
PLAN OF ORGANIZATION AND RULES OF THE JEFFERSON
COUNTY DEMOCRATIC PARTY
Amended February 1, 2022

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Article I. Part One - Principles and Policies

Section 1.01 Name

The name of this organization shall be the Jefferson County Democratic Party, hereafter called the "Party." No person, groups of persons, or organization, shall use the name or address of the Party, in any manner, unless the person, groups of persons, or organization has received permission to use the name or address from the State Executive Committee of the Party.

Section 1.02 Purpose

The purpose of this Party shall be to elect Democrats to public office; enhance an understanding of the political process and of the Democratic Party among our members; provide an effective and representative Party organization; sustain the human and constitutional rights of all persons; provide a mechanism for making our political institutions responsive and accountable to the aims and needs of our Citizens; promote individual freedom in the framework of a just society and political freedom in the framework of a meaningful participation by all citizens.

Section 1.03 Members

The Party shall be open to all who desire to support the Party, who wish to be known as Democrats, and who are not members of any other political Party. The forms of participation are subject to state statutes and these rules.

Section 1.04 Authority

While it is in session, the County Assembly shall exercise all powers of the Party. At all other times, the governing body of the Party shall be the Central Committee, with the full power 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. The Chair shall carry out the mandates of the Central Committee and the Executive Committee.

Section 1.05 Principles

(a) Affirmative Action Outreach

In order to create full participation by all Democrats, the Party shall adopt and implement affirmative action programs with specific goals and timetables for achieving results. The Party values the participation of all its diverse members and recognizes that diversity is our strength. The Party shall actively support the participation of traditionally under-represented groups at all levels of the Party and in all Party affairs in such numbers as practicable.

(b) Non-Discrimination

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

(c) Open Meetings

All meetings at all levels of the Party are open; however, only registered Democrats or persons authorized by the chair of any meeting may address meetings at all levels of the Party. The Chair has the authority to remove anyone who is being disruptive. Only persons authorized by the Chair may record any meeting.

(d) Fair Reflection

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

Delegates to State Conventions shall be allocated to presidential candidate preferences in a fashion that fairly reflects the proportion of votes each candidate received in the Colorado Presidential Primary. Delegates to State Assemblies shall be allocated in a fashion that fairly reflects the [proportions of votes each candidate received in the Colorado Presidential Primary].

Delegates to State Assemblies shall be allocated in a fashion that fairly reflects the preferences expressed in a poll based on the highest contested race in the State or District for which the Assembly is being held.

(e) Ethical Standards

The Party shall encourage and support the State Code of Conduct Policy and the State Neutrality Policy that embody substantive rules of ethical guidance for public officials and employees, candidates for public office, and party officials. All candidates for the Party

nomination for any office shall sign a Fair Campaign Practices Code affirmation which shall be submitted with the candidate's letter of intent to pursue the Party nomination. Failure to submit a signed document shall be reported to the appropriate assembly or convention prior to the vote on the candidate's nomination.

(f) Gender

All written documents issued by the Party shall be worded in such fashion as to eliminate the presumption of specific gender in any party or group. All members of the Party are encouraged to eliminate gender-charged language from oral communication.

(g) Equal Division

Delegations at all levels in Party organizations shall, to the maximum extent practicable, be equally divided by gender. Elected public official members of the State Central Committee shall not be counted in determining equal division. Nonbinary individuals shall not be counted toward either female or male totals in determining equal division. Equal division, and the actions to support it are the practical implementation of valuing diversity, assuring the largest pool of ideas, people and solutions to further Party goals. Equal gender division between delegates or committee members shall not be a mandatory quota.

(h) Assessments

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

Section 1.06 Policies

(a) State Party Rules and Colorado Statutes

These rules implement and extend the Plan of Organization and Rules of the Democratic Party of Colorado. Colorado statutes and the State Party 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.

(c) Notice of Meetings

Meetings of the Central Committee, Executive Committee, and Chair’s Advisory Committee shall be posted to the Party’s publicly published calendar no later than the date the members of the committee are notified of the meeting date.

Notice of Meetings of the Central Committee and Executive Committee, along with the agenda for such meetings, shall be posted on the County Party’s web site for at least ten (10) days prior to the meeting.

(d) Party Endorsements

Official Democratic Party organizations and Party Officials shall not endorse one Democratic Party candidate for public office, over another, except through the action of the State Central Committee, or in accordance with official Party nomination processes.

All information provided by an Official Democratic Party organization to a Democratic Party candidate must be made available to all other Democratic Party candidates in the same election.

Any person responsible for violations of this section of the rules shall be barred from holding any Party office and from receiving Party support, for a period of two (2) years from the date of the violation.

(e) Use of Party Name

Official Democratic Party organizations and Party officials shall not make public endorsements giving the impression that the Democratic Party is the endorsing organization. Official Democratic Party organizations operating using the Party name shall not use the word “Democratic” in any endorsement of a candidate or issue without written permission from the State Party Chair, representing action by the State Central Committee, or an official Party nomination process. Any official Democratic Party organization that violates this section of the rules shall be barred from further use of the Party name in their organization name.

