

Plan of Organization and Rules of the Jefferson County Democratic Party

Revised December 9, 2006

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Plan of Organization and Rules of the Jefferson County Democratic Party

Part One: PRINCIPLES AND POLICIES

I. NAME

The name of this organization shall be the Jefferson County Democratic Party, hereafter called the "Party."

II. PURPOSE

The purpose of this 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, identify issues that affect the health, welfare and happiness of present and future citizens of Jefferson County, and develop Democratic positions on these issues.

III. MEMBERS

Members of the Party shall be all persons properly registered with the Jefferson County Clerk and Recorder as Democrats.

IV. AUTHORITY

While it is in session the County Assembly shall exercise all statutory powers given the Party. At all other times, the governing body of the party shall be the Central Committee, with full powers of the County Assembly. The Central Committee, both as provided herein and by resolution duly approved by said Central Committee, may delegate authority to the Executive Committee or the Chair's Advisory Committee. The Chair shall carry out the mandate of the Central Committee and/or the Executive Committee.

V. PRINCIPLES

A. Affirmative Action/Outreach

In order to create full participation by all Democrats in the Party, the Party shall adopt and implement an affirmative action program. All Party members shall be encouraged to participate in the delegate selection process, in all levels of the party organization, and as candidates.

B. Non-Discrimination

Discrimination on the basis of race, sex, age, color, national origin, religion, ethnic identity, sexual orientation, differently-abled, gender expression or economic status in the conduct of party activities is prohibited.

C. Open Meetings

All meetings of any Party Committee shall be open to any interested person. 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 which is accessible to everyone. Such meetings shall include caucuses, 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, pay a reasonable fee.

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D. Fair Reflection

Delegates and Alternates to all party assemblies and conventions shall be chosen in a manner which fairly reflects the division of candidate preference, including uncommitted, expressed by those participating in the nominating process.

E. Ethical Standards

The Party shall promote ethical guidelines for public officials, party officials, and candidates for public office. All candidates shall submit a Fair Campaign Practices Code affirmation with the letter of intent to seek the Party nomination.

F. Gender

Whenever the masculine gender is used in these rules, it shall include the feminine, and vice versa.

G. Assessments

No delegate to any assembly or convention, nor any candidate for party or public office shall be required to pay any assessment or to make a financial contribution as a condition of becoming or serving as a delegate or office holder.

VI. POLICIES

A. Relationship to State Rules and Election Laws. These bylaws are intended to supplement and summarize the Plan of Organization and Rules of the Democratic Party of Colorado as they relate to County Parties. The Election Laws and the State Rules shall take precedence in the case of any discrepancies.

B. Partisan Elections. The non-monetary resources of the Party, including, but not limited to, use of the office facilities and equipment, mailing lists and other information, shall be made available to all nominees of the Party in a fair and equitable manner. Financial contributions shall be awarded at the discretion of the Chair, upon the recommendation of the Campaign Funding Committee.

Part Two: ORGANIZATION

I. CENTRAL COMMITTEE

A. Composition

The precinct committee people, the captains and co-captains, the elected officers of the House Districts (a maximum of four designated by each House District), the officers of the Central Committee, and all Democrats elected to office at the county, state and national levels shall be voting members of the Central Committee. No person is entitled to more than one vote.

B. Organization Meeting

Between the first and fifteenth days of February of odd-numbered years, the Central Committee shall meet at the call of the Chair, who shall give at least ten days notice to all those entitled to attend. The incumbent chair shall call the meeting to order and preside until a new chair has been elected. The first order of business after the roll call shall be the election of the Chair, followed

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by the election of the other officers. At this meeting, the Central Committees of the House and Senate Districts wholly contained within the county shall also elect House and Senate District officers. The Jefferson County contingent of any House, Senate, Judicial or Congressional District partially situated within the County shall, in accordance with State Party Rules, meet to elect any required delegates to said District Re-organizational Meeting; and, the County party shall elect members to the State Central Committee in accordance with instructions provided by the State Party.

