proof, in a hearing or in the taking of a deposition shall be:
 - 1) The evidence of the contestor.
 - 2) The evidence of the contestee.
 - 3) The rebuttal evidence of the contestor.
 - 4) The rebuttal evidence of the contestee.
 - g. Both sides to the controversy may be represented by counsel, who may question the witnesses and who shall be allowed to make arguments for their respective sides in the following order:
 - 1) Counsel for the contestor may argue his case.
 - 2) Counsel for the contestee may argue his case.
 - 3) Reply of counsel for the contestor.
 - 4) Any members of the state central committee may ask questions. After the evidence has been introduced and the counsel conclude their arguments, then both the contestor and contestee and their counsel shall be excluded and the matter shall be open for discussion and determination by majority vote by the assembly, central, or executive committee.

D. Enforcement.

1. **Complaints** Against County or other Organizations. If the complaint or a material part of it is sustained by the state assembly or state central or executive committee they shall make change orders or overrule the action complained of. Such orders shall immediately become effective.
2. **Other Controversies.**
 - a. Committee of the State Assembly. Upon a report of a committee to the state assembly, the assembly may adopt, change, modify or disapprove the report, and make such findings and decisions as may be determined upon majority vote of the assembly. The vote of the assembly shall be final.
 - b. State Central Committee. The determination of the state central committee shall be final. Upon presentation of the decision by the chair and the state central committee and notice thereof to the contestor and contestee, they shall immediately submit to the decision and take such steps as may be required by law, or by the state central committee. The State Central Committee shall in all cases authorize the state chair to dissolve any committee found to be illegally constituted; to remove from the office of secretary of state, or county clerk or city clerk, any nomination found to be improperly filed; and to take each and every step to make effective its decision or judgment if contestor or contestee refuses to so do.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

- E. Delegates To Assemblies or Conventions. Controversies involving the seating of delegates to any assembly or convention shall be resolved in accordance with the credentials section of these rules.

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

STANDING RULES
A. DUTIES of the OFFICERS

COUNTY PARTY:

A. The Chair:

1. Is the Chief Executive Officer of the County Party
2. Sets time and place of county executive and central committee meetings
3. Sees that the official call is sent according to Party rules for above meetings and for county assemblies and conventions
4. Publishes times, dates and locations of caucuses, assemblies and conventions in legal notices and by other means according to State Laws and Party rules
5. Presides at executive and central committee meetings
6. Is a member of all (regular) advisory committees and task forces
7. Is responsible for conduct of county-wide campaigns with the aid of the Executive Committee
8. Calls to order county conventions and assemblies and presides until permanent chair is elected
9. May appoint up to 12 members-at-large of County Executive Committee (to include Presidents of EPC Democratic affiliated clubs)
10. The chair shall have financial authority to administer the budget and contracts approved by the Executive Committee
11. Oversees fundraising for the party
12. Appoints members of standing and advisory committees and task forces; appoints or hires office manager with the approval of the Executive Committee
13. Is a member of state executive and central committee
14. Is a member of the Congressional District and Judicial District Central Committees in which the Chair resides
15. Is a member of any district central committee, located entirely or partially within the county, if the Chair resides within that district
16. Fills vacancies in precinct committee person when authorized by the Central Committee Vacancy Committee
17. Is the official spokesperson for the County Party
18. Provides lists of precinct poll-watchers, certified names and addresses of election judges to the County Clerk, and provides name(s) of qualified Democrats(s) for the county board of canvassers according to State Laws
19. Signs all contracts for the Party, and is one of the signatory for Party accounts
20. May delegate the authority to sign contracts to any Party Officer
21. May provide for employment of any office personnel deemed necessary
22. Must appoint members to state Party committees as required by state Party rules
23. May delegate any of the above powers, except power of appointments and signing for Party accounts
24. May excuse a participant in a precinct caucus from physical presence at the caucus for the conduct of party business

B. The 1st Vice-chair:

1. Assists chair
2. Provides leadership for organizational activities and political education
3. Presides at meetings in the chair's absence
4. Calls meeting of central committee within 10 days of resignation of chair, for election of new chair with 30 days
5. Is a member of all advisory committees and task forces
6. Acts as chair in the chair's absence
7. Is a member of state central and executive committees
8. Is a member of the Congressional District and Judicial District Central Committees in which he/she resides

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

9. Is a member of any district central committee, located entirely or partially within the county, if the 1st vice-chair resides within that district
10. Is one of the signatories on the Party accounts

C. The 2nd Vice-chair:

1. Assist Chair and 1st Vice Chair
2. Coordinate the communication procedures of the Party to include the computer, media output and technology development
3. Assists in providing leadership for organizational activities
4. Presides at meetings in the absence of the chair and 1st vice-chair
5. Is a member of all advisory committees and task forces
6. Accepts all other duties requested by the Chair and 1st Vice-Chair
7. May appoint assistants and delegate duties to volunteers as needed