Article II. Part Two - Organization

Section 2.01 County Central Committee

(a) Composition

(i) Precinct Committee People (Precinct Organizers)

All of the Precinct Committee People (Precinct Organizers) shall be members of the County Central Committee.

(ii) County Central Committee

The County Central Committee shall be composed of the Precinct Committee People (Precinct Organizers), captains and co-captains, captains at-large, elected officers of House Districts and Senate Districts (a maximum of four (4) designated by each House District and by each Senate District), county officers, and all Democrats holding elected office at the county, state and national levels, and residing within Jefferson County, shall be voting members of the County Central Committee. Holding multiple offices shall not entitle a person to more than one vote, excluding proxies. [C.R.S. 1-3-103 \(1\)\(b\)\(I\)](#)

(b) Calling of Organizational Meeting

Between the first (1st) and fifteenth (15th) days of February in odd-numbered years, the Central Committee shall meet at the call of the Incumbent Chair. The Chair shall give notice of the time and place of the meeting at least ten (10) days prior, to all those entitled to attend.

(c) Organizational Meeting

The Incumbent Chair shall call the meeting to order and preside until a new Chair has been elected. The first order of business shall be a report of the Credentials Committee. This is followed by the election of the Chair, followed by the election of all other county party officers designated in these rules. The Chair or the Secretary shall, within ten (10) days after the organizational meeting of the Central Committee, file with the Secretary of State of Colorado, and with the Jefferson County Clerk and Recorder, a full and complete roll of the membership of the Central Committee, together with the names and addresses of Officers elected.

At this organizational meeting, the County Central Committee shall elect Jefferson County members of the State Central Committee, and shall elect a Vacancy Committee to fill central committee and nominating system vacancies.

At this organizational meeting, the Central Committees of House and Senate Districts wholly contained within the County shall meet and elect House and Senate District officers.

The Jefferson County contingent of all House, Senate, Judicial, and Congressional Districts partially situated within the County shall meet and elect delegates to subsequent multi-county district organizational meetings.

(d) Duties and Powers

The County Central Committee shall be the supreme governing body of the party, with final authority to govern and to adjudicate controversies within the Party, except during sessions of the County Assembly.

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 (10%) of the members of the Central Committee. Ten (10) days notice of all meetings shall be provided.

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.

The Central Committee shall have the ultimate authority to decide all disputes under its jurisdiction.

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.

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.

Section 2.02 Precinct Committee People (Precinct Organizers)

(a) Election and Term of Office

Two (2) Precinct Committee People (Precinct Organizers) 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 Precinct Committee People (Precinct Organizers) shall be resolved by the Credentials Committee of the County Party Assembly. Committee people shall serve for two (2) years, until the subsequent caucus, unless removed for cause, or by resignation.

(b) Procedure

The precinct caucuses shall elect Precinct Committee People (Precinct Organizers). The two (2) persons receiving the highest numbers of votes at the precinct caucus shall be elected. If two (2) or more candidates for precinct organizer receive an equal and the second highest number of votes, or if three (3) or more candidates receive an equal and the highest number of votes, the election shall be determined by lot. [C.R.S. 1-3-102 \(2\)\(a\)](#)

(c) Qualifications

Any person qualified to vote at a precinct caucus (see [CDP Rules 3.4.A](#)) may be elected as a Precinct Committee Person (Precinct Organizer).

(d) Certification

The officers of the precinct caucus shall certify the names of the Precinct Committee People (Precinct Organizers) to the county assembly.

(e) Disputes

The county assembly Credentials Committee shall determine all disputes as to the qualifications or election of any candidate for Precinct Committee Person (Precinct Organizer) and shall include its findings in its report to the county assembly. [C.R.S. 1-3-102 \(2\)\(a\)](#)

(f) Vacancies

A vacancy shall be declared to exist when any incumbent Precinct Committee Person (Precinct Organizer) shall resign, move from their jurisdiction, disaffiliate from the Colorado Democratic Party, or die, be removed from their position, or if the precinct organizer position was not filled at the last party election.

Vacancies in Precinct Committee People (Precinct Organizers) shall be filled by appointment by the Vacancy Committee of the County Central Committee, or (where delegated) by the County Chair, and in accordance with county party rules as applicable, as soon as practicable. [C.R.S. 1-3-103 \(1\)\(a\)](#)

If the County Central Committee Vacancy Committee or the county rules process does not fill the vacancy within thirty (30) days of the vacancy occurring, the vacancy may be filled by the recommendation of the County Chair, subject to ratification by the County Central Committee at its next meeting. The County Chair shall certify the new Precinct Committee People (Precinct Organizers) to the State Party secretary within thirty (30) days of filling a vacancy.

If the County Chair does not fill the vacancy within sixty (60) days of the vacancy occurring, the vacancy may be filled by recommendation of the State Chair, subject to ratification by the County Central Committee at its next meeting.

The Precinct Committee Person (Precinct Organizer) may assume full duties and privileges upon initial appointment but will be removed from office if the County Central Committee votes to reject.

