

RULES OF THE

THE DEMOCRATIC PARTY

OF DENVER

I N V E S T I N G I N T H E F U T U R E

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

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PREAMBLE

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

**ARTICLE I
CENTRAL COMMITTEE**

The Denver County Democratic Central Committee shall be the governing body of the Party, and shall be vested with all of the power and authority of the Party, except that vested in the Denver County Democratic Assembly. These powers shall include the power to elect officers, adopt and amend Party rules, and pass resolutions endorsing positions on specific issues.

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

1. Two committee people duly authorized from each precinct in Denver;
2. The elected officers of the Denver County Central Committee: County Chair (hereafter referred to as Chair), County Vice-Chair, County Secretary and County Treasurer; Captains, Co-Captains, and Finance Chairs from each subdistrict in Denver, Captains-at-Large, the Assistant Secretary and the Assistant Treasurer;
3. The State Senate and State House Central Committee District officers (Chair, Vice Chair and Secretary);

4. The following elected officials of the City and County of Denver who are members of the Party: the Mayor, the Auditor, the members of City Council, the members of School Board District No. 1 and the County Clerk and Recorder;
5. The following elected officials of Special Districts or Commissions who are members of the Party and who live in the City and County of Denver: The District Attorney for the Second Judicial District, members of the Regional Transportation District, Congressional District 1 member of the University of Colorado Board of Regents, Congressional District 1 member of the State Board of Education and members of the Colorado General Assembly;
6. The following state-wide elected officials who are members of the Party and who live in the City and County of Denver: The Governor, the Lieutenant Governor, the Attorney General, the Secretary of State, and the State Treasurer, At-Large members of the Board of Regents and At-Large members of the State Board of Education;
7. The following elected officials who are members of the Party and who also live in the City and County of Denver: the U.S. Representative and U.S. Senators;
8. The President and Vice-President of the United States when they are members of the Party and live in the City and County of Denver;
9. The officers of the Colorado Democratic Party when they reside in the City and County of Denver;
10. The officers of the Democratic National Committee when they reside in the City and County of Denver.

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

C. Biennial Organizational Meeting:

1. **The meeting.** The Denver County Central Committee shall meet at the call of the Chair between the 1st day of February and the 15th day of February in odd-numbered years (CRS 1-3-103). The incumbent Chair shall call the meeting to order and preside until a new chair shall have been elected. At the meeting, there shall be elected a Chair, a Vice-Chair, a Secretary, and a Treasurer. (CRS 1-3-103-3 (1) (c) and CDP II. IV. D). Other business appropriate and proper to the Central Committee may be conducted. In addition, there will be held a number of ancillary elections.
2. **Notice.** The chair shall give at least 10 calendar days' notice, either by regular mail or by email, of the time and place of this meeting to all persons entitled to be present. The notice shall contain the names of all candidates who have submitted written notice of candidacy 21 days prior to the meeting. Those candidates may provide at their expense a statement of their candidacy to accompany the Notice.
3. **Ballots.** The Party shall provide printed ballots for the election of each Central Committee officer. The ballot shall include a blank space for "Other." The printed ballot shall contain the names of all candidates who submit written notice to the County Chair, at least seven (7) days prior to the Central Committee meeting. The order of the names on the ballot shall be determined by lot, except that "other" shall be placed last.
4. **Nominations.** Party members may be nominated to any Central Committee office from the floor by any Central Committee member.
5. **Candidate Presentations.** Each candidate for a Central Committee office shall be granted equal time to address the Central Committee.
6. **Election.**
 - (a) To be elected, a candidate for Central Committee office must receive a majority of the total votes cast by the Central Committee for that office.

- (b) If more than three (3) candidates are nominated and no candidate receives a majority of the votes cast on the first ballot, the three (3) candidates receiving the highest number of votes shall remain on the next ballot.
 - (c) Thereafter, the candidate with the fewest number of votes shall be eliminated on each successive ballot until one candidate receives a majority of the votes cast.
7. Counting of Votes. In balloting, each subdistrict shall be a reporting unit. If there is no Executive Committee member in a subdistrict, the Chair shall designate a person to count and report. Each subdistrict shall turn in its ballots and tally sheets to a tabulator, appointed by the Chair, who shall count the ballots and verify the number of votes cast as shown on the tally sheet. If the numbers do not agree, the ballots shall be recounted immediately. If the numbers agree, the ballots shall be placed in a box by subdistrict and the subdistrict shall be given a receipt for the ballots. Failure to produce a subdistrict's ballots upon demand shall invalidate a subdistrict's votes for any recount
8. Recounting of Votes. In the event that the final vote differential for any Central Committee office is less than three per cent (3%), there shall be an immediate recount of the ballots cast for that office.
- (a) The Chair shall appoint the tabulators for the recount. Each candidate subject to a recount shall be allowed one observer during the recount of votes.
 - (b) If the vote on the recount is the same as the original vote for that office, the election shall be declared valid.
 - (c) If the vote on the recount is not the same as the original vote for that office, the votes cast shall be recounted until such time as any two tallies agree.
 - (d) After the votes have been recounted, the Chair shall announce the results to the Central Committee.
9. Challenge to Election. Any Central Committee member may challenge the results of an election by sending written notice, including a statement of the grounds for the challenge, to the Chair within ten (10) calendar days of the election.
- (a) The Rules Committee serving at the time of the election shall serve as a grievance committee for the purpose of hearing any challenge.
 - (b) The following shall be grounds for a challenge:
 - (1) illegal votes have been received or legal votes rejected;
 - (2) an error in the original count; or
 - (3) any other cause determined to be valid by the Rules Committee.
 - (c) Decision of the Rules committee
 - (1) The decision of the Rules committee on the validity of a challenge shall be binding upon the election.
 - (2) If the Rules Committee determines there is cause for challenge, it may call a new election for the office that was challenged, disqualify a candidate for cause, or take other appropriate action.
10. Ancillary Elections.
- (a) Each subdistrict shall elect a Captain and a Co-Captain.
 - (b) The Captain and the Co-Captain shall appoint a Finance Chair.
 - (c) Each subdistrict shall elect a member to the County Rules committee, the County Permanent Organization committee, and the County Credentials committee.
 - (d) Each subdistrict shall elect members and alternates to the State Central committee.
 - (e) Each State Representative and State Senatorial Central District, located entirely within Denver County, shall elect a Chair, a Vice-Chair and a Secretary. (CRS 1-3-103(5)(b) and CRS 1-3-103(6)(b))

(1) The Central Committees of both districts shall be composed of its officers, the chair, vice chair and secretary of Denver County Central Committee, the precinct committee people and the members of the Colorado General Assembly, all of whom live in the district. (CRS 1-3-103(5)(b) and CRS 1-3-103(6)(a))

(f) Each State Representative and State Senatorial Central District, composed partially of part of Denver County and partially of another county, will elect a Chair, a Vice-Chair and a Secretary, in conjunction with the membership of the other county. (CRS 1-3-103(5)(a) and CRS 1-3-103(6)(a))

(1) The Central Committees of both districts shall be composed of its officers, the chairs, vice chairs and secretaries of each county's central committee within the district and the Democratic members of the Colorado General Assembly, all of whom reside in the district (CRS 1-3-105 (5) (a) and CRS 1-3-103(6)(a)).

(2) If any of the county officers do not reside in the district, replacements shall be provided who do reside in the district (CRS 1-3-105 (5) (a) and CRS 1-3-103(6)(a)). The affected officer shall be responsible for choosing his/her substitute.

(g) Each State Representative and State Senatorial Central District shall designate a vacancy committee whose responsibility it is to fill vacancies for candidates for State Representative or State Senator.

(h) The 2nd Judicial District Central Committee will be composed of the elected District Attorney of the district, the chair, vice chair and secretary of Denver Democratic Central Committee, and the precinct committee persons, all of whom reside in the district (CRS 1-3-104 (4) (d)).

(1) The District shall designate a vacancy committee whose responsibility it is to fill vacancies for candidates for District Attorney.

11. Procedures. Officers of the Central Committee shall assure and provide for access to the floor to allow for discussion.

