



THE EL PASO COUNTY COLORADO DEMOCRATIC PARTY

PLAN OF ORGANIZATION AND RULES

Version 1.2

Amendments were made in November 2023 by the Rules and Bylaws Committee and subsequently adopted through a vote at the El Paso County Democratic Party Central Committee meeting in November 2023.

This document is based on the Colorado Democratic Party Plan of Organization and Rules, as amended in November 2020.

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PREAMBLE

We, the Democrats of El Paso County, Colorado, do establish this Plan of Organization and the Rules of the El Paso County Democratic Party (the Rules) in order 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.

Part 1 PRINCIPLES

1.1 NAME

A. The Name

The legal name of the organization shall be the El Paso County Democratic Party, hereinafter referred to as the Party, the County Party, El Paso Democratic Party, Pikes Peak Dems, or EPCO Dems.

B. Use of Party Name

The El Paso Democratic party is the sole representation of the Colorado Democratic Party in El Paso County, CO. No other person, group of persons, or organization shall use the name or address of the El Paso Democratic Party in any manner, or use the terms “Democratic Party”, “Democratic” or “Democrats” to refer to themselves unless they have received written permission from the El Paso Democratic County Executive Committee, the Colorado Democratic Party, or the Democratic National Committee. The Chair of the Colorado Democratic Party State Central Committee is the ultimate authority in resolving such disputes. ([C.R.S. §1-3-106](#) and [C.R.S. §1-3-108](#))

C. Party Endorsements

The use of the word “Democratic” shall not be used in any endorsement of any candidate or issue in an election without permission, in writing, from the El Paso County Chair. The various countywide organizations using the Party name shall not make a public endorsement of a candidate or issue in any election giving the impression that the El Paso County Democratic Party is the endorsing organization. The endorsement of a candidate(s) in a partisan or nonpartisan election or of a ballot issue by the El Paso Democratic Party shall occur only through the action of the El Paso County Executive Committee or in accordance with the official nomination and assembly procedures. The party shall remain neutral among Democratic candidates and shall not endorse one Democratic candidate over another. The party shall not endorse an unaffiliated candidate or a candidate of another party in any election where a Democrat is running.

If the El Paso County Party provides party information to a Democratic candidate for election, this same information shall be made available to other Democratic candidates in the same election under the same term, upon request.

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

1.2 AUTHORITY

The El Paso County Democratic Party consists of all registered Democrats within El Paso County and shall be governed by The El Paso County Central Committee as created by [C.R.S. §1-3-105](#). The El Paso County Central Committee shall have all the powers granted to it by law or by these Rules and shall be the supreme governing body of the Party except during the sessions of the El Paso County Assembly.

The El Paso County Executive Committee shall, between meetings of the El Paso County Central Committee, exercise powers as delegated to it by the El Paso County Central Committee through these rules, including the resolution of controversies. The El Paso County Chair shall carry out the mandate of the El Paso County Central Committee and the El Paso County Executive Committee as indicated by these rules. ([C.R.S. §1-3-105](#)).

1.3 PARTY PRINCIPLES

A. Party Membership

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 registered political party. The forms of participation are subject to state statutes and these rules.

B. Non-Discrimination

Discrimination or harassment based on race, assigned sex, age, color, national origin, religion, spiritual beliefs, ethnic identity, sexual orientation, gender identity or expression, cultural background, economic status, or disability in the conduct of the Party activities at all levels of the Party are prohibited.

C. Reference to Gender

All written documents issued from the Party shall be worded in such fashion as to eliminate the presumption of gender.

All members of the Party will strive to use gender-neutral language in and eliminate gender-charged language from oral communication.

D. Outreach

The Party values the participation of all its diverse members and recognizes that diversity is our strength as Democrats. To create full participation by all Democrats in the Party, the Party shall adopt and implement outreach programs to foster participation at all levels of the Party and in all Party affairs of traditionally underrepresented groups, such as ethnic, racial minorities, women, youth, poor, gay, lesbian, bisexual, transgender, and people with disabilities in such numbers as practicable.

1) Goal

The goal of such outreach shall be to create such participation in delegate election processes and in party organizations at all levels of the aforementioned groups as indicated by their presence in the Democratic electorate.

2) Quotas

This goal shall not be accomplished either directly or indirectly by the Party's imposition of mandatory quotas at any level of the delegate selection process or in any other party affairs.

3) Equal Division

The concept of equal division between delegates or committee persons based upon gender shall not be used as a mandatory quota. Rather, equal division and the actions to support it are the practical implementation of valuing diversity and assuring the largest pool of ideas, people, and solutions to further Party goals.

E. Open Meetings

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

F. Fair Reflection

Delegates and, if applicable, alternates to all Party Assemblies and Conventions shall be chosen in a manner which fairly reflects the division of candidate preference, including uncommitted, expressed by those participating in the nominating process including the representation of minority and divergent views. Delegates to 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 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.

G. Ethical Standards

The Party shall encourage and support the Code of Conduct Policy and the 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.

H. Assessments

No delegate to any Assembly and/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.

I. Data-Driven Organization

The El Paso County Democratic Party strives to make strategy decisions based on accurate and up-to-date data. As such, it is imperative all County Party Committees collect and store data while performing their duties where appropriate. The need to collect data should inform Standard Operating Procedures for Committees.

J. Preservation of Organizational Knowledge

The El Paso County Democratic Party strives to document and preserve organizational knowledge across all leadership and volunteer changes. As such, each County Party Committee shall create and maintain a Standard Operating Procedures (SOP) manual for their committee and preserve all documents created and data collected in a location established, maintained, and accessible by the County Party.

K. Volunteer Affiliation

General volunteers working with the El Paso County Democratic Party are not required to be registered Democrats. However, all volunteers in an elected party position, chairing a committee or given access to sensitive data or secure areas must be registered Democrats. The Volunteer Committee Chair (Volunteer Coordinator) has the discretion to determine which volunteers fall into these categories.

Part 2 POLICIES AND PROCEDURES

2.1 POLICIES

- The El Paso County Chair shall be responsible for informing members of the El Paso County Central Committee and the news media of resolutions and recommendations of the County Committees, as appropriate.
- The El Paso County Chair, on behalf of the El Paso Democratic Party, shall convene periodic meetings with the elected Democratic leaders of El Paso County in order to translate the views of the Party on substantive issues into public policy and to inspire and mobilize vigorous public and Party support of all major legislation which implements the Party platform and process.
- The El Paso County Chair also has the responsibility and ability to challenge and/or address the positions or actions of any elected official, that is not supportive of the Party's Platform and values.
- If the El Paso County Party provides party non-monetary resources to a Democratic candidate for election, these same resources shall be made available to other Democratic candidates in the same election upon request under the same terms.
- Relationship to State Rules. These Bylaws are designed to supplement and summarize the election laws and the Rules of the State Democratic Party. These Rules shall govern all meetings, procedures, and activities of the Democratic Party of El Paso County so long as they do not conflict with the proper Rules of the state Democratic Party or with the election laws.
- Robert's Rules of Order to Govern. Any procedure which is not prescribed in or governed by these Rules shall be governed by *ROBERT'S RULES OF ORDER, NEWLY REVISED*.

A. Conflict of Interest

1) Definitions

Conflict of Interest: A "conflict of interest" occurs when a personal, financial, or professional interest has the potential to interfere with objective and impartial execution of duties and responsibilities within the party.

2) Conflict of Interest

It is the policy of the El Paso County Democratic Party that paid campaign staff, including consultants, analysts, etc. for a candidate running for office within the jurisdiction of El Paso County, Colorado or for a Statewide position may not serve on the executive committee except as described within these rules. This aims to prevent any potential conflicts of interest that could arise from holding these two positions simultaneously.

3) Resignation, Documentation, and Procedures

If a campaign staff member is elected to the executive committee, they must either:

- Resign from their position on the campaign before assuming their duties on the executive committee, **or**
- Provide conflict-of-interest documentation and procedures.

The conflict-of-interest documentation must include a signed acknowledgment from the committee member, comprising of:

- A recusal agreement stating that they will abstain from any votes or decisions involving the candidate for whom they are serving as campaign staff.
- An acknowledgment that party resources, such as Mobilize, Votebuilder, and The Blast newsletter, cannot be used in special support of the candidate as this may constitute a violation of campaign finance law or be perceived as providing inequitable advantages to specific Democratic primary candidates.
- Improper use of these resources may result in access removal and/or billing to the candidate campaign for the services/resources/assets provided.
- An acknowledgement from the candidate indicating that they have been informed that a member of their campaign staff serves on the party's executive committee and that they understand that no special privileges, access, or support will be provided due to this affiliation.

4) Use of Party Resources and Positions

Members of the executive committee are prohibited from using their party position to obtain non-volunteer work. Should a member intend to offer campaign support in a non-volunteer capacity, they must inform the candidate at the start of any solicitation engagement. This ensures a clear distinction between the volunteer support offered by the party to Democratic and progressive candidates and the non-volunteer services rendered by campaign professionals.

2.2 NOTICE

The time and place for all meetings, Assemblies, and Conventions at all levels of the Party shall be publicized fully and in such a manner as to assure **at least 14 days' notice** to all interested persons. Such meetings shall be held whenever possible in public places accessible to all party members and large enough to accommodate all interested persons.

A. Central Committee System

All chairs of Central Committees when calling a meeting of the Central Committee or of an Executive Committee shall give notice of the time and place 14 days or more before the meeting to all those entitled to be present. Notice shall be a written communication sent by any reasonable means and posted for public view. Failure of intended recipients to receive the notice shall not invalidate a meeting. This provision does not apply to nominating Assemblies and/or Conventions.

B. Nominating System

1) Precinct Caucus

At least 14 days before each precinct caucus the El Paso County Chair shall publish in the official party website, and release to the media generally, a clear and concise statement of Precinct Caucus rules and procedures and requirements for participation in Precinct Caucuses and in the Assembly and/or Convention process.

2) Assemblies and Conventions

The call for all Assemblies and/or Conventions shall state the time and place with particularity and shall be published on the official party website and released to the media generally or in a newspaper of general circulation in the area served by the Assembly and/or Convention at least 14 days before the date of the Assembly and/or Convention. The Chair of the El Paso County Central Committee shall provide the call to all delegates and alternates at least 14 days prior to the meeting of the Assembly and/or Convention.

3) Candidates for Public Office

Notice of the candidacy of any person desiring to have their name presented to any assembly for designation as a candidate at any primary election shall be given to the chair of the appropriate committee at least 30 days prior to the first assembly where there is a preference poll for the office they are seeking. The chair of the appropriate committee shall make such notices of candidacy available to all interested persons and the media.

If prior to the nominating assembly, a candidate chooses to enter the assembly process, or is nominated from the floor it would require a majority vote of the nominating assembly to consider the nomination.

C. Remote Meetings.

The El Paso County Party, U.S. Congressional District, Senate District, and House District officers may offer remote or virtual meeting participation in place of physical meetings or in conjunction with physical meetings.

1) Participation in Precinct Caucus, Conventions and/or Assemblies at any level and meetings held under the Central Committee system may be held remotely by electronic means if the officers calling the meeting make the necessary arrangements subject to the State and County Party procedures.