(g) Duties and Responsibilities

(i) Representatives of the Party

As duly elected Party Officials, Precinct Committee People (Precinct Organizers) 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 held during their term of office.

(ii) Responsibilities

Attend all Central Committee meetings, or designate a proxy.
Recruit party workers within their precinct and supervise volunteer activities, as directed by captains and House District officers.

Notify registered Democrats in the precinct of the time and place of the caucus.

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

Convene their Precinct caucus, and acquire the information necessary to run their precinct caucus meeting in even-numbered years.

Section 2.03 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 organizational meeting, and serve until the next such meeting, unless removed for cause, or by resignation.

(b) Officers

(i) Chair

The County Chair shall be the chief executive officer of the Party and shall carry out the mandates 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.

(ii) 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.

(iii) 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 operations of the Headquarters; provide any information requested by the County Clerk or Secretary of State; and perform other duties as requested by the Chair.

(iv) 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 chair the Finance Committee. The Treasurer shall be bonded for not less than \$20,000, the premium for which shall be paid by the Party.

(v) Second Vice-Chair

The Second Vice Chair shall perform such tasks as requested by the Chair.

(vi) Assistant Secretary

The Assistant Secretary shall coordinate the work of office volunteers and perform such tasks as requested by the Secretary.

(vii) Assistant Treasurer

The Assistant Treasurer shall support the work of the Treasurer with a focus on compliance with state financial reporting requirements, and will perform such tasks as requested by the Treasurer.

(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.

Section 2.04 Executive Committee

(a) Composition

(i) Elected Members

The Executive Committee shall consist of the officers of the Central Committee, a maximum of four (4) of the elected officers of House Districts (designated by each House District), and a maximum of four (4) elected officers of Senate Districts (designated by each Senate District), Captains and Co-Captains elected at the biennial organizational meeting. Holding multiple offices shall not entitle a person to more than one (1) vote, excluding proxies.

(ii) Captains-at-Large

The Chair may appoint no more than twelve (12) additional members, who shall be designated captains-at-large.

(iii) 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 (2) meetings shall be called each year by the Chair, who shall give at least ten (10) days notice as provided in these rules.

(d) Duties and Powers

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 have any such duties as specifically delegated to it by the Central Committee.

Section 2.05 Affiliated Committees of the Central Committee

(a) Outreach Committee

(i) Composition

The Outreach Committee shall be composed of at least four (4) members appointed by the Chair, with at least one (1) member from each County Commissioner district. The members should reflect the diversity of the Party.

(ii) Duties

The committee shall create and publish an Outreach Plan. The committee shall engage in Outreach Plan activities to encourage party involvement by traditionally under-represented groups.

(b) Audit Committee

(i) Composition

The Audit Committee shall consist of three (3) members appointed by the Chair within thirty (30) days after the biennial organizational meeting.

(ii) Duties

The Audit Committee shall perform an audit of the Treasurer's accounts for the previous two (2) year term within 90 days of its appointment, and shall submit the audit for approval by the Executive Committee.

(c) Rules Committee

(i) Composition

The Rules Committee shall have one (1) member from each House District in the County, to be elected by the House Districts. The County Party Chair shall appoint the Chair of the Rules Committee, who need not be a member elected by the House Districts, within thirty (30) days of the biennial organizational meeting.

(ii) Duties

The Rules Committee shall consider proposed amendments to these rules. Proposed amendments shall be submitted to the committee at least thirty (30) 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 (10) days prior to the scheduled meeting.

(d) Finance Committee

(i) Composition

The Chair shall appoint no less than four (4) and no more than ten (10) members within thirty (30) days of the biennial organizational meeting. Additionally the Treasurers of the House Districts residing within the County shall be members of the Finance Committee. The Treasurer shall be the Chair of the Finance Committee.

(ii) Duties

The Finance Committee shall assist the Treasurer in the preparation of the budget and advise the Treasurer regarding the financial policies of the party.

(e) Chair's Advisory Committee

(i) Composition

The Chair's Advisory Committee shall consist of the County Officers, House District Chairs, Senate District Chairs, Judicial District Chairs, Congressional District Chairs, and Initiative Chairs, who reside in the county, or the qualified designees of any of these members. The Party Chair shall call and preside at the meetings of this committee.

(ii) Duties

The Chair's Advisory Committee shall approve provisional appointments to fill vacancies in the Precinct Committee People (Precinct Organizers) upon nomination by the Chair of the House District containing the precinct, consent to recommendations for appointments by elected county party officials to non-salaried positions, approve the agenda for Central Committee and Executive 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

(i) Composition

The members of the Campaign Funding Committee shall be the County Officers, House District Chairs or their designees, elected officials at the County and State level residing in Jefferson County and not involved in a current election, a former party officer appointed by the chair, and one (1) representative each from the Finance and County Government committees, selected by their respective committees.

(ii) Duties

The Campaign Funding Committee shall recommend allocation of Party funds to candidates.

(g) County Government Committee

(i) Composition

The Party chair shall appoint no less than three (3) members and may appoint as many other members as the Chair deems appropriate within thirty (30) days of the organizational meeting. The Party Chair shall appoint the chair of the County Government Committee.