C. Duties

1. The Central Committee shall be the supreme governing body of the party except during sessions of the County Assembly.
2. The Central Committee shall meet at least twice a year at the call of the Chair. Special meetings may be called at the written request of ten percent of the members of the Central Committee. Ten days notice of all meetings shall be provided.
3. The Central Committee shall designate the time and place of all assemblies and conventions, and shall adopt a delegate selection plan for assemblies and conventions.
4. The Central Committee shall have the ultimate authority to decide all disputes under its jurisdiction.
5. The Central Committee may suspend these rules for a specific purpose, except for removal of officers, by a two-thirds vote of those in attendance.
6. The Central Committee shall elect officers in accordance with these rules, and shall have the right to ratify the actions of all committees, appointed or elected.

II. PRECINCT COMMITTEEPEOPLE

A. Election and Term of Office

Two committeepeople shall be elected at each biennial precinct caucus. All people eligible by statute to vote at the caucus are eligible as candidates for this office. All disputes regarding election of committeepeople shall be resolved by the Credentials Committee of the County Party Assembly. Committeepeople shall serve for two years, until the subsequent caucus, unless removed for cause, or by resignation. Vacancies in Precinct Committee People may be filled by majority vote of the Chair's Advisory Committee upon nomination by the affected House District Chair or his/her designee.

B. Duties and Responsibilities

- 1 Representatives of the Party. As duly elected officers of the Party, precinct committeepeople are the representatives of the Democratic Party within their precincts, and have the right and privilege of representing the Democrats in their precincts at meetings of the Central Committee.
2. Responsibilities. Rights and privileges carry equivalent responsibilities, namely, to:
 - a. Attend all Central Committee Meetings, or designate a proxy.
 - b. Recruit party workers within the precinct and supervise their activities, as directed by the captains and House District officers.
 - c. Notify registered Democrats in the precinct of the time and place of the caucus.

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d. Support all nominees of the Party. Financial contributions are not required.

III. OFFICERS OF THE CENTRAL COMMITTEE

A. Elections and Term of Office

Any registered Democrat in Jefferson County is eligible for election as an officer. Officers shall be elected at the biennial organizational meeting, and serve until the next such meeting, unless removed for cause.

B. Offices

1. Chair. The Chair shall be the chief executive officer of the Party, and shall carry out the mandate of the Central, Executive and Chair's Advisory Committees, issue the call to and preside at all meetings of the Central, Executive, Chair's Advisory and Campaign Funding Committees, serve as an ex-officio member of all committees, supervise the business and financial affairs of the Party, oversee all campaigns within the county, act as public spokesman for the Party, and carry out the duties prescribed in the State Party Rules.
2. First Vice Chair. The First Vice-Chair shall perform such tasks as assigned by the Chair necessary to carry out the duties of the Chair. In the absence of the Chair, the First Vice-Chair shall preside at all meetings and exercise all authority of the Chair.
3. Secretary. The Secretary shall keep the minutes of all meetings of the Central, Executive and Chair's Advisory Committees, maintain the files and records of the Party, oversee the operation the Headquarters, provide any information requested by the County Clerk or Secretary of State, and perform other duties as requested by the Chair.
4. Treasurer. The Treasurer shall have custody of the funds of the Party, and shall make all payments mandated by the Party, provide written accounts of receipts and disbursements at each meeting of the Central and Executive Committees, prepare and file all financial reports required under State and Federal election laws, participate in the writing of each fiscal year's budget, and serve on the Finance Committee. The Treasurer shall be bonded for not less than \$20,000, the premium for which shall be paid by the Party.
5. Second Vice-Chair. The Second Vice-Chair shall perform such tasks as requested by the Chair.
6. Assistant Secretary. The Assistant Secretary shall coordinate the work of office volunteers and perform such tasks as requested by the Secretary.

C. Order of Succession

In the event of the resignation, absence, or disability of any officer, the responsibility for carrying out the functions of the party shall devolve upon the officers in the order listed above, until such time as the vacancy is filled, as provided for elsewhere in these Rules.

IV. EXECUTIVE COMMITTEE

A. Composition

1. Elected members. The officers of the Central Committee, the elected officers of the House Districts (a maximum of four designated by each House District), the officers of the Senate Districts, and the captains and co-captains elected at the biennial organizational meeting shall be

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members of the Executive Committee.

2. Captains-at-Large. The Chair may appoint no more than twelve additional members, who shall be designated captains-at-large.
3. Ex-Officio members. All elected Democratic public officials who by these rules are members of the Central Committee, shall be members of the Executive Committee.

