

THE DEMOCRATIC PARTY OF PUEBLO, COLORADO



PLAN OF ORGANIZATION AND RULES OF THE DEMOCRATIC PARTY OF PUEBLO COUNTY, COLORADO Revised October 2023

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PLAN OF ORGANIZATION AND THE RULES OF THE DEMOCRATIC PARTY OF PUEBLO COUNTY COLORADO

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PREAMBLE

We, the Democrats of the County of Pueblo, Colorado, do establish this *Plan of Organization and the Rules of the Democratic Party of Pueblo County (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 ONE - PRINCIPLES

1.1 NAME

A. THE NAME

The legal name of the organization shall be the Democratic Party of Pueblo County Colorado, hereinafter referred to as the Party, Pueblo County Democratic Party, or PCDP.

Democratic Party Central Committee of Pueblo, Inc. The Democratic Party Central Committee of Pueblo, Inc., is the name of non-profit corporation of the Democratic Party Central Committee of Pueblo, which has been established to facilitate support for the Democratic Party, to do all lawful things to support issues and candidates of the Democratic Party, to serve as a non-profit depository for contributions received by the Democratic Party, and to assist in supporting Democratic Party issues, programs, candidates, and platforms. Its purpose is also to serve the public through additional programs and campaigns designed to educate and provide information to and for the public and members of the Democratic Party.

B. USE OF PARTY NAME

The Executive Committee may take such action it deems necessary to resolve disputes concerning the use of the Party name and shall make a report of such disputes and actions at the next meeting of the County Central Committee.

33 C. PARTY ENDORSEMENTS

34 The word “Democratic” shall not be used in any endorsement of any candidate or issue in
35 an election without permission, in writing, from the County Chair. The various countywide
36 organizations using the Party name shall not make a public endorsement of a candidate or
37 issue in any election giving the impression that the Democratic Party is the endorsing
38 organization. The endorsement of a candidate(s) in a partisan or nonpartisan election by
39 any official organization, e.g., County, Representative or Senate Central Committee, using
40 the Democratic Party name shall not occur, including the endorsement of one Democratic
41 candidate over another, except through the action of a Central Committee or in accordance
42 with the official nomination and assembly procedures.

43
44 If an official Democratic organization provides party information to a Democratic candidate
45 for election, this same information should be made available to other Democratic
46 candidates in the same election.

47
48 Any organization that violates this section of the Rules shall be barred from further use of
49 the Party name in the name of its organization. Any person responsible for violations under
50 this Section of the Rules shall be barred from holding any party office for a period of two
51 (2) years from the date of the violation.

52

53 **1.2 – AUTHORITY**

54 From the time of its convening until the time of its final adjournment, the County Assembly shall
55 exercise all the powers given to the Party. The County Assembly shall be the “convention”
56 mentioned in Colorado Law as the body with final authority to govern and pass upon controversies
57 of the Party. At all other times, the governing body of the Party shall be the County Central
58 Committee with full powers of the County Assembly. The County Executive Committee shall,
59 between meetings of the County Central Committee, exercise powers as delegated to it by the
60 County Central Committee and these Rules. The County Chair shall carry out the mandate of the
61 County Central Committee. The Democratic Party Central Committee of Pueblo, Inc., shall have
62 those powers necessary, proper, or advisable, for the accomplishment of the purposes set forth in
63 the Articles of Incorporation and to do all things incidental thereto; also, to exercise power and
64 authority conferred upon non-profit corporations under Colorado Law.

65

66 **1.3 - PARTY PRINCIPLES**

67 A. PARTY MEMBERSHIP

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

71 B. NON-DISCRIMINATION

72 Discrimination on the basis of race, gender, age, color, national origin, religion, ethnic
73 identity, sexual orientation, gender identity, economic status or presumed ability in the
74 conduct of the Party activities at all levels of the Party is prohibited.

75
76 C. REFERENCE TO GENDER

77 All written documents issued from the Party shall be worded in such fashion as to eliminate
78 the presumption of any one gender in either speaker or listener, or one acting or listening.
79 All members of the Party will strive to eliminate gender-charged language from oral
80 communication.

81
82 D. AFFIRMATIVE ACTION / OUTREACH

83 In order to create full participation by all Democrats in the Party, the Party shall adopt and
84 implement affirmative action programs with specific goals and timetables for achieving
85 results. The Party values the participation of all its diverse members and recognizes that
86 diversity is our strength as Democrats. All members of the Party shall take reasonable steps
87 to foster participation at all levels of the Party and in all Party affairs of traditionally under-
88 represented groups, such as ethnic, racial minorities, women, youth, poor, LGBTQIA+, Native
89 American, senior citizens and differently-abled in such numbers as is practicable.

90
91 1. Goal

92 The goal of such affirmative action shall be to create such participation in delegate
93 selection processes and in Party organizations at all levels of the aforementioned groups
94 as indicated by their presence in the Democratic electorate.

95
96 2. Quotas

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

100
101 3. Equal Division

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

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109
110 4. Administration and Enforcement

111 The County Central Committee shall cooperate and comply with the State Outreach
112 Commission in the administration and enforcement of the County and State affirmative
113 action/outreach plans.
114

115 E. OPEN MEETINGS

116 All meetings at all levels of the Party are open; however, only registered Democrats or
117 persons authorized by the chair of any meeting may address meetings at all levels of the
118 Party. The Chair has the authority to remove anyone who is being disruptive. Only persons
119 authorized by the Chair may record any meeting.
120

121 F. FAIR REFLECTION

122 Delegates to all Party assemblies and conventions shall be chosen in a manner which fairly
123 reflects the division of candidate preference, including uncommitted, expressed by those
124 participating in the nominating process, including the representation of minority and
125 divergent views.
126

127 G. ETHICAL STANDARDS

128 The Party shall encourage and support the CDP Code of Conduct Policy and the Neutrality
129 Policy that embody substantive rules of ethical guidance for public officials and
130 employees, candidates for public office, and party officials. All candidates for the Party
131 nomination for any office shall sign a Fair Campaign Practices Code affirmation which shall
132 be submitted with the candidate's letter of intent to pursue the Party nomination. Failure
133 to submit a signed document shall be reported to the appropriate assembly or convention
134 prior to the vote on the candidate's nomination.
135

136 H. ASSESSMENTS

137 No delegate to any assembly or convention, nor any candidate for Party or public office
138 shall be required to pay any assessment or to make a financial contribution as a condition
139 of becoming or serving as a delegate or office holder.
140
141

1 **PART TWO – POLICIES AND PROCEDURES**
2

3 **2.1 – POLICIES**

4 A. INFORMATION FROM CHAIR

5 The County Chair shall be responsible for informing members of the County Central
6 Committee and the news media of resolutions or actions of committees of the Pueblo
7 County Democratic Party.
8

9 B. CONVENING WITH DEMOCRATIC LEADERS

10 The County Chair shall convene periodic meetings with the Pueblo County Democratic
11 members of the Colorado General Assembly and with the Democratic members of the
12 Colorado Congressional Delegation in Washington in order to translate the views of the
13 County Party on substantive issues into public policy and to inspire and vigorously mobilize
14 public and Party support of major legislation which implements the Democratic Party
15 positions, and to challenge or expose the errors or inadequacies of any Republican elected
16 official on the county, state or national level.
17

18 C. AUTHORIZED COMMITTEES

19 The committees which will develop and propose the policies and platforms of the Party
20 shall be the:

- 21 1. Resolutions Committee of the County Central Committee.
- 22 2. Rules/Credentials Committee of the County Central Committee
- 23 3. Building Committee
- 24 4. Budget/Audit Committee (Finance Committee)
- 25 5. Fundraising Committee
- 26

27 **2.2 – NOTICE**

28 The time and place for all meetings, assemblies, and conventions at all levels of the Party shall
29 be publicized fully and in such a manner as to assure at least ten (10) days' notice to all
30 interested persons. Such meetings shall be held whenever possible in public places accessible to
31 all party members and large enough to accommodate all interested persons.

32 A. CENTRAL COMMITTEE SYSTEM

33 All chairs of Central Committees when calling a meeting of the Central Committee or of an
34 Executive Committee shall give notice of the time and place ten (10) days or more before
35 the meeting to all those entitled to be present. Notice shall be a written communication
36 sent by any reasonable means and posted for public view. Failure of intended recipients
37 to receive the notice shall not invalidate a meeting. This provision does not apply to
38 nominating assemblies or conventions.

