

**HOW TO BECOME A COLORADO DELEGATE  
TO THE 2012 DEMOCRATIC NATIONAL  
CONVENTION**

An informational pamphlet produced by the State Outreach Commission for the Colorado Democratic Party.

## A. Overview

Colorado will send 86 delegates and 6 alternates to the 2012 Democratic National Convention to nominate the Democratic candidates for President and Vice-President of the United States.<sup>1</sup>

There are five categories for delegates and alternates. Two of the categories are reserved for certain party and elected officials. For most Democrats, the district level, PLEO and at-large categories (below in bold) will be the categories in which to run.<sup>2</sup> Each category has special rules. This chart summarizes the categories for Colorado:

| <u>Type</u>                                       | <u>Delegates</u> | <u>Alternates</u> | <u>Date</u>                     | <u>Selection System and Filing</u>  |
|---|------------------|-------------------|---------------------------------|---|
| I. District Level                                 | 47               | 0                 | April 1 to<br>April 13,<br>2011 | Elected by preference groups<br>at CD conventions. March<br>15, 2012                              |
| II. At-Large                                      | 16               | 6                 | April 14,<br>2012               | Elected by preference groups<br>at state convention Applicants<br>file by March 15, 2012          |
| III Unpledged: DNC<br>and Members of<br>Congress  | 14               | None              |                                 | Automatic   |
| V. Pledged Party<br>Leader & Elected<br>Officials | 9                | None              | April 14,<br>2012               | Elected by preference groups<br>at state convention.<br>Applicants must file by<br>March 15, 2012 |
| TOTAL   | 86               | 6                 |                                 |   |

This pamphlet describes the **Essential Steps** (Section B) and the **Process** (Section C) for becoming a delegate. Also, the **Timetable** (Section D) and necessary **Forms** (Section E) are provided. Interested parties are encouraged to contact the State Party with any questions not answered in this pamphlet.

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<sup>1</sup> This document is for **informational purposes only**. Statements made herein are not recognized as authoritative by the Rules Committee or the Colorado Democratic Party. Please consult the Party Rules and the Delegate Selection Plan for official statements and further instruction.

<sup>2</sup> “Big city” mayors, statewide elected officials, state legislative leaders, state legislators, other state, county and local elected officials and party leaders (including precinct committee-persons) are eligible to run for Delegate Types I, II, III, and V.

**B. Essential Steps**

This checklist provides you with a brief summary of the **Essential Steps** to becoming a delegate.

- Establish the Basic Qualifications.
- Attend your precinct caucus and be elected as a delegate to your County Convention.
- File the Appropriate Statement of Candidacy.

**THEN**

- Attend your County Convention and be elected to your Congressional District Convention.
- Campaign for and win election as a delegate to the National Convention at your Congressional District Convention.

**AND/OR**

- Attend your County Convention and be elected to the State Convention.
- Campaign for and win election as a delegate to the National Convention at the State Convention.

### C. Basic Qualifications

The Colorado Democratic Party actively encourages broad participation in the overall election process and in the delegate selection process. There are, however, some **Basic Qualifications** that must be met by those wishing to serve as delegates to the National Convention.

All delegates must be:

- 1) Registered voters;
- 2) Affiliated with the Democratic Party by February 6, 2012
- 3) Residents of their precinct for 30 days prior to March 6, 2012; or
- 4) Turned 18 years of age or became naturalized citizen and registered to vote during the two months preceding March 6, 2012.

### D. Process

#### COLORADO'S DEMOCRATIC CAUCUS-CONVENTION SYSTEM

**A TWO-PART PROCESS** -- For offices other than president, Colorado uses a two-part process to nominate Democratic candidates for the general election ballot. In the first part, voters participate in their precinct party caucuses, assemblies or conventions. In the second part, a state primary election held in June, narrows the field of potential candidates to one finalist. Both parts are open to all registered Democrats.

**CAUCUS** -- Part one begins with Democrats within a precinct, electing delegates to represent them at the next step. Meetings of Democrats start at the precinct caucus, next go to the county and/or legislative districts, then to the congressional district, the state level and, finally, in presidential election years, the national convention.