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

1. The agent shall register the proxy during roll call with the presiding subdistrict officer.
2. The proxy may include full or partial instructions to the agent. To the extent instructions do not pertain to a given vote, the proxy shall be considered uninstructed.
3. No person shall exercise more than one proxy.
4. The signed proxy must be assigned by the absent member to the agent by name and may not be reassigned. If the agent leaves, the proxy will not be counted.
5. Any proxy which does not comply with these Rules shall not be valid.

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

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

F. State Central Committee Apportionment. (In accordance with CDP (Part Two, II. A. 1) and CRS 1-3-103 (2) (a).

1. If the number of bonus delegates is greater than the number of districts but fewer than the number of sub-districts, the delegates and alternates shall be elected by the following procedure:
 - (a) one (1) bonus delegate and alternate shall be elected from each district.
 - (b) additional delegates and alternates shall be apportioned among the districts by lot.
 - (1) The entire district central committee shall elect the additional delegate and alternate.
 - (2) The additional delegate and alternate shall not reside in the half district of the other delegate and alternate.
 - (c) the term of office shall begin on the date of election and shall continue until the next re-organizational meeting.
 - (d) A vacancy on the State Central Committee shall be filled by an alternate from the same district. If there is no alternate from the same district, the delegate shall be elected at a regularly scheduled house district meeting of the district where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the house district.
2. If the number of bonus delegates is equal to the number of districts, one (1) bonus delegate and alternate shall be elected from each district.
3. If the number of delegates is greater than the number of sub-districts, the bonus delegates and alternates shall be elected by the following procedure:
 - (a) one (1) bonus delegate and alternate shall be elected from each sub-district.
 - (b) additional delegates and alternates shall be apportioned among the districts based upon Democratic registration of the subdistricts as of January 1st of the reorganization year.
 - 1) those not selected as delegates shall serve as alternates.
 - 2) the term of office shall begin on the date of the election and shall continue until the next re-organizational meeting.
 - (c) a vacancy on the State Central Committee shall be filled by an alternate from the same district. If there is no alternate from the same district, the delegate shall be elected by the same procedure as outlined in Rule I. F. 1. (d) above.
 - (d) those not selected as delegates shall serve as alternates.
 - (e) the term of office shall begin on the date of election and shall continue until the next re-organizational meeting.
 - (f) A vacancy on the State Central Committee shall be filled by an alternate from the same district. If there is no alternate from the same district, the delegate shall be elected at a regularly scheduled house district meeting of the district where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the house district.
4. If the number of bonus delegates is equal to the number of subdistricts, one (1) bonus delegate and one (1) alternate shall be elected from each subdistrict.

G. Vacancies:

1. A vacancy of a Central Committee office shall occur upon any of the following:
 - (a) death,
 - (b) resignation,
 - (c) removal,
 - (d) change of voting residence to outside the political jurisdiction represented, or
 - (e) change of party affiliation.

2. No person appointed to fill a vacancy in the office of Committee person shall be entitled to vote at a Central committee meeting called within twenty-one (21) days of the date of the appointment.
3. In the event of a vacancy in the office of Chair, the Vice-Chair shall succeed to the office of Chair. If for any reason, the Vice-Chair is unable to succeed to the office of Chair, the Secretary shall succeed to the office of Chair and, if for any reason, the Secretary is unable to succeed to the office of Chair then the Treasurer shall succeed to such office. The succession shall be effective upon the date the vacancy in the Chair occurs.
4. In the event of a vacancy in the office of Vice-Chair, Secretary, or Treasurer the Executive Committee shall elect a successor to serve until the next meeting of the Executive Committee held not less than thirty (30) nor more than sixty (60) days following the date the vacancy occurred.
5. Vacancies in the state representative and state senate district officers shall be filled by the Chair until the next meeting of the respective central committees.

ARTICLE II EXECUTIVE COMMITTEE

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

1. Officers of the Central committee elected at the biennial organization meeting,
2. Subdistrict officers,
3. Captains-at-Large, and
4. The Assistant Secretary and the Assistant Treasurer of the Central Committee
5. Rules committee chair, if not otherwise a member of the Executive Committee (DPoD Rule II.I.1(a)(2)),
6. Diversity committee chair (DPoD Rule II.I.3).

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

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

C. Duties and Powers:

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

D. Officers:

1. Duties of the Chair:

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

2. Duties of the Vice Chair:

- (a) assist the Chair in all duties,
- (b) preside at any meeting of the Central and Executive Committees in the absence of the Chair, and
- (c) perform other duties as requested by the Chair.

3. Duties of the Secretary:

- (a) be responsible for collecting the minutes of all Central Committee and Executive Committee meetings, and
- (b) collect minutes for each sub-committee meeting, and
- (c) be responsible for coordinating all volunteer work and distribution of all party communications, and
- (d) have the authority, with the approval of the Chair, to appoint the Assistant Secretary, and to remove the same. The Assistant Secretary shall assist the Secretary in all designated duties.

4. Duties of the Treasurer:

- (a) be responsible for the custody of all monies belonging to the Party,
- (b) be responsible for all the financial records of the Party,
- (c) cause a financial statement to be published for every regular Executive Committee meeting,
- (d) balance all bank books and maintain an up-to-date reconciliation against monthly bank statements,
- (e) pursuant to state and federal laws and reporting requirements, file all Party financial reports of contribution and expenditures of money,
- (f) preside over the Party Finance Committee and have a vote thereon,
- (g) cause to be prepared and submit an annual financial statement to be distributed to all Central Committee members with notice of the next Central Committee meeting,

- (h) distribute to all Central Committee members a proposed budget for the Party which shall include notice of the Executive Committee meeting at which the budget is to be adopted,
- (i) have the authority, with the approval of the Chair, to appoint an Assistant Treasurer, and to remove same. The Assistant Treasurer shall assist the Treasurer in all designated duties,
- (j) oversee all fiscally related services performed by an individual or firm, paid or volunteer.
 - (1) Only duties and activities approved by the Executive Committee may be performed by an individual or firm, either paid or volunteer.
 - (2) Paid or contractual services may be utilized only if provided for in the budget, and
- (k) otherwise discharge the duties incumbent upon the office and provided in the Rules and Regulation of the Colorado Democratic Party.

E. Subdistrict Officers:

1. Captains and Co-Captains:

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

2. Finance Chair

- (a) A Finance Chair shall be appointed by the Captain and Co-Captain of each subdistrict. If the position of Finance Chair is vacant for ninety (90) days, the Chair may fill the vacancy.
- (b) the Finance Chair shall have a vote on the Executive Committee.
- (c) Duties of the Finance Chair:
 - (1) attend all meetings of the, Central, Executive, Finance and district committees,

- (2) keep accurate subdistrict financial records,
- (3) file financial reports with the Treasurer and others as may be required by national, state or local law or regulation, and
- (4) be responsible for Party fund-raising activities within the subdistrict.

3. Captains-at-Large

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

F. Absence from Executive Committee Meetings:

1. Excused Absences

- (a) Any Executive Committee member may be properly excused from three (3) non-consecutive or two (2) consecutive meetings during a term of office by giving prior notice of an absence to the Secretary.
- (b) Any Executive Committee member, having been given notice of time, date, and place of the meeting, whose absences will exceed the limits in DPoD Rule II.F.1(a) must submit a written request for an excuse.
 - (1) The written request must be received prior to the meeting that results in the excess absence.
 - (2) If a written request is not submitted, the person shall be considered to have resigned.
- (a) The Secretary shall give notice by mail or email of the default resignation no later than 10 days following the missed meeting. (See appendix)
- (b) The person may request consideration for reinstatement by submitting a written request to the Chair of the County Party no later than 10 business days following mailing of the notice by the Secretary.

2. Unexcused Absences

- (a) Any Executive Committee member, having been given notice of time, date, and place of the meetings, with two unexcused absences during a term of office shall be considered to have resigned.
- (b) The Secretary shall give notice by mail or email of the default resignation no later than 10 days following the second unexcused absence. (See appendix)
- (c) The person may request consideration for reinstatement by submitting a written request to the Chair of the County Party no later than 10 business days following mailing of the notice by the Secretary.