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B. NOMINATING SYSTEM

1. Precinct Caucus

At least ten (10) days before each precinct caucus the 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 convention process.

2. Assemblies and Conventions

The call for any and all assemblies and 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 or convention at least ten (10) days before the date of the assembly or convention. The chair of the Central Committee shall provide the call to all delegates and alternates at least ten (10) days prior to the meeting of the assembly 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 county or district committee in writing at least thirty (30) days before the assembly. The chair of the appropriate committee shall make such notices of candidacy available to all interested persons and the media.

If a person does not provide notice prior to the thirty (30) day deadline, then the assembly by a majority vote may consider that person as a candidate for designation by assembly.

2.3 – REMOTE MEETINGS

A. REMOTE MEETINGS

The PCDP Chair 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 assemblies and meetings held under the Central Committee system may be held remotely by electronic means if the PCDP Chair makes the necessary arrangements subject to the State Party procedures and [C.R.S. 1-3-102](#), [1-4-601](#), and [1-4-602](#).

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.

77 3. The PCDP chair may allow electronic or remote voting subject to the state party
78 procedures.

79

80 **2.4 – VOTING AND ELECTION**

81 A. MAJORITY AND PLURALITY VOTES

82 Unless otherwise provided in these rules, DNC rules or state law, all issues and elections
83 with a single winner shall be decided by majority vote; issues and elections with two(2) or
84 more winners will be decided by the highest vote totals.

85 B. EXHAUSTIVE VOTING

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

92

93 C. ALTERNATIVE FORMS OF VOTING

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

101

102 D. REMOTE VOTING

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

107

108 E. TIE VOTES

109 For any election required under these rules which results in a tie between two (2) or more
110 candidates, the winner shall be determined by lot.

111
 112 F. VOTING
 113 1. Precinct caucus
 114 At precinct caucuses, voting shall be open, by hand raising, voice vote, or written or
 115 electronic ballot. A participant in the caucus meeting may request secret balloting
 116 for any vote, in which case all ballots for that vote shall be secret; this rule cannot be
 117 suspended.

118 2. Assemblies, conventions, central committee system and all other meetings
 119 Voting shall be open by hand or credential raising, voice vote, or written or electronic
 120 ballot. Written ballots, if any, shall be signed or otherwise identifiably marked by the
 121 person voting to be valid.

122
 123 G. RETENTION AND REVIEW OF BALLOTS

- 124 1. Ballots must be sealed and retained in a secure location by the County Chair or that
 125 person's designee.
 126 2. Ballots shall be retained for a minimum of forty-five (45) days unless a challenge is
 127 timely raised, in which case the ballots are to be retained until the challenge is finally
 128 resolved.
 129 3. The State Chair may retain custody of the ballots if a challenge involving the County
 130 Chair is deemed valid or a complaint is submitted within the timeframe outlined by
 131 State Party rules and upon written request by the State Party Chair to the chair of the
 132 district, county or state that is voting, or that person's designee.
 133 4. Ballots shall not be copied, photographed or otherwise physically or electronically
 134 copied or transmitted to others unless authorized in writing by the State Party
 135 officers. Final totals of all votes may be transmitted to others.
 136 5. Members of the Party Unit that elected the voting party representatives may review
 137 the ballots if a written request is made within thirty (30) days of the vote involved to
 138 the rules committee.
 139

140 H. PROXIES

141 For the purpose of establishing a quorum, proxies shall be counted.
 142

- 143 1. Central Committee System
 144 a. Meetings. Any Member may deputize, by signed proxy, a PROXY HOLDER to act for
 145 said member at any County Central Committee, Re-Organization Meeting, or Assembly.
 146 Such PROXY HOLDERS must meet the following qualifications.
 147
 148 i. A PROXY HOLDER for Party officers and/or elected Party officials may be any
 149 Democratic elector residing in the County of Pueblo.

150 ii. A PROXY HOLDER for other members of the Central Committee must be any
151 Pueblo County Democratic elector residing in the State Representative and
152 Senatorial District in which the member resides.

153 iii. The County Rules Committee may make exceptions to this rule under
154 extenuating circumstances.

155
156 2. No person may carry more than one (1) proxy.

157 3. The person giving the proxy may make written instructions on how the proxy is to be
158 voted and the instructions shall be honored on the first vote.

159 4. No proxy voting shall be permitted in any caucus.

160 5. The holding of multiple offices shall not entitle a person to more than one vote.

161 6. Instructed Ballot

162 a. Central Committee System. Any person who shall have been in personal attendance
163 at the meeting may leave an instructed ballot for a vote on any contest or issue in any
164 Party committee with the chair of the Rules Committee, or designee.

165 b. Nominating System. No instructed ballot shall be allowed at any assembly or
166 convention of the Party or at any meeting or caucus in the delegate selection process.

167 I. ALTERNATES

168 No alternates shall be permitted.

169 J. QUORUM

170 A quorum is all members present, whether in person, by proxy or remotely, except as
171 otherwise noted.

172 1. Central Committee System

173 a. Central Committee Meeting and/or ReOrganization meeting

174 Forty (40) percent of the whole number of members shall constitute a quorum for
175 any Central Committee meeting. The “whole number of members” shall not include
176 elected officials, except that an elected official shall be included in the “whole
177 number of members” when present, either in person, via proxy or remotely.

178 b. Executive Committee

179 Forty (40) percent of the whole number of members shall constitute a quorum for
180 any Executive Committee meeting. The “whole number of members” shall not
181 include elected officials, except that an elected official shall be included in the
182 “whole number of members” when present, either in person, via proxy or remotely.

183 c. Assemblies

184 Forty (40) percent of the full membership present in person or by proxy of elected
185 delegates shall be a quorum for the purpose of commencing business. A majority of
186 the delegates in attendance at the commencement of business shall be sufficient
187 to carry on business.

188 d. Vacancy in Office Committees

189 Committees to fill a vacancy in office shall establish a quorum consisting of not
190 less than one-half (1/2) the voting membership of the vacancy committee.

191 2. Nominating System – refer to State Rules (2.4 L)

192
193 3. Precinct Caucus

194 The quorum at a precinct caucus shall be the number of eligible participants present.

195 K. MINORITY REPORTS

196 A minority report shall be presented at any meeting, assembly or convention upon a
197 favorable vote of ten (10) percent or more of the members or delegates of the meeting,
198 assembly or convention.
199

200 **2.5 – PUBLICATION OF THE RULES**

201 These Rules may be published in English and Spanish and made available at minimal or no cost
202 to the recipient.
203

204 **2.6 – Intentionally Left Blank**

205
206 **2.7 – AMENDMENT TO THE RULES**

207 In any odd-numbered year, these Rules may be altered or amended by a majority vote of the
208 membership of the County Central Committee at any meeting of the County Central Committee
209 when ten (10) days prior notice of such proposed changes has been given to the members of the
210 Committee. In any even-numbered year, these rules may be altered or amended by a majority of
211 those voting during any Central Committee meeting held no later than the first Monday in
212 February.
213

214 If the Central Committee meeting called to approve the Rules Committee’s recommendations fails
215 to make a quorum, the Executive Committee may choose to either approve the Rules Committee’s
216 recommendation by a two-thirds (2/3) majority vote or may send a mail-in ballot to each member
217 of the Central Committee.
218

219 Any proposed amendment to these Rules shall be submitted to the Rules Committee for review at
220 least thirty (30) days prior to the meeting of the County Central Committee at which the proposed
221 amendment is to be considered.
222

223 **2.8 – OTHER PROCEDURES**

224 Any procedure which is not prescribed in or governed by these Rules, state law, or state
225 Democratic Party Rules shall be governed by the current edition of *Robert’s Rules of Order*.