**ASSEMBLIES/CONVENTIONS** -- Assemblies name candidates directly to the Colorado ballot; Conventions occur only in Presidential years and elected delegates and alternates at each step to the State/National Conventions.

A county assembly, by state law, nominates candidates for county offices on the state primary election ballot in June. Legislative assemblies nominate candidates for State House and State Senate. Candidates must receive at least 30 percent of the vote at the assembly gain a place on the primary ballot. Only the primary winner may run as the Democratic nominee in the November general election.

Assemblies also are held in each congressional district, statewide races (Governor, Secretary of State, Treasurer, Attorney General, State Board of Education and CU Regent and District Attorney). In 2012, the only statewide race is the CU Regent at large race. The only other races are the Congressional Districts.

**NATIONAL CONVENTION DELEGATES** -- Part of the Colorado delegates are allotted by the Congressional District Convention and the remainder by election at the State Convention.

Delegates are allocated to a presidential preference by obtaining 15% or more of the votes of the caucus.

Some delegates are “automatic,” *i.e.*, members of Congress and DNC members. The remaining delegates to the national convention are elected at the state convention. They are also divided among presidential candidates who get 15 percent or more of the vote statewide.

### ***Precinct Caucus***

ELIGIBILITY -- Caucuses, assemblies and conventions are regulated by state law and party rules. Anyone may attend the caucus, but only those who meet the Basic Qualifications may cast votes.

CAUCUS: At 7:00 p.m. on March 6, 2012 in more than 3,000 precincts in Colorado. Latecomers may take part in any business that occurs after they arrive, but they may not vote on completed business.

CAUCUS SITES -- Caucus addresses often are printed in a local newspaper a week or two before the caucus. Democrats also may call the county Democratic Party office or the county clerk's or county election department office for information. A sign, similar to polling place signs, will be posted in front of the caucus site for twelve days before March 6, 2012.

The Colorado Democratic Party encourages that caucuses take place in an ADA accessible facility such as a nearby church, school, library or private home. .

AGENDA -- State law determines the caucus agenda. The people running the caucus must fill out forms showing that business was completed. As friends and neighbors, this can be accomplished in a friendly, informal manner.

The agenda includes:

- 1) Checking to see who is eligible to vote;
- 2) Electing delegates and alternates to the county convention;
- 3) Electing delegates and alternates to the county assembly;
- 4) Electing two precinct committee persons; and
- 5) Discussing platform issues.

FAIRNESS -- The Colorado Democratic Party encourages the caucus to choose delegates of equal gender, of all age groups and of all ethnic backgrounds representative of the voters in that neighborhood.

### ***County Convention and Assembly***

County Conventions and Assemblies will be held in each of the 64 counties in Colorado between March 7, 2012 and no later than March 31, 2012.

The County Assembly and the County Convention are held on the same day at the same location. County Convention will select delegates to the Congressional District and State Conventions. County Assembly will elect delegates to the Congressional and State Assembly. In some cases, Delegates to multi-county districts will be elected at the District Assemblies.

### **Congressional District Conventions and Assemblies**

Colorado's seven Congressional Districts will hold a Convention and Assembly between April 1 and April 13, 2011. The business of these meetings includes the nomination of a presidential elector (who casts one of Colorado's electoral votes for President) and in 2012, the designation of candidates for the primary election ballot for U.S. Congress and delegates to the National Convention. The only way you can be a delegate (or alternate) to the Congressional District Convention is to be elected by your County Convention (or directly from the precinct caucus, if permitted by county rules).

Anyone interested in being elected as a delegate from the Congressional District Convention must file a **Statement of Candidacy**. The deadline for filing is March 15, 2012 at 5:00 p.m.

Presidential candidates (or their representatives in Colorado) have the right to approve or reject you as a candidate for National Convention delegate. Lists of persons who want to be national convention delegates will be turned over to the campaigns on March 21, 2012.

### ***State Convention***

The Colorado Democratic State Convention and Assembly will be held on Saturday, April 14, 2012 at LTBD.