(ii) Duties

The County Government Committee shall recruit candidates for Jefferson County elective offices. It shall report to the Executive and Central Committees.

(h) Fundraising Committee

(i) Composition

The Party chair shall appoint no less than four (4) and no more than ten (10) members, and shall appoint the chair of the Fundraising Committee. The Treasurer shall be a member of the committee.

(ii) Duties

The Fundraising Committee shall be responsible for the fundraising activities of the party.

(i) 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 its 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.

Section 2.06 House District Organizations

(a) Central Committee

Each House District Central Committee shall be composed of all precinct committee people (Precinct Organizer), captains, co-captains, captains at-large, house district officers, plus any State, County, or Senate District officers, and Democratic members of the Colorado General Assembly, residing within the House District.

(b) House District Officers

The Central Committee of each House District situated wholly within the County shall elect officers at their biennial organizational meeting. A Chair, Vice Chair and a Secretary 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 the election is eligible for such office.

House District Officers serve for two (2) years until the next biennial organizational meeting, or until removed for cause, or resignation. 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 Central Committee, Vacancy Committee of the Central Committee, and Assembly meetings.

The Central Committee encourages House Districts to elect leaders to positions that meet the specific needs of each district, seeking 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 (4) 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 (4) elected officers, the House District shall determine which four (4) officers have voting credentials.

(c) Captains and Co-Captains

House District Chairs shall identify captaincy districts of at least four (4) precincts each, for all precincts in their district. Two (2) captains shall be elected to serve in each captaincy district. No more than 18 captains may be elected in any House District.

Captains shall be elected by all the committee people (Precinct Organizers) of the House District at the biennial organizational meeting.. They shall serve for two (2) years until the next biennial organizational meeting, or until resigning or removed for cause.

(d) Meetings

House District Chairs shall call such meetings as necessary to inform the captains and Precinct Committee People (Precinct Organizers) 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.

(f) Vacancies

A vacancy shall be declared to exist when any incumbent resigns, moves from their jurisdiction, disaffiliates from the Democratic Party, dies, or is removed from their position, or if the seat was not filled at the last Party election.

Vacancies in Precinct Committee People (Precinct Organizers) shall be filled by appointment of the County Party chair, subject to ratification by the Central Committee. [C.R.S. 1-3-103 \(1\)\(a\)](#)

If the county central committee vacancy committee or the county rules process does not fill the vacancy within thirty days of the vacancy occurring, the vacancy may be filled by the recommendation of the county chair, subject to ratification by the county central committee at its next meeting. The county chair shall certify the new Precinct Committee People (Precinct Organizers) to the State Party secretary within thirty days of filling a vacancy.

If the county chair does not fill the vacancy within sixty days of the vacancy occurring, the vacancy may be filled by recommendation of the State Chair, subject to ratification by the county central committee at its next meeting.

The Precinct Committee Person (Precinct Organizer) may assume full duties and privileges upon initial appointment but will be removed from office if the county central committee votes to reject.

(g) Officers

(i) Chair

A vacancy shall be filled within thirty (30) days by the Central Committee Vacancy 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 (10) days of the occurrence of the vacancy.

(ii) Other Officers

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

(iii) House District Officers

Vacancies shall be filled in the same manner as those for officers of the Central Committee, except for appointment by the Executive Committee.

(iv) Captains

House District Chairs shall fill such vacancies by appointment, subject to the approval of the House District Central Committee. Appointments may not be made less than thirty (30) days prior to the next Executive Committee or Central Committee meeting, whichever comes first.

(v) Members of Affiliated Committees

Such vacancies shall be filled at the discretion of the person who made the original appointment, or their replacement in that office.

(vi) 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.

Section 2.07 Resignations and Removals

(a) Resignations

Central committee members, including House and Senate District officers, or members of any standing committee of the Party, may resign before the end of their term of office by making a written or electronic statement of their resignation to the chair of that central committee. The chair of a central committee may resign before the end of their term of office by making a written or electronic statement of their resignation to the State Party Chair.

If a Party official makes an oral statement of resignation, that person shall be requested by the Secretary or other officer, to submit a written or electronic statement of resignation. If a written or electronic statement of resignation is not submitted, nor is the intention to resign denied in writing within ten (10) days after the request, the central committee chair shall accept the resignation.

A vacancy shall be declared to exist when a resignation is accepted. The vacancy shall be filled in accordance with the provisions in these rules.

(b) Removals

(i) Central Committee

Central Committee members may be removed for any of the following reasons, with cause for removal not limited to these reasons:

- 1) Willful and intentional conduct in violation of these Rules.

- 2) Aiding or supporting any political party other than the Democratic Party.
- 3) Aiding or supporting any political candidate opposing a nominee of the Democratic Party.
- 4) Conviction of a felony or a crime of moral turpitude.
- 5) Failure to perform the functions of the office or to fulfill the responsibilities as outlined in these Rules.

(ii) Executive Committee

Executive Committee members may be removed for failure to attend three (3) consecutive meetings. Such person may still hold the office which entitled them to a position on the Executive Committee.