1 **PART 3 – CENTRAL COMMITTEE SYSTEM**
2

3 **3.1 – POLITICAL DIVISIONS OF THE COUNTY**

4 For the purpose of internal organization of the Pueblo County Democratic Party, it shall be divided
5 into the following levels: The County as a whole, County Commissioner Districts, State Senatorial
6 and State Representative Districts, Judicial Districts, Congressional Districts, Precincts, and Election
7 Districts which shall be geographically the same as such political units which are now or may be
8 established by law.
9

10 *3.2 Intentionally Left Blank*
11

12 **3.3 CENTRAL COMMITTEE**

13 A. COMPOSITION

14 The County Central Committee shall consist of the following:

- 15 1. Two (2) precinct organizers from each precinct in the County;
- 16 2. Elected County public officials of the Party;
- 17 3. Democratic State Senators residing within the County;
- 18 4. Democratic State Representatives residing within the County;
- 19 5. County Chair, County Vice-Chairs, County Secretary(s), County Communication
20 Director, and County Treasurer of the Party;
- 21 6. Any Democratic United States Senators and Representatives residing within the County;
- 22 7. Any Democratic elected State public officials residing within the County;
- 23 8. Democratic District Attorney of the Tenth Judicial District;
- 24 9. Any D.N.C. Member residing in the County;
- 25 10. Honorary Members appointed by the County Chair and approved by the Executive
26 Committee. Such Honorary Members shall be non-voting members of the Central
27 Committee and shall be permitted and authorized to perform such volunteer services
28 for the Party as designated by the Executive Committee.

29 B. TERM OF OFFICE

- 30 1. The term of office of members of the County Central Committee who hold such
31 membership as precinct organizers shall be two (2) years from the date of the precinct
32 caucus election and thereafter until their successors are qualified and certified.
- 33 2. The term of office of all other members of the County Central Committee shall be
34 coextensive with the term of the member as an elected Democratic County official,
35 State Senator, or State Representative, or Party officer.
- 36 3. The term of appointment of Honorary Members shall be at the discretion of the County
37 Chair.

38 C. ORGANIZATIONAL MEETING

39 Between February 1 and February 15 of every odd numbered year, the incumbent Chair of
40 the County Central Committee shall call a meeting of the Committee. The Chair shall give
41 notice of the time and place of said meeting at least ten (10) days before the meeting to all
42 persons entitled to be present. All voting members of the Pueblo County Central Committee
43 are entitled to be present at such organizational meetings.

44
45 1. The incumbent County Chair shall call the meeting to order and preside until a new Chair
46 of the County Central Committee shall have been elected.

47
48 2. The first order of business after the roll call shall be the election of a new Chair. At the
49 meeting, there shall also be elected a 1st-Vice-Chair, 2nd-Vice-Chair, County Co-
50 Secretary(s), County Treasurer, and Communications Director.

51
52 3. Any Democratic elector of Pueblo County shall be eligible for election to these offices.

53
54 4. At the organizational meeting, the County Central Committee may conduct and
55 transact any business within the scope of its authority, whether or not any such
56 business is included in any notice of the meeting.

57

58 D. DUTIES AND POWERS

59 1. Authority

60 The County Central Committee shall be the governing body of the Party in Pueblo County
61 and shall be vested with all the power and authority of the Party, except that vested in the
62 County Assembly or limited by these Rules.

63

64 2. Meetings and Call

65

66 The County Chair shall call all meetings of the County Central Committee and fix the time
67 and place thereof. The Chair shall call a meeting of the County Central Committee within
68 thirty (30) days whenever a written request therefore is submitted by five (5) or more
69 members of the County Central Committee. The Chair shall call at least one (1) meeting of
70 the County Central Committee each year. The County Chair shall call all meetings of the
71 County Executive Committee and fix the time and place thereof. The Chair shall call at least
72 two (2) meetings of the County Executive Committee each year.

73

74 E. REMOVAL FOR ABSENCE

75 Any Central Committee member who fails to attend any three (3) successive meetings of
76 the county Central Committee, after having been given due notice of the time and place
77 of such meeting, may be dropped from membership, unless a satisfactory excuse is
78 provided and accepted by a majority vote of the full committee.

79 F. OFFICERS OF THE CENTRAL COMMITTEE

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1. Officers shall be the Chair, 1st-Vice-Chair, 2nd-Vice-Chair, Treasurer, the Secretary(s), and the Communications Director. These officers shall be full delegates to the Pueblo County Assembly, Pueblo County Convention, the Congressional Assembly, Congressional Convention, State Assembly, and State Convention by virtue of their offices.
 - a. Qualifications of County Officers. Any registered Democrat residing in the County who has been affiliated with the Democratic Party for two (2) months or more, as shown on the registration books of the County Clerk and Recorder at the time of election or appointment, is eligible for election or appointment to Party offices.
 - b. Diversity of Officers. It is the intent of this Party that, to the greatest extent possible, the seven (7) officer positions shall fairly reflect the ethnic and gender diversity of our Party and our Community.
 - c. Nomination of County Officers. Any person desiring to be a candidate for County Party office may announce their candidacy in writing to the County Chair. Such an announcement must be received at least ten (10) days before the organizational meeting. Such announcement is not a nomination within the meaning of this Rule.
 - i. Nomination at Meetings. All nominations and declarations of candidates for County Party offices shall be made at the meeting at which the election of such offices is held.
 - ii. Person Eligible to Nominate. Any registered Democrat residing in Pueblo County shall be eligible to nominate a candidate for Party office.
 - iii. Declaration of Candidacy. Any person eligible to hold a Party office may declare their candidacy thereof during the time when nominations for such office are open without nomination by another person.
 - iv. Seconding. Every nomination of any candidate for any County Party office shall be seconded by registered democrat(s) residing in Pueblo County and by at least one (1) person who is a member of the Central Committee. Any nomination or declaration shall fail for lack of a seconding nomination.
 - d. Time Restrictions. The Chair or other presiding officer of any meeting of the County Central Committee at which nominations are made for County Party offices shall have authority to make reasonable and fair rules limiting the number and length of speeches and to enforce such rules.
2. Succession of County Party Officers. In the event of the absence or disability of any of the County Party officers, and in the interval between the occurrence of any officer vacancy and the filling of such vacancy, the responsibility for performance of Party functions, calling of meetings, and conduct of Party affairs where not otherwise specifically provided fall in the following order:
 - (1) County Chair
 - (2) County 1st-Vice-Chair
 - (3) County 2nd-Vice-Chair

- 121 (4) Treasurer
- 122 (5) Secretary(s) by lot
- 123 (6) Communications Director
- 124 (7) In the event no Party officer is available, any three (3) members of the County
- 125 Executive Committee, provided, however, that the function of such Committee
- 126 members is limited to the calling of meetings for the express purpose for filling
- 127 officer vacancies.

128 3. Term for Elected County Officers. County Officers shall be elected by the County Central

129 Committee at its organizational meeting in odd-numbered years.

- 130 a. Each county officer elected at said organizational meeting shall serve for the term of
- 131 two (2) years or until a successor is elected and qualified.
- 132 b. Filling Vacancy. Any person elected to fill a vacancy in the County Party office shall
- 133 serve for the balance of the unexpired term of the vacancy and until their successor
- 134 is elected and qualified.

135 4. Chair

136 a. Duties

137 The County Chair elected as herein provided shall be the head of the Democratic

138 organization in the County, the Chair and presiding officer of the County Central

139 Committee and the County Executive Committee, and an ex officio member of all other

140 regular committees which may be established within the County Party organization.

- 141 i. The County Chair shall have the deciding vote, in the case of a tie vote, at any
- 142 meeting of the County Central Committee or the County Executive
- 143 Committee but shall not otherwise vote as County Chair in either the County
- 144 Central Committee or the County Executive Committee.
- 145 ii. The County Chair shall, by and with the advice of the County Executive
- 146 Committee, oversee all campaigns within the County.
- 147 iii. The County Chair shall be the executive officer of the Party in the County and
- 148 shall carry out the mandates of the County Central Committee during the
- 149 periods between meetings of the County Central Committee and shall perform
- 150 all other duties required by these Rules, by the State Rules, and by law.
- 151 iv. The County Chair shall be the sole spokesperson for the Pueblo County
- 152 Democratic Party.
- 153 v. The County Chair shall cause the financial records of the Party to be informally
- 154 audited at least once every year. The Chair shall also cause a formal audit to
- 155 be performed at least once every five (5) years.
- 156 vi. The County Chair shall call all meetings of the County Central Committee and
- 157 fix the time and place thereof, as in Section 3.3. D (2)

158

159

160 5. First Vice Chair

161 The 1st-Vice-Chair shall assist the County Chair in the performance of the Chair's duties as

162 set forth in these rules. It shall be the specific duty of the 1st-Vice-Chair to Chair the PCDP