2) Participants in a remote meeting shall be afforded the opportunity to participate, as practicable, in the same manner as delegates or committee members who are participating in person.

3) Remote Voting. See [These Bylaws § Remote Voting](#)

2.3 VOTING AND ELECTIONS

A. 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.

B. 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.

C. Alternative Forms of Voting

Committees may choose to use an alternative form of voting upon approval by the El Paso County Executive Committee. The committees must submit a proposal with instructions to the Executive Committee on how to mark the ballots. Approval by the El Paso County

Executive Committee 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.

D. 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.

E. 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.

F. Voting

1) Precinct Caucus

At Precinct Caucuses, voting shall be open unless a participant in the Caucus meetings requests a secret ballot.

2) Assemblies, Conventions, Central Committee System, and all Other Meetings

Voting shall be open. Ballots, if any, shall be signed or otherwise identifiably marked by the person voting to be valid.

3) Procedure

The County Party Chair shall approve and distribute procedures and regulations for ballot design, distribution and counting for all voting methods that can be used for party elections.

G. Remote Voting

The County Party, U.S. Congressional District, State Senate District, and State House District officers may allow electronic or remote voting subject to the State and County Party procedures. ([C.R.S §1-3-102](#), [§1-4-601](#) AND [§1-4-602](#) as amended on June 21, 2021.)

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. Retention and Review of all County Ballots

1) Ballots must be retained in a secure location by the chair of the district, or that person's designee.

1) Ballots shall be retained for a minimum of 45 days unless a challenge is timely raised, in which case the ballots are to be retained until the challenge is finally resolved.

2) The El Paso County Party Chair may retain custody of the ballots if a challenge is deemed valid or a complaint is submitted within the timeframe outlined by County Party rules and upon written request by the County Party Chair to the chair of the district that is voting, or that person's designee.

3) All ballots to be counted shall be in the original format chosen. Ballots and vote totals may only be transmitted via the required method chosen by the County or State Party, El Paso County Clerk or Secretary of State.

4) The ballots of elected party representatives may be reviewed by members of the Party district that elected those party representatives. Request(s) to review a ballot shall be made in writing, within 30 days of the vote involved, to the County Party Chair. The County Party Chair shall determine or refer the matter to a designee or a committee which shall determine, issues of standing, jurisdiction, and procedure.

5) Ballots must be retained in a secure location by the chair of the district, or that person's designee.

6) Ballots shall be retained for a minimum of 45 days unless a challenge is timely raised, in which case the ballots are to be retained until the challenge is finally resolved.

I. 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) A proxy holder must be a voting member of the meeting body residing in (1) the precinct in which the proxy grantor resides or (2) the State House district in which the proxy grantor resides, or (3) if no substitute elector is available from the same precinct or State House district in which the proxy grantor resides, a proxy holder

may be selected who resides in the same U.S. Congressional district, if fully contained within El Paso County, or the County of El Paso

3) No person may carry more than one (1) proxy.

4) Unless otherwise indicated on the proxy itself or elsewhere in these rules, a proxy is presumed to be general, uninstructed, and transferable. The person giving the proxy may make written instructions on how to vote the proxy. The person carrying the proxy must honor those instructions.

5) No proxy voting shall be permitted in any Caucus.

6) The holding of multiple offices shall not entitle a person to more than one vote. [C.R.S. §1-3-103 \(1\)\(b\)\(I\)](#)

7) The County Chair or designee may choose not to make proxies available if an early or extended voting period or an alternate voting method is made available.

8) Committee Meeting System

(a) County Central Committee, Reorganization, Assembly and Convention Meetings

Members of the committee may deputize, by signed proxy, substitutes to act for them at any meetings, except where prohibited. Such substitutes must be existing committee members within the voting body.

(b) County Executive Committee and Other Committee Meetings

Any member of a committee may cast one vote and not more than one proxy. For Executive Committee meetings, a designee, appointed by the chair of a district, committee, or initiative to attend in their place, shall also be a proxy holder and hold only one proxy vote. That designee need not be a member of Executive Committee.

J. Alternates

There are no alternates to the El Paso County Central Committee, Executive Committee, Assembly and/or Convention.

K. Reporting Unit

The reporting unit for El Paso County shall be the approved Credentials Committee, who shall have the responsibility of keeping attendance, assigning proxy votes when needed, and counting ballots for Assembly and Convention, Reorganization, Central Committee, or any other necessary El Paso County voting activities.

L. Quorum

The quorum of a meeting of any body is the number competent to transact business, as provided below. For the purposes of this section, “elected officials” shall mean who hold a position within the Central and/or Executive Committee solely by virtue of their public (non-party) office; specifically, this shall include President and Vice President of the United States, United States Senators, Members of Congress, Governor, Lieutenant Governor, Secretary of State, State Treasurer, Attorney General, members of the State Board of Education, members of the Board of Regents, District Attorneys, State Senators, State Representatives, and elected county public officials, where applicable.

Quorum is all members present, whether in person, by proxy or remotely except as otherwise noted.

1) Central Committee System

(a) Central Committees

Forty percent of the whole number of members shall constitute a quorum for any Central Committee meeting. The “whole number of members” shall not include elected officials, except that an elected official shall be included in the “whole number of members” when present, either in person, via proxy or remotely.

(b) Executive Committees

Forty percent of the whole number of members shall constitute a quorum for any Executive Committee meeting. The “whole number of members” shall not include elected officials, except that an elected official shall be included in the “whole number of members” when present, either in person, via proxy or remotely.

(c) Other Committees and Commissions

Forty percent of the whole number of members of committees or commissions formed under the authority of these rules shall constitute a quorum for meetings of such committees or commissions.

(d) Quorum

Quorum rules may be superseded by State Party rule changes or state statute changes.

2) Nominating System

The nominating system shall consist of all Assemblies and/or Conventions; meetings of associated standing committees including credentials, permanent

organization, and platform; committees to fill a vacancy in nomination; and committees to fill a vacancy in office.

(a) Assemblies and Conventions

Forty percent of the full membership of the Assembly and/or Convention present in person or by proxy of elected delegates shall be a quorum for the purpose of commencing business. A majority of the delegates in attendance at the commencement of business shall be sufficient to carry on business.

(b) Nomination Committees

A majority of the voting members shall constitute a quorum for the purposes of commencing business. A majority of the members in attendance at the commencement of business shall be sufficient to carry on business.

(c) Associated Standing Committees

Standing committees, shall establish a quorum consisting of not less than one fifth of the voting membership of the committee. Twenty (20) percent (one-fifth) of the voting membership of the committee shall not include elected officials, except that an elected official shall be included in the voting membership when present, either in person, via proxy or remotely.

(d) Vacancy in Office Committees

Committees to fill a vacancy in office shall establish a quorum consisting of not less than one half the voting membership of the vacancy committee.
[\(C.R.S. §1-12-203 \(3\)\(a\); \(1\)\)](#)

3) Precinct Caucus

Quorum at any Precinct Caucus is the number of eligible participants present.

4) Special Considerations

Colorado Revised Statutes or these party rules covering a specific matter of business may provide for a quorum related to that matter of business.

M. Minority Reports.

A minority report shall be presented at Assembly and/or Convention upon a favorable vote of ten percent or more of the members or delegates of the meeting, Assembly and/or Convention.

N. Persons Making Nominations, Motions, and Seconds

1) General Rule

Any person making a motion or providing a second to a motion shall be a member of the body or committee that is considering the motion. This includes, but is not limited to, meetings of the Executive Committee and Central Committee.

2) Nominations:

In the case of nominations for a party office or to fill a vacancy position, the person providing a nomination or, if required, a second shall be a member of the body or committee that is considering the nomination unless an alternate nominating procedure has been duly approved or mandated.

3) Alternate Procedures:

If an alternate nominating procedure has been duly approved or mandated either by applicable law, or by Colorado Democratic Party rules, or by an Assembly or Convention delegate selection plan, or by specific meeting rules adopted by the relevant body or committee, then the approved alternate nomination procedures for that specific meeting will apply. This includes cases where a duly approved or mandated procedure permits self-nomination.

4) No Alternate Rule:

If no specific alternate nominating rule has been approved or mandated, then the aforementioned rule that a nominator or a second shall be a member of the body or committee that is considering the nomination, shall apply.

2.4 PUBLICATION OF THE RULES

These Rules shall be published online and made publicly available and shall be filed with the State Party rules committee.

2.5 CHANGES TO THE RULES

These Rules may be altered or amended by a majority vote of the El Paso County Central Committee. Such a committee meeting shall take place in any odd-numbered year or in an even-numbered year no later than the first Monday in February. Exceptions are allowed if State Party Rules or State Statutes dictate other emergence provisions. A quorum must be present. Fourteen (14) days prior notice of such changes must be given to the members of the committee. All proposed amendments to these Rules shall be submitted to the rules committee for review at least thirty days prior to the meeting of the central committee at which the proposed amendments are to be considered. A statutory change affecting these Rules shall automatically amend these Rules, unless within six months of the statutory change the El Paso County Central Committee shall act to retain the original rule of the Party.

2.6 OTHER PROCEDURES

Any procedure, that is not prescribed in or governed by these Rules, shall be governed by the current version of the Colorado State Democratic Party rules, and if not prescribed there, by Robert's Rules of Order Newly Revised.

Part 3 CENTRAL COMMITTEE SYSTEM

3.1 HIERARCHY OF AUTHORITY

The official governing body of the El Paso County Democratic Party is determined as follows:

- 1)** When the El Paso County Assembly, when convened at the Assembly meeting every other year, is the official governing body.
- 2)** When the El Paso County Central Committee is in session, it is the official governing body.
- 3)** Otherwise, the governing body is the El Paso County Executive Committee, given its authority by the El Paso County Central Committee.

The County Party officers are the officers of the County Central Committee, County Executive Committee and are the temporary officers of Assembly, Convention and Reorganization.

3.2 POLITICAL DIVISIONS OF THE COUNTY

For the purpose of internal organization, the El Paso County Democratic Party shall be divided into the following districts:

- 1)** The County as a whole.
- 2)** U.S. Congressional Districts and State Judicial Districts that are wholly contained within the county, if any.
- 3)** State Senatorial Districts, State Representative Districts, and County Commissioner Districts that are wholly contained within the county.
- 4)** All precincts.

Each of the above shall be geographically the same as such political units now or hereafter established by law. Each of these districts has their own Central Committee and Vacancy Committees.

Districts that are only partially contained within the county or are larger than the county shall belong organizationally within the jurisdiction of the State Party or that of the district Central Committee.

3.3 COUNTY LEVEL CENTRAL COMMITTEE

A. Authority

The El Paso County Central Committee shall have all the powers granted to it by law or by these Rules and shall be the supreme governing body of the Party except during the sessions of the El Paso County Assembly. The Central Committee may suspend the Rules for a specific purpose, except for removal of officers, by a two-thirds vote of the members in attendance.