B. Terms of Office

Elected members shall serve until the next biennial organizational meeting, or until removed for cause, as provided for elsewhere in these rules. Appointed members serve at the pleasure of the Chair.

C. Meetings

At least two meetings shall be called each year by the Chair, who shall give at least ten days notice as provided in these Rules

D. Duties

The Executive Committee shall have the authority to approve and amend the budget presented each year by the officers, advise on recommendations for appointments by elected party officers to salaried positions, and shall have any such duties as specifically delegated to it by the Central Committee, e. g., setting the time and place of assemblies and conventions.

V. AFFILIATED COMMITTEES OF THE CENTRAL COMMITTEE

A. Outreach/Affirmative Action Committee

1. Composition. This committee shall be composed of four members appointed by the chair, one from each County Commissioner district, and an at-large member to allow for equal representation by gender. The first meeting of the committee shall take place within thirty days of the biennial organization meeting.
2. Duties. The committee shall prepare a county affirmative action plan in compliance with state and national party guidelines, shall submit the plan for the consideration and approval of the Central Committee, and monitor the implementation of the plan.

B. Audit Committee

1. Composition. The committee shall consist of three members appointed by the Chair within thirty days of the biennial organization meeting.
2. Duties. The committee shall perform an audit of the Treasurer's accounts for the previous two-year term within 90 days of its appointment, and shall submit the audit for approval by the Executive Committee.

C. Rules Committee

1. Composition. The committee shall have one member from each House District in the County, to be elected by the House Districts. The Party Chair shall appoint the Chair of the Rules Committee, who need not be a member elected by the House Districts, within thirty days of the biennial organization meeting.

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2. Duties. The committee shall consider proposed amendments to these rules. Proposed amendments shall be submitted to the committee at least thirty days prior to the meeting of the Central Committee at which the amendment is to be considered. The Central Committee shall be notified of the intent to amend the rules ten days prior to the scheduled meeting.

D. Finance Committee

1. Composition. The Chair shall appoint no less than four and no more than ten members within thirty days of the biennial organization meeting. The Treasurer, or the Treasurer's designee, shall be the Chair of the Finance Committee.

2. Duties. The committee shall assist the Treasurer in the preparation of the budget, advise the Treasurer regarding the financial policies of the Party, and be responsible for the fundraising activities of the Party.

E. Chair's Advisory Committee

1. Composition. The County Officers and House District Chairs, or their designees, shall serve on this committee. The Party Chair shall call and preside at the meetings of this committee.

2. Duties. The committee shall confirm appointments to fill vacancies in the Precinct Committee People, upon nomination by the affected House District Chair or their designee, consent on recommendations for appointments by elected officials to non-salaried positions, approve the agenda for Central Committee meetings, advise on the schedule of Party activities, and render any opinion requested by the Chair. The Executive Committee shall be notified of all recommendations and actions by this committee.

F. Campaign Funding Committee

1. Composition. The members of the committee shall be the officers, House District Chairs or their designees, elected officials at the County and State Level residing in Jefferson County not up for re-election, a former party officer to be named by the chair, and one representative each from the Finance and County Government committees to be selected by their respective committees.

2. Duties. The committee shall recommend allocation of Party funds to candidates.

G. County Government Committee

1. Composition. The chair shall appoint no less than one and no more than five members within thirty days of the biennial organization meeting. Members shall elect a chair.

2. Duties. The committee shall observe county government, noting important issues and monitoring the performance of elected officials. It shall report to the Executive and Central Committees.

H. Other Committees

The Chair shall appoint other committees as may be necessary from time to time. In the course of appointing any such Committee, the Chair shall establish the expected term of the committee, whether it's Chair is permitted to appoint additional members, what its purpose is within the organization and to what body and when it is expected to report.

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VI. HOUSE DISTRICT ORGANIZATION

A. Central Committee

All committee people, captains, and Democratic members of the Colorado General Assembly residing within the District, plus its officers and any elected officer of the State or County Party residing within the District shall be members of each House District Central Committee.