D. Secretary:

1. Takes minutes of all executive and central committee meetings and files them at Party headquarters
2. Sends lists of county and district Party officers and central committee members to State Party headquarters with monthly updates
3. Sends lists of county and district Party officers to Secretary of State and County Clerk and updates changes
4. Keeps Party records of executive and central committees, districts, caucuses, and standing committees at headquarters
5. Accepts other duties requested by the chair, and by executive and central committees
6. Calls central committee meeting within 10 days if vacancies occur in chair and vice-chairs, and presides until election of new chair
7. Sends official call for all Central and Executive Committee meetings and for assemblies and conventions on request of chair
8. Ensures that all designations and acceptances and reports from the Party are in order and sent to the County Clerk's office, Secretary of State's office and the State Democratic Party office within time specified in State Laws
9. Keeps attendance records of Central and Executive Committee meetings, county assemblies, and conventions at Party headquarters
10. Shall be responsible for providing copies of the rules revised to reflect the statutory changes
11. Shall serve as a member of the Rules Committee
12. May appoint assistants and delegate duties to carry out these responsibilities
13. Shall be a member of the Credentials Committee

E. The Treasurer:

1. Gives written accounts of receipts and payments and maintains a complete file at Party headquarters
2. Has custody of all Party funds, and deposits them in licensed state or national banks in El Paso County
3. Makes full monthly reports to the Executive Committee, and to the Central Committee when it meets, regarding the handling of all Party funds, including a comparison of expected and actual income and outgo
4. Prepares and files reports as required by law
5. Accepts other associated duties on request of chair or by motion of executive or central committees
6. Is a member of the Budget Committee
7. Oversees the headquarters petty cash fund records maintained by the office manager
8. Is one of the signatories on all Party accounts
9. Is bonded
10. May appoint assistants and delegate duties to carry out these responsibilities, except for signing for Party accounts
11. Oversees the headquarters petty cash fund records maintained by the office manager. Maintains petty cash fund as follows: A fund of \$50 will be on hand for small-item or emergency purchases of postage or office supplies. When the fund is reduced to a minimum of \$5, the treasurer will supply funds up to \$50. Any cash received will be given to the treasurer and recorded as a miscellaneous donation. The office manager will maintain a record of petty cash spending along with receipts and report to the treasurer the balance at the end of each month

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

STANDINGS RULES
B. FUNDRAISERS

DONOR'S CLUB: Primary means of raising funds via monthly contributions to the El Paso County Democratic Party.

1. Funds collected through the Directors' club shall be deposited to the regular checking account of the Party
2. The County Chair shall appoint the chair for this committee in the month of February in even-numbered years and appoint assistants as needed
3. The Donor's Directors' Club Chair shall:
 - a. Receive all Donor's Club funds and post accordingly to monthly records prior to giving to Party treasurer for deposit
 - b. Provide status reports to the Party Chair and Executive Committee
 - c. Publish a monthly newsletter
 - d. Notify members of special events
 - e. Provide a calendar of Democratic events to members
 - f. Coordinate annual dinner for members with Party Chair and Executive Committee
 - g. Is a member of the Executive Committee

STANDINGS RULES
C. COMMITTEES

- A. CHAIR APPOINTED COMMITTEES: Committees developed by the chair to ensure the EPC Democratic Party business is completed
1. Bylaws Committee
 2. Caucus & Assembly Committee
 3. Communications/Media Committee
 4. Finance Committee
 5. Fundraising Committee
 6. Events Committee
 7. Precinct Chair Development Committee
 8. Outreach Committee
 9. Appreciation/Recognition Committee
 10. Voter Registration Committee
 11. Candidate Development Committee
 12. Boards & Commissions
 13. Technology

STANDINGS RULES
D. DUTIES of the OFFICERS of OTHER DISTRICTS:

- A. SENATE, REPRESENTATIVE and COMMISSIONER
1. The Chair:
 - a. Sets time and place for central committee meetings, which may, but need not, be held in conjunction with County Central Committee meetings
 - b. Sees that official call is sent according to Party rules for above meetings and for district assemblies
 - c. Publishes times, dates, and locations of meetings and assemblies in legal notices and by other means according to State Laws and Party rules
 - d. Presides at District meetings
 - e. Calls to order District Assembly and presides until the Assembly chair is elected

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

- f. May be a signatory on any accounts held by the district
- 2. The Vice-Chair:
 - a. Assists the Chair
 - b. Presides at meetings in the chair's absence
 - c. Calls meeting of the Central Committee within 10 days of resignation by chair, for election of new chair within 30 days
 - d. Acts as chair in chair's absence
- 3. The Secretary or Secretary/Treasurer:
 - a. Takes minutes of all meetings
 - b. Keeps any records for district
 - c. Accepts other duties as requested by the district chair
 - d. Calls district central committee meeting within 10 days if vacancies occur in chair and vice chair, and presides until election of new chair
 - e. If no treasurer is elected, then the Secretary/Treasurer assumes the duties listed below
- 4. The Treasurer (if one is elected):
 - a. Maintains financial records for district
 - b. May be one of the signatories on any accounts of the district.