3. Excused Absence and Reinstatement Requests

- (a) The Executive Committee shall consider and vote on written requests for excused absences or reinstatements pursuant to DPoD Rule II.F.1.(b), II.F.1(b)(2), or II.F.2(c).
- (b) The person making the request shall be present at the meeting and shall be allowed to speak on his or her behalf and/or appoint one representative to speak on his or her behalf.
- (c) The Executive Committee shall consider and vote on a request at the meeting following receipt of the request.
- (d) If extenuating circumstances prevent the person from attending the meeting that immediately follows issuance of the request, the request may be rescheduled for Executive Committee consideration and vote by no later than the second meeting following issuance of the request.

- (e) In the event of an excused absence request, the Executive Committee shall decide to either excuse or not excuse the absence.
 - (1) If the absence is excused, the person may continue to serve on the Executive Committee.
 - (2) If the absence is not excused, the person shall be removed from office.
- (f) In the event of reinstatement requests, the Executive Committee shall decide to either reinstate the individual or let the default resignation stand.
 - (1) If the individual is reinstated, it shall be for continuation of the term of office.
 - (2) If the individual is not reinstated, the person shall be removed from office.
- (g) A majority vote is required for actions under this section (DPoD Rule II). The person in question shall not vote.
- (h) Removal or resignation from office for reasons of Executive Committee absences includes removal or resignation from the Executive Committee and any and all offices that result in or from Executive Committee membership.

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

1. The Chair shall fill a vacancy in the office of Captain or Co-Captain within 30 days of that vacancy.
2. The Chair shall obtain the advice of the committee people from the subdistrict.
3. The appointee shall serve until the next biennial organizational meeting of the Central Committee.

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

1. Central Committee Officers may be removed from office for cause at any time by a vote of two-thirds (2/3) of those present at a Central Committee at a meeting called for that purpose. Such meeting to remove any Officer may be called by a simple majority of the assembled Executive Committee. The Secretary shall provide written notice by mail or email, giving the date, time, place, agenda and a bill of particulars, to each Central Committee member at least ten (10) days prior to the meeting. The action of the Central Committee shall be final.
2. Captains, Co-Captains, Finance Chairs and Committee People may be removed from office for cause at any time by a vote of two-thirds (2/3) of the Committee People in the subdistrict at a meeting called for that purpose. Such meeting shall be called by the Chair within ten (10) days following receipt of written request, including a bill of particulars, signed by at least ten (10) Committee People of the subdistrict. The Chair shall provide written notice by mail or email, giving the date, time, place, agenda and a bill of particulars, to Captains, Co-Captains and Finance Chairs and all subdistrict Committee People at least ten (10) days prior to the meeting. A quorum of a simple majority of the Committee People of the subdistrict shall be required to assemble. The Chair or a designee of the Chair shall preside.
3. Committee People may be removed from office for cause at any time by the Chair. Committee People so removed may appeal the action of the Chair, in writing or in person, at the next meeting of the Executive Committee or Central Committee, whichever occurs first. The date, time and place of such meeting shall be provided by the Chair to the Committee Person upon request. The contact information for members of the Executive Committee and members of the Central Committee shall be provided by the Chair to the Committee Person upon request.
4. Causes: Officers, Captains, Co-Captains, Finance Chairs and Committee People may be removed for the following causes:
 - (a) Violation of these Rules
 - (b) Aiding or supporting another political party

- (c) Aiding or supporting candidates other than the nominees of the Party in partisan races
 - (d) Conviction, while in office, of a felony or crime of moral turpitude
 - (e) Failure to perform the duties of office as described in these Rules
 - (f) Failure to meet attendance requirements
5. Final right of appeal: Anyone who has been removed from office for any reason may appeal the removal at the next meeting of the Central Committee. A written notice of the appeal must be provided to the Chair or Secretary, with a bill of particulars, no more than thirty (30) days from the date of removal for the appeal to be included on the Central Committee meeting agenda. A vote of two-thirds (2/3) of the membership of the Central Committee present may reinstate such person to their office. The action of the Central Committee shall be final.

I. Standing Committees of the Party:

1. The Rules, Credentials and Permanent Organization Committee.

- (a) The Rules Committee shall be comprised of one (1) member per subdistrict elected at the biennial reorganization meeting of the County Central Committee.
 - (1) The Chair of the County Party shall appoint the Rules Committee Chair.
 - (2) If the Rules Committee Chair is not otherwise a member of the Executive Committee, that person shall be a Captain-at-Large.
 - (3) The Rules Committee shall be a grievance committee (DPoD Rule I.C.9(a-c)).
 - (4) The rules of the Rules Committee:
 - a. Quorum is 40% of membership.
 - b. The Chair is part of the quorum.
 - c. The Chair votes only in cases of a tie.
 - d. The Chair does not serve as a representative of his/her subdistrict.
 - e. Each subdistrict shall have one voting member.
 - f. Subdistricts that do not appoint a member default their representation on the committee.
 - g. Upon two consecutive absences, a member will be dismissed and the subdistrict captain will be asked to appoint a new member.
 - h. Upon dismissal of a member, the committee membership, for the purposes of a quorum, is adjusted.
 - i. The existing rules committee shall serve as a grievance committee when there is a challenge to the results of an election (DPoD I.C.9(a-c)).
- (b) The rules of the Credentials Committee:
 - (1) The Chair of the County Party shall appoint the Credentials Committee Chair
 - (2) Members of the Credentials Committee are elected at the Biennial Reorganization meeting of the Central Committee:
 - (3) Each subdistrict elects one member to the Credentials Committee
 - (4) The Credentials Committee is responsible for seating delegates to the Denver County Central Committee meetings, the Denver County Assemblies and the Denver County Convention.
- (c) The rules of the Permanent Organization Committee:
 - (5) The Chair of the County Party shall appoint the Chair of the Permanent Organization
 - (6) Members of the Permanent Organization Committee are elected at the Biennial Reorganization meeting of the Central Committee
 - (7) Each subdistrict elects one member to the Permanent Organization Committee
 - (8) The Permanent Organization Committee establishes the rules for the conduct of the Denver County Assemblies and the Denver County Convention.

2. The Finance Committee shall be composed of the Finance Chair from each subdistrict, and shall be chaired by the Treasurer. The Finance Committee shall assist the Treasurer in the preparation, review and revision of the budget
3. The Diversity and Outreach Committee, Fundraising Committee, and GOTV Committee shall be each composed of at least one member from each subdistrict, appointed by the Captain and Co-Captain of the respective subdistrict. The chairs of these committees shall be appointed by the chair of the county central committee and shall each fill one of the twelve captain-at-large positions.
4. Other committees shall be formed by the Chair with the advice of the Executive Committee.

J. Procedure to divide a district into subdistricts:

1. The Central Committee of the Democratic Party of Denver shall be divided into subdistricts with alignment and numbering consistent with State Representative Districts.
2. Each district shall be divided into no more than three subdistricts.
3. The Executive committee members who were serving prior to redistricting will serve until the new subdistricts are formed.
4. At any time the county is subdivided into districts (e. g., as a result of redistricting) the Chair will form a committee to propose an alignment of the new districts into subdistricts.
5. The committee shall have at least 5 members and will be composed of all Captains and Co-Captains who live in the new district.
6. If there are fewer than 5 incumbent Captains and Co-Captains in the newly designated district, the Chair will appoint members of the district to the committee.
7. The proposed subdistrict alignment shall be approved by the Chair.
8. If the committee does not recommend an alignment of subdistricts to the Chair within 30 days of its formation, the Chair will divide the district into subdistricts.
9. At any time a district wishes to realign the subdistricts, the Captains and Co-Captains of the subdistricts will propose a new alignment of the subdistricts to the Chair. The Executive Committee will approve the realignment at its next meeting.

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

1. At any time the county is subdivided into districts (e.g., as the result of redistricting) the Finance Chairs of the old subdistricts shall deliver an allocation of assets to the Finance Chairs of the new subdistricts according to the following procedure:
 - (a) The Finance Chairs of the old subdistricts will provide a report of the subdistrict's assets to the Chair within 15 days of redistricting.
 - (b) The Chair will form a committee of the involved new Captains and Co-Captains within 30 days of their election for the redistribution of assets. This committee will recommend redistribution of assets to the Chair.
 - (c) The Chair will approve the redistribution of assets. If the committee does not act within 30 of its formation, the following procedure will be followed:
 - (1) The old Finance Chairs will divide the assets of the subdistrict equally into each of the subdistricts' precincts. For instance, if the old subdistrict has \$100 in its account and it also has 10 precincts, then each precinct will represent \$10.
 - (2) The Finance Chairs of the new subdistrict will meet with the finance chairs of the old subdistricts that have been reassigned to the new subdistricts.
 - (3) The old Finance Chairs will deliver to the new Finance Chairs that portion of assets represented by those precincts that are in the new subdistricts. For instance, if three of the precincts in the above example are reassigned to one

new subdistrict and seven of the precincts are assigned to a different new subdistrict, the old finance chair will deliver \$30 to one new Finance Chair and \$70 to the other new Finance Chair.