B. House District Officers

The Central Committee of each House District, situated wholly within the County shall elect officers at the biennial organizational meeting. A Chair and Vice Chair, or two Co-Chairs, must be elected. Other officers may be elected as deemed appropriate by the district. Any registered Democrat residing within the District at the time of their election is eligible for such office.

House District Officers serve for two years until the next biennial organizational meeting, or until removed for cause as provided for elsewhere in these Rules. House District officers shall supervise the captains and co-captains, serving as a liaison between them and the Party officers; shall recruit a candidate for the District; and arrange for and conduct all House District meetings.

The Central Committee encourages House Districts to elect leaders to positions that meet the specific needs of each district, and seeks to be flexible in allowing House Districts to provide best for their own leadership. Regardless of how many officers are elected in any House District, or to what offices these leaders are elected, no House District may have more than four votes for its officer corps at Central Committee meetings or any other party meetings at which votes are taken. When a House District has more than four elected officers, the House District shall determine which four officers have voting credentials.

C. Captains

House District Chairs shall propose captaincy districts at their discretion, save that no captaincy district shall have less than four precincts. Two captains (referred to as co-captains) may be elected to serve each captaincy district, though no more than eighteen captains may be elected by any House District. Captains shall be elected by all the committeepeople of the House District at the biennial organizational meeting, or a further meeting held at an adjournment within their days of said meeting. They shall serve for two years until the next biennial organizational meeting, or until removed for cause as provided for elsewhere in these rules.

D. Meetings

The House District Chair shall call such meetings as necessary to inform the captains and committeepeople of the activities of the County Party and the District. A meeting must be called to ratify any redrawing of captaincy districts and/or reassigning of captains by the District officers.

E. Duties

The primary responsibility of the House District organization is to nominate and campaign for a candidate for the Colorado General Assembly. Each House District shall also elect members of committees as provided for elsewhere in these rules.

VII. VACANCIES

A vacancy shall exist when an incumbent resigns, moves from his jurisdiction, dies, or is

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removed for cause.

A. Precinct Committeepople

House District Chairs, shall nominate, subject to confirmation by the Chair's Advisory Committee, a person residing within the precinct to fill a vacancy no less than thirty days prior to the next meeting of the Central Committee.

B. Officers

1. Chair. A vacancy shall be filled within thirty days by the Central Committee on the call of the First Vice-Chair, or in the absence of the First Vice-Chair, by the Secretary. The call shall be issued within ten days of the occurrence of the vacancy.

2. Other Officers. The office shall be filled by election at the first meeting of the Central Committee after the vacancy occurs. The Executive Committee may make an interim appointment at its discretion.

C. House District Officers

Vacancies shall be filled in the same manner as those for officers of the Central Committee, omitting the reference to the Executive Committee.

D. Captains

House District Chairs shall fill such vacancies by appointment, subject to the approval of the House District Central Committee, at least thirty days prior to the next Executive Committee or Central Committee meeting, whichever comes first.

E. Members of Affiliated Committees

Such vacancies shall be filled at the discretion of the person who made the appointment.

F. Members of Committees of Assemblies and Conventions

Such vacancies shall be filled by appointment by the House District Chair of the District in which the vacancy occurred.

VIII. RESIGNATIONS AND REMOVALS

A. Resignations

Resignations of committeepople, County Party officers, House or Senate District officers, members of the Central Committee, or any standing committee of the Party shall be made in writing to the County Chair. Resignation of the County Chair shall be made in writing to the State Party Chair. The Party Secretary shall request in writing a written statement of resignation from anyone whose resignation has been verbal. If no reply is received within ten days of this request, the position shall be considered vacant.

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B. Removals

1. Causes

a. Officers, House District Chairs, Captains, and Committeepeople may be removed for the following.

(1) Willful violation of these Party Rules.

(2) Aiding or supporting another party

(3) Aiding or supporting candidates other than the nominees of the party.

(4) Conviction, while in office, of a felony or crime of moral turpitude.

(5) Failure to perform the functions of the office or to fulfill the responsibilities as outlined in these Rules.

b. Executive Committee. The executive committee may remove one of its members by majority vote for failure to attend three consecutive meetings. Such person may still hold the office which entitled him to a position on the Executive Committee.