163 Fundraising Committee. In the absence or disability of the County Chair, the 1st-Vice-Chair
164 shall preside at all meetings and perform (or direct the performance of) all duties of the
165 County Chair.
166

167 6. Second Vice Chair

168 It shall be the duty of the 2nd Vice Chair to be the Party’s designated agent who will have
169 responsibility for the management and operation, as defined by Colorado law, of the bingo
170 activities of the Party. In the absence or disability of the County Chair and the 1st-Vice-Chair,
171 the 2nd-Vice-Chair shall preside at all meetings and perform (or direct the performance of)
172 all duties of the County Chair.
173

174 Other Functions. The Vice-Chairs shall perform such other functions and duties as may
175 be directed by the County Chair, the County Executive Committee, or the County Central
176 Committee and shall be charged generally with coordinating the work of the precinct
177 organizers throughout the County.
178

179 7. Secretary(s)

- 180 a. Duties. The Secretary shall keep the minutes of all meetings of the County Central
181 Committee and the County Executive Committee and maintain copies of minutes
182 of other committees of the Pueblo County Party organization. It shall be the specific
183 duty of the Secretary to have responsibility for and oversight of all internal
184 communications of the Party.
185 b. Record keeping. The Secretary shall keep all records of the County Party which are
186 required by law or by State Party rules. The Secretary shall also keep all records
187 sent to the County Central Committee or the County Chair by precinct officers and
188 district officers in the County.
189 c. Other Duties may be directed by the County Chair, the County Executive
190 Committee, or the County Central Committee.
191 d. The Secretary’s duties, including record keeping, may be shared subject to the
192 approval of the County Chair.
193

194 8. Treasurer

- 195 a. Duties. The Treasurer shall receive, deposit, account for, and pay out all funds of
196 the County Central Committee, subject to the direction and control of the County
197 Executive Committee. The Treasurer shall issue a monthly report of all income and
198 expenses of the County Party and authorized committees, if any, together with a
199 statement of bank balances, assets, and liabilities, and shall cause such report to be
200 delivered at the next ensuing meeting of the County Executive Committee.
201 b. County Executive Committee Resolutions. The County Executive Committee may,
202 by resolution, provide for the payment of petty expenditures, within limitations
203 fixed in such resolution. The Treasurer shall make such payments at the direction

204 of the County Chair. The Treasurer shall, in any event, have no authority to make
205 any payment or expenditure of Party funds except at the direction of the County
206 Executive Committee, the County Central Committee, or the County Chair.

- 207 c. Report at Meetings. At each meeting of the County Central Committee, unless such
208 report be waived by the Committee, the Treasurer shall make a report of the income
209 and expenses of the County Party and authorized committees, if any, together with
210 a statement of bank balances, assets, and liabilities.
- 211 d. Treasurer’s Bond. The Treasurer, as soon as possible after assuming the duties of
212 the office, shall obtain and execute a fidelity bond, with surety or sureties approved
213 by the County Executive Committee, in a penal sum as prescribed by law. The
214 premium for such fidelity bond shall be paid by the County Party from Party funds.
- 215 e. Reports. The Treasurer shall prepare and file all reports required of political parties
216 by Federal or State law.

217
218 9. Communications Director

219 The Communications Director shall assist the County Chair and work at their direction.
220 It shall be the specific duty of the Communications Director to have responsibility for
221 and oversight of all external communications of the Party. Examples of this are to
222 create and maintain a presence in social media, website design, and maintenance,
223 writing periodic letters to the editor, and inviting appropriate media to official events.
224 This position is to support the advancement of official communication. As a support
225 role, the Communications Director must be in constant communication with the Party
226 Chair and may not speak for Pueblo County Democrats.

227
228 G. MEMBERSHIP NOT NECESSARY ON THE CENTRAL COMMITTEE

229 Membership on the Pueblo County Democratic Central Committee is not a necessary
230 qualification to be elected to serve as an officer of the County Central Committee. All officers
231 of a Central Committee shall have a vote, except that the Chair shall only be allowed to vote
232 in case of a tie.

233
234 H. COUNTY EXECUTIVE COMMITTEE

235 Composition. The Pueblo County Democratic Executive Committee shall be composed of the
236 following:

- 237
- 238 1. Officers. The officers of the County Executive Committee shall be the Chair, Vice-
239 Chair(s), Secretary(s), Treasurer, and Communications Director of the County Central
240 Committee;

- 241 2. Representative members
242 i. Ten (10) representative members shall be elected at the biennial organizational
243 meeting from Senate District 3 and
244 ii. Ten (10) representative members shall be elected from HD 46, and
245 iii. Three (3) representative members shall be elected from HD 47, and
246 iv. Six (6) representative members shall be elected from HD 62, and
247 v. Two (2) rep members shall be elected from HD 60.
248 vi. Members must reside in the respective districts.
249 These numbers are based on a formula using district registration.
- 250
251 3. Additional members. The County Chair may also appoint not more than eight (8)
252 additional members who shall serve under, and be responsible to, the County Chair.
253
- 254 4. Term of office. The term of office of the members of the Executive Committee shall
255 be two (2) years from the date of the County Central Committee organizational
256 meeting election and thereafter until their successors are qualified and certified.
257
- 258 5. Membership on the Pueblo County Democratic Central Committee is not a necessary
259 qualification to be elected to serve as a member of the County Executive Committee.
260

261 I. COUNTY EXECUTIVE COMMITTEE POWERS AND DUTIES

- 262 1. Organization and Campaigns. The Executive Committee shall assist the County Chair in
263 the control and management of the political campaigns of the Democratic Party in
264 Pueblo County.
- 265 2. In the intervals between meetings of the County Central Committee, the County
266 Executive Committee shall have and exercise all the powers of the County Central
267 Committee except those powers required by law or by these Rules to be exercised by
268 the Central Committee.
- 269 3. The County Executive Committee shall have the control and supervision of the funds and
270 finances of the Party in Pueblo County. The County Chair shall appoint an audit
271 committee from the Executive Committee and said committee shall meet annually for
272 the purpose of auditing all financial records.
- 273 4. Members elected to the County Executive Committee shall serve until the next
274 organizational meeting of the County Central Committee.
- 275 5. Members appointed to the County Executive Committee shall serve at the pleasure of
276 the County Chair.
- 277 6. Each member of the County Executive Committee shall have one (1) vote.
- 278 7. Meetings. It shall be the duty of the Chair of the County Central Committee to call all
279 meetings of the Executive Committee as follows:
280 a. The County Executive Committee shall meet at least two (2) times each year.
281 b. The County Chair shall notify members of the Committee of the time and place of
282 the meeting in each designated month.

- 283 c. The County Chair may also call special meetings of the Executive Committee upon
284 reasonable notice to the members of the time and place of the meeting.
- 285 d. At any meeting of the County Executive Committee, forty percent (40%) of all
286 members thereof shall constitute a quorum for the transaction of business. A
287 majority of members present at any meeting, though less than a quorum, may
288 recess, adjourn, or postpone the meeting, call another meeting, or receive any
289 documents, bill of particular, or any other matter required by any rules or by-law
290 to be transmitted to or received by the Committee.

291

292 J. AFFILIATED COMMITTEES OF THE CENTRAL COMMITTEE

293 1. Affirmative Action/Outreach Committee

294 a. Membership

295 The County Affirmative Action/Outreach Committee shall be composed of members
296 selected by the County Chair. The County Chair shall also appoint the Director of the
297 County Affirmative Action/Outreach Committee who shall be the presiding officer of
298 the Committee.

299 b. Duties

300 The Affirmative Action/Outreach Committee shall establish a plan, modeled after the
301 State Democratic Party Plan, to be used as a guideline for the Pueblo County Democratic
302 Party. The Chair of the Committee shall report to the Central and Executive Committees
303 on establishment of the Affirmative Action/Outreach Plan.

304 2. Rules & Credentials Committee

305 a. Membership

306 The County Chair shall appoint a standing committee on Rules, with the advice of the
307 Executive Committee. Members will serve terms of two (2) years and be eligible for re-
308 appointment.

309

310 b. Duties

311 The committee shall provide oversight and/or administer sign-ins for the Central
312 Committee meetings, County Assemblies, and ReOrg meetings. The Committee shall
313 receive and consider all challenges to credentials, including resolving any contest or
314 objection in the member selection process. This Committee shall have oversight for
315 balloting activity.