STANDING RULES
E. ORDER of BUSINESS for MEETINGS

A. COUNTY PARTY

- 1. Central Committee:
 - a. Call to order by chair
 - b. Roll call, to determine a quorum and to establish valid proxy holders
 - c. Announcement of proxy holders; announcement of quorum
 - d. Financial report
 - e. Minutes of previous central committee meeting
 - f. Summary of Executive Committee actions since the previous central committee meeting
 - g. "Housekeeping motions" (method of voting, limits to debate, etc.)
 - h. Submission of resolutions
 - i. Committee reports
 - j. Other new business
 - k. Announcements
 - l. Adjournment by motion
- 2. County Executive Committee:
 - a. Call to order by chair
 - b. Roll call
 - c. Minutes of previous meeting
 - d. Treasurer's report
 - e. Standing committee reports
 - f. Task force reports
 - g. Special committee reports
 - h. New business (according to events)
 - i. Items not on the agenda
 - j. Guests wishing to address committee
 - k. Announcements
 - l. Adjournment by motion

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

3. Assembly - Order of Business: 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:
 - a. Call to order by the chair of the central committee and reading of the call to order
 - b. Selection of temporary officers
 - c. Call the roll
 - d. Reports of committees on credentials and permanent organization
 - e. Recess
 - f. Action on reports of committees on credentials and permanent organization
 - g. Election of permanent chair, secretary and other officers
 - h. Report of committee on resolutions
 - i. Designation of candidates for direct primary election
 - j. Selection of delegates to subsequent assemblies and conventions
 - k. Establishment of a committee to fill vacancies in nominations for public office
 - l. Other business
 - 1) Resolutions:
 - a) Hearing of resolutions may be held on a date prior to the county assembly/convention
 - b) Who may vote at resolutions hearing: delegates elected at the caucus and any alternates seated
 - c) Quorum: majority of delegates elected at caucus
 - m. Adjournment
- B. Districts Wholly Within the County:
1. Assemblies
 - a. Call to order by the chair of the district central committee and reading of the call to order
 - b. Selection of temporary officers
 - c. Call the roll
 - d. Selection of permanent officers
 - e. Designation of candidates for direct primary election
 - f. Establishment of a committee to fill vacancies in nominations for public office
 - g. Other business
 - h. Adjournment
- C. Districts Shared with Other Counties:
1. Assemblies
 - a. Call to order by the chair of the district central committee and reading of the call to order
 - b. Selection of temporary officers
 - c. Call the roll
 - d. Selection of permanent officers
 - e. Election of delegates to senatorial district assembly
 - f. Other business
 - g. Adjournment

STANDING RULES
F. CAUCUS KITS

- A. Caucus kits furnished to each precinct will include the following information:
1. Caucus Location Sign: the County Clerk's office no longer provides the signs which must be posted 12 days prior to the meeting. The Master copy is at Party Headquarters and BLUEPRINTS Incorporated has done the printing at County rates
 2. Map of precinct
 3. Instructions for holding precinct caucus, to include: agenda, Rules for the Precinct Caucus and Colorado Election Laws
 - a. Who is eligible to attend caucus; who may vote in caucus
 - b. Who is eligible to be elected Committee Persons
 - c. Who is eligible to be elected delegate or alternate
 - d. List of excused participants (approved by the chair)

**PLAN of ORGANIZATION and RULES for the DEMOCRATIC PARTY
of EL PASO COUNTY as AMENDED FEBRUARY 2009**

4. Official List of eligible registered voters in precinct (provided by County Clerk)
5. Official Precinct Caucus Attendance Report, Delegates and Alternates to County Assembly, Committee Persons elected and Judges
6. Certification form of election to committee person
7. Certification list of election judges (provided by County Clerk)
8. Number of delegates to be elected at the caucus
9. Method of delegate election and delegate allotments
10. Explanations of county and district assemblies; call of same to include location map
11. Explanations of voting at county and district assemblies
12. Precinct Caucus Resolutions Form
13. Letter from State Party Chair
14. Letter from County Chair (optional)
15. Democratic "Buck" Bag (for collecting money)
16. Materials from candidates and official Party Organizations' Information