- (4) If the old precincts are also divided during redistricting, assets will be divided based upon the size of the precinct. For instance, in the above example, if an old precinct comprises 24 city blocks and is divided in redistricting such that 6 blocks are placed in one new subdistrict and 18 blocks are placed in a different subdistrict, than the old Finance Chair will deliver \$2.50 to one new Finance Chair and \$7.50 to the other Finance Chair.
 - (5) The Chair will approve the redistribution of assets between or among subdistricts.
2. At any time a district wishes to realign the subdistricts, the involved Captains and Co-Captains will recommend reallocation of their assets according to the procedure outlined above.
 - (a) The Chair will approve the redistribution of the assets.

ARTICLE III BUDGET AND FINANCE

- A. The fiscal year of the Party shall be the twelve-month period beginning January 1 and ending December 31.
- B. No expenditures shall be allowed without an adopted budget.
- C. The Treasurer shall prepare the budget and submit it to the Executive Committee at least three (3) weeks prior to the meeting date scheduled for adoption.
- D. A balanced budget shall be adopted annually by the Executive Committee no later than December 31 of each year and may be amended by the Executive Committee.
 1. The budget shall be balanced.
 2. The budget may include up to three additional months of ordinary and necessary expenditures for which no revenue need be budgeted.
- E. In each given fiscal year the expending authority may move funds between budget categories in the following manner as long as the total sums moved do not exceed one percent (1%) of the total annual budget.
- F. All incurred liabilities shall be for no more than one budget year except as follows:
 1. Incurred liabilities that span more than the budget year or the term of the current officers and do not exceed ten percent (10%) of the annual budget when approved by the Executive Committee.
 2. Incurred liabilities that span more than the budget year or the term of the current officers and/or exceeds ten percent (10%) of the annual budget when approved by the Central Committee.
- G. The Treasurer shall be responsible for submitting a quarterly report on the status of the approved budget. This shall include:
 1. a statement of budgeted versus actual expenses and revenues.
 2. identification of expenditures in excess of budget categories, and
 3. proposed amendments, if any to the budget.
- H. Subdistrict:
 1. Each subdistrict may keep a bank account and shall keep a record of receipts and expenditures.
 2. All funds collected by the subdistrict shall be deposited prior to any expenditures being made.

3. Each subdistrict shall file its financial reports to the appropriate government agencies. A report of receipts, expenditures and balances of the subdistrict shall be prepared for each six month period ending June 30 and December 31. A copy shall be distributed to each committee person of the subdistrict and to the Treasurer. A copy of any financial report filed with the appropriated government agency shall also satisfy this requirement when distributed to the committee people and filed with the Treasurer.
4. The Treasurer shall have authority to inspect the financial records of the subdistrict at any time.
5. The subdistrict shall be responsible for any fines incurred by the Party due to negligence on the part of the subdistrict in accounting or reporting.
- I. Checks written against the Party account shall be signed by either the Chair, the Treasurer, or a third person designated by the Chair and Treasurer.
- J. Examination of Financial Records:
 1. The Chair shall secure an independent examination of the financial records of the Party once during each two year term of the officers, or more often as directed and funds are allocated by the Executive Committee.
 2. The examination shall determine the adequacy and accuracy of the records and the financial status of the Party.
 3. The Chair shall designate an independent examiner who is not a member of the Executive Committee.
 4. The examination or a summary thereof, shall be distributed with the annual financial report.
 5. The Treasurer shall assist the independent examiner in the examination of the financial records.
 6. The Executive Committee may, at any time, authorize a complete audit of the financial records.
- K. Unless stated otherwise when allocated, monies allocated for a specific purpose within a fiscal year that are unspent at the end of the fiscal year shall be moved to the general fund.

ARTICLE IV PRECINCT CAUCUSES

- A. At the time and place set for the holding of the precinct caucuses, the committee person in attendance shall call the caucus to order and act as temporary chair. If a committee person is not present, any Party member eligible to vote at the caucus may call the caucus to order and act as temporary chair.
- B. A copy of the current Rules for the Precinct Caucus is included in the Appendix of this document. Updated versions are added every other year. A copy of the current Caucus Agenda is also included in the Appendix. The Rules for the Precinct Caucus and Caucus Agenda are only advisory and not part of these rules.
- C. At the opening of the caucus, the temporary chair shall read official caucus rules and distribute at least ten copies of a clear, concise statement of the precinct caucus rules, procedures and requirements for participation in precinct caucuses and the assembly. The temporary chair also shall read and distribute at least ten copies of the following:

“The Chair and other elected Party officers shall take affirmative steps to encourage participation in Party affairs, and in the delegate and candidate selection processes of traditionally under represented groups, including, but not limited to, young people, and minority groups.”

- D. The caucus shall then select a Chair and a Secretary and proceed, by ballot, to elect the allotted number of delegates to the County Assembly.
- E. The Rules Committee will propose a formula to the Executive Committee every even numbered year to be used to determine the number of delegates from each caucus to the County and District assemblies and conventions. The Executive Committee will vote on this proposal. This formula may be adopted at a Central Committee meeting, or by regular mail and email balloting. If the Central Committee fails to act, the proposal of the Executive Committee will be adopted.
 - 1. In the year of the Presidential election, the caucus shall use the procedures of the current Colorado Delegate Selection Plan to determine the number and distribution of delegates to the county and district assemblies and conventions. The number of delegates to the county assembly and convention and the judicial assembly will be the same. The number of alternates will be the same as the number of delegates.
 - 2. In the year when there is no Presidential election, the County Party shall determine its own procedure for the number and distribution of delegates to the county and district assemblies. The number of alternates will be the same as the number of delegates.
- F. An assembly designates candidates for public office and to conduct other business as determined by Colorado and Denver Democratic Parties' rules and the call. This means that the assembly places the names of individuals on the primary ballot, elects delegates to the next higher assembly and proposes issues for the Democratic platform. The Denver County assembly elects delegates to the Congressional assembly and to the State assembly.
- G. A convention selects delegates to other conventions including the Democratic National Convention. The Denver County convention elects delegates to the First Congressional District convention, which elects delegates to the Democratic National Convention. It also elects delegates to the State convention, which elects delegates to the Democratic National Convention.
- H. Attendance at the precinct caucus is not a requirement to be elected as a delegate to the Denver County Assembly or Convention.
 - 1. If the caucus is unable to fill its delegation with those present at the caucus, the caucus may fill its delegation with individuals not in attendance at the caucus.
 - 2. To be qualified to become a delegate, an individual shall indicate in writing and prior to the caucus his/her interest in becoming a delegate to the District Captain, precinct committee person or other responsible person in the precinct caucus. The interested person shall also indicate his/her candidate preference.
- I. Delegates to subsequent levels of the Assembly and Convention process must be in attendance at the Denver County Assembly and Convention.
- J. The caucus shall also elect two precinct committee people. The two people receiving the highest number of votes at the caucus shall be elected as precinct committee people. If candidates receive an equal number of votes, the election shall be determined by lot.
- K. The caucus shall use the procedures described in Section B of this Article. The caucus officers shall prepare and deliver a certified list of the names of the delegates to the County Assembly and elected precinct committee people on forms to be supplied by the Party, at a place determined and publicized by the Party, by midnight of the night of the caucus.
 - 1. Under no circumstance shall delegate lists be accepted after midnight nor shall the lists be changed after submission.
- L. No person shall be eligible to vote in any precinct caucus, or to be a delegate to an assembly, or to be a candidate for precinct committee person, unless such person has been a registered Democrat for not less than two months prior to the date of the caucus or

assembly, and a resident of the precinct for at least thirty (30) days, as shown on the registration books of the County Clerk and Recorder. Any person who has attained the age of eighteen (18) or has become a naturalized citizen within the two month period immediately preceding the caucus shall be eligible to vote at the caucus even though that person has not been a registered Democrat for the full two months. If a registered Democrat has become a resident of the County during the two months immediately preceding the caucus, the affiliation with the Party at a prior residence shall be counted in determining whether that person has been a registered Democrat for the two months. (CRS § 1-3-101(1)).