B. Composition

The El Paso County Central Committee shall be composed of the following members ([C.R.S § 1-3-103](#)):

- 1)** The El Paso County Democratic Party Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, and the Treasurer.
- 2)** The Chair or designee of each of the following district committees (Note that Chairs and Vice Chairs are referred to as Captains and Co-captains in the C.R.S.):
 - (a)** U.S. Congressional Districts wholly contained in El Paso County, if any.
 - (b)** State House Districts
 - (c)** State Senate Districts
 - (d)** County Commissioner Districts
- 3)** Precinct Organizers of all precincts in the county. Note that Adoptive Precinct Organizers are NOT members of the Central Committee. An Adoptive Precinct Organizer is someone who does not reside in the precinct but is acting as Precinct

Organizer until a resident of the precinct is found for the position. Precinct Organizers must reside in the precinct. [\(C.R.S. § 1-3-102\)](#).

4) The chair or designee of each county chapter of a state initiatives or county-only initiatives. ([These Bylaws § INITIATIVES](#))

5) Elected County Executive Committee At-Large Members

6) Appointed County Executive Committee At-Large Members

7) The Chair of each multi-county district that sits partially within El Paso County, if they are a resident, or a designee who is an El Paso County resident. Their number will not be included in the mandatory quorum but will count towards quorum.

8) Any Democratic elected officials residing within the county. These may include: the President or Vice President of the United States; United States Senators or Representatives; the Colorado Governor, Lieutenant Governor, Secretary of State, State Treasurer, or State Attorney General; members of the Colorado University Board of Regents, District Attorney, Colorado State Senators or Representatives, or members of the Democratic National Committee. [\(C.R.S. 1-3-103 \(1\)\(b\)\(I\)\)](#)

9) Representation of College Democrats Chapter Organization on Central Committee

(a) Membership:

Each officially recognized chapter of College Democrats that is located in El Paso County, Colorado, may designate one (1) person to be a voting member of the Central Committee.

(b) Selection Process:

The representative will be appointed or elected in accordance with procedures established by the respective College Democrats chapter.

(c) Notification:

The chapter leaders shall notify the name and contact information of the College Democrats' representative in writing to the Chair of the El Paso County Democratic Party.

(d) Eligibility:

The selected individual must be an affiliated Democrat, in good standing with the university, and meet all other qualifications that apply to holding membership on the Central Committee.

C. Voting

Each member of the El Paso County Central Committee has one vote, except the Chair who shall be only allowed to vote in case of a tie. Holding multiple offices listed in the preceding **Composition** section, shall not entitle a person to more than one vote, excluding proxies.

D. Term of Office

The term of office of members of the El Paso County Central Committee shall begin on the date of their election or appointment and shall be for a period of two years or until their successors have been elected. [\(C.R.S. §1-3-103 \(1\)\(a\)\)](#)

E. Meetings

The El Paso County Central Committee shall meet at the call of the chair at least once per year.

Upon the written request of ten percent or more of the members of the El Paso County Central Committee, filed with the Chair, it shall be the duty of the Chair within 14 days from the receipt of such request to issue a call for a meeting of the County Central Committee. The date of such a meeting shall be fixed by the chair not later than 30 days nor earlier than 14 days from the date of the call.

F. Organizational Meeting (Reorganization)

Between February 1 and February 15 of odd-numbered years the incumbent El Paso County chair shall call a meeting of the El Paso County Central Committee to elect new Central Committee members, excluding Precinct Organizers, who are elected at Caucus in even-numbered years. The chair shall give notice of the time and place of said meeting at least 14 days before the meeting to all persons entitled to be present. The chair shall call the meeting to order and preside until a new chair of the El Paso County Central Committee has been elected. The first order of business after the roll call shall be the election of a new chair. [\(C.R.S. §1-3-103 \(1\)\(c\)\)](#). In the event of state-wide or county-wide redistricting, an Organizational Meeting shall be held as necessary.

The following Central Committee positions are elected at Reorganization:

- 1)** El Paso County Democratic Party Chair, 1st Vice Chair, 2nd Vice Chair, Treasurer and Secretary.
- 2)** An Executive Committee for each U.S. Congressional, State House, State Senate, and County Commissioner District, wholly contained within El Paso County. Each committee shall consist of three (3) elected officers: Chair, Vice

Chair, Secretary; and one (1) State Platform Committee Member. In addition, the Executive Committee for U.S. Congressional Districts includes a Treasurer, one (1) State Platform Committee Member, and three (3) Outreach Committee Members.

3) State Executive Committee Members. The number of members allowed will be communicated by the Colorado Democratic Party prior to Reorganization that year.

4) State Central Committee Members. The number of members allowed will be communicated by the Colorado Democratic Party prior to Reorganization that year.

5) Up to five (5) At-Large members of the El Paso County Democratic Party Executive Committee.

The Executive Committee officers of each U.S. Congressional, State House, State Senate and County Commissioner District shall be elected by the Central Committee of that district. All other positions shall be elected by the entire County Central Committee.

Membership on the County Central Committee is not required to run for elections to these positions. Candidates seeking county party offices shall provide written notice to the El Paso County Party Chair and Secretary of their intent to seek office 21 days prior to the Reorganization Meeting. Candidate information and office job descriptions shall be made available to members of the County Central Committee, via the County Party website or other appropriate media. Notwithstanding this rule, nominations for a county party office may be accepted from the floor at the time of the elections at the Reorganization meeting, if the Central Committee votes to do so.

After the organizational meeting of the El Paso County Central Committee, the County Credentials Committee shall file a roster of newly elected officers with the Colorado Democratic Party in accordance with the instructions provided by the Colorado Democratic Party prior to Reorganization of that year.

G. Officers of the Central Committee

The Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer of the County Party shall also be the Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer of the County Central Committee.

1) Chair

The Chair shall be the presiding officer of County Central Committee meetings. The Chair shall have the deciding vote in the event of a tie vote and shall not otherwise vote.

2) First Vice Chair

The First Vice Chair shall do everything necessary to assist the Chair in carrying out the duties of the Chair. In the absence of the Chair, the First Vice Chair shall preside over all meetings and exercise all authority of the Chair.

3) Second Vice Chair

The Second Vice Chair shall do everything necessary to assist the Chair in carrying out the duties of the Chair. In the absence of the Chair and First Vice Chair, the Second Vice Chair shall preside over all meetings and exercise all authority of the Chair.

4) Secretary

The Secretary shall keep minutes of all meetings of the El Paso County Central Committee. The Secretary shall keep all records sent to the El Paso County Central Committee by the district and precinct committees. The Secretary shall keep copies of the minutes supplied by any other committees of the County Central Committee. The Secretary shall be responsible for keeping the official list of the current membership of the committees of the Party. The Secretary shall perform such duties as requested by the Chair of the El Paso County Central Committee

5) Treasurer

The Treasurer shall have custody of the funds of the El Paso County Party and shall render written reports of receipts and disbursements to each meeting of the El Paso County Central and Executive Committees. The Treasurer shall also make a full report for the handling of Party funds and shall be under sufficient bond, the amount to be determined by the County Executive Committee. An audit by the Audit Committee of all financial records and transactions of the Party shall be made at least once every two years, and at other times as may be requested by either the El Paso County Central Committee or Executive Committee. Once such audit shall be made such that the results can be presented timely to the public in the month prior to Reorganization.

The Treasurer shall prepare and file all financial reports required by law. The Treasurer shall also be the Treasurer of the County Executive Committee.

H. Removal for Absence

If any El Paso County Central Committee member fails to attend any two successive meetings of the Central Committee without being excused, after having been given due notice of the time and place of such meeting, the chair may recommend to the El Paso County Central Committee that the member be dropped, and said seat be declared vacant. If the Central Committee concurs by a majority vote, the seat shall be vacant.

I. Affiliated Committees of the County Central Committee

Within thirty (30) days of the County Reorganization meeting, the County Chair shall establish the following committees by appointing the Committee Chair. The Committee

Chair shall therein appoint additional members to the committee, unless otherwise noted or outlined within the rules and bylaws of the State, County or Committee.

1) Outreach Committee

(a) Purpose

The Outreach Committee endeavors to ensure party demographic composition, including Assembly Delegate Selection Plans, fairly reflects that of El Paso County.

(b) Membership

The County Outreach Committee shall be comprised of a minimum of three (3) members to be appointed by the County Chair and approved by the County Executive Committee. These appointments shall be made with the best effort to ensure equitable representation of traditionally under-represented groups.

(c) Duties

(i) Establish an El Paso County Outreach Plan that is in compliance with the State model for Outreach as reflected within the State Delegate Selection Plan required for Assembly and/or Convention.

(ii) Ensure that El Paso County Party complies with County Outreach Plan.

(iii) Maintain copies of all Outreach Plans and record their compliance. This information shall be on file at the El Paso County Party headquarters or available electronically. Any documents required by the State Party will be filed with the State Party.

2) Rules Committee

The Rules Committee ensures that the El Paso County Party, Party Initiatives and other subsidiary party organizations comply with El Paso County Party Rules. When asked, the Rules Committee may offer interpretations of party rules and governing documents. All proposed amendments to these Rules shall be submitted to this committee for review at least thirty (30) days prior to the meeting of the County Central Committee at which the proposed amendment is to be considered. The Rules Committee will be the Initiative Oversight Committee. The Rules Committee shall assist the Chair in monitoring and enforcing compliance with the Fair Campaign Practice Code for candidates that have signed it.

3) Finance Committee

The Finance Committee shall be responsible for the formulation of an El Paso County Party budget. Said budget shall be submitted to the County Executive

Committee no later than fourteen (14) days prior to the first County Executive Committee meeting of December of each year. The Treasurer shall be a member of the finance committee.

(a) Budget

The County Chair shall submit to the El Paso County Executive Committee the proposed budget, which shall be approved with any adoptive amendments on or before December 15th of each year. The budget shall be for the Party's fiscal year, which shall be the same as the calendar year. Any changes during a budget year shall be approved by the County Executive Committee.

(b) Funds

All El Paso County Party funds shall be deposited in Party accounts in either licensed state or national banks or credit unions. The Party officers permitted to draw on such party accounts may do so in such reasonable amounts as may be determined by the El Paso County Chair, with the approval of the El Paso County Executive Committee.

4) Standing Credentials Committee

The Committee is charged with approving the credentials and presenting a list of qualified members for meetings of El Paso County Central Committee, Reorganization, and Assembly/Convention. (See These Bylaws [§ County Level Central Committee Meetings](#), [§ County Level Central Committee Reorganization](#), and [§ Permanent Organization](#))

(a) Term of Service

This committee shall serve until after the biennial El Paso County Party reorganization meetings are concluded all documentation has been submitted to the State Party, and new appointments are made by the El Paso County Chair.

(b) Duties

The Committee shall provide oversight and/or administer sign-ins for the above stated meetings. The Credentials Committee shall receive and consider all challenges to credentials, where they have oversight, including resolving any contest or objection in the member selection process. This committee shall have oversight for balloting activity. The Committee may establish or modify credential and balloting operational recommendations. The Committee will provide a written report of its decisions to the El Paso County Party Chair, which will be made available when requested by any

member of the affected body. The committee may consult with any political subdivision of the State or County Party.