The only way you can be a delegate to the State Convention is to have been elected by your County Convention (or directly from the precinct caucus, if permitted by county rules).

Colorado will have 14 unpledged delegates to the National Convention. These are automatic delegates and will include the members of the Democratic National Committee (including the State Chair and First Vice-Chair), Governor, the Democratic Members of the Colorado Congressional Delegation, and the Former Chair of the DNC.

The State Convention will select the following pledged members of the National Convention delegation: 9 pledged Party and Elected Official delegates, 16 At-Large delegates, and 6 At-Large alternates.

The pledged delegate candidates are subject to approval or rejection by the presidential candidates (or their representatives) and will be elected by those State Convention delegates who also support the presidential candidate. A candidate's share of these positions is based on the statewide preference polls at the state convention, as long as the candidate receives at least 15% of the vote.

If the representation goals have not been met during the selection of delegates (and, separately, the alternates) in earlier steps, and/or equal division between men and women in both the delegates and alternates has not been met, the At-Large positions may be reserved, in whole or in part, to meet those goals. The target representation goals are:

|                        |           |
|------------------------|-----------|
| African-American       | 9         |
| Native American        | 2         |
| Asian/Pacific American | 4         |
| Hispanic               | 21        |
| LBGT                   | 5         |
| Disabled               | 8         |
| Youth                  | 16        |
| <b>TOTAL</b>           | <b>65</b> |

The State Convention and Assembly will also conduct all other business required including the consideration of platform issues and the designation of any statewide candidate for the primary ballot. In addition, delegates will elect members of the Democratic National Committee to serve a four-year term beginning after the 2012 National Convention.

The Delegation Chair will be elected by the Colorado delegation to the National convention at their meeting on April 21, 2012 at Colorado Democratic Party Headquarters, 777 South Santa Fe, Denver, CO. . This delegation meeting will also elect 3 permanent members of each Standing Committee of the National Convention: the Rules Committee, the Platform Committee, and the Credentials Committee. The State Chair will select Two (2) Convention pages on April 21, 2012 at the Delegation meeting.

### ***Qualifying to Be a National Convention Delegate***

Additional information is available from the Colorado Democratic Party. The office is located at 777 Santa Fe Drive, Denver, CO 80204. The telephone number is (303) 623-4762. The fax number is (303) 623-2443.

- (1) Register to vote and affiliate with the Democratic Party no later than February 6, 2012. You can register at any office of the County Clerk or at any municipal clerk's office in the county in which you live or online at the website of the Colorado Secretary of State, or at any driver's license station in Colorado or post card form that you can obtain at the Colorado Democratic Party Headquarters. There are certain exceptions for persons whose 18th birthday or naturalized citizenship occurs within the two months preceding March 6, 2012;
- (2) Please contact State Headquarters (303-623-4762) for information.
- (3) File the appropriate **Statement of Candidacy** by March 15, 2012
- (4) **Statements of Candidacy forms** are attached following the **Timetable** that shows the deadlines for filing for various types of delegates. Copies of the Statements can be made and filing by fax is accepted.

(5) Attend your Democratic precinct caucus on March 6, 2012 and be elected a delegate to your County Convention.

(6) Be elected a delegate from your county to the Congressional District Convention. If your county is divided among two or more Congressional Districts, you can only be a delegate to the District Convention for the District in which you live.

*Remember, for the most part, the National Convention delegates are elected positions. You need to actively campaign for these positions and raise money to support your trip to North Carolina.*

**D. Timetable for Colorado's Delegate Selection Process**

**Date subject to Secretary of State calendar**

- Voter registration deadline for precinct caucus participation is February 6, 2012

**Date subject to Secretary of State calendar**

- Residency cut off date for precinct caucus participation is February 6, 2012

**March 6, 2012**

- Potential applicant must attend precinct caucus on March 6, 2010
- Potential applicant must be elected from precinct caucus to County Convention (held between March 6, 2012 but no later than March 31, 2012)

**March 6, 2012 no later than March 31, 2012**

- County Conventions must be held between these dates
- Potential applicant must attend and be elected to Congressional Convention or State Convention

**March 15, 2012**

- Elected delegates to the Congressional Convention and the State Convention must file their applications for National Delegate no later than this date.
- Applications for election from the Congressional Convention must be filed with the State Party office no later than this date.
- Applications for election of at-large and party leader and elected official delegates must be filed with the State Party office no later than this date.