(iii) 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.

(iv) House District Officers

A majority of the committee people (Precinct Organizers) 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 committee people in the District shall constitute a quorum.

(v) 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.

(vi) Precinct Committee people

Committee people (Precinct Organizers) may be removed by a two-thirds vote of those present at a meeting of the Central or Executive Committees.

(vii) Procedure for Removal

- 1) At least one fourth (1/4) of the members of an executive committee or one-fifth (1/5) of the members of a central committee must sign and submit a written petition containing a Statement of Charges to the highest-ranking central committee officer who is not named in the petition and Statement of Charges. The Statement of Charges shall contain the grounds for removal.

- 2) Upon receipt of the Statement of Charges, the officer in receipt shall send to the accused officer(s), by trackable mail, a copy of the Statement of Charges and a letter stating that the accused officer may either resign or have a hearing, by way of motion for removal, at the next regularly scheduled meeting of the appropriate central committee, or at a meeting scheduled specifically for the hearing.
- 3) If the accused officer does not resign, the officer in receipt of the Statement of Charges shall send a copy of the Statement of Charges to all the members of the central committee, along with a notice of the central committee meeting. Such a meeting shall be called no later than 30 days from delivery of a request for a hearing by the accused officer.
- 4) At the meeting of the central committee the accused officer shall be afforded an opportunity to respond to the Statement of Charges. After such hearing, upon a motion for removal made by one of the signatories to the Statement of Charges, the accused officer shall be removed by a majority vote of the entire membership of the central committee.
- 5) If an officer is removed, the office shall be declared vacant and filled in the manner provided for in these rules.
- 6) Any officer may appeal their removal at the next meeting of the central committee. A majority vote of the entire membership of the central committee is required to reinstate the officer(s). Any reinstated officer shall resume their office at the conclusion of the voting.

Article III. Part Three - Nominating System

Section 3.01 Precinct Caucus

(a) Date and Time

The precinct caucuses must be held on a date no earlier than the first Tuesday in March and no later than the first Saturday after the first Tuesday in March. The county Central Committee shall notify the State Party, the Secretary of State, and the County Clerk and Recorder of the precinct caucus date on or before January 2 of the year in which the election is held. The State Party shall keep a list of the dates of the precinct caucus for every county. [C.R.S. 1-3-102 \(1\)](#)

(b) Qualifications for Participation in Caucus

(i) Residency

In order to vote at any precinct caucus, assembly, or convention of a political party, the elector shall be a resident of the precinct for twenty-two days, shall have registered or pre-registered to vote no later than

twenty-two days before the caucus, assembly, or convention, and shall be affiliated with the Democratic Party holding the caucus, assembly, or convention for at least twenty-two days as shown in the statewide voter registration system; except that any registered elector who has attained the age of eighteen years or who has become a naturalized citizen during the twenty-two days immediately preceding the meeting may vote at any caucus, assembly, or convention even though the elector has been affiliated with the political party for less than twenty-two days.

(ii) Pre-Registration

The Democratic Party of Colorado allows a pre-registrant, 16 years of age or older, to vote at any Democratic Party caucus, assembly, or convention if the pre-registrant has been a resident of the precinct for twenty-two days before the caucus, assembly, or convention, and has been affiliated with the Democratic Party for at least twenty-two days as shown in the statewide voter registration system, except that a pre-registrant who pre-registered within the twenty-two days immediately preceding the meeting may vote at any caucus, assembly, or convention even though the pre-registrant has been affiliated with the Democratic Party for less than twenty-two days.

(iii) Moving From Precinct

An elector who moves from the precinct where registered during the twenty-one days prior to any caucus may participate in and vote at the caucus in the precinct of the elector's former residence but shall not be eligible for election as a delegate or for nomination as a Precinct Committee Person (Precinct Organizer) in the former precinct. C.R.S. 1-3-101 (1), C.R.S. 1-3-101 (2)

(c) 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 committee people 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.

(d) Reading of Rules

The person calling the caucus to order shall read and/or distribute a clear and concise statement of precinct caucus rules, procedures and requirements for participation in precinct caucuses and in the assembly and convention processes, including the election of alternate delegates to the county assembly/convention if the county central committee has decided to allow for alternate delegates, and shall have available those copies of the statements, rules and procedures for the duration of the caucus. They shall include the appropriate sections of the principles of affirmative action and fair reflection in these Rules.

(e) Elections

The caucus shall elect a chair and a secretary. The caucus shall elect two (2) committee people, and then proceed to elect the allotted number of delegates to the County Assembly in a manner provided for in the rules.

(f) Precinct Committee People (Precinct Organizers) Elections

(i) Procedure

The Precinct Caucuses shall elect Precinct Committee Persons. The two persons receiving the highest numbers of votes at the Precinct Caucus shall be elected. If two or more candidates for Precinct Committee Person receive an equal and the second highest number of votes, or if three or more candidates receive an equal and the highest number of votes, the election shall be determined by lot.