5) Conflict of Interest Committee for Reorganization and County Assembly

(a) Definitions

(i) Conflict of Interest:

A "conflict of interest" occurs when a candidate's personal, financial, or professional interests have the potential to interfere with their objective and impartial execution of duties and responsibilities within the party.

(b) Formation

(i) A Conflict of Interest Committee ("the Committee") shall be constituted as needed, specifically for vetting candidates for the roles of Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, Treasurer, and the five At-Large positions on the Executive Committee during the reorganization process, as well as for selecting delegates during the County Assembly of the El Paso County Democratic Party.

(c) Composition

(i) The Committee shall consist of five members:

- (1) Two members shall be randomly selected from the Rules Committee by the parliamentarian.
- (2) Two members shall be randomly selected from the Central Committee by the parliamentarian.
- (3) The parliamentarian shall serve as the fifth member of the Committee.

(d) Submission of Potential Conflicts of Interest

(i) All candidates applying for the specified roles must submit a statement of potential conflicts of interest as part of their application.

(ii) Any member of the Central Committee may submit a statement of potential conflicts of interest regarding any declared candidate up until the date that the Committee makes its final decisions prior to reorganization or assembly.

(e) Duties and Responsibilities

(i) The Committee shall review all submitted potential conflicts of interest.

(ii) The Committee shall have the full authority to either accept or reject the existence of a conflict of interest.

(iii) A comprehensive list of all submitted potential conflicts of interest, along with other candidate information, shall be published and made available to all party members prior to the reorganization process and County Assembly.

(f) Consequences for Non-Resolution

(i) Any verified conflicts of interest must be resolved to the satisfaction of the Committee prior to the reorganization date or the County Assembly. Failure to resolve such conflicts will result in the disqualification of the candidate.

6) Other Required Committees

The El Paso County Chair shall establish the following committees by appointing the Committee Chair, in a timely manner such the Committee can perform their required function. The Committee Chair shall therein appoint additional members to the Committee, unless otherwise noted or outlined within the rules and bylaws of the State, County or Committee.

(a) Permanent Organization of the Assembly/Convention. ([These Bylaws § Permanent Organization](#))

(b) Platform Committee.

(c) Communications/Media Committee.

(d) Caucus Committee.

(e) Audit Committee.

(f) Fundraising Committee.

(g) Volunteer Committee.

7) Recommended Committees

The Chair may appoint other Committees as deemed necessary. Recommended Committees include:

(a) Events Committee

- (b) Appreciation/Recognition Committee
- (c) Voter Registration Committee
- (d) Get Out the Vote (GOTV) Committee
- (e) Technology Committee
- (f) County Platform Committee
- (g) Data Committee
- (h) Training and Development Committee(s). Audiences include District Officers, Office Staff, Precinct Organizers and Candidates.
- (i) Process Committee. Oversight of committee Standard Operating Procedures (SOP). ([These Bylaws § Standard Operating Procedures](#))
- (j) Precinct Organizer Administration. This committee owns all processes and procedures needed to maintain an accurate and up-to-date list of Precinct Organizers.

8) Standard Operating Procedures

Each committee must define and maintain a Standard Operating Procedures (SOP) Manual updated at least once every two years and stored in a location and manner, determined by the County Party. Oversight of committee adherence to SOPs may be by committee or otherwise directed by the County Chair.

J. Other Jurisdictions

All districts wholly contained within El Paso County each have their own Central Committee. Each district has a Chair, Vice Chair and a Secretary [C.R.S. 1-3-103 \(1\)\(d\), \(4\)\(e\), \(5\)\(a\), \(5\)\(b\), \(6\)\(a\), \(6\)\(b\)](#). If a district also has financial accounts, the district may choose to elect a Treasurer or have the Secretary take on Treasury tasks. These officers make up the District Executive Committee and are also members of the District Central Committee. Each District Central Committee also includes all Precinct Organizers of precincts within the district and any Democratic elected officials who reside in the district (see [These Bylaws § County Central Committee Composition](#) and [C.R.C § 1-3-103 \(3\)\(a\),\(b\)](#) for additional details on elected officials).

The following sections contain duties of the District Executive Committee Members and any District-specific positions and Central Committee Members.

1) State Senate and Commissioner Districts

(a) Chair

(i) Sets time and place for District meetings, which may, but need not, be held in conjunction with the El Paso County Central Committee meetings.

(ii) Sees that official calls are sent according to [These Bylaws § Notice](#) for above meetings and for district assemblies ([These Bylaws § Central Committee Meetings](#), [§ Organizational Meeting](#) and [§ Assemblies](#)), if not handled by the Permanent Organization Committee.

(iii) Publishes times, dates, and locations of meetings and assemblies in legal notices and by other means according to State and El Paso County Rules.

(iv) Presides at District meetings.

(v) Casts the deciding vote in District meetings in the event of a tie vote but shall not otherwise vote.

(vi) Calls to order District Assemblies and presides until the Assembly Chair is elected.

(vii) Recruits candidates to run for District seat and supports campaigns.

(viii) Supports Party fundraising activities.

(ix) Conducts District Central Committee Meetings (at least 2 per year).

(x) Recruits volunteers to support candidates or to assist other Party activities.

(xi) Supports campaigns as allowed by State and Federal laws.

(xii) May be a signatory on any accounts held by the district.

(b) Vice Chair

- (i) Assists the Chair.
- (ii) Presides at meetings in the Chair's absence.
- (iii) Calls meeting of the district within ten (10) days of resignation by Chair, for election of new Chair within thirty (30) days.
- (iv) Acts as Chair in Chair's absence.

(c) Secretary or Secretary/Treasurer

- (i) Takes minutes of all meetings.
- (ii) Maintains and stores any records for the district, including meeting minutes and a current list of the Executive Committee and Central Committee members. Keeps the County Party Secretary abreast of any membership changes, as needed, in the format and on the schedule requested by the County Party. Informs the County Party of any election results from Central Committee and Reorganization meetings.
- (iii) Accepts other duties as requested by the district chair.
- (iv) Calls a District meeting within ten (10) days if vacancies occur in Chair and Vice-Chair and presides until election of new Chair.
- (v) If no Treasurer is elected, then the Secretary/Treasurer assumes the duties listed below.

(d) The Treasurer (if one is elected)

- (i) Maintains financial records for District.
- (ii) Presents a current financial report at Executive and Central Committee meetings.
- (iii) May be one of the signatories on any accounts of the district.

2) House District

Because the House of Representatives seats are up for election in every even-numbered year, the House District Central Committee has responsibilities in addition to those iterated in the previous section.

(a) Chair

The House District Chair is the direct manager of all the Precinct Organizers in the District. The House District Chair shall:

- (i) All duties listed under [These Bylaws § State Senate and Commissioner District Chair](#).
- (ii) Provide regular communication and support to the Precinct Organizers in the District.
- (iii) Ensure Precinct Organizers have attended all required training.
- (iv) Hold House District meetings at least once a quarter, which may include the County Central Committee Meetings.
- (v) Recruit Precinct Organizers with the goal of at least one Precinct Organizer in each precinct.
- (vi) Recruit volunteers to help with the County Party outreach campaigns.
- (vii) Ensure all outreach campaign data is entered into VAN.
- (viii) Assist in Caucuses
- (ix) Establish Communication Networks within the House District

(b) Vice Chair, Secretary and Treasurer

Duties are the same as those listed for corresponding positions in [These Bylaws § State Senate and Commissioner Districts](#).

(c) Data & Technology Lead

- (i) Provides technical support to District Committee Members on technology provided by the County Party.
- (ii) Assists with data collection and entry into VAN as requested by Chair.
- (iii) This position is appointed by the Chair and is not an elected position.

(d) One (1) Member of the Platform Committee of the State Assembly

The Platform Committee shall consider resolutions, combine and/or edit as appropriate and produce required reports for the State Assembly. See the Colorado Democratic Party State Bylaws for more details.

3) U.S. Congressional District

The Congressional Central Committee shall include:

(a) Chair, Secretary and Treasurer

Duties are the same as those listed for corresponding positions in [These Bylaws § State Senate and Commissioner Districts](#).

(b) 1st Vice Chair

Duties are the same as those listed for Vice Chair in [These Bylaws § State Senate and Commissioner Districts](#).

(c) 2nd Vice Chair

- (i) Assists the Chair and 1st Vice Chair.
- (ii) Presides at meetings in the absence of the Chair and 1st Vice Chair.
- (iii) In the absence of the 1st Vice Chair, calls meeting of the district within ten (10) days of resignation by Chair, for election of new Chair within thirty (30) days.
- (iv) Acts as Chair in the absence of the Chair and 1st Vice Chair.
- (v) Acts as 1st Vice Chair in the absence of the 1st Vice Chair.

(d) One (1) State Platform Committee Member

The Platform Committee shall consider resolutions, combine and/or edit as appropriate and produce required reports for the State Assembly. See the Colorado Democratic Party State Bylaws for more details.

(e) Three (3) State Outreach Commission Members

Duties of the State Outreach Commission (SOC) include:

- (i) Establish a state model affirmative action/outreach plan to be used as a guideline for all county plans and to be used by the Party.
- (ii) Monitor and track the state and all county plans to ensure compliance with affirmative action/outreach plans.
- (iii) SOC may determine in what, if any, additional languages party literature should be distributed within the state or county.
- (iv) See the Colorado Democratic Party State Bylaws for more details.

(f) The Chair and 1st Vice Chair of the El Paso County Democratic Party.

If the County Chair or 1st Vice Chair do not reside within the Congressional District, they shall appoint a registered Democratic elector residing within the district to serve in their stead.

(g) Any additional bonus members as dictated by [C.R.S. 1-3-103 \(3\)\(b\)](#)

The Chairs of the various districts and initiatives may appoint such committees as are necessary to carry out the effective organization of the Party in their districts.

K. Notice to All Officers

The officers of the Party shall be informed on a timely basis of all meetings of standing committees of the El Paso County Central Committee system.

L. Vacancies

A vacancy shall be declared to exist when any Central Committee member shall resign, move from their jurisdiction, disaffiliate from the Democratic Party, die, or be removed from their position, or if the seat was not filled at the last party election.

(a) County Central Committee

A vacancy shall be filled by interim appointment by the applicable vacancy committee and voted upon by the county central committee at the next central committee meeting. Notice of vacancies shall be issued within thirty (30) days of the knowledge of the vacancy.

(b) County Party Chair

A vacancy shall be filled within thirty (30) days by the County Central Committee on the call of the First Vice Chair, or in the absence of the First Vice Chair, by the Second Vice Chair, or in the absence of both, by the Secretary. The call shall be issued within ten (10) days of the occurrence of the vacancy.

(c) Other County Executive Committee Officers

A vacancy shall be filled by the Executive Committee as an interim appointment until the next El Paso County Central Committee meeting after the vacancy occurs. These appointments include all County Executive Committee Officers (except Chair), all elected County Executive Committee At-Large members and all District Chairs.

(d) Other District Officers

A vacancy shall be filled by the applicable district vacancy committee as an interim appointment until the next District Central Committee meeting after the vacancy occurs.