**April 1, 2012 to April 13, 2012**

- Congressional Convention will be held at location determined by Congressional District Chair and State Party.

**April 14, 2012**

- Pueblo, Colorado

**September 3-5, 2012**

- Democratic National Convention Charlotte, North Carolina

**E. Forms**

The following pages contain the Statement of Candidacy forms for District level delegates (Congressional Districts), Party Leaders and Elected Officials (PLEO), and At-Large Delegates and Alternates.

**Please fill out and return the appropriate form according to your qualifications and the deadlines set forth no later than March 15, 2012. Form must arrive in the office no later than 5:00pm. Forms received AFTER the deadline will not be accepted.**

Delegates from the District level (Congressional) will be elected by a caucus of persons who are pledged to support the same presidential candidate. Presidential candidates or their representatives have the right to approve or reject a delegate candidate pledged to the candidate, provided that at least three times the number of delegate positions to be selected is approved.

The Democratic National Committee rules and the approved Colorado Delegate Selection Plan requires that the Colorado delegation shall have equal division between delegate men and women and alternate men and women and that the Colorado delegation represent the demographic composition of the Democratic Party. Alternates will be selected from delegate candidates, being the next highest vote getters (as apportioned) on the ballot for delegates. Gender qualifications apply to specific delegate or alternate slots.

Priority of consideration will be given to gender balance, African-American, Hispanics/Latino, Native Americans, Asian/Pacific Americans, Persons with Disabilities, sexual orientation in the selection of the At-Large delegation. Other factors such as age group, income level group, and other traditionally underrepresented groups may be considered. If you wish to be considered under Affirmative Action Guidelines, please provide the reasons for consideration on the appropriate form.

Copies of THE COLORADO DELEGATE SELECTION PLAN FOR THE 2012 DEMOCRATIC NATIONAL CONVENTION, the PLAN OF ORGANIZATION AND RULES OF THE DEMOCRATIC PARTY OF COLORADO, and other information are available from the Colorado Democratic Party, 777 Santa Fe Drive, Denver, Colorado 80204. Phone No. (303) 623-4762. FORMS WILL ALSO BE AVAILABLE ON THE WEB SITE OF THE COLORADO DEMOCRATIC PARTY at [www.coloradodems.org](http://www.coloradodems.org)



**STATEMENT OF CANDIDACY FOR  
DEMOCRATIC NATIONAL CONVENTION DELEGATE  
CONGRESSIONAL DISTRICT-LEVEL DELEGATES**

\* A total of 47 delegates elected from the 7 Congressional Districts

This statement must be filed with the Colorado Democratic Party by 5:00p.m. March 15, 2012.

A copy of this Statement will be provided to your Congressional District Chair. As a courtesy, you may advise your County Chair of your intent to be a delegate.

Applications must be received by **5:00PM CLOSE OF BUSINESS**  
By mail: 777 Santa Fe Drive, Denver CO 80204  
By fax: 303-623-2443; call (303) 623-4762 to confirm receipt.  
By email: DSP2012.coloradodems.org,  
or in person.

The following information is required of all delegate candidates.

(1) Name: \_\_\_\_\_

(2) Street Address: \_\_\_\_\_

(3) City: \_\_\_\_\_, Zip: \_\_\_\_\_

(4) Telephone Number – home/Cell : \_\_\_\_\_, (5) work: \_\_\_\_\_

(6) Gender: \_\_\_\_\_ (M/F)      (7) Attended caucus \_\_\_\_\_ (yes or no)

(8) County in which you are registered to vote: \_\_\_\_\_

(9) Precinct in which you are eligible to participate: \_\_\_\_\_

(10) I live in Congressional District \_\_\_\_\_

(11) I pledge to support (name of candidate) \_\_\_\_\_ at the Democratic National Convention if selected as a delegate