316

- 317 i. All proposed amendments to these Rules shall be submitted to this Committee for
318 review at least thirty (30) days prior to the meeting of the County Central Committee
319 of which the proposed amendment is to be considered. All such proposed
320 amendments must also be submitted to the County Central Committee members at
321 least ten (10) days prior to the Central Committee meeting at which the amendments
322 are to be considered. Passage shall require a majority vote of the members present.

- 323 ii. The Committee may establish or modify credential and balloting operational
324 recommendations. The Committee may consult with any subdivision of the State
325 Party.
- 326 iii. The Rules Committee shall serve as the Credentials Committee. The Committee is
327 charged with approving the credentials and presenting a list of qualified members
328 for meetings of Central and Executive Committee meetings.
329

330 3. Finance Committee.

331 The Democratic Party Central Committee of Pueblo, Inc., a Colorado non-profit corporation,
332 shall be the principal entity for funding activities of the Pueblo County Democratic Party.
333 The County Chair shall appoint a Finance Committee and Finance Committee Chair, who
334 shall be responsible for formulation of a County budget prior to May of each year. The
335 County Treasurer shall be a member of the County Finance Committee. The County Chair
336 shall submit to the County Executive Committee the proposed budget which shall be
337 approved with any adopted amendments on or before May 15 of each year. Copies of the
338 budget shall be available for inspection. All County Democratic Party funds shall be
339 deposited in Party accounts in either licensed state or national banks. The Party officers
340 permitted to draw on Party accounts shall be bonded with corporate sureties in such
341 amount as set forth by the County Chair with the approval of the County Executive
342 Committee in an amount not less than that prescribed by law.
343

344 4. Resolutions Committee

345 a. Membership

346 The County Chair may appoint the membership of a standing Resolutions Committee of
347 the County Party for the purpose of reviewing and recommending the adoption of any
348 resolutions by the County Assembly, County Central Committee, or the Executive
349 Committee during times when the County Assembly is not in session.

350 b. Meeting

351 The Resolutions Committee shall meet at a time and place to be designated by the
352 County Chair and shall consider any proposed resolutions which have been submitted
353 to it for consideration. All proposed resolutions shall be submitted to the standing
354 Resolutions Committee in writing at least thirty (30) days prior to the County Central or
355 Executive Committee meeting at which the proposed resolutions are to be considered.
356

357 5. Building Committee

358 The County Chair shall appoint a standing Building Committee of at least three (3) members
359 with the advice of the Executive Committee. The Building Committee shall be charged with
360 the care for the Party headquarters building to include, but not be limited to, maintenance
361 and upkeep, usage, rental, and regular cleaning. Recommendations for policies and
362 expenditures which exceed five hundred dollars (\$500) shall be brought to the Executive

363 Committee for approval. Members will serve terms of two (2) years and be eligible for re-
364 appointment.

365
366 6. Fundraising Committee
367 The County Chair may appoint the membership of a fundraising committee which shall be
368 the principal entity for raising funds for the general fund of the Pueblo County Democratic
369 Party. The County First Vice-Chair will serve as the Chair of the Committee. The Committee
370 will be charged with developing an annual fundraising plan, participating in fundraising
371 activities, recruiting volunteers for activities, and working with the Finance Committee as
372 part of the budgeting process. Members serve terms of two (2) years and be eligible for re-
373 appointment.

374
375 7. Other Committees
376 The County Chair shall appoint such other committees as may be necessary from time to
377 time.

378
379 **K, L, M, N, & O. INTENTIONALLY LEFT BLANK**

380
381 P. VACANCIES

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

385
386 1. County Central Committee

387 A. Committeepersons
388 A vacancy of a precinct organizer on the Central Committee shall be filed within
389 thirty (30) days after its occurrence by the officers of the Central Committee. Any
390 person selected to fill a vacancy must be a resident of the precinct in which the
391 vacancy occurred.

392
393 B. Elected Officials
394 The death, resignation, or termination of office of any elected State or County
395 official, United States or State Senator or Representative, or the District Attorney,
396 does not create a vacancy on the County Central Committee. Any person elected
397 or appointed to fill a vacancy in such office shall become a member of the County
398 Central Committee if such person is a registered Democrat and a resident of Pueblo
399 County.

400 2. Executive Committee

401 All vacancies of elected members of the County Executive Committee shall be filled
402 by the County Central Committee if it is in session. If it is not in session, the County
403 Chair, with the approval of the Executive Committee, shall appoint a person to fill

404 the vacancy who shall hold office until the next organizational meeting of the
405 County Central Committee. Vacancies of non-elected members shall be filled by
406 the County Chair.
407

408 3. Chair

409 A vacancy shall be filled within thirty (30) days by the County Central Committee
410 on the call of the Vice-Chair(s) or, in absence of the Vice-Chair(s), by the
411 Secretary(s). The meeting call shall be issued within ten (10) days of the occurrence
412 of the vacancy. The County 1st-Vice-Chair shall hold the office of County Chair until
413 the such meeting of the County Central Committee.
414

415 4. Other Officers

416 A vacancy in the office of Vice-Chair(s), Secretary(s), Treasurer, or Communications
417 Director shall be filled by the Executive Committee as an interim appointment until
418 the next Central Committee meeting after the vacancy occurs. Such appointed
419 interim officer shall be any person qualified to be elected to such office. The
420 County Executive Committee shall issue a call for a County Central Committee
421 meeting within ten (10) days of the occurrence of such vacancy. The County
422 Central Committee shall meet within thirty (30) days thereafter for the purpose of
423 filling the vacancy.
424

425 **3.4 – PRECINCT CAUCUS**

426 A. QUALIFICATIONS FOR PARTICIPATION IN CAUCUSES

- 427 1. No person shall be eligible to vote at any precinct caucus or to be a delegate to any
428 assembly or meeting of the Central Committee or to be a candidate for Co-Chair unless
429 such person resides in the precinct and unless such person has been a registered
430 Democrat for not less than twenty-two (22) days prior to the date of the caucus or
431 assembly, as shown on the registration books of any county clerk and recorder or
432 election commission in the State of Colorado except that any person who attained the
433 age of eighteen (18) or who became a naturalized citizen within a twenty-two (22)-day
434 period immediately preceding shall be eligible to vote at precinct caucuses even though
435 they have been a registered Democrat for less than twenty-two (22) days. If a registered
436 Democrat has become a resident of the County during the twenty-two (22) days
437 immediately preceding the precinct caucus, such affiliation with the Party at said prior
438 residence shall be counted in determining whether the person has been a registered
439 Democrat for twenty-two (22) days.
440
- 441 2. The Democratic Party of Colorado allows a pre-registrant, sixteen (16) years of age
442 or older, to vote at any Democratic Party Caucus, Assembly, or Convention if the
443 pre-registrant has been a resident of the precinct for twenty-two (22) days before

444 the caucus, assembly, or convention, and has been affiliated with the Democratic
445 Party for at least twenty-two (22) days as shown in the statewide voter registration
446 system, except that a pre-registrant who pre-registered within the twenty-two (22)
447 days immediately preceding the meeting may vote at any caucus, assembly, or
448 convention even though the pre-registrant has been affiliated with the Democratic
449 Party for less than twenty-two (22) days.

450 3. An elector who moves from the precinct where registered during the twenty-one (21)
451 days prior to any caucus may participate in and vote at the caucus in the precinct of
452 the elector’s former residence but shall not be eligible for election as a delegate or for
453 nomination as a precinct committee person (hereinafter referred to as precinct
454 organizer) in the former precinct.