3.4 EXECUTIVE COMMITTEE OF THE COUNTY CENTRAL COMMITTEE

A. Composition

The Executive Committee shall consist of the following, all of whom are voting members ([C.R.S. §1-3-105 \(2\)](#)):

- 1) The Chair, First Vice Chair, Second Vice Chair, Secretary, and the Treasurer of the El Paso County Party.
- 2) The five (5) Executive Committee At-Large members elected by the El Paso County Central Committee.
- 3) Up to twelve (12) at-large committee members appointed by the Chair.
- 4) The Chair of each State House, State Senate and County Commissioner District contained entirely within El Paso County, or their designee.
- 5) The Chair of each local County Initiative in good standing, or their designee.
- 6) The Chair of each multi-county district, if they are a resident, or an El Paso County resident who resides in the multi-county district designee. (see These Bylaws § County Central Committee Composition and C.R.C § 1-3-103 (3)(a),(b) for additional details on multi-county chairs).
- 7) All Democratic elected officials residing in El Paso County. (see [These Bylaws § County Central Committee Composition](#) and [C.R.C § 1-3-103 \(3\)\(a\),\(b\)](#) for additional details on elected officials).

B. Quorum

Forty percent (40%) of the numbers of members shall constitute a quorum for any Executive Committee meeting. The “number of members” shall not include elected officials or initiative representatives, except that an elected official and an initiative representative shall be included in the “number of members” when present, either in person or via proxy.

C. Term of Office

The term of office of the members of the El Paso County Executive Committee shall be concurrent with the terms of the members of the El Paso County Central Committee.

D. Duties and Powers

The County Executive Committee shall advise the El Paso County Chair and it shall exercise such other duties as may be conferred on it by law, by these rules, and as may be delegated to it by the El Paso County Central Committee. The members of the County Executive Committee shall advise and assist the county committees, including district committees, local county initiative committees, and other committees iterated in these rules or assigned by the Chair.

1) Chair

- (a)** Is the Chief Executive Officer of the County Party, Chair of the County Executive Committee, and the chair of the County Central Committee.
- (b)** Sets time and place of County Executive and Central Committee meetings.
- (c)** Presides at County Executive and County Central Committee meetings.
- (d)** Sees that official calls are sent according to Party Rules for all applicable Party meetings including County Assembly and Convention.
- (e)** Publishes times, dates, and locations of Precinct Caucuses, and County Assembly / Convention in legal notices and by other means according to State Laws and Party Rules.
- (f)** Calls to order the El Paso County Convention and/or Assembly and presides until permanent Chair is elected.
- (g)** Is responsible for conduct of County-wide campaigns, with the aid of the Rules Committee and associated District Committees. This includes ensuring Fair Campaign Practices are followed and supporting campaigns with volunteers, resources, and GOTV.
- (h)** May appoint up to twelve (12) At Large Members to the El Paso County Executive Committee.
- (i)** Appoints chairs of all committees. Confers with committee chair regarding member appointments.
- (j)** Is a standing member of all committees.
- (k)** Shall have financial authority to administer the budget and contracts approved by the County Executive Committee.

- (l)** Oversees fundraising for the Party.
- (m)** Is one of the signatories for Party accounts.
- (n)** Signs all contracts for the Party. May delegate that authority any Party Officer.
- (o)** Appoints or hires office manager (Executive Director) with the approval of the County Executive Committee. Hires any office personnel deemed necessary with the approval of the County Executive Committee. Appointments of volunteer office personnel do not require approval of the County Executive Committee.
- (p)** Is a member of State Executive Committee and State Central Committee. Is a member of the Congressional District and Judicial District Central Committees in which they reside.
- (q)** Is a member of any district Central Committee, located entirely or partially within the County, in which the Chair resides.
- (r)** Fills vacancies in Precinct Organizer (Precinct Committee Person) positions and in District Executive Committees. Vacancies must be confirmed by the County Executive Committee and ratified at the first Central Committee meeting following the appointment.
- (s)** Is the official spokesperson for the El Paso County Party.
- (t)** Provides lists of precinct poll-watchers, certified names and addresses of election judges to the County Clerk and provides name(s) of qualified Democrats(s) for the County Canvas Board according to State Laws.
- (u)** Must appoint members to State Party Committees as required by State Party Rules.
- (v)** Is the first line manager of all District Chairs as such, ensures District Chairs receive the proper training and are actively executing their duties as required by these Rules.
- (w)** May excuse a participant in a Precinct Caucus from physical presence at the Caucus for the conduct of party business. The level of allowed participation is at the discretion of the County Chair, but shall be limited by Colorado State Statute, Colorado Democratic Party Bylaws and Rules, and these Bylaws and Rules.
- (x)** May delegate any of the above powers, except power of appointments and signing for Party accounts.

2) First Vice Chair

(a) Is the First Vice Chair of the County Executive Committee and the First Vice Chair of the County.

(b) Assists the Chair.

(c) Provides leadership for organizational activities and political education.

(d) Presides at meetings in the Chair's absence.

(e) Calls meeting of County Central Committee within ten (10) days of resignation of Chair, for election of new Chair with thirty (30) days.

(f) Is a member of all standing committees.

(g) Acts as Chair in the Chair's absence.

(h) Is one of the signatories for Party accounts.

(i) Is a member of State Central and Executive Committees.

(j) Is a member of the Congressional District, Judicial District, and Central Committees in which they reside.

(k) Is a member of any district Central Committee, located entirely or partially within the County, if the 1st Vice-Chair resides within that district.

(l) Is one of the signatories on the Party accounts.

(m) May appoint assistants and delegate duties to volunteers as needed.

3) Second Vice Chair

(a) Is the Second Vice Chair of the County Executive Committee and the Second Vice Chair of the County Central Committee.

(b) Assists the Chair and First Vice-Chair.

(c) Coordinates the communication procedures of the Party.

(d) Assists in providing leadership for organizational activities.

(e) Presides at meetings in the absence of the Chair and 1st Vice-Chair.

(f) Is a member of all standing committees.

(g) Accepts all other duties requested by the Chair and 1st Vice-Chair.

(h) May appoint assistants and delegate duties to volunteers as needed.

4) Secretary

(a) Is the Secretary of the County Executive Committee and the Secretary of the County Central Committee.

(b) Takes minutes of all Executive and County Central Committee meetings and files them at Party headquarters.

(c) Ensures updated lists of County and District Party Officers and County Central Committee members are sent to State Party headquarters at least monthly.

(d) Ensures updated lists of County and District Party officers are sent to the Secretary of State and County Clerk.

(e) Keeps Party records of Executive and Central Committees, Districts, Caucuses, and Committees at headquarters.

(f) Accepts other duties requested by the Chair, and by County Executive and County Central Committees

(g) Calls County Central Committee meeting within ten (10) days if vacancies occur in Chair and Vice-Chairs and presides until election of new Chair.

(h) Sends official call for all County Central and County Executive Committee meetings, County Assembly and Convention on request of Chair.

(i) Ensures that all designations, acceptances, and reports from the Party are in order and sent to the County Clerk's office, Secretary of State's office, and the State Democratic Party office within time specified in State Laws.

(j) Keeps attendance records of County Central and Executive Committee meetings, County Assemblies, and Conventions at Party headquarters.

(k) Shall be responsible for providing copies of the Rules revised to reflect the statutory changes.

(l) Shall serve as a member of the Rules Committee.

(m) May appoint assistants and delegate duties to carry out these responsibilities.

(n) Shall be a member of the Credentials Committee.

5) Treasurer

(a) Is the Treasurer of the County Executive Committee and the Treasurer of the County Central Committee.

(b) Gives written accounts of receipts and payments and maintains a complete file at Party headquarters.

(c) Has custody of all Party funds, and deposits them in licensed State or National banks in El Paso County.

(d) Makes full monthly reports to the County Executive Committee, and to the County Central Committee when it meets, regarding the handling of all Party funds, including a comparison of expected and actual income and outgo.

(e) Prepares and files reports as required by law.

(f) Accepts other associated duties on request of Chair or by motion of County Executive or County Central Committees.

(g) Is a member of the Finance/Budget Committee.

(h) Is one of the signatories on all Party accounts.

(i) Is bonded.

(j) Maintains petty cash fund as follows: A fund of available for use by office staff. Is responsible for developing and maintaining procedures for such a fund in conjunction with office staff and for ensuring office staff are trained on such procedures.

(k) May appoint assistants and delegate duties to carry out these responsibilities, except for signing for Party accounts.

6) County Executive Committee Member Removal

When a member has failed to attend two (2) successive meetings of the El Paso County Executive Committee without being excused, the Chair may recommend to the County Executive Committee that the member be dropped, and the member's seat declared vacant. If the County Executive Committee concurs by majority vote, the seat shall be vacant.

3.5 PRECINCT CAUCUS

Precinct Caucuses are defined by [C.R.S. §1-3-102](#) as the organizational meeting for precincts.

A. Qualifications for Participation in Caucuses

1) In order to vote at any Precinct Caucus, Assembly, and/or Convention of the Democratic Party, the elector shall meet the following requirements at least twenty-two (22) days prior to the meeting:

(a) Resides in the precinct.

(b) Is registered or pre-registered to vote.

(c) Has affiliated with the Democratic Party as shown in the statewide voter registration system.

(d) The exception is that any registered elector who has become a naturalized citizen or has pre-registered to vote during the twenty-two (22) days immediately preceding the meeting may vote at the meeting even though the elector has been affiliated with the political party for less than twenty-two (22) days.

2) An elector who moves from the precinct where registered during the twenty-one (21) 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 (hereinafter referred to as Precinct Organizer) in the former precinct. ([C.R.S. §1-3-101 \(1\)](#), [C.R.S. §1-3-101 \(2\)](#), [C.R.S. §1-4-602 \(5\)](#))

B. Call to Order

At the time and place set by the El Paso County Central Committee for the holding of the Precinct Caucuses, one of the incumbent Precinct Organizers shall call the Caucus to order. The Precinct Organizers shall decide which of them shall call the Caucus to order by agreement or by lot. If no Precinct Organizer is present, any Democratic elector eligible to vote at the Caucus may call the meeting to order.

C. 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/or Convention processes, including the election of alternate delegates to the El Paso 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.

D. Elections

The Caucus shall then select a Chair and a Secretary and proceed to elect the allotted number of delegates to the El Paso County Assembly, following the Delegate Selection Plan, and to elect two (2) Precinct Organizers.

E. Certification

The officers of the Caucus shall prepare a certified list of the names of the delegates to the El Paso County Assembly and the Precinct Organizers from the precinct on the forms supplied by the El Paso County Chair and shall submit them to the El Paso County Chair within 24 hours after the caucus meets.

3.6 PRECINCT ORGANIZATION

A. Meetings

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 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. ([C.R.S. §1-3-102 \(1\)](#))

B. Election of Precinct Organizers (Precinct Committee People)

1) Procedure

The Precinct Caucuses shall elect Precinct Organizers. The two persons receiving the highest numbers of votes at the Precinct Caucus shall be elected. If two or more candidates for Precinct Organizer 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. ([C.R.S. §1-3-102 \(2\)\(a\)](#))

2) Qualifications

Any person qualified to vote at a Precinct Caucus (These Bylaws § Qualifications for Participation in Caucuses) may be elected as a Precinct Organizer.