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

N. Contest Certification:

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

**ARTICLE V
DUTIES OF PRECINCT COMMITTEE PEOPLE**

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

meeting of the Executive or Central Committee, whichever occurs first. Notice of the time, date, and place of the meeting shall be supplied to any such person by the Chair at the time of removal.

ARTICLE VI
DELEGATE SELECTION AT PRECINCT CAUCUSES,
ASSEMBLIES AND CONVENTIONS

- A. Candidate caucuses, including the uncommitted caucus, that elect delegates to assemblies and conventions shall be organized based upon the rules of the current delegate selection plan. (See DPoD Article IV.E.)
- B. Determination of eligibility to participate as a member of any caucus shall be made prior to deliberations at the caucus.
- C. One ballot shall be taken to elect delegates from any caucus.
 - 1. Eligible candidates for delegate will be allowed to address the caucus.
 - 2. All eligible members of the caucus may vote for as many candidates as there delegate positions.
 - 3. Candidates will fill delegate positions based upon their vote.
 - (a) After ballots are counted, candidates' names will be ranked, based upon their vote, from highest to lowest.
 - (b) The caucus delegation will fill its allotted number of delegates by those receiving the highest votes.
- D. Alternates shall be elected in the same manner as the delegates.
- E. The Chair of the County Central Committee or a designee shall serve as President, Pro-Tem of any caucus lacking organizational leadership. This person shall set up a structure for the caucus at the Convention or Assembly.
- F. The Rules governing the candidate caucus may be suspended by a simple majority of those eligible and voting.
- G. Failure to carry out these rules shall be grounds for a challenge to the delegates and alternates in a caucus.

ARTICLE VII
ITEMS OF SPECIAL IMPORTANCE

- A. Affirmative Action. The Party and its officers shall take affirmative steps to assure participation at all levels of the Party by all traditionally under represented groups. The rules and guidelines of the Colorado and National Democratic Parties shall be used as a basis for affirmative action in the party.
- B. Accessibility.
 - 1. All caucus sites must be wheel chair accessible to and usable by an individual with a disability. Accessibility and usability mean that the person can participate in the caucus and enjoy benefits equal to other caucus participants. That includes, at minimum, free and unrestricted mobility in entering, exiting and within the caucus site, accessible restrooms and, if applicable, accessible drinking fountains. Other accommodations will be provided if requested and to the extent that resources allow.
 - 2. Other accommodations include sign language interpretation, reading assistance or large or Braille print materials.
 - 3. All requests for other accommodations shall be received within the timelines specified in caucus announcements.

4. The Americans with Disabilities Act (ADA) definition of an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities.
5. Major life activities are activities that an average person can perform with little or no difficulty. Examples include, but are not limited to: walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself, working, sitting, standing, lifting and reading.

C. Open Meetings. All Party meetings shall be open to any party member. To this end, all meetings of any party committee or district at which official party business will be discussed and acted upon shall be held in a location that is accessible to all party members. Such meetings shall include assemblies, conventions, and meetings of the committees outlined in these Rules. To effect this policy, notification of meetings shall include a request for special needs accommodations. The County Party office shall maintain a list of accessible locations and services, and shall, when requested, and when resources allow, pay a reasonable fee.

D. Division of Districts. For the purpose of representation on the Central and Executive Committees, Denver County shall be divided into organizational districts that coincide with State Representative districts. For the purpose of Party administration, the district may be divided into subdistricts based on population and geography.

E. Additional Duties and Responsibilities of Party Officers. Officers of the Party elected at the biennial organizational meeting of the Central committee or their designees shall serve as the officers of (1) the Executive Committee and (2) the Second Judicial District. The Chair may delegate any of these functions.

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

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

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

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

I. Amending the Rules.

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

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

K. A Vacancy Committee for a District Entirely Within Denver.

1. The officers of the central committee of the district shall be the temporary officers of the vacancy committee.
2. The permanent officers of the vacancy committee are elected at a meeting of the vacancy committee.
3. Unless established otherwise, the central committee of the district shall be the members of the vacancy committee.
4. When the vacancy committee of the district is composed of members of the county Central Committee, a member is not entitled to vote in a vacancy election unless the member was appointed to the post at least twenty-one (21) days before the vacancy election.

**ARTICLE VIII
STANDING RULES**

A. Period of Validity. Standing Rules are valid only from the time approved by the Denver County Central Committee until the next Biennial Organization Meeting.

B. Biennial Approval. At each Biennial Organization Meeting, existing standing rules with amendments recommended by the Rules Committee shall be voted on for (re)approval by the Meeting.

C. Amending. The Standing Rules may be amended by any Denver County Central Committee Meeting.

D. Precedence of Rules. In case of conflict, Standing Rules take precedence over other rules in this document, except that CRS and CDP take precedence over Standing Rules.

E. Current Rules. The current Standing Rules are as follows:

1. For the purposes of CRS § 1-3-103(1)(a), the county Central Committee vacancy committee for filling vacancies in the position of precinct committee person shall be the Chair, with the advice of the Captain and Co-Captain of the appropriate subdistrict.

APPENDICES:

Sample Proxy Form
Default Resignation Form.....
Rules for Precinct Caucuses (Presidential Elections, updated 2008)
STEP-by-STEP Caucus Agenda (2008)
Rules for Precinct Caucuses (Non-Presidential Elections, updated 2010)
STEP-by-STEP Caucus Agenda (2010)

SAMPLE PROXY FORM
(DPoD I. C. Proxies)

**PLEASE FILL OUT THIS PROXY
IF YOU CANNOT ATTEND**

Please print or write legibly:

I cannot attend the meeting and I hereby assign my proxy to:

Print Name of Person To Carry Proxy

Signature of non-attendee

Date

Special Voting Instructions (if any)

PROXY HOLDER TO FILL OUT

Name: _____

Address: _____ City, State, Zip: _____

Phone #: _____ Email: _____

I hereby certify that I am a registered Democrat in the City and County of Denver, and that I live in the same subdistrict as the person for whom I carry this proxy:

HD*: A or B Signature: _____ Date: _____

*verify at www.denverdemocrats.net; upper left of screen "find your precinct."

DEFAULT RESIGNATION FORM
(DPoD II. F. 2. Unexcused absences)

Dear Executive Committee member:

Due to excessive absences from the Executive Committee meetings, you are considered resigned from your office per Party Rule II. F. 2. In order to be reinstated, your absence must be excused by a majority of the Executive Committee at the next meeting, which will be held date, time place. You may present a statement at the next meeting of the Executive Committee before a vote is taken. If we do not hear from you, we will accept your silence as an uncontested resignation.

Secretary, Denver Democratic Party

RESOLUTION OF REINSTATEMENT

Chair: I move that (Executive Committee member's name) absence be excused by the Executive Committee and that he/she be reinstated to full membership on the Executive Committee.

RESOLUTION ACCEPTING RESIGNATION

Chair: I move that Executive Committee member's name resignation from the Executive Committee be accepted as uncontested.