(ii) Qualifications

Any person qualified to vote at a precinct caucus may be elected as a Precinct Committee Person (Precinct Organizer).

(g) Certification

The officers of the caucus shall prepare a certified list of the names of the delegates to the County Assembly and the committee people from the precinct on the forms supplied by the Party and shall submit them to the Chair as soon as possible, within 24 hours after the caucuses meeting.

(h) Disputes

The County Assembly Credentials Committee shall adjudicate all disputes regarding the qualifications or election of any candidate for delegate or Precinct Committee Person and shall include its findings in its report to the County Assembly. The County Assembly shall ratify the list of Committee people.

Article IV. Part Four - County Assemblies and Conventions

Section 4.01 County Assemblies

(a) Purpose

Assemblies shall be held in each even-numbered year to designate candidates for public office, elect delegates to the State, Congressional District, Judicial District, and Multi-County Assemblies, and conduct other business as determined by these rules and the call. Candidates

shall be elected for each of the following county offices which are designated for election that year: County Commissioner, Clerk and Recorder, Sheriff, Coroner, Treasurer, Surveyor, and Assessor. Candidates shall be elected for each state house and senate district, wholly contained within the county, designated for election that year. [C.R.S. 1-4-205](#), [C.R.S. 1-4-206](#)

(b) Date, Time and Place

County central committees shall have the power to fix the date, time, and place for assemblies within their jurisdiction in accordance with the applicable state statutes and these rules. Central committees may delegate their powers to executive committees or to any other committees of their choosing. County assemblies shall be held no later than twenty-one days after precinct caucuses. [C.R.S. 1-4-602 \(1\)](#)
The county party central committee or executive committee may choose to hold the county assembly and convention on the same date as the precinct caucus, and must notify the State Party, secretary of state, and the county clerk and recorder of the date of the county assembly and convention on or before January 2 of the election year. [C.R.S. 1-4-602 \(1\) \(a\) \(IV\)](#)

(c) Call

It shall be the duty of the county chair to issue the call at least ten days prior to the assembly. (See [CDP Rules 2.2.B.2.](#))

(d) Designating Candidates

The full county assembly delegation shall participate in electing candidates to county wide offices. The portions of the county assembly representing jurisdictions contained wholly within the county shall participate in electing candidates to those jurisdictions.
The Assembly shall take no more than two (2) ballots upon candidates for each office to be filled. Every candidate receiving thirty percent (30%) 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 (30%) 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 (30%) or more of the votes cast, the two (2) candidates receiving the highest number of votes shall be certified as candidates for that office by the Assembly. [C.R.S. 1-4-601 \(2\)](#)

(i) Tied votes

If two (2) 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. [C.R.S. 1-4-601 \(2\)](#)

(ii) 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 and Recorder or Secretary of State.
[C.R.S. 1-4-601 \(2\), \(3\)](#)

(e) County Conventions

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

(f) Agendas for Assemblies and Conventions

The assembly or convention shall require a specific time for the conduct of preference polls if such poll is mandated by the delegate selection plan. This shall be a part of the report of the committee on permanent organization. The following items must be included on the formal agenda of all assemblies and conventions; however, the order of such business shall be recommended by the committee on permanent organization, subject to the approval of the assembly or convention.

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

- 1) Call to order by the chair of the central committee and reading of the call to order;
- 2) Selection of temporary officers;
- 3) Presentation and adoption of report of the Credentials Committee;
- 4) Recess;
- 5) Presentation and adoption of report of the Permanent Organization Committee;
- 6) Election of a permanent chair, secretary and other officers;
- 7) Report of committee on platform resolutions, if any
- 8) Designation of candidates for direct primary election;
- 9) Selection of delegates to subsequent assemblies and conventions
- 10) Other business;
- 11) Adjournment.

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

Section 4.02 Delegates To Assemblies and Conventions

(a) Selection

The assembly and/or convention shall consist of delegates and, if applicable, alternates selected by the Democratic electors at precinct caucus. The persons receiving the highest number of votes at the precinct caucus shall be the delegates to the county assembly from the precinct. If two or more candidates receive an equal number of votes for the last available place in the election of delegates to county assemblies at the precinct caucuses, the delegate shall be determined by lot by the candidates. [C.R.S. 1-4-602 \(1\)\(a\)\(I\)](#)

(b) Qualification

Delegates 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.

(c) Challenges

Delegates may be challenged and decertified at any time during the assembly and convention process. For the first seven (7) days after caucus, challenges shall be made by notice to the chair. If they occur more than seven (7) days after the precinct caucus, such challenges must be made directly to the Credentials Committee.

(d) Certification of Delegates

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 by a vote of the Assembly to accept the report of the Credentials Committee.

The Credentials Committee shall prepare and certify lists of delegates selected to represent their jurisdiction in State and Congressional District Assemblies and Conventions, as well as in other multi-county Assemblies. These lists will be provided to the State Chair, and to the the appropriate District Chairs, at least three (3) days prior to the meetings of each Assembly or Convention.

If the Officers of an Assembly and Convention fail to provide certified lists of delegates a minimum of three (3) days prior to the meeting of a subsequent Assembly or Convention, the jurisdiction will not be entitled to credentialed delegates to that Assembly or Convention.