The officers of the precinct caucus shall certify the names of the Precinct Organizers to the County Assembly.

3) Disputes

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

4) Term of Office

The person elected at the Precinct Caucus shall assume the office immediately, serving for two years unless they move out of the precinct or resign. If the Precinct Organizer is successfully challenged the new Precinct Organizer shall assume office immediately after certification by the El Paso County Assembly. ([C.R.S. §1-3-102 \(2\)\(d\)](#))

5) Vacancies

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

Vacancies in Precinct Organizers shall be filled in accordance with ([C.R.S. §1-3-103 \(1\)\(a\)](#)).

(a) Qualifications

Precinct Organizers must meet the qualification in ([These Bylaws § Qualifications](#)) above and be deemed acceptable by the Chair of the House District containing the precinct.

(b) Ratification

The El Paso County Vacancy Committee, which is also the County Executive Committee, shall vote to ratify appointed Precinct Organizers at the next County Executive Committee meeting following appointment which shall be within 30 days of appointment.

(c) Onboarding

The El Paso County Party shall maintain a written Precinct Organizer onboarding process and follow that process.

6) Filing

The El Paso County Party shall file a list of the names and addresses, by Precinct, of those persons elected as Precinct Organizers with the County Clerk and Recorder within four (4) days after the date of the County Assembly.

C. Duties of Precinct Organizers

1) Representatives of the Party

Precinct Organizers are the representatives of the Party within their precincts and have the right and privilege of representing the Democrats residing within their precinct at all meetings of the El Paso County Central Committee held during their term of office.

2) Responsibilities

Such rights and privileges carry with them equivalent responsibilities, including the obligation of performing the following duties while holding the office:

(a) Attend all meetings of the El Paso County Central Committee unless properly excused.

(b) Attend all required trainings unless properly excused.

(c) Read and respond to communication from the county party and House District chair in a timely manner.

(d) Recruit party workers in the precinct, supervise and direct their activities within the precinct.

(e) Conduct and verify that all canvassing, walking, texting, calling and literature drops have been completed within the precinct, as required by the House District Chair, the GOTV committee or other County Party leadership. The Precinct Organizer may recruit volunteers to assist.

(f) Notify registered Democrats in the precinct of the time and place of Caucus.

(g) Support the Party's nominating process and resultant nominees.

(i) Party title or role may not be used to speak poorly of any party-nominated candidate.

(ii) Party title or role may not be used to support any non-party candidate unless authorized by the County Party to do so.

(iii) Financial support of any candidate shall not be required.

(h) Convene and run the Precinct Caucus in even-numbered years.

(i) The Chair of the House District containing the precinct is the first line manager of the Precinct Organizer. The Precinct Organizer shall:

(i) Respond in a timely fashion to communications from the House District Chair.

(ii) Attend all House District meetings unless properly excused.

(iii) Collect all outreach campaign data requested by the House District Chair. Enter that data into VAN or otherwise return the data to House District Chair within seven (7) days of completion of the outreach campaign.

D. Removal of Precinct Organizers

Failure of any Precinct Organizer to fulfill their responsibilities, or to effectively perform the functions of the office (including, but not limited to, failure to respond to communication), shall constitute grounds for removal from such office by the House District Chair with the approval of the County Executive Committee by a 2/3 vote, and then ratified at the next El Paso County Central Committee meeting by a majority. Notice of such removal shall be provided to the Precinct Organizer through the US Mail. Proposals for removal of Precinct Organizers may also originate with the Precinct Organizer Administration Committee, if one exists, in consultation with the House District Chair.

3.7 RESIGNATIONS

When any person who is a member of any El Paso County Central Committee resigns before the end of the regular term of office, the resignation must be presented in writing to the chair of the committee of which the person is a member. If a chair of any Central Committee resigns before the end of the regular term, the resignation must be presented in writing to the El Paso County Chair. A vacancy shall be declared to exist when these written notifications of resignation are accepted, and the vacancy shall then be filled in accordance with the provisions in these rules. When any person has made an oral statement of resignation, that person shall be requested, by a member of the appropriate Central or Executive Committee, to submit a written statement of resignation. If a written resignation is not submitted, nor the intention to resign denied in writing within fourteen (14) days after this request, the chair shall declare a vacancy to exist.

3.8 REMOVAL OF OFFICERS

A. Reasons for Removal

Officers of any Central Committee 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 or the State's Rules or Bylaws.
- 2) Aiding or supporting any political candidate opposing a nominee of the Democratic Party.
- 3) Conviction of a felony or a crime of moral turpitude relevant to their position.

B. Procedure for Removal

- 1) At least 1/4 of the members of an Executive Committee or 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 registered mail, a copy of the Statement of Charges and a letter stating that the accused officer may either resign or have a hearing, by way of motion for removal, at the next regularly scheduled meeting of the appropriate Central Committee, or 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 El Paso County Central Committee, along with a notice of the County 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) 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.
- 6) If an officer is removed, the office shall be declared vacant and filled in the manner provided for in these rules.

Part 4 NOMINATING SYSTEM

4.1 POLITICAL DIVISIONS OF THE COUNTY

For the purpose of internal organization, the El Paso County Democratic Party shall be divided into the following districts:

- 1) The County as a whole.
- 2) U.S. Congressional Districts and State Judicial Districts that are wholly contained within the county, if any.
- 3) State Senatorial Districts, State Representative Districts, and County Commissioner Districts that are wholly contained within the county.
- 4) All precincts.

Each of the above shall be geographically the same as such political units now or hereafter established by law. Each of these districts has their own Central Committee and Vacancy Committees.

Districts that are only partially contained within the county or are larger than the county shall belong organizationally within the jurisdiction of the State Party.

4.2 MEETINGS OF ASSEMBLIES AND CONVENTIONS

A. County Assemblies

Assemblies shall be held in each even-numbered year in order to designate candidates for public office and conduct such other business as determined by these rules and the call. Candidates shall be designated for the following offices: County Clerk, County Sheriff, County Coroner, County Treasurer, County Surveyor, and County Assessor, provided an election for any such office is being held in such year. District Assemblies are typically held in conjunction with the County Assembly. These Assemblies designate candidates for State House of Representatives, State Senate, Board of County Commissioners and US House of Representatives for all districts wholly contained within El Paso County, provided an election for any such office is being held in such year. ([C.R.S. §1-4-205](#), [C.R.S. §1-4-206](#), [C.R.S. §1-4-1002 \(7\)](#))

B. County Conventions

El Paso County Conventions shall be held in presidential election 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.

C. US Congressional District Assemblies

Assemblies shall be held in each even-numbered year, in order to designate candidates for public office and to conduct such other business as determined by these rules and the call. Candidates shall be designated for the following offices: U.S. House of Representatives, University of Colorado Board of Regents, and the State Board of Education, provided an election for the given office is being held that year.

D. US Congressional District Conventions

1) Purpose

Conventions shall be held to select delegates to other political conventions, including national conventions, to nominate presidential electors, and to nominate candidates to fill vacancies in unexpired terms in the U.S. House. In every presidential year, conventions shall be held in Congressional districts to select delegates to the national convention. ([C.R.S. 1-4-402](#))

2) Presidential Electors

In each presidential year, one elector of the President and Vice President of the United States shall be nominated by each Congressional District Convention, and two additional electors at-large shall be nominated by the State Convention. If a Congressional district fails to nominate its elector, then the State Convention shall nominate such elector or may determine in what manner such elector shall be nominated. The presidential electors so nominated shall pledge to vote for the Democratic Party candidate for President and Vice President when they cast their vote at the Electoral College and shall so bind themselves with their vote and acceptance of the nomination. The certificate of nomination of said electors filed with the Secretary of State as provided by law shall contain the names of the Democratic candidates for the President and Vice President and a statement that if the electors are elected in the general election they will vote for such candidates as provided by law. ([C.R.S. § 1-4-502 \(2\)](#))

E. Judicial, State Senate, and State Representative District Assemblies

Assemblies shall be held in all jurisdictions as required in order to designate candidates for public office and to conduct such other business as determined by these rules and the call. Candidates shall be designated for the following offices: Judicial Districts: District Attorney; State Senate District: State Senator; State Representative District: State Representative. [C.R.S. 1-4-602](#)

4.3 NOMINATING SYSTEM POLICIES AND PROCEDURES

A. Fixing the Date, Time and Place of Assemblies and Conventions

1) Authority

El Paso County Central Committee 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. The County Central Committee may delegate this power to the County Executive Committee, County Chair or to the Permanent Organization Committee of the Assembly. County Assemblies shall be held no later than twenty-one days after precinct caucuses. ([C.R.S. §1-4-602 \(1\)](#))

2) Scheduling

(a) Conventions may be held in conjunction with assemblies for the same district.

(b) County Assembly and Convention may be held on the same date as the Precinct Caucus.

(c) Assemblies and Conventions for districts wholly contained with El Paso County may be held on the same date and/or in conjunction with County Assembly and Convention.

(d) US Congressional Assemblies shall be held not less than 10 days after Precinct Caucus and prior to the State Assembly.

(e) The County Secretary must notify the Secretary of State and the County Clerk and Recorder of the dates of the Assemblies and Conventions on or before January 2 of the election year.

B. Call

It shall be the duty of the El Paso County Chair to issue the call to all delegates fourteen (14) days prior to the assemblies and conventions. If 14 days is not possible due to the schedule of assemblies and conventions, at least ten (10) days prior notice must be given. ([These Bylaws § 2.2 NOTICE](#)).

C. Assembly and Convention Plans

The Permanent Organization Committee of Assembly and Convention ([These Bylaws § Permanent Organization](#)) shall create an Assembly and Convention plan for El Paso County and any US Congressional or Judicial District wholly contained within El Paso County. Each plan shall include choices for each of the categories below. Plan(s) shall be submitted to and approved by the El Paso County Executive Committee before Caucus that same year.

1) Delegate Selection Plan

The Permanent Organization Committee shall create a Delegate Selection Plan for each Assembly and Convention. All procedures used for delegate selection at all levels of the Party shall be in accordance with the Delegate Selection Plan adopted by the State Central Committee for each election year.

2) Number of Delegates

The number of delegates to each Assembly and Convention shall be determined by the County Central Committee using as criteria Democratic voting strength and any other factors the committee considers appropriate. The formula used must conform to national and state delegate and affirmative action plans. The County Central Committees may delegate their powers to the County Executive Committee. The numbers shall be announced at the Precinct Caucuses. ([C.R.S. § 1-3-103 \(9\)\(a\)](#))

3) Voting Methods

To ensure full participation in Assemblies and Conventions, El Paso County may allow:

(a) Voting by proxy or in an extended voting period by delegates who are unable to attend.

(b) Remote Voting.