455
456 B. CALL TO ORDER

457 At the time and date set by statute, and the place set by the County Chair for the holding of
458 the precinct caucuses, one of the incumbent precinct Co-Chairs/Precinct Organizers shall call
459 the caucus to order. The Co-Chairs/Precinct Organizer shall decide which person shall call the
460 caucus to order by agreement or by lot. If no Precinct Organizer is present, any Democratic
461 elector eligible to vote at the caucus may call the meeting to order.
462

463 C. READING OF RULES

464 The person calling the caucus to order shall read and/or distribute a clear and concise
465 statement of precinct caucus rules, procedures, and requirements for participation in precinct
466 caucuses and the assembly and convention processes and shall have available those copies of
467 the statements, rules, and procedures for the duration of the caucus. The statement shall
468 include the appropriate sections of the principles of affirmative action and fair reflection in
469 these Rules.
470

471 D. ELECTIONS

472 The caucus shall then select a chair and a secretary for the sole purpose of running the precinct
473 caucus meeting. They will then proceed, by ballot, to:

- 474
- 475 1. Elect the allotted number of delegates to the County Assembly.
476 The number of delegates from each precinct to the County Assembly shall have been
477 approved by the County Executive Committee prior to the caucus. The caucus Co-Chairs
478 are provided a form with the number of delegates to be selected.
479
 - 480 2. Elect two (2) Co-Chairs/Precinct Organizers of such precinct.
 - 481 3. The persons receiving the highest number of votes at the precinct caucus shall be elected.
482 Ties shall be decided by lot.
483

484 E. CERTIFICATION

485 The officers of the caucus shall prepare a certified list of the names of the delegates to the
486 County Assembly and the Precinct Organizers from the precinct on the forms to be supplied
487 by the County Chair and shall submit them to the Chair or their designee within twenty-four
488 (24) hours after the caucuses meet.
489

490 **3.5 – PRECINCT ORGANIZATION**

491 A. MEETINGS

492 The precinct caucuses shall be held on a date no earlier than the first Tuesday in March and
493 no later than the first Saturday after the first Tuesday in March. Precinct caucuses shall be
494 held at a place approved by the Executive Committee. A list of the precinct caucus places so
495 designated shall be furnished to the County Clerk and Recorder by the County Chair. A sign
496 giving notice of such caucus, as furnished by the County Clerk and Recorder, shall be posted
497 at the caucus place ten (10) days prior to the caucus meeting. The time and place of each
498 precinct caucus shall also be published once in a newspaper of general circulation in Pueblo
499 County, as well as on the Pueblo County Democratic Party website.
500

501 B. ELECTION OF PRECINCT COMMITTEE PEOPLE (PRECINCT ORGANIZERS)

502 The persons referred to as *Precinct Committee People* in state statutes shall be known as
503 *Precinct Organizers* in these rules.

504 1. Procedure

505 The precinct caucuses shall elect precinct organizer. The two (2) persons receiving the
506 highest number of votes at the precinct caucus shall be elected. If two (2) or more
507 candidates for precinct organizer receive an equal and the second highest number of votes,
508 or if three (3) or more candidates receive an equal and the highest number of votes, the
509 election shall be determined by lot.

510 2. Qualifications

511 Any person qualified to vote at a precinct caucus may be elected as a precinct organizer

512 3. Certification

513 The officers of the precinct caucus shall certify the names of the precinct organizers to the
514 County Assembly.

515 4. Disputes and Challenges

516 The County Credentials Committee shall determine all disputes as to the qualifications or
517 election of any candidate for precinct organizers and shall include its findings in its report
518 to the County Assembly. The County Assembly shall certify the list of committee organizers.

519 5. Term of Office

520 The persons elected at the precinct caucus shall assume the office immediately, serving
521 for two (2) years unless they move or resign. If a precinct organizer is successfully
522 challenged, the new precinct organizer shall assume office immediately after
523 certification by the County Assembly.

524 6. Vacancies

- 525 a. A vacancy shall be declared to exist when any incumbent precinct organizer
526 shall resign, move from their jurisdiction, disaffiliate from the Colorado
527 Democratic Party, die, be removed from their position, or if the precinct
528 organizer position was not filled at the last party election.
- 529 b. Vacancies in precinct organizers shall be filled by appointment by the County
530 Chair, and in accordance with County Party rules as applicable, as soon as
531 practical.
- 532 c. The Chair’s recommendation is subject to ratification by the County Central
533 Committee at its next meeting. The County Chair shall certify the new precinct
534 organizers to the State Party Secretary within thirty (30) days of filling a
535 vacancy.
- 536 d. If the County Chair does not fill the vacancy within sixty (60) days of the
537 vacancy occurring, the vacancy may be filled by recommendation of the State
538 Chair, subject to ratification by the County Central Committee at its next
539 meeting.
- 540 e. The precinct organizer may assume full duties and privileges upon initial
541 appointment but will be removed from office if the County Central Committee
542 votes to reject.

543 7. Filing

544 The county Party shall file a list of the names and addresses, by precinct, of those
545 persons elected as precinct organizers with the County Clerk and Recorder within four
546 (4) days after the date of the County Assembly.
547

548 C. DUTIES OF PRECINCT ORGANIZERS

549 1. Representatives of the Party

550 Precinct organizers are the representatives of the Party within their precincts and have the
551 right and privilege of representing the Democrats residing within their precinct at all
552 meetings of the Central Committee held during their term of office.
553

554 2. Responsibilities

555 Such rights and privileges carry with them equivalent responsibilities, including the
556 obligation of performing the following duties while holding office:
557

- 558 a. Attend all meetings of the County Central Committee unless properly excused;

- 559 b. Recruit Party workers in the precinct and supervise and direct their activities within
- 560 the precinct;
- 561 c. Distribute and/or supervise the distribution of the literature of the Party within the
- 562 precinct;
- 563 d. Conduct and/or cause to be conducted within the precinct such registration drives,
- 564 fund drives, and canvasses as shall be required by rule or resolution of the State
- 565 Central Committee, the County Central Committee, or by the duly authorized
- 566 representatives of said committees;
- 567 e. Notify registered Democrats in the precinct of the time and place of the caucus;
- 568 f. Support the nominees of the Party, with the exception that financial support not be
- 569 required under the prohibition against assessments;
- 570 g. Organize and facilitate the precinct caucuses of the precinct; and
- 571 h. Recommend persons for appointment as judges and clerks of elections.
- 572

573 D. REMOVAL OF PRECINCT ORGANIZERS

574 Failure of any Precinct Organizer to fulfill their responsibilities, or to perform effectively

575 the functions of the office, shall constitute grounds for removal from such office by the

576 County Chair and the County Executive Committee, or County Central Committee, upon a

577 two-thirds (2/3) vote of such Executive or Central Committee.

578

579 **3.6 – PUEBLO COUNTY CENTRAL COMMITTEE - See 3.3**

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583

584 **3.9 – RESIGNATIONS**

585 When any person who is a member of any Central Committee resigns before the end of the

586 regular term of office, the resignation must be presented in writing to the Chair of the Committee

587 of which the person is a member. If a Chair of any Central Committee resigns before the end of

588 the regular term, the resignation must be presented in writing to the State Chair. A vacancy shall

589 be declared to exist when these written notifications of resignation are accepted, and the

590 vacancy shall then be filled in accordance with the provisions in these rules. When any person

591 has made an oral statement of resignation, that person shall be requested, by a member of the

592 appropriate Central or Executive Committee, to submit a written statement of resignation. If a

593 written resignation is not submitted, nor the intention to resign denied in writing within ten (10)

594 days after this request, the Chair shall declare a vacancy to exist.

595

596 **3.10 – REMOVAL OF OFFICERS**

597 A. REASONS FOR REMOVAL

598 Any officer of any Central Committee may be removed for any of the following reasons with
599 cause for removal not limited to the following reasons:

- 600
- 601 1. Failure, refusal, or neglect to perform the duties of the office.
- 602 2. Aiding or supporting any political candidate opposing a nominee of the Democratic
- 603 Party.
- 604 3. Aiding or supporting any political party other than the Democratic Party.
- 605 4. Ineligibility to hold the office existing at the time of the proposed removal.
- 606 5. Failure to comply with the Rules of the Party which failure results in substantial
- 607 damage, prejudice, or embarrassment to the Party.
- 608 6. Conviction of a felony or a crime of moral turpitude.
- 609 7. Any political reason which in the judgment of three-fifths ($\frac{3}{5}$) of all members of the
- 610 County Central Committee is for the best interest of the Party.