Rules for the Precinct Caucus

For a Presidential Year

February 5, 2008

(This page will be updated for the 2012 process)

1. **Inclusion:** The Colorado and Denver Democratic Parties and the participants in this caucus are required to take steps to encourage participation in the delegate and candidate selection process of the Democratic Party at all levels – by young people, women, minority groups, and the disabled. This goal shall not be accomplished, either directly or indirectly, by the Party’s imposition of mandatory quotas.
2. **Who May Participate:** A person may vote at the precinct caucus, be elected a delegate or an alternate from the caucus and/or be elected as a precinct committee person if, according to the registration records of the county clerk and recorder’s office, they have resided in the precinct since January 6, 2008 and have been registered as a Democrat on or before December 5, 2007. The same is true for anyone who attained the age of 18 or became a naturalized citizen after December 5, 2008. A person who moved away from the precinct in which they registered after the residence date of January 6, 2008 may vote in the old precinct, but may not become a delegate or committee person. Other persons may attend the caucus but cannot vote.
3. **Presence at the precinct caucus is not required to become a delegate or alternate.** Denver County Democratic Party Rules state that persons unable to attend the precinct caucus and who would like to be elected as delegates or alternates to the Denver County Assembly/Convention shall contact, in writing, a subdistrict Captain/CoCaptain/precinct committee person indicating their interest and candidate preference(s). At the discretion of the precinct caucus, they may be elected as delegates/alternates.
4. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the caucus chair. Give participants a full opportunity to be heard and permit full discussion of all relevant questions.
5. **Disputes:** Any person desiring to dispute any matter concerning the caucus must file a written protest with the County Chairperson within 7 days of the caucus, or by February 12, 2008. Otherwise, the certification of caucus delegates and alternates and committee people will be final. Disputes are to be sent to 789 Sherman, Suite 145, Denver, CO 80203 or emailed to info@denverdems.org .
6. **Secret Ballot:** Voting shall be open at all meetings, including precinct caucuses. Secret Ballots are not allowed. (This is a new rule.)
7. **Proxies:** No proxy voting shall be permitted at the caucus.
8. **Late Arriving/Early Leaving:** A person must be present to participate, except as indicated in paragraph 3 above. Those arriving late or leaving early may only take part in caucus business occurring while they are present.
9. **Open Voting:** No delegate or alternate shall be instructed to vote for or against any candidate or measure.
10. **Election Procedure:** Persons receiving the highest number of votes shall be elected.
11. **Ties:** If two or more candidates for delegate or alternate receive an equal number of votes, the winner is to be determined by lot (coin toss or drawing straws) by such candidates. If more than two candidates for the position of committee person receive an equal number of votes the winner shall be determined by lot of such candidates.
12. **Number of delegates and alternates.** The number of delegates to be elected to the Denver County Assembly and Convention by a precinct caucus has been determined by the Denver County Delegate Selection Plan on November 10, 2007. For each delegate, there shall be one alternate.
13. **Delegate Selection:** Delegates and alternates to all party assemblies/conventions are to be chosen in a manner which fairly reflects the division of candidate preference, expressed by those participating in the nominating process, including those expressed by minority and divergent views. Equal division between men and women is to be achieved, if possible.

14. Parallel systems—Assembly process and Convention process.

- Assembly process. An assembly designates candidates for public office and conducts other business as determined by the Colorado Democratic Party rules and the call. The precinct caucus elects delegates to the Denver County Assembly which places the names of individuals on the primary ballot for State House and Senate, elects delegates to multicounty Assemblies, to the First Congressional District Assembly and to the State Assembly, and proposes issues for the Democratic Platform.
- Convention process. A convention selects delegates to other conventions. The precinct caucus elects delegates to the Denver County Convention where delegates are elected to the First Congressional District Convention, which elects delegates to the Democratic National Convention. In addition, the precinct Caucus elects delegates to the State Convention, which also elects delegates to the Democratic National Convention. The Democratic National Convention nominates candidates for President and Vice-President of the United States of America.

15. **Threshold:** A preference poll based upon the US Senate race shall be used for the selection of delegates and alternates to the County Assembly and a preference poll based upon the Presidential race shall be used for the selection of delegates and alternates to the County Convention. A candidate must receive a minimum of fifteen percent (15%) in either preference poll to be awarded delegates and alternates.

16. **Uncommitted Votes:** Treat “uncommitted” votes as if the vote was cast for a candidate for determining the threshold and awarding delegates, i.e., pretend there is a candidate named “uncommitted.”

17. **Automatic delegates:** No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected office.

18. Caucus Agenda:

- A. Check In
- B. Call meeting to order and read caucus rules aloud
- C. Determine eligibility of participants
- D. Elect caucus chairperson and secretary
- E. Describe the difference between an assembly and a convention
- F. Take a preference poll on the Presidential race for Convention delegates
- G. Pass Buck Bag and read Buck Bag “ask” from the Step By Step procedures
- H. Take a preference poll on the U.S. Senate race for Assembly delegates
- I. Elect delegates and alternates to County Assembly and County Convention
- J. Elect precinct committee people
- K. Pass sheet for election judges to sign up
- L. Consider resolutions for the Party Platform
- M. Other business
- N. Adjournment

19. **Turn in materials:** All materials are to be turned in prior to **MIDNIGHT ON CAUCUS NIGHT**.

**Caucus Process Step by Step
For a Presidential Year
February 5, 2008**

(This page will be updated for the 2012 process)

1. Check - In
2. Read the Rules (Site Coordinator)
3. Select Caucus Chair and Secretary
4. Take the Presidential Poll
5. Give results to Site Coordinator (who then calls them in to HQ)
6. Pass the Buck Bag
7. Take the Assembly Preference Poll (US Senate and State House District)
8. Elect Delegates and Alternates to County Assembly and Convention
9. Elect Two Precinct Committee People
10. Sign up Election Judges
11. Introduce/discuss/adopt any resolutions
12. Adjourn

**Caucus Process Step by Step
For a Presidential Year
February 5, 2008**

1. Check-In

The necessary check in forms should be at each precinct's table. The first person to arrive for a precinct may need to get their caucus packet, which includes all the forms, from the Site Coordinator. Names are in alphabetical order, and there is a sign-in space for each person who attends.

What to do if attendee is not on the list.

- A. Make sure they are in the right precinct. Verify their address is in the precinct. The Site Coordinator will have tools to do this
- B. If the information they give suggests they live in that precinct but their name is not on the check-in list, have the person fill out an affidavit (included in packet) and also add their name to the check-in list at the end in the blank spots provided. The person will be allowed to fully participate but needs to be made aware that if elected as a delegate, they will be unseated if it is later determined they were not properly registered to be in that precinct's caucus.
- C. People who are not able to attend may submit, in writing, prior to the Caucus that they wish to be considered as a delegate and which candidates they are supporting. These people are not to be signed in as present. Their letter should be in the precinct packet, or brought by someone to present at the caucus.

2. Read the rules.

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

3. Select a Caucus Chair and Caucus Secretary

The current Precinct Committee Person (PCP), if one is present, should start the meeting right at 7:00 pm and immediately determine if anyone wishes to chair the meeting. If more than one person wishes to be Chair, the members of the caucus will vote for the Chair. A person is then elected to be Secretary by the same process. It is greatly desired by the Party that the person with the best penmanship be elected as the Secretary. These roles do not continue beyond the end of the Caucus. All votes taken at the Caucus are open, no secret ballots are permitted. The names of the Chair and Secretary, as well as all positions that are filled, will be recorded on the "Caucus Report Form" which will be in the caucus packet.

4. Take the Presidential Preference Poll

A list of the candidates will be provided in the Caucus Packet. People may not vote for candidates who are not on the list. "Uncommitted" will be treated as a candidate. Caucus attendees are free to speak in favor of any of the candidates, but are cautioned to keep comments brief due to the amount of work that is still to be done. The Chair will read the list of candidates and each caucus attendee will indicate whom they are supporting by raising their hand or some similar method. Secret ballots are NOT permitted. It is highly recommended that that a non-binding straw poll be taken first so that the attendees have an idea if their candidate has enough

support (15% is required) to send delegates to the County Convention. Use the following procedure:

Take a straw poll first. Read off each presidential candidate's name and have people raise their hand if they support that candidate. This vote is not recorded, and it is an open vote to allow all those present to see where the support for their candidate is.

Take a recorded vote. Repeat the procedure but this time write down the number of people who vote for each candidate. Members may change their vote from how they voted in the straw poll, however no one may vote for more than one candidate in a single round of voting.

5. Give results to Site Coordinator

You will have a separate sheet of paper in your packet labeled "Presidential Poll Results" The Secretary will record only the last vote taken in the Presidential Preference Poll on this form and give it to the Site Coordinator as soon as the vote is concluded. The Site Coordinator, once these forms are collected from all of the precincts meeting in that location, will tally the results and call them in to the Democratic Party of Denver office. The Secretary will keep the "Caucus Report Form" until the end of the caucus.