4) Use of Alternates

Alternate delegates will not be elected to the Congressional District and State Assemblies/Conventions. However, El Paso County may decide to elect an alternate for each delegate elected at the Precinct Caucus to attend County

Assembly and/or Convention, provided that not more than one alternate shall be elected for each delegate. The order of procedure for selecting alternates shall be established in the County Delegate Selection Plan.

See. ([These Bylaws § Voting and Elections](#))

D. Delegates to County Assembly/Convention

1) Selection

The County 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 \(1\)\(a\)\(I\)](#))

2) Certification

The requirement for fair reflection ([These Bylaws § Fair Reflection](#)) shall be enforced at the County Assembly and/or Convention in the process of certifying the precinct designees. Persons nominated at the Precinct Caucus, as delegates to the County Assembly and/or Convention shall declare at Caucus their candidate preferences, provided that uncommitted shall be an acceptable preference. Such declaration shall be made in a written statement and shall be delivered to the El Paso County Chair along with other caucus materials. The County Chair shall total the candidate preferences of delegates nominated at the caucus level and announce such total at the beginning of the County Assembly and/or Convention.

The Assembly and/or Convention shall determine and announce the number of votes each candidate should receive from the total county delegation.

E. Qualifications for Voting

The qualifications for voting in Assembly/Convention are the same as those for participate in Caucus. ([These Bylaws § Qualifications for Participation in Caucuses.](#))

F. Method of Designating Candidates

An Assembly shall take no more than two ballots upon candidates for each office within the jurisdiction of the Assembly to be filled at the ensuing general election. Every candidate receiving thirty (30) percent or more of the votes cast shall be certified by the presiding officer and secretary of the assembly. If no candidate receives thirty (30) percent or more of the votes, there shall be a second ballot cast on all the candidates for that office. If on the second ballot no candidate receives

thirty (30) percent or more of the votes cast, the two candidates receiving the highest number of votes shall be certified as candidates for that office by that assembly. [\(C.R.S. § 1-4-601 \(2\)\)](#)

(a) Tied Votes. If two or more candidates receiving designation under these provisions have received an equal number of votes, the order of certification of designation shall be determined by lot by such candidates. [\(C.R.S. § 1-4-601 \(2\)\)](#)

(b) Certification. The Chair and Secretary of the Assembly shall make such certification of designation for direct primary elections and other certificates as are required by law. They shall be responsible for filing the certificates in the office of the Secretary of State or other official as required by law. [\(C.R.S. § 1-4-601 \(2\), \(3\)\)](#)

G. Vacancies

See [These Bylaws § Vacancies in the Nominating System](#), [These Bylaws § Candidate Eligibility](#), and [These Bylaws § Vacancy In Office](#).

H. Certification of Delegates to Subsequent Assemblies and Conventions

1) Following Assemblies and/or Conventions the El Paso County Chair shall ensure that delegate information is entered into the Colorado Democratic Party Database and a Certified List of Delegates is provided to the Chairs of any subsequent Assembly and/or Convention (whichever is appropriate), at least ten days before the subsequent meeting. The list of delegates shall be presented by the Chair of the subsequent meeting to the Credentials Committee of that Assembly and/or Convention. If the officers fail, neglect, or refuse to comply, the jurisdiction may not be entitled to have its delegates participate in the subsequent assembly and/or convention.

2) Final certification is upon a vote of a majority of the Assembly and/or Convention.

4.4 COMMITTEES OF ASSEMBLIES AND CONVENTIONS

The Party Chair has the authority to appoint the Chair of all committees of Assemblies and Conventions. The Chair of each committee, in consultation with the Party Chair, chooses members for the committee and any necessary replacements unless otherwise noted in these bylaws. Members must be residents El Paso County who are eligible to participate in a Democratic precinct caucus in the state. Appointments shall be made in sufficient time

for the committee to conduct its business prior to the convening of the County Assembly and/or Convention.

A. Permanent Organization

1) Duties

The Permanent Organization Committee shall:

(a) Create an Assembly and Convention Plan. This plan shall be submitted to and approved by the County Executive Committee before Caucus of the applicable election year and before submitting the plan to the State Assembly/Convention Permanent Organization Committee. ([These Bylaws § Assembly and Convention Plans](#))

(b) Recommend to the Assembly or Convention an agenda and the order and time schedule of business. The agenda shall include the conduct of the preference poll(s) if such poll(s) are required in the delegate selection plan.

(c) Submit a list of the Permanent Officers of the Assembly or Convention for action by the body.

2) Composition

The number of members of this Committee at County Conventions and Assemblies shall be determined by the County Party as it sees fit. The members so chosen shall, to the extent reasonably possible, reflect the different communities of interest within the county.

B. Credentials Committee

1) Duties

The Credentials Committee shall have the authority and responsibility for general direction of the credentialing and registration process for an Assembly and/or Convention, although administrative and clerical functions may be carried out by party staff or volunteers. Duties include:

(a) Reviewing the list of delegates submitted by the chair of its Central Committee.

(b) Resolving any contest or objection in the delegate selection process.

(c) Reporting to the Assembly and/or Convention the count of delegates and alternates who have been registered and providing supplementary reports of changes in the registration roll, as needed.

(d) Recommending the certification of delegates and seated alternates which shall become the official roll of voting members of the assembly, subject to changes through later reports.

(e) County Assembly Credentials Committees shall also be responsible for recommending ratification of precinct organizers.

2) Composition

The Credentials Committees shall be the County Standing Credentials Committee. None of the members of the Credentials Committee shall wear or display any campaign advertisements.

3) Procedure

(a) Unchallenged delegates

When no objections are raised to the list of delegates and/or candidates for precinct offices submitted to the Credentials Committee, the committee shall recommend certification.

(b) Challenges

(i) Before Assembly/Convention

Every person desiring to contest or dispute the qualifications of any delegate, or the conduct or result of any Precinct Caucus shall file a protest with the El Paso County Chair within seven days following the caucus. Such person shall be accorded an opportunity to have his or her claim heard by the credentials committee. [C.R.S. § 1-4-602 \(3\)](#)

(ii) Late Challenges

By majority vote and under extenuating circumstances, the credentials committee may consider challenges filed after the established challenge period.

(c) Resolution of Disputes

(i) Hearing

The committee may schedule a hearing at which interested people may present their views.

(ii) Options for Action

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

- (1) Deny certification to the challenged delegate or delegates.
- (2) Require a new list from the appropriate chair.
- (3) Reallocate votes among unchallenged delegates.
- (4) Certify alternate delegates or delegations.
- (5) Certify an alternate delegation.
- (6) Allocate fractional votes.
- (7) Any other action which ensures fair representation of the members of the unit from which the delegate or delegates were selected.

(iii) Report

The committee shall make its report public as soon as possible and the report shall be made public prior to the opening of the Assembly and/or Convention. This provision shall not be interpreted to require distribution of a printed or emailed copy of the credentials report to all delegates.

(d) Ratification of Precinct Organizers (County Assembly Only)

(i) The Credentials Committee of the County Assembly shall hear and resolve all disputes regarding the election of Precinct Organizers.

[C.R.S. 1-3-102 \(2\)\(a\)](#)

(ii) The Credentials Committee may remove a Precinct Organizer for reasons including, but not limited to, the person's not meeting the qualifications. [C.R.S. 1-3-102 \(2\)\(d\)\(I\)](#)

(iii) Approval by the County Assembly of the Credentials Committee report shall ratify the election of precinct organizers.

C. Platform Committee of County Assembly/Convention

Only County and State Assemblies have Platform Committees. US Congressional, Judicial District, State Senate, State Representative and County Commissioner Districts do not have Platform Committees.

(a) Duties

The Platform Committee shall:

(i) Consider all platform resolutions submitted through Caucus, combining them, if necessary, to produce a resolution list.

(ii) Present the resolution list to the County Executive Committee for voting. The Executive Committee shall choose, through voting, a recommendation for each resolution. The Executive Committee may

also choose to strike a resolution deemed in conflict with the Party mission and values.

(iii) All resolutions not stricken by the County Executive Committee will be presented to County Assembly. Each resolution will be marked with the Executive Committee's recommendation.

(iv) The County Chair shall submit a copy of the resolutions to the delegates and alternates, if any, with the call.

(b) Composition

Each House District and Initiative may appoint one member to the County Platform Committee.

(c) Meetings

The Platform Committee shall meet at a time and place to be designated by the Committee Chair as early as possible preceding the convening of the County Assembly or Convention for the purpose of receiving, considering, editing, and combining like resolutions for adoption. The Platform Committee will take all platform resolutions submitted through Caucus.

(d) Adoption Procedure

After the Assembly, the Platform Committee shall submit a report to the State Assembly. All resolutions receiving fifty-one percent (51%) affirmative vote shall go in the El Paso County Majority report given to the State Platform Committee. All resolutions with more than ten percent (10%) and less than fifty-one percent (51%) of the vote at Assembly shall go in to the El Paso County Minority Report given to State Platform Committee. Any resolution receiving less than ten percent (10%) of the vote shall not be moved forward to the State Platform Committee.

4.5 AGENDA FOR ASSEMBLIES AND CONVENTIONS

The Assembly and/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 Permanent Organization Committee. 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 Permanent Organization Committee, subject to the approval of the Assembly and/or Convention:

- 1) Call to order by the Chair of the County Central Committee and reading of the call to order.
- 2) Presentation and adoption of report of the Credentials Committee.
- 3) Presentation and adoption of report of the Permanent Organization Committee, to include the Election of the Permanent Chair, Secretary, and other officers, and the selection of Credentials and Permanent Organization Committee members to subsequent Assemblies and/or Conventions.
- 4) Report of Platform Committee.
- 5) Designation of candidates for direct primary election.
- 6) Selection of delegates to subsequent Assemblies and/or Conventions.
- 7) Establishment of a committee fill vacancies in nomination for public office.
- 8) Other business.
- 9) Adjournment.

The Assembly and/or Convention may, by two thirds (2/3) vote, change or suspend the order of business at any session.

4.6 VACANCIES IN THE NOMINATING SYSTEM

Any vacancy in designation or nomination by the Party for any elective office shall be filled by a Vacancy Committee designated by the nominating Assembly or otherwise as provided by statute. The Assembly may designate the Central Committee of the district involved as the Vacancy Committee. ([C.R.S. §1-4-601 \(2\)](#))

If the nominating Assembly fails to designate a Vacancy Committee, the District Central Committee shall be the Vacancy Committee. A member of a Vacancy Committee may participate in a Vacancy Committee meeting remotely, including casting the member's vote by email, mail, telephone, or through an internet-based application.

4.7 CANDIDATE ELIGIBILITY

A person shall be eligible for designation by an Assembly or a Vacancy Committee as a candidate for nomination at a primary election, or for appointment to a vacancy in such designation, if that person has been a registered Democrat, and a resident of the district, for a period of at least 12 months immediately preceding the date of the General Election next following such primary election. ([C.R.S. §1-4-601 \(4\)\(a\)](#)) The El Paso County Central Committee or a Vacancy Committee may vote to waive the affiliation and/or the residency requirements if, within 30 days of the filing notice deadline, there is no other declared Democratic Party candidate in that election.