(e) Proxy Voting

Delegates who are unable to attend a County Assembly or Convention, or must leave before adjournment, may designate a qualified proxy to represent them. Proxy voting is not permitted at Precinct Caucus.

(f) Presidential Preference

No presidential preference polls shall be conducted at any level in the nominating process. Delegates seeking to be elected to State or Congressional District Conventions shall declare their presidential candidate preference at County Convention.

(g) Alternates

No alternates will be elected at any caucus, assembly, or convention.

Section 4.03 Committees of Assemblies and Conventions

(a) Composition

Each House District shall elect one (1) member of each of four (4) committees before January 31st of each even-numbered year. The chair of each Committee shall be appointed by the County Chair.

(b) Committees

(i) 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.

(ii) 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.

(iii) Credentials Committee

1) 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 committee people chosen at the caucus.

2) 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 (7) days following the caucus. The person filing the protest shall have a hearing by the committee prior to the assembly or convention.

3) Resolution of Disputes

The committee shall schedule a hearing at which all interested parties shall be heard. The committee may take any one (1) or more of the following actions upon determination of a valid challenge: Deny certification of the challenged delegate; Reallocate votes among unchallenged delegates; Allocate fractional votes; Any other action which insures fair representation of those who chose the delegate. A written finding of fact shall be made after the resolution of all disputes.

(iv) Platform Resolutions Committee

The Platform Resolutions Committee shall meet prior to the assembly or convention to draw up a document which expresses the principles and opinions of the party.

Platform Resolutions adopted at the precinct caucuses shall be duly considered. Copies of the report (the Platform) shall be made available to delegates 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.

Section 4.04 Vacancies

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.

Any vacancy in 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.

Article V. Part Five – General Procedures

Section 5.01 Notice

Calls to Central Committee meetings, Assemblies, and Conventions shall be communicated to the members of the committee via email, paper mail, telephone call (including automated calls), text message, or other available communications technologies, so long as the method used includes a permanent record of the notice and non-repudiation of receipt. Call notices must be sent at least ten (10) days prior to the meeting.

The Party shall make every effort to notify the public of all meetings, assemblies and conventions in order that all interested people may attend. The Party shall notify all newspapers in the County of the date, time, and place of precinct caucuses, including the rules, procedures, and requirements for participation. The Party shall broadly publicize precinct caucus participation information using available internet and social media channels.

Any person wishing to be nominated as a candidate for elected office by an Assembly shall make known their intent to the Chair of the jurisdiction for that Assembly at least ten (10) days prior to the Assembly.

Any person wishing to be nominated for election to County Party office shall notify the incumbent Chair one (1) week prior to the Central Committee meeting at which the election shall be held.

Section 5.02 Electronic Meetings

Participation in meetings held under the Central Committee system may be by electronic means if the Officers calling the meeting make the necessary arrangements. The Party is not obligated to provide for electronic attendance.

Section 5.03 Voting and Elections

(a) Open Voting

Open voting is a vote where an individual member's vote may be made public, and is conducted by hand raising, voice vote, signed written ballot, or electronic ballot.

Secret voting is a vote conducted by written ballot at a caucus, such that any individual vote is not traceable to the person who voted. Processes shall be in place to ensure only qualified participants vote. (See [CDP Rules 3.4.A.](#))

(b) Balloting

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. Ballots shall be signed or otherwise identifiably marked by the person voting, to be valid. Ballots must be sealed and retained in a secure location by the Chair of the District voting, or by that Chair's designee. Ballots shall be retained for a minimum of forty- five (45) days unless a challenge to the balloting results is made through timely written or electronic communication to Officers of the Central Committee responsible for the meeting at which the voting occurred. Ballots shall be retained until any timely raised challenge is fully resolved.

(c) Proxies

A proxy is an authorization, in writing, for one person to act for, and in place of, another at a meeting of a committee, assembly or convention.

- 1) For the purpose of establishing a quorum, proxies shall be counted.
- 2) Substitutes must be Democratic electors residing in (1) the county in which a member resides or (2) the Congressional district in which the member resides, or (3) if no substitute elector is available from the same county or Congressional district in which the member resides, a substitute may be selected who resides in the state of Colorado.
- 3) No person may carry more than one (1) proxy.
- 4) The person giving the proxy may make written instructions on how the proxy is to be voted and the instructions shall be honored.
- 5) Proxies are not ballots and must be assigned and voted before being counted as a vote.
- 6) No proxy voting shall be permitted in any caucus.
- 7) Unless otherwise indicated on the proxy itself or elsewhere in these rules, a proxy is presumed to be general, uninstructed and transferable.
- 8) The holding of multiple offices shall not entitle a person to more than one vote.
[C.R.S. 1-3-103 \(1\)\(b\)\(I\)](#)
- 9) Central Committee System
 - a) Central Committee Meetings.

Members of a central committee may deputize, by signed proxy, substitutes to act for them at any meetings, except where prohibited. Such substitutes must be Democratic electors.
 - b) Executive Committee and Other Meetings.