611 B. PROCEDURE FOR REMOVAL

- 612 1. At least one-fourth ($\frac{1}{4}$) of the members of the Executive Committee or one-fifth
- 613 ($\frac{1}{5}$) of the members of a Central Committee must sign and submit a written
- 614 petition containing the Statement of Charges to the highest ranking officer of the
- 615 Central Committee who is not named in the petition and Statement of Charges.
- 616 Statement of Charges shall contain the grounds for removal.
- 617 2. Upon receipt of the Statement of Charges, the officer in receipt of the Statement of
- 618 Charges shall send the accused officer(s), by registered mail, a copy of the
- 619 Statement of Charges and a letter stating that the accused officer may either resign
- 620 or have a hearing, by way of motion for removal, at the next regularly scheduled
- 621 meeting of the Central Committee or at a meeting scheduled specifically for the
- 622 hearing.
- 623 3. If the accused officer does not resign, the officer in receipt of the Statement of
- 624 Charges shall send a copy of the Statement of Charges to all the members of the
- 625 Central Committee along with a notice of the Central Committee meeting. Such
- 626 meeting shall be called no later than thirty (30) days from delivery of a request for
- 627 a hearing from the accused officer.
- 628 4. At said meeting of the Central Committee, the accused officer shall be afforded an
- 629 opportunity to respond to the Statement of Charges. After such hearing, upon a
- 630 motion for removal made by one of the signatories to the Statement of Charges,
- 631 the accused officer may be removed by a two-thirds ($\frac{2}{3}$) vote of all members present
- 632 and voting provided there is present and voting at least two-thirds ($\frac{2}{3}$) of the
- 633 membership of the Committee. In a meeting that contains a motion for removal of

634 an officer(s), or a meeting scheduled specifically for that purpose, no proxies shall
635 be permitted in either the determination of a quorum nor in the vote for removal.

636 5. Any officer may appeal their removal at the next meeting of the Central Committee.
637 A two-thirds ($\frac{2}{3}$) vote shall be needed in order to reinstate the officer(s) with at least
638 two-thirds ($\frac{2}{3}$) of the members present, with proxies not being allowed. Any officer
639 so reinstated shall resume office at the conclusion of the voting.

640 6. If an officer is removed, the office shall be declared vacant and filled in the manner
641 provided for in these Rules.

642
643 C. EXECUTIVE COMMITTEE. Members of the County Executive Committee are expected to
644 attend all meetings of the Committee. Rules for removal from the Executive Committee
645 for non-attendance are spelled out in the Standing Rules of that body.

646
647

1 **PART FOUR – NOMINATING SYSTEM**

2 **4.1 – POLITICAL DIVISIONS OF THE COUNTY**

3 The Pueblo County Democratic Party shall be divided into the following levels: the County as a
4 whole, Congressional Districts, Judicial Districts, State Senatorial and State Representative Districts,
5 precincts, and election districts which shall be geographically the same as such political units which
6 are now or may be established by law.
7

8 **4.2 – MEETINGS OF COUNTY ASSEMBLIES AND CONVENTIONS**

9 A. COUNTY ASSEMBLIES

10 1. Purpose

11 Assemblies shall be held in each even-numbered year in order to designate candidates for
12 public office and conduct such other business as determined by these Rules and the call.
13 Candidates shall be designated by delegates of all precincts in Pueblo County for the
14 following offices: Board of County Commissioners, County Clerk and Recorder, Sheriff,
15 Coroner, Treasurer, Surveyor, and Assessor. Then, delegates from corresponding
16 precincts within such districts that comprise Pueblo County shall also elect the District
17 Attorney, State Senator, and State Representative candidates.

18 2. Fixing the Date, Time, and Place

19 The Central Committee shall have the power to fix the date, time, and place for assemblies
20 within its jurisdiction in accordance with the applicable State statutes and these Rules. The
21 Central Committee may delegate its powers to the Executive Committee or to any other
22 committee of its choosing. County Assemblies shall be held not less than twenty-one (21)
23 days after precinct caucuses.
24

25 3. Call

26 It shall be the duty of the Chair to issue the call at least ten (10) days prior to the event.
27

28 4. Method of Designating Candidates

29 An assembly shall take no more than two (2) ballots upon candidates for each public office
30 within the jurisdiction of the assembly to be filled at the ensuing general election. Every
31 candidate receiving thirty per cent (30%) or more of the votes cast by duly accredited
32 delegates to such assembly shall be placed on the primary ballot in order of the vote
33 received by each candidate. If no candidate receives thirty percent (30%) or more of the
34 votes, there shall be a second ballot cast on all candidates for that office. If, on the second
35 ballot, no candidate receives thirty percent (30%) or more of the votes cast, the two (2)
36 candidates receiving the highest number of votes shall be certified as candidates for the
37 office by that assembly.

38 a. Tied Votes

39 If two (2) or more candidates receiving designation under these provisions have
40 received an equal number of votes, the order of certification of designation shall be
41 determined by lot of such candidates.
42

43 b. Certification

44 The Chair and Secretary of the Assembly shall make such certificates of designation for
45 direct primary elections and other certificates as are required by law. They shall be
46 responsible for filing the certificates in the office of the Secretary of State or other
47 official as required by law.
48

49 5. Vacancies - See Section 4.7

50

51 B. COUNTY CONVENTIONS

52 Conventions shall be held for the purpose of selecting delegates to other political
53 conventions. Conventions may, but need not be, held in association with the assemblies.
54 The procedure for conventions shall be the same as assemblies.
55

56 C. QUALIFICATIONS FOR VOTING – see Section 3.4 A

57

58 D. NUMBER OF DELEGATES

59 The number of delegates to assemblies and/or conventions shall be determined by the
60 Central Committee using as criteria Democratic voting strength and any other factors
61 the Central Committee considers appropriate. The formula used must conform to
62 national and state delegate and affirmative action plans. Central Committees may
63 delegate their powers to Executive Committees. The County shall make the
64 determination before precinct caucuses are held. The numbers shall be announced at
65 the precinct caucuses.

66

67 E. DELEGATE SELECTION

68 Delegates to the County Assembly and/or County Convention shall be selected by the
69 Democratic electors at precinct caucuses. The number of delegates to assemblies and
70 conventions shall be determined by the Pueblo County Executive Committee.

71

72 Procedure Used for Delegate Selection. All procedures used for delegation selection shall
73 be in accord with the Delegate Selection Plan adopted by the Colorado Democratic Party
74 State Central Committee.
75

76 **F. INTENTIONALLY LEFT BLANK**

77

78 **G. CERTIFICATION OF DELEGATES**

79 1. Following Assemblies and/or Conventions, the County Chair shall ensure that
80 delegate information is entered into the CDP database and a certified list of delegates is
81 provided to the chairs of any subsequent assembly or convention, of the Central
82 Committee of the state or Congressional district assembly and/or convention
83 (whichever is appropriate), at least ten (10) days before the subsequent meeting. The
84 list of delegates shall be presented by the chair of the subsequent meeting to the
85 Credentials Committee of that meeting.

86

87 2. Final certification is upon a vote of a majority of the assembly and/or convention.

88 **H. ALTERNATES**

89 Alternate delegates will not be allowed.

90

91 **4.3 – Intentionally Left Blank**

92

93 **4.4 – Intentionally Left Blank**

94

95 **4.5 – COMMITTEES OF ASSEMBLIES AND CONVENTIONS**

96 **A. PERMANENT ORGANIZATION**

97 **1. Duties**

98 The permanent organization committee shall recommend to the assembly or
99 convention an agenda and the order and time schedule of business. The committee shall
100 submit a list of the permanent officers of the assembly or convention for action by the
101 body. The agenda shall include the conduct of the preference poll if such a poll is
102 required in the delegate selection plan.

103 **2. Composition**

104 a. The Chair shall appoint a committee which consists of not less than five (5) nor more
105 than fifteen (15) members, no more than two (2) of whom shall be from the same
106 election precinct. The report of the Permanent Organization Committee shall also
107 be approved by the assembly.

108

109 B. RULES/CREDENTIALS COMMITTEE

110 1. Duties

111 The Rules/Credentials Committee shall be responsible for recommending the certification
112 of delegates to assemblies and conventions, reviewing the list of delegates submitted by
113 the Chair of the Central Committee of its jurisdiction, resolving any contest or objection in
114 the delegate selection process, and recommending ratification of precinct organizers.

115

116 2. Procedure

117 a. Unchallenged Delegates

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

121 b. Challenges

122 Every person desiring to contest or dispute the qualifications of any delegate or the
123 conduct or result of any precinct caucus shall file a written protest with the County Chair
124 no later than 6:00 pm seven (7) days after the conclusion of the precinct caucus. Such
125 person shall be accorded an opportunity to have their claim heard by the Credentials
126 Committee.