4.8 VACANCY IN OFFICE

A person shall be eligible for election to fill a vacancy in office if that person has been a registered Democrat, and a resident of the district, for a period of at least 12 months immediately preceding the date of the Vacancy Committee meeting and shall meet the requirements for running for the office in the next general election. The El Paso County Central Committee or a Vacancy Committee may vote to waive the affiliation and/or the residency requirements if there is no other declared Democratic Party candidate in that vacancy election.

Part 5 INITIATIVES

An Initiative is a group of registered Democrats whose members join to organize their respective communities in El Paso County as an extension of the El Paso County Democratic Party or the Colorado Democratic Party.

Democrats in El Paso County are encouraged to join state-wide initiatives based on their interests and to form local chapters of the State-wide initiative. If no state-wide Initiative meets the needs of local El Paso County Democrats, then an El Paso County Initiative may be formed in accordance with the rules established by these by-laws.

5.1 STATEWIDE INITIATIVES

State-wide initiatives are established in accordance with the bylaws of the Colorado Democratic Party. See the Colorado Democratic Party website, coloradodems.org, for a list of current state-wide initiatives and information on joining.

5.2 COUNTY CHAPTERS OF STATEWIDE INITIATIVES

Individuals may join a county chapter of a statewide Initiative. If no such chapter exists, a chapter may be formed through the statewide Initiative in accordance with the bylaws of the Colorado Democratic Party.

Upon approval of the State Initiative, the new chapter will be recognized as a County Chapter of the State Initiative. If the Initiative chooses to file their financial records through the El Paso County Democratic Party Tracer account vs the State account, they must follow the established Committee rules in these Rules. The chair of the initiative or their designee shall be a member of the El Paso County Central Committee and the El Paso County Executive committee with one vote on each committee. For the purposes of quorum, the "number of members" on these committees shall not include initiative representatives, except that an initiative representative shall be included in the "number of members" counted toward quorum when present, either in person or via proxy.

5.3 COUNTY-ONLY INITIATIVES

If no state-wide Initiative meets the needs of local El Paso County Democrats, then an El Paso County Initiative may be formed in accordance with the following procedures.

A. Recognition Procedure

Any registered Democrat residing in El Paso County may submit an application to the El Paso County Chair proposing the establishment of an Action Committee for the purpose of

organizing individuals around an area of interest. The application would establish a leadership team to be in place through the Recognition Process. If approved, the Chair shall establish the Action Committee for a formation period of six (6) months which allows the group time to organize and establish its membership, organization, and goals. At the end of the six (6) month period evaluation period, the Action Committee members may apply to the County Executive Committee for recognition as a temporary County Initiative. The application must be supported by the following three (3) documents:

1) Petition

A petition signed by at least twelve (12) registered El Paso County Democrats of which six (6) must be members of the El Paso County Central Committee.

2) Plan of Organization and Rules

A plan of organization and bylaws that describe the organizational structure, scope, and goals of the Initiative. Bylaws must include:

- (a) A requirement that voting members be registered as Democrats.
- (b) A statement of purpose of the Initiative to support the election of Democrats and to strengthen the El Paso County Democratic Party.
- (c) The bylaws shall not conflict with, or be in contradiction to, the rules and by-laws of the El Paso County Democratic Party, Colorado Democratic Party or of the Democratic National Committee.
- (d) Where the Initiative bylaws don't address an issue, the Initiative will be governed by the rules and by-laws of the El Paso County Democratic Party and the Colorado Democratic Party
- (e) The Initiative will operate within the county, state, and federal campaign regulations applicable to the El Paso County Democratic Party
- (f) The Initiative will not separately endorse or oppose any Candidate for public office without written permission of the El Paso County Executive Committee.
- (g) The Initiative will not separately endorse, oppose, or support any ballot issues without written permission of the El Paso County Executive Committee.
- (h) The Initiative will not provide support to candidates other than members of the Democratic Party, unless there is not a Democratic Candidate, in which case an Unaffiliated Candidate that has been approved by the El Paso County Democratic Party Executive Committee may be supported.

3) Financial Affirmation

Signed affirmation from individuals proposing County Initiative that they have been briefed by the County Party Treasurer on rules regarding political fundraising and expenditures and that they will conform to all Democratic party rules and federal and state law. No fundraising may occur until the Initiative is approved by the El Paso County Central Committee.

Upon approval of the County Executive Committee, the proposed Initiative must be approved by majority vote of the El Paso County Central Committee at the next Central Committee Meeting.

Once the Initiative is approved by the County Central Committee, the Initiative:

- 1)** Is now an approved Committee of the El Paso County Democratic Party.
- 2)** Must hold a Reorganization Meeting to elect officers.
- 3)** Will have one vote on the El Paso County Central Committee and one vote on the El Paso County Executive Committee through the chair or designee. For the purposes of quorum, the "number of members" on the County Executive Committee shall not include initiative representatives, except that an initiative representative shall be included in the "number of members" counted toward quorum when present, either in person, via proxy or remotely.

Politically unaffiliated individuals may attend, participate, and volunteer in Initiative activities but only registered Democrats may hold officer / leadership positions or have voting rights with respect to Initiative matters and resolutions.

B. Revocation

A Recognized Initiative status may be revoked by a vote of the El Paso County Central Committee for reasons including, but not limited to, failure to comply with the rules and by-laws of the El Paso County Democratic Party.

- 1)** The County Chair shall report to the County Executive Committee whenever there may be a period of inactivity for a County Initiative of more than three (3) month as evidenced by a lack of meetings, lack of leadership, or lack of events.
- 2)** The County Executive Committee may recommend inactive Initiatives to the County Central Committee for revocation.
- 3)** Recognized Initiative status may be revoked by a vote of the El Paso County Central Committee for reasons including, but not limited to a period inactivity of

more than three (3) months or failure to comply with the binding Party rules stated in section 3.2.3 A, Recognition Procedures.

C. Benefits of Recognized Initiative Status

Recognized County Initiative shall receive the following benefits:

- 1) Posting of the Initiative's points of contact on the El Paso County website.
- 2) Access to communication channels: Reasonable accommodation for posting of items to raise awareness through the Weekly Blast, County social media, Party meetings (subject to restrictions, guidelines, and operating procedures established by the Communication Committee).
- 3) Use of El Paso County Democratic Resources such as deemed appropriate by the County Executive Committee. The County Chair may grant temporary access until the next County Executive Committee meeting.
- 4) Tabling space at Party meetings and events will be provided upon request at no charge to the Initiative where space is available or provided at no charge to other Democratic organizations.
- 5) Initiatives may collect dues for membership purposes, but these must be voluntary and not a requirement for membership in the Initiative.
- 6) Although an Initiative may identify itself as an Initiative recognized by the El Paso County Democratic Party, such recognition shall in no way entitle an Initiative to speak on behalf of the El Paso County Democratic Party and/or the Colorado Democratic Party as a whole, and the Initiative shall take care that no such impression is given in activities or statements.

D. Financial Diligence

County-only Initiatives are a unit of the El Paso County Democratic Party, therefore, financial records and custody of funds shall be with the El Paso County Democratic Party Treasurer in compliance with federal and state reporting regulations.

The El Paso County Democratic Party will not use the Initiative's funds without the written authorization of the chair of the Initiative in a manner established by mutual agreement. Any county Initiative must report all income and expenses as part of the required county party finance reports.

County chapters of State Initiatives may choose to be under the financial scope of the State Initiative or that of the County party, upon approval by the El Paso County Central Committee.

Part 6 CONTROVERSIES

6.1 CONTROVERSIES

A. Definitions

A controversy is defined as a formal complaint alleging a violation of the Code of Conduct, neutrality policy, clean campaign code, state statute, state party rules, regulations, and/or policies that is detrimental to the interests of the Party.

B. Procedures

The El Paso County Executive Committee shall, between meetings of the El Paso County Central Committee, exercise powers as delegated to it by the El Paso County Central Committee through these rules, including the resolution of controversies. Formal complaints regarding areas not covered by previous sections shall be submitted in writing to the Rules Chair who shall present the complaint to the Conflict Resolution Committee which is made up from members of the County Executive Committee and the Rules Committee. The Conflict Resolution Committee will report the findings, actions, and/or resolutions at the next Executive Committee Meeting. The Executive Committee shall uphold those decisions and/or actions.

Any person with a conflict may request a conflict resolution committee meeting in writing to the Rules Chair via email at rules@epcodemparty.org

The Rule Committee Chair shall convene a Conflict Resolution Committee within 14 days of receipt of the complaint, and an agreeable time for Conflicted Parties and Committee must be scheduled and completed within 30 days of the Committee's formation. Unless otherwise agreed to in writing by both parties.

For a Conflict including an elected or appointed position in the El Paso County Democratic Party the Conflict Resolution Committee must include:

- EPCO Dem Party Chair or Vice Chair Present that is not involved.
- Either the EPCO Dem Party Rules Chair or the Parliamentarian to run the meeting
- At least two additional standing members of the EPCO Dem Party Rules Committee.
- At least three elected members of the EPCO Dem Party Executive or Central Committee.
- The people who have the conflict and each member may choose to bring an advocate that may or may not be an executive committee member.

Additional mandates:

- One member who is not involved in the conflict must be assigned to take the minutes.
- The Conflict Resolution Committee must have a minimum of 7 people, to include at least 5 or 20% of the Executive Committee members, whichever is lower.
- The Party shall make its best efforts to include members on the Committee who are truly peers for the individuals involved in the conflict, whether that be age, race, sexual identity, religion, etc.
- Before a State Conflict Complaint can be put forward, it must go through the El Paso County Conflict Resolution Committee.
 - The Conflict will be discussed with a resolution presented to the people who have the conflict. However, if our conflict resolution is not successful, then it may be moved up to a State Chair where the written minutes and county decision of the meeting will be presented.
 - If the State Chair chooses to convene a State Conflict Resolution meeting, the written minutes and the county decision in the County Conflict Resolution Committee will be given by the EPCO Dem Party Rules Chair or the Parliamentarian.
 - We additionally will formally request that the mandate concerning peers be followed in the State Conflict Resolution meeting.

1) Corrective Actions

After the investigation of a formal complaint, the Conflict Resolution Committee by simple majority may choose to take actions which may include, but are not limited to:

- (a)** Dismissal of the complaint, with an explanation provided to the complainant.
- (b)** Private consultation between the controversy committee and complainant, with a report to the complainant.
- (c)** Notice to cease and desist certain actions.
- (d)** Suspension of party credentials for a specified period.
- (e)** Suspension of access to VoteBuilder (VAN) for a specified period.
- (f)** A ban from participating in all El Paso County Democratic Party and subsidiary meetings and events for a specified period.
- (g)** A ban from participating in virtual meetings and spaces, such as Facebook groups controlled by the Party, for a specified period.

(h) Recommendations for how to remedy or prevent similar problems in the future.

Actions shall remain in effect for a period specified by the County Executive Committee, except as specified by law.

C. Delegates to Assemblies or Conventions

Controversies involving the seating of delegates to any assembly or convention shall be resolved in accordance with the credentials section of these rules.