2. Procedure

Notice of the time and place of the meeting at which a removal is to be considered shall be provided ten days in advance to the person being considered for removal, along with written explanation of the causes to be considered. Every person shall have the right to appear at such a meeting to answer the charges.

a. County Party Officers. A majority of the Central Committee members may call a special meeting of the Central Committee for the purpose of removing an officer for cause. Such action may also be considered at any regular meeting of the Central Committee, provided due notice is given to the person being considered for removal. Two-thirds of those present and voting may remove an officer for cause.

b. House District Officers. A majority of the committeepeople in the District may call a meeting of its Central Committee to consider such removals. The vote for removal must be by two-thirds of those present and voting. A simple majority of the committeepeople in the District shall constitute a quorum.

c. Captains. House District Chairs may dismiss captains for any of the causes listed above, such action to be ratified by majority vote at the next meeting of the House District Central Committee. This body may also initiate such action.

d. Precinct Committeepeople. Committeepeople may be removed by a two-thirds vote of those present at a meeting of the Central or Executive Committees.

C. Right of appeal

Anyone who has been removed from office may appeal the removal at the next meeting of the Central Committee. A two-thirds majority of members present may vote to reinstate such person.

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Part Three: NOMINATING SYSTEM

I. PRECINCT CAUCUS

A. Call to Order

At the time and place set by the Central Committee for the holding of the precinct caucuses, one of the incumbent precinct committeepeople shall call the caucus to order. If no committee person is present, any person eligible to vote at the caucus may call the meeting to order.

B. Reading of Rules

The person calling the caucus to order shall read a statement of caucus rules and procedures provided by the Party, and shall distribute copies of them.

C. Elections

The caucus shall then select a chair and a secretary and proceed to elect the allotted number of delegates to the County Assembly in a manner provided for in the rules, and elect two committeepeople.

D. Certification

The officers of the caucus shall prepare a certified list of the names of the delegates to the County Assembly and the committeepeople from the precinct on the forms supplied by the Party and shall submit them to the Chair at Headquarters as soon as possible, and no later than noon of the following day.

E. Qualifications for Participating in Caucuses

Any interested person may attend a caucus, but those eligible to vote and be elected as delegates and committeepeople are determined by Colorado law, which shall be explained in plain language in the rules provided by the Party for the conduct of the caucuses.

II. COUNTY ASSEMBLIES AND CONVENTIONS

A. Agendas for Assemblies and Conventions

The following items must be included, but the order shall be recommended by the committee on Permanent Organization.

1. Call to order by the Chairman of the Central Committee;
2. Selection of temporary officers;
3. Roll call;
4. Reports of committees on Credentials and Permanent Organization;
5. Recess;
6. Action on reports of committees on credentials and permanent organization;

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7. Election of a permanent chair, secretary and other officers.
8. A specific time for the conduct of preference polls, if such is mandated by the delegate selection plan.
9. Report of Resolutions Committee;
10. Designation of candidates for direct primary election;
11. Selection of delegates to the State Assembly and/or Convention;
12. Establishment of a committee to fill vacancies in nominations for public office;
13. Other business;
14. Adjournment.

B. Assemblies

1. Purpose. Assemblies shall be held in each even-numbered year to designate candidates for public office, elect delegates to the State Assembly, and conduct other business as determined by these rules and the call. Candidates shall be designated for each of the following offices which is designated for election that year: County Commissioner, Clerk and Recorder, Sheriff, Coroner, Treasurer, Surveyor, and Assessor.

2. Date, Time and Place. The Central Committee shall fix a date not less than ten days nor more than thirty days after precinct caucuses. It may delegate its authority to set the date, time and place. The Assembly shall be at least one week before the State Assembly, and shall be in Jefferson County. It is the duty of the Chair to issue a call to all those entitled to attend the Assembly at least ten days beforehand.

3. Designating Candidates. The Assembly shall take no more than two ballots upon candidates for each office to be filled. Every candidate receiving thirty percent or more of the votes of the delegates to the Assembly shall be certified by the presiding officer and secretary of the Assembly. If no candidate receives thirty percent or more of the votes, there shall be a second ballot cast on all the candidates for that office. If on the second ballot no candidate receives thirty percent or more of the votes cast, the two candidates receiving the highest number of votes shall be certified as candidates for that office by the Assembly.

a. Tied votes. If two or more candidates receiving designation under these provisions receive an equal number of votes, the order of certification of designation shall be determined by lot drawn by the candidates.

b. Certification. The chair and secretary of the Assembly shall make such certification of designation for direct primary election and other certificates as are required by law. They shall be responsible for filing the certificates in the office of the County Clerk.