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

(d) Majority and plurality votes.

Unless otherwise provided in these rules, DNC rules or state law, all issues and elections with a single winner shall be decided by majority vote; issues and elections with two or more winners will be decided by the highest vote totals.

(e) Exhaustive voting

In single winner majority vote elections where there are more than 2 candidates, if at the end of each round of voting there is no candidate with a simple majority, the candidate with the lowest vote total shall be removed from the ballot for the next round of voting. This process shall continue until one candidate reaches a simple majority and is declared the winner. Once the voting starts for an office, no additional candidates will be added to that ballot.

(f) Alternative forms of voting

County or district officers may choose to use an alternative form of voting upon approval by the State Party officers. The county or district officers must submit a proposal with instructions to the committee on how to mark the ballots. The submitting officers must also demonstrate sufficient understanding of the vote counting process through their proposal to instill confidence. Approval by the State Party officers must be obtained before issuing the meeting call. Alternative forms of voting can only be used for internal party elections and cannot be used to designate candidates for the primary ballot.

(g) Remote voting

For meetings involving remote participation or both in-person and remote participation, the meeting administrators shall provide voting procedures that are substantially compatible with and comparable to those for in-person meetings. All remote participation plans must include a way to verify the identity of who is participating and a record of all votes taken.

(h) Tie votes

For any election required under these rules which results in a tie between two or more candidates, the winner shall be determined by lot.

(i) Prohibition of the unit rule

Voting by the unit rule, whereby a delegate or committee member is required to cast a vote contrary to her/his expressed preference, is prohibited in all assemblies, conventions, and meetings.

Section 5.04 Quorum

A quorum of any official body is the number of voting members that must be present to transact business. A simple majority of the members or delegates present to establish quorum, whether in person, by proxy or remotely, except as otherwise noted, and shall be sufficient to maintain quorum and to carry on business.

Democratic elected public officials who are members of a committee or delegation solely by virtue of their public office shall not be counted

in the total membership of the body in establishing a quorum requirement, but those elected public officials present at a party meeting shall be counted in establishing quorum.

Forty percent (40%) of the whole number of members of any central committee shall constitute a quorum; forty percent (40%) of the whole number of members of any executive committee shall constitute a quorum; forty percent (40%) of the whole number of delegates to assemblies and conventions shall constitute a quorum; forty percent (40%) of the whole number of members of a Standing or Special Committee or Commission shall constitute a quorum for meetings of such Committees or Commissions.

Twenty percent (20%) of the whole number of members of a nominating system committee shall constitute a quorum; fifty percent (50%) of the whole number of members of a vacancy in office or nomination committee shall constitute a quorum; the number of eligible participants present at a precinct caucus shall constitute a quorum.

Proxies shall be counted for the purpose of establishing and maintaining quorum at any party meeting.

Section 5.05 Controversies and Complaints

All complaints against rules, regulations, or actions of any County Central Committee, County Executive Committee, or the County Chair or County Vice Chair, alleging discrimination by any party official or party organization in the County, or conduct unfair, unjust or detrimental to the interest of the Party, shall be submitted in writing to the Chair.

If the complaint is accompanied by signatures of ten percent (10%) of the members of the Central Committee and the submitted signatures are verified, the complaint will be communicated to all members of the Central Committee, and a special meeting of the Central Committee may be called to review and act upon the complaint.

The Chair may appoint a committee to meet prior to the Central Committee meeting and submit a report to the Central Committee. Commonly recognized standards of due process shall be followed in considering and resolving the complaint. Complaints may also be filed with the Colorado Democratic Party and resolved according to the State Party's rules.

If the complaint, or a material part of it, is sustained by the Central Committee, the committee may order changes or overrule the complained of action. Such orders shall be effective immediately.

Article VI. Part Six - Publication of the Rules

A copy of these Rules shall be made available at no charge to anyone requesting one. These Rules shall be published on the County Party website.

Article VII. Part Seven - Amendments to the Rules

Amendments to these rules shall be made by recommendation of the Rules Committee, and two-thirds approval of the Central Committee. The Rules Committee shall be empowered to make technical revisions to correct omissions or deficiencies, and to ensure full compliance with Party Rules and Colorado Statute. A statutory change affecting these Rules shall automatically amend these Rules, unless within six (6) months of the statutory change, the Central Committee shall act to retain the original rule of the party.

A copy of these Rules shall be filed with the Secretary of the State of Colorado and the Jefferson County Clerk and Recorder, no later than the first Monday in February in each even-numbered year and, if filed prior to that date, these Rules may be amended until that date. Failure to file by the deadline shall mean that the rules last filed with the Secretary of State and Clerk and Recorder continue to apply.

Article VIII. Part Eight - Governing Documents and Roberts Rules of Order

Any procedure not prescribed in or governed by these Rules shall be governed by the following hierarchy of documents, in this order:

1. Democratic National Committee Charter and Rules
2. Colorado Democratic Party Rules
3. Jefferson County Democratic Party Rules
4. Current Edition of Roberts Rules of Order