6. Pass the Buck Bag

Your Caucus Packet will include an envelope to be used to gather donations from your precinct. Pass it around. Each person who donates money must write their name and phone on the envelope and how much they put in for Campaign Finance reporting purposes.

The cost of conducting the precinct caucuses and the county assembly are very high this year. The total cost for both is about \$13,000. Please be sure to give generously to help the party offset these expenses. Otherwise we may have to dip into our GOTV budget to cover these costs.

7. Take the Preference Poll to determine County Assembly delegates.

In Denver, we strongly recommend that each precinct caucus should use a "layered" process to select Assembly delegates. A vote of the caucus is necessary to use this "layered" process. This will allow delegates to voice their support for not only a US Senate candidate but also a State House candidate if that race is contested.

Take a preference poll on the US Senate Race, using the same procedures as was used with the Presidential poll. If the State House race is contested and being used to determine delegates, also take a preference poll on the State House race.

Taking these preference polls to determine delegates does not prevent the caucus from taking unofficial straw polls on other contested races as they see fit. These may be desirable in cases where the State Senate district is also contested.

8. Elect Delegates and Alternates to the County Assembly and Convention

There will be two sets of delegates and alternates elected: one set based on the Presidential Poll (Convention delegates), one set based on a combination of the US Senate Poll and a State House District Poll (Assembly delegates). Each set will have the same number of slots to fill. The total number of delegates and alternates that a precinct may elect for these will be printed on the front of the caucus packet. For every delegate elected, one alternate may also be elected. The delegates to the County Assembly and the County Convention may be the same people but do not have to be. The County Assembly and Convention will be held on March 8th at the Colorado Convention Center in downtown Denver.

Delegates and Alternates to the County Assembly:

- A. Use the percentages from the US Senate Preference Poll to apportion the number of delegates and alternates allotted to each candidate. For every delegate slot there will be an alternate slot. Use the “Caucus Math” page for these calculations.
- B. If the House District race is not contested, skip to electing the delegates and alternates (i. – iii.).
- C. If the House race is contested, take a preference poll based on the State House Apportion each of US Senate preference groups’ portion of the delegates amongst the House District candidates based on the results of that race’s preference poll.
- D. Subdivide each US Senate preference group according to support for House District candidates. These subgroups then elect which of their members will go the County Assembly as Delegates and which will go as Alternates. Within each candidate’s group, determine how many people wish to attend the County Assembly as a delegate, also considering anyone who filed a request to be considered as such in writing but who is not in attendance.
- i. If the combined number of delegates and alternates allotted for a given candidate is MORE than the number of people who wish to attend the County Assembly, a system of choosing by lot may be used to determine who will be delegates and who will be alternates.
 - ii. If the combined number of delegates and alternates allotted to a given candidate is LESS than the number of people who wish to attend the County Assembly, the members of the candidate’s group must vote on who may attend. Each member of the group may vote for up to the number of delegates (not alternates) that can be assigned to this candidate. For example if a candidate is allotted 3 delegates, then each group member may vote for up to 3 people, but also may vote for less if they so choose. Only people who have expressed the desire to go to the County Assembly for this candidate may be voted for, including any not in attendance who requested consideration. The delegate slots will be filled by the top vote-getters until full, followed by the alternate slots until all slots are filled. Any tie votes will be decided by lot.
 - iii. Caucus attendees who were not selected by the previous procedure are free to ask to be considered as a delegate or alternate for another State House candidate by that candidate’s group. It will be up to that group whether to elect them as a delegate, alternate or not at all.
- E. Repeat this process until either all of the delegate and alternate slots are filled or until everyone who wishes to go to the County Convention has been chosen as a delegate or alternate, whichever comes first.
- F. **VERY IMPORTANT:** On the Caucus Report Form, the secretary must record the following information for everyone elected as a delegate or alternate: name, phone number, email (if any), and which candidate(s) they are supporting.

Delegates and alternates to the County Convention:

- A. Use the final percentages from the Presidential Preference Poll to apportion the number of delegates and alternates allotted to each candidate. For every delegate slot there will be an alternate slot. Use the “Caucus Math” page for these calculations.
- B. Divide into groups based on specific candidates. Anyone can join any group regardless of how they voted in the preference poll.
- C. Within each candidate’s group, determine how many people wish to attend the County Convention as a delegate, also considering anyone who filed a request to be considered as such in writing but who is not in attendance.
- i. If the combined number of delegates and alternates allotted for a given candidate is MORE than the number of people who wish to attend the County Convention, a system of choosing by lot may be used to determine who will be delegates and who will be alternates.
 - ii. If the combined number of delegates and alternates allotted to a given candidate is LESS than the number of people who wish to attend the County Convention, the members of the candidate’s group must vote on who may attend. Each member of the group may vote for up to the number of delegates (not alternates) that can be assigned to this candidate. For example if a candidate is allotted 3 delegates, then each group member may vote for up to 3 people, but also may vote for less if they so choose. Only people who have expressed the desire to go to the County Convention for this candidate may be voted for, including any not in attendance who requested consideration. The delegate slots will be filled by the top vote-getters until full, followed by the alternate slots until all slots are filled. Any tie votes will be decided by lot.
 - iii. Caucus attendees who were not selected by the previous procedure are free to ask to be considered as a delegate or alternate for another presidential candidate by that candidate’s group. It will be up to that group whether to elect them as a delegate, alternate or not at all.
- D. Repeat this process until either all of the delegate and alternate slots are filled or until everyone who wishes to go to the County Convention has been chosen as a delegate or alternate, whichever comes first.
- E. **VERY IMPORTANT:** On the Caucus Report Form, the secretary must record the following information for everyone elected as a delegate or alternate: name, phone number, email (if any), and which candidate they are supporting.

Reminder: The delegates/alternates to the County Convention do not have to be the same people as the delegates/alternates to the County Assembly, but they can be if it works out that way.

9. Elect Two Committee People

The Chair will solicit the names of anyone who wishes to be elected to these positions. A description of the duties of a Committee Person will be included in the Caucus Packet.

Those in attendance will vote for two people. If more than two people express interest, the top two vote-getters will be elected. A person does not have to be present to be elected, but the Party

desires to have people elected who will make the time commitment the position requires. Any tie votes will be determined by lot.

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

10. Sign Up Election Judges.

Anyone who attends the Caucus who wishes to be an Election Judge may do so by signing up on the form which will be in the caucus packet. Election Judges are the people who work at the polling places on election day. They are paid a stipend for this work and will receive training. They must be able to commit to the entire day on Election Day from early in the morning until well into the evening.

11. Resolutions

Resolutions are ideas that, if successful throughout the process, will eventually be incorporated into the Party Platform.

There are likely to be pre-printed resolutions for the members of the caucus to consider already in the caucus packet. Caucus members are free to introduce their own resolutions as well. If they do not have a preprinted one, the secretary must record the language that is passed. Preprinted resolutions do not need to be re-written by Secretary, if passed they can be put back in the packet with a note that they were passed.

A vote will be taken on each resolution that is introduced. The resolution must receive a majority (50%+1 vote) of the votes being cast to be passed on for consideration at the County level.

12. Adjourn the Caucus

The materials that **MUST** be in the Caucus packet before it is turned into the Site Coordinator:

1. The Sign-In sheets.
2. The Caucus Report Form. (please double check it is filled out completely)
3. The Caucus Math page
4. The Election Judge Sign-up sheet
5. Any resolutions that were passed. (Those that failed should be discarded)
6. Buck Bag (With the money inside please!)

Please help the end-of-night clean up by throwing away all trash. Any unwanted campaign literature, etc should be placed in recycle bins if available, trash cans if not.