C. Conventions

Purpose. Conventions are held in presidential election years to select delegates to the State Convention, which selects delegates to the National Convention.

The Convention shall be held in conjunction with the Assembly.

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III. DELEGATES TO ASSEMBLIES AND CONVENTIONS

A. Selection

Delegates and alternates to assemblies and conventions shall be elected at the precinct caucus in accordance with a Delegate Selection Plan approved by the Central Committee. The Plan shall conform to guidelines from the State Party and the Affirmative Action Committee.

Delegates and alternates to assemblies and conventions must be registered Democrats resident in the precinct from which they are elected, and must remain registered Democrats throughout the assembly or convention process. Delegates and alternates who fail this selection test may be challenged and decertified at any time during the assembly and convention process. For the first seven days after the caucus, challenges shall be made according to Part III, Section IV, B, 3, b, 1 (Credentials challenges). If they occur more than seven days after the precinct caucus, such challenges must be made directly to the Credentials Committee.

B. Certification

The Credentials Committee shall have the responsibility of determining whether a delegate has been chosen in accordance with the Delegate Selection Plan. Final certification shall be on a vote of the Assembly or Convention to accept the report of the Credentials Committee.

C. Alternates

A caucus, assembly or convention may elect one alternate for each delegate elected.

D. Delegate/Alternate Status at County Assemblies and Conventions

No delegate or alternate shall be elected to state or national assemblies or conventions directly from a precinct caucus.

A delegate must be present at the County Assembly and Convention to be elected a delegate to assemblies and conventions at the state or national level. A delegate not present at the County Assembly/Convention may be elected an alternate to assemblies and conventions at the state or national level. Delegates and alternates may only be elected to assemblies and conventions at all levels while the county Assembly/Convention is in session.

An alternate to the County Assembly/Convention, certified by the Credentials Committee to take the place of a delegate, may not be decertified after the Credentials Committee has declared that the cut-off time for determining delegate allocation for state or national assemblies and conventions has occurred. A precinct delegate replaced by an alternate may still be elected an alternate, but not a delegate, to subsequent assemblies and conventions.

IV. COMMITTEES OF ASSEMBLIES AND CONVENTIONS

A. Composition

Each House District shall elect one member of each of four committees before January 31st of each even-numbered year. The chair of each Committee shall be appointed by the County Chair.

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B. Committees

1. The Logistics Committee

The Logistics Committee shall make all arrangements for the meeting, including, but not limited to, reserving the space, establishing a registration system, designating areas for all the activities of the assembly or convention, decorating, and placing directional signs.

2. The Permanent Organization Committee

The Permanent Organization Committee shall recommend to the Assembly or Convention an agenda and the order and time schedule of business; submit a list of the permanent officers of the Assembly or Convention for action by the body; recommend the composition of Legislative District and County Vacancy Committees; set time limits on speeches and debate; establish a way to complete the Platform if it is not adopted fully during the Assembly; and make any other recommendations it deems appropriate.

3. Credentials Committee

a. Duties.

The committee shall recommend the certification of delegates to assemblies and conventions, and resolve any controversies over the seating of delegates. No member shall wear any campaign material the day of the assembly or convention. This committee shall also ratify the election of committeepeople chosen at the caucus.

b. Procedure

(1) Challenges. Anyone desiring to contest the qualifications of any delegate, or the conduct or result of any precinct caucus, shall file a protest with the county chair within seven days following the caucus. The person filing the protest shall have a hearing by the committee prior to the assembly or convention.

(2) Resolution of disputes

a. The committee shall schedule a hearing at which all interested parties shall be heard.

b. The committee may take any one or more of the following actions upon determination of a valid challenge:

1) Deny certification of the challenged delegate 2) Reallocate votes among unchallenged delegates 3) Certify alternate delegates or delegations 4) Certify an alternate delegation 5) Allocate fractional votes 6) Any other action which insures fair representation of those who chose the delegate

c. A written finding of fact shall be made after the resolution of all disputes.