(12) Affirmative Action Information: check appropriate group

African American \_\_\_\_\_      Hispanic/Latino \_\_\_\_\_      Youth \_\_\_\_\_

Asian Pacific \_\_\_\_\_      LBGT \_\_\_\_\_

Disabled \_\_\_\_\_      Native American \_\_\_\_\_

Your signature required: \_\_\_\_\_



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**STATEMENT OF CANDIDACY FOR  
DEMOCRATIC NATIONAL CONVENTION DELEGATE  
AT-LARGE**

\* A total of 16 At-Large Delegates and 6 Alternates elected at the State Convention

This statement must be filed with the Colorado Democratic Party **by 5:00p.m. March 15, 2012).**

As a courtesy, you may advise your County Chair of your intent to be a delegate.

To file by mail: 777 Santa Fe Drive, Denver CO 80204

To file by fax: 303-623-2443; call (303) 623-4762 to confirm receipt.

To file by email: : DSP2012.coloradodems.org,

Or in person to the Colorado Democratic Party

The following information is required of all delegate candidates:

(1) Name: \_\_\_\_\_

(2) Street Address: \_\_\_\_\_

(3) City: \_\_\_\_\_, Zip: \_\_\_\_\_

(4) Telephone Number—home/cell: \_\_\_\_\_, (5) work: \_\_\_\_\_

(6) Gender: \_\_\_\_\_ (M/F) 7. Attended County Convention \_\_\_\_\_ (yes or no)

(8) County in which you are registered to vote: \_\_\_\_\_

(9) Precinct in which you are eligible to participate:

(10) I pledge to support (name of candidate) \_\_\_\_\_ at the Democratic National Convention if selected as a delegate or alternate.

(11) Affirmative Action Information: check appropriate group (s)

African American \_\_\_\_\_ Hispanic/Latino \_\_\_\_\_ Youth \_\_\_\_\_

Asian Pacific \_\_\_\_\_ LBGT \_\_\_\_\_

Disabled \_\_\_\_\_ Native American \_\_\_\_\_

Your signature required: \_\_\_\_\_

**STATEMENT OF CANDIDACY  
DEMOCRATIC NATIONAL CONVENTION DELEGATE  
PLEDGED PARTY AND ELECTED OFFICIAL**

Colorado will elect 9 pledged Party Leader and Elected Official delegates to the Democratic National Convention. The following shall be eligible according to priority:

- (1) Big city mayors (minimum city population of 250,000) and state-wide elected officials;
- (2) State legislative leaders, state legislators, other state, county and local elected officials, and party leaders (including precinct committee people).

This statement must be filed with the Colorado Democratic Party by 5:00p.m. March 15, 2012

As a courtesy, you may wish to let your County Chair know that you will be a delegate.  
 To file by mail: 777 Santa Fe Drive, Denver CO 80204  
 To file by fax: 303-623-2443; call (303) 623-4762 to confirm receipt.  
 To file by email: : [DSP2012.coloradodems.org](mailto:DSP2012.coloradodems.org),  
 Or in person to the Colorado Democratic Party

The following information is required on every delegate candidate:

(1) Name: \_\_\_\_\_

(2) Street Address: \_\_\_\_\_

(3) City: \_\_\_\_\_ , Zip: \_\_\_\_\_

(4) Telephone Number--home:/cell \_\_\_\_\_

(5) Work: \_\_\_\_\_

(6) Gender: \_\_\_\_\_ (M/F) (7) Attended County Convention \_\_\_\_\_ (yes or no)

(7) Elected or Party Office: \_\_\_\_\_

(8) I pledge to support (name of candidate) \_\_\_\_\_ at the Democratic National Convention if selected as a delegate or alternate.

(9) Affirmative Action Information: check appropriate group (s)

African American \_\_\_\_\_ Hispanic/Latino \_\_\_\_\_ Youth \_\_\_\_\_

Asian Pacific \_\_\_\_\_ LBGT \_\_\_\_\_

Disabled \_\_\_\_\_ Native American \_\_\_\_\_

Your signature required: \_\_\_\_\_