Rules for the Precinct Caucus
Between Presidential Years
March 16, 2010

1. **Inclusion:** The Denver Democratic Party and the participants in this caucus are required to take steps to encourage participation in the delegate and candidate selection process of the Democratic Party at all levels – by young people, women, minority groups, and the disabled. Inclusion should occur in reasonable relationship to any given groups' presence in the full population. This goal shall not be accomplished, either directly or indirectly, by the Party's imposition of mandatory quotas.
2. **Who May Participate:** A person may vote at the precinct caucus, be elected a delegate or an alternate from the caucus and/or be elected as a precinct committee person if, according to the registration records of the county clerk and recorder's office, they have resided in the precinct since February 16 and have been registered as a Democrat on or before January 19. Any person who has attained the age of eighteen (18) or has become a naturalized citizen within the two month period immediately preceding the caucus shall be eligible to vote at the caucus even though that person has not been a registered Democrat for the full two months. A person who moved away from the precinct in which they registered after the residence date of February 16 may vote in the old precinct, but may not become a delegate or committee person. Other persons may attend the caucus but cannot vote.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the caucus chair. Give participants a full opportunity to be heard and permit full discussion of all relevant questions.
4. **Disputes:** Any person desiring to dispute any matter concerning the caucus must file a **written** protest with the County Chairperson within 7 days of the caucus, or by March 23, 2010. Otherwise, the certification of caucus delegates and alternates and committee people will be final. Disputes are to be sent to the attention of the Chair, Cindy Lowery, 574 S Broadway, Denver, CO 80209 or emailed to info@denverdemocrats.net .
5. **Secret Ballot:** Voting shall be open at all meetings, except at precinct caucuses. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote. (State Party Rules, Part 4, Article II, Section A.)
6. **Proxies:** No proxy voting shall be permitted at the caucus.
7. **Late Arriving/Early Leaving:** A person must be present to participate. Those arriving late or leaving early may only take part in caucus business occurring while they are present.
8. **Open Voting:** No delegate or alternate shall be instructed to vote for or against any candidate or measure.
9. **Election Procedure:** Persons receiving the highest number of votes shall be elected.
10. **Ties:** If two or more candidates for delegate or alternate receive an equal number of votes, the winner is to be determined by lot (coin toss or drawing straws) by such candidates. If more than two candidates for the position of committee person receive an equal number of votes the winner shall be determined by lot of such candidates.
11. **Delegate Selection:** Delegates and alternates to all party assemblies are to be chosen in a manner which fairly reflects the division of candidate preference, expressed by those participating in the nominating process, including those expressed by minority and divergent views. Equal division between men and women is to be achieved, if possible.

12. **Becoming a Delegate for a Specific Candidate:** Some people want to participate in only a portion of the election process. The process for becoming a delegate eligible to vote for candidates in certain races is a stepped process. Candidates for the General Assembly are nominated at the County Assembly. Candidates for other offices are nominated as follows:

For Congressional Delegates:

Step 1. Get elected to the Denver County Assembly (Saturday, April 10, 2010 – Denver University – sign in 9:00 a.m.; meeting starts promptly at 10:00 a.m.) The official call will be mailed prior to the County Assembly-to all delegates

Step 2. At the County Assembly, get elected to the First Congressional District Assembly, which will be announced at a later date. The official call will be mailed prior to the County Assembly to all delegates

For U.S. Senate, Governor, or other State wide candidates.

Step 1. Get elected to the Denver County Assembly (Saturday, April 10, 2010 – Denver University – sign in 9:00 a.m.; meeting starts promptly at 10:00 a.m.) The official call will be mailed prior to the County Assembly to all delegates

Step 2. At the County Assembly, get elected to the State Assembly, Broomfield Event Center on May 23. The official call will be mailed prior to the State Assembly-to all delegates

13. **Threshold:** A preference poll based upon the US Senate race shall be used for the selection of delegates and alternates to the County Assembly **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates and alternates.** Use the caucus math worksheet to determine the number of delegates to be awarded for each candidate who attained the threshold.
14. **Uncommitted Votes:** Not every one wants to commit to a candidate. Therefore treat “uncommitted” votes as if the vote was cast for a candidate for determining the threshold and awarding delegates, i.e., pretend there is a candidate named “uncommitted.”
15. **Automatic delegates:** No person shall become an automatic delegate or alternate to a higher assembly by holding any party or public elected office.
16. **Caucus Agenda:**
1. Check In and determine eligibility of participants
 2. Call meeting to order and read caucus rules aloud
 3. Elect caucus chairperson and secretary
 4. Pass caucus buck bag
 5. Take a preference poll on the U.S. Senate race for Assembly delegates and any desired straw polls
 6. Elect delegates and alternates to County Assembly
 7. Elect precinct committee people
 8. Announce election judge sign up information
 9. Consider the proposed Party Platform and resolutions
 10. Other business
 11. Adjournment
17. **Turn in materials:** All forms on white paper are to be turned in to the site coordinator. Captains are to take all materials to The Democratic Party of Denver's headquarters (574 S. Broadway), **NO LATER THAN 11:00 PM ON CAUCUS NIGHT. If materials are not delivered by 11:00 pm, they will not be accepted.**

**Caucus Process Step by Step
For a Non-Presidential Year
March 16, 2010**

1. Check-In and determine eligibility

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

What to do if attendee is not on the list

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

2. Read the rules

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

3. Elect a Caucus Chair and Caucus Secretary

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

4. Pass the Buck Bag

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

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

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

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

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

5. Take any desired straw polls

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

6. Take the Preference Poll for US Senate

- A. **Take a straw poll first.** Read off each Senate candidate’s name and have people raise their hand if they support that candidate. This vote is not recorded, and it is an open vote to allow all those present to gauge the level of support for their candidate. Remember that Uncommitted is treated as a candidate.
- B. **Take a recorded vote.** Repeat the procedure but this time write down the number of people who vote for each candidate on the Senate Poll Results Sheet (bright blue). Attendees are free to change their vote between the straw poll to the recorded vote, however no one may vote for more than one candidate in a single round of voting. Bring these results **IMMEDIATELY TO THE SITE COORDINATOR!**
- C. **Caucus Math Sheet.** Write the same vote on the Caucus Math Sheet and follow the directions on that form. This form will give you the number of delegates (and alternates) to elect for each candidate who makes threshold.

7. Elect Delegates and Alternates to the County Assembly

Elect your Assembly delegates and Alternates based on the US Senate Poll. The total number of delegates and alternates that a precinct may elect for these will be printed on the front of the caucus packet and on the math worksheet. For every delegate elected, an alternate may also be elected. The County Assembly will be held on April 10th at the Ritchie Center at the University of Denver. County Assembly delegates **MUST BE ABLE TO ATTEND THE ASSEMBLY**. No proxies are allowed. Please remind Delegates and Alternates that this meeting frequently lasts all day that that they will be voting multiple times during the day to nominate candidates to the General Assembly as well as selecting delegates to the State Assembly for the U.S. Senate race and to the Congressional District Assembly for the U.S. Congress.

Delegates and Alternates to the County Assembly:

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

Delegate Selection Procedure:

- a. If more people wish to be a delegate to the County Assembly than the number of delegates and alternates apportioned for a given candidate, a system of choosing by lot or an election may be used to determine who will be delegates and who will be alternates. It is up to the body to decide if they want to elect their delegates or choose them by lot.
- b. Caucus attendees who were not selected by the previous procedure are free to ask to be considered as a delegate or alternate for another Senate candidate by that candidate’s group of supporters. It will be up to that group whether to elect them as a delegate, alternate, or not at all.
- iii. **VERY IMPORTANT: On the Caucus Report Form, the secretary must record the following information for everyone elected as a delegate or alternate: name, email or phone, and which U.S. Senate candidate they are a delegate for (or Uncommitted) – if you have time to look up their VAN ID from the sign in sheet it will greatly assist in post caucus data entry!**

8. Elect Two Precinct Committee People

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

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

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

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

9. Election Judges

Election Judge forms are included in the packets, please have everyone who wishes to be an election judge complete a form and return it to the packets.

Election Judges are the people who work at the polling places on Election Day. They are paid a stipend for this work and will receive training. They must be able to commit to the entire day on Election Day from early in the morning until well into the evening as well as a few hours for training.

10. Resolutions

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

The following are platform planks that have been drafted by the Platform Committee of the Democratic Party of Denver through discussions with the House Districts. This document was developed to be used as a guide only for the March 16, 2010 caucuses.

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

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

11. Adjourn the Caucus

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

1. The Sign-In sheets.
 2. The Caucus Report Form. (Please double check it is filled out completely)
 3. The Caucus Math page
 4. Resolutions/Platform
 5. Election Judge forms (white)
 5. Buck Bag (With the money inside please!)
- All forms except the buck bags and election judge form are on yellow paper.

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