4. The Resolutions Committee

The Resolutions Committee shall meet prior to the assembly or convention to draw up a document which expresses the principles and opinions of the party. Resolutions adopted at the precinct caucuses shall be duly considered. A copy of the report (the Platform) shall be made available to each delegate prior to the convening of the assembly or convention. The report may be amended from the floor, and shall be adopted in a manner prescribed by the Permanent Organization Committee.

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V. VACANCIES

A. Delegates

Absent delegates may only be replaced by alternates elected at the same time and place as the delegate. A seated alternate is always subject to being replaced by the elected delegate.

B. Candidates

The Assembly shall create vacancy committees for the positions under its jurisdiction. These committees may designate a candidate if the Assembly fails to do so, or fill a vacancy created by the withdrawal of a candidate.

C. Elective Office

Any vacancy in designation or nomination by the party for any elective office shall be filled by majority vote of the central committee of the appropriate jurisdiction. A quorum in such a case shall be a majority of the whole number of members of the central committee.

Part Four: GENERAL PROCEDURES

I. NOTICE

A. Calls to Central Committee meetings, both of the County Party and any of its subdivisions, Assemblies and Conventions shall be mailed to those eligible to vote at the meeting at least ten days beforehand.

B. The Party shall notify all newspapers in the County of the date, time and place of the precinct caucuses, and the rules, procedures and requirements for participation.

C. Any person wishing to be nominated by an Assembly shall make known his intent to the Chair at least ten days prior to the Assembly.

D. Any person wishing to be nominated for office in the County Party shall notify the incumbent Chair one week prior to the Central Committee meeting at which the election shall be held.

E. The Party shall make every effort to notify the public of all meetings, assemblies and conventions in order that all interested people may attend.

II. VOTING

A. Balloting

Balloting must be secret at a precinct caucus if anyone requests that it be so. No secret ballots may be had by any body other than the precinct caucus, although the use of voter identification numbers matched to registration and check-in may be used to identify individual ballots and avoid the need to sign each ballot. The eligibility of any person casting a ballot shall be verified by reference to the appropriate credential both when the ballot is issued and when the voted ballot is received.

B. Half votes

Caucuses, assemblies and conventions may provide for one-half votes only if deemed necessary

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for fair reflection.

C. Proxies

A proxy is a written authorization for one person to vote on behalf of another at a meeting of a committee.

No person may carry more than one proxy.

A proxy must be given only to a person who resides in the same legislative district, or in the political subdivision from which the member was elected, and in the jurisdiction of the Central Committee involved.

The person giving the proxy may write instructions on it, and they shall be honored.

No proxy voting is permitted at any caucus, assembly, or convention, or in any meeting relating to the nominating process.

Proxy voting is not permitted in the consideration of recommendations for appointments by elected officials to salaried positions.

III. QUORUM

A quorum of any body is the number competent to transact business. One-third of the whole number of members of any central committee shall constitute a quorum; forty percent of the whole number of members of the Executive Committee shall constitute a quorum; and a majority of the whole number of delegates to assemblies and conventions shall constitute a quorum.

IV. CONTROVERSIES AND COMPLAINTS

All complaints regarding non-compliance with these Rules, or with State or Federal law, and requiring action by the Party, shall be submitted in writing to the Chair. If the person complaining can submit the signatures of ten percent of the members of the Central Committee, a special meeting shall be called to consider the complaint. The Chair may appoint a committee to meet prior to the Central Committee meeting and submit a report for acceptance. Commonly recognized standards of due process shall be followed in considering and resolving the complaint.

V. PUBLICATION OF THE RULES

A copy of these Rules shall be made available at no charge for anyone requesting one.

VI. AMENDMENTS TO THE RULES

Amendments to these rules shall be as provided in Part Two, Section V, Article C ("Rules Committee"). No action on the part of the State Party or the General Assembly shall automatically change these rules. They may be changed only by amendment on a two-thirds vote of the Central Committee.

VII. ROBERTS RULES OF ORDER

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

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Adopted February 2, 1991 by the Jefferson County Democratic Party Central Committee, on a motion that they supercede any prior document of similar nature. Amended April 1, 1992. Adopted September 8, 1997, Amended November 12, 2003. Amended December 9, 2006.