127 c. Resolution of Disputes

128 *i. Hearing*

129 The Committee may schedule a hearing at which interested people may
130 present their views.

131 *ii. Options for action*

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

- 134 (a) Deny certification to the challenged delegate or delegates;
- 135 (b) Require a new list from the appropriate chair;
- 136 (c) Reallocate votes among unchallenged delegates; or
- 137 (d) Take any other action which ensures fair representation of the
138 members of the unit from which the delegate or delegates were selected.

139 *iii. Report*

140 The Committee shall make its report public as soon as possible and the report
141 shall be made public prior to the opening of the assembly or convention.

142

143 d. Certification of Precinct Organizers

- 144 i. The Rules/Credentials Committee of the County Assembly shall hear and
145 resolve all disputes regarding the election of the Precinct Organizers.

- 146 ii. The Rules/Credentials Committee may remove a Precinct Organizer for
147 reasons including, but not limited to, the person not meeting the
148 qualifications.
149 iii. The Credentials Committee shall recommend certification of Precinct
150 Organizers to the County Assembly.
151
- 152 C. The Resolutions/Platform Committee shall consider resolutions to be reported to the
153 County Assembly. The Chair of the Resolutions/Platform Committee shall transmit to
154 the County Chair a copy of all resolutions passed by the Platform/Resolutions
155 Committee. Copies of said resolutions shall be furnished each delegate to the County
156 Assembly.
- 157 1. Adoption Procedure
158 All proposed resolutions shall be sent along with the agenda to members of the
159 County Central or Executive Committee at least ten (10) days prior to the meeting at
160 which the resolutions are to be considered. The report and recommendations of the
161 standing Resolutions Committee may be submitted to the County Central or Executive
162 Committee for consideration.
- 163 2. A minority report submitted by ten per cent (10%) of the total membership shall also
164 be presented. A majority vote of those present and voting of the County Assembly,
165 County Central Committee, or Executive Committee shall be required for passage of any
166 resolution.
167

168 **4.6 – AGENDA FOR ASSEMBLIES AND CONVENTIONS**

169 Agenda. The following items must be included on the formal agenda of the assembly or
170 convention; however, the order of such business shall be recommended by the Permanent
171 Organization Committee subject to the approval of the assembly or convention:

- 172 1. Call to order by the Chair of the Central Committee and reading of the call-to-order;
 - 173 2. Call the roll;
 - 174 3. Reports of committees on credentials and permanent organization;
 - 175 4. Action of reports of committees on credentials and permanent organization;
 - 176 5. Election of permanent chair, secretary, and other officers;
 - 177 6. Report of committee on resolutions;
 - 178 7. Designation of candidates for direct primary election;
 - 179 8. Selection of delegates to subsequent assemblies and conventions;
 - 180 9. Establishment of a committee to fill vacancies in nominations for public office;
 - 181 10. Other business; and
 - 182 11. Adjournment
- 183

184 **4.7 – VACANCIES IN THE NOMINATING SYSTEM**

185 A. VACANCY COMMITTEE

186 Any vacancy in designation or nomination by the Party for any elective office shall be filled
187 by a Vacancy Committee designated by the nominating assembly or otherwise as provided
188 by statute. The assembly may designate the Central Committee of the district involved as
189 the vacancy committee, and in multi-county districts may also include the precinct
190 committee people of the precincts included in the district. If the nominating assembly fails
191 to designate a Vacancy Committee, the district Central Committee shall be the Vacancy
192 Committee. A member of a Vacancy Committee may participate in a Vacancy Committee
193 meeting remotely, including casting the member’s vote by email, mail, telephone, or
194 through an internet-based application.

195
196 B. PARTY NOMINATIONS

197 The County Central Committee shall be the Vacancy Committee to fill vacancies in the
198 nominations of the Democratic Party for any office to be filled by an election of the qualified
199 voters of Pueblo County, occurring after holding of the primary election, to file certificates of
200 nomination to fill such vacancies, and do each and every act required by law in regard thereto.

201
202 **4.8 – CANDIDATE ELIGIBILITY (for running for office)**

203 A person shall be eligible for designation by an assembly as a candidate for nomination at a primary
204 election or for appointment to a vacancy in Pueblo County if that person has been a registered
205 Democrat in Pueblo County for a period of at least twelve (12) months immediately preceding the
206 date of the primary election.

207
208 If there is no declared Democratic Party candidate for an elected office after the Assembly but
209 before the statutory filing deadline, the vacancy in Nomination Committee may waive the
210 affiliation deadline and/or the residency requirements to nominate a candidate as allowed by
211 law.

212
213 **4.9 – VACANCY IN OFFICE**

214
215 A. Composition of Vacancy Committee. The Vacancy Committee shall be the Pueblo County
216 Central Committee.

217
218 B. Vacancy in Office of County Commissioner. The Vacancy Committee shall, by a majority
219 vote of the quorum present, fill the vacancy by appointment within ten (10) days after
220 occurrence of the vacancy.

221
222 C. Vacancies in Other County Offices. The Vacancy Committee shall make a recommendation
223 to the Board of County Commissioners when a vacancy occurs in the elected County officers

224 of Clerk and Recorder, Treasurer, Assessor, Sheriff, Surveyor, and Coroner. The vacancy
225 Committee shall, by a majority vote of the quorum present, make the recommendation
226 within eight (8) days after the occurrence of the vacancy.

227

228

229

1 | **PART FIVE – CONTROVERSIES**
2

3 | **5.1 – CONTROVERSIES**
4

5 | A. JURISDICTION

- 6 | 1. County Assembly. When in session, the County Assembly shall have full power to hold
7 | hearings and decide all controversies concerning the regularity of the organization
8 | within the Pueblo County Democratic Party.
9 | 2. County Central Committee. The Pueblo County Democratic Central Committee shall
10 | have all the powers in considering and deciding all controversies when the County
11 | Assembly is not in session except as herein stated.
12 | 3. County Executive Committee. If, in the opinion of the County Chair, any complaint
13 | needs immediate action or is filed after the nomination of candidates and before
14 | election, the Chair may refer the complaint to the County Executive Committee which
15 | may proceed upon reasonable notice to hear and resolve the complaint and make
16 | appropriate orders to the County Central Committee, which shall be binding until the
17 | next meeting of the County Central Committee, when upon application of any one
18 | effected thereby the Central Committee may affirm, modify, or overrule the decision of
19 | the County Executive Committee.
20 | 4. County Chair. The County Chair may take notice of any contest, dispute, or controversy
21 | of any political division in Pueblo County Central or other committees or of the officers
22 | thereof. The Chair shall take notice of such contest, dispute, or controversy upon a
23 | written statement or petition being filed with the Chair, such statement or petition
24 | being signed by the Chair of the Pueblo County Central Committee or by five (5)
25 | members of the Pueblo County Central Committee. Said statement or petition shall
26 | state specifically the matters in dispute or controversy. The Pueblo County Democratic
27 | Party Chair, whether acting upon their own motion or upon said statement or petition,
28 | shall proceed to settle the dispute or controversy as provided in this Article.
29

30 | B. COMPLAINTS

- 31 | 1. County Organizations. When a complaint is lodged with the Chair of the Pueblo County
32 | Central Committee and by at least five (5) members in good standing, complaining
33 | against alleged unjust rules, regulations, or actions of any County Central Committee,
34 | County Executive Committee, or the Chair and/or Vice-Chairs thereof, alleging
35 | discrimination against any portion of the organization or party in the County, or facts
36 | showing conduct unfair, unjust, or detrimental to the interest of the Party, then the
37 | Chair shall call a meeting of the Pueblo County Democratic Party Central Committee to
38 | hear the dispute.
39 | 2. Other Jurisdictions. Complaints against any actions of officers and committees of any
40 | other Pueblo County political division shall be filed in the same manner as stated above
41 | for complaints against the County organizations.

- 42 3. Complaints. Complaints that do not rise to the level of controversies as defined in #1
43 and #2 above shall be filed with the Chair who shall form an Ad Hoc Controversy
44 Committee to resolve the issue.
45

46 C. PROCEDURES

- 47 1. The Pueblo County Chair shall give full notice to all members of the Pueblo County
48 Central Committee of such meeting. This notice shall include the date, time, and place
49 of the meeting and shall include the specifics of any dispute or controversy to come
50 before the meeting as well as any other business to come before the Committee.
51 2. The County Chair shall also give full notice to any and all parties affected by the
52 controversy. Any and all parties to the dispute or controversy shall be submitted to the
53 County Central or Executive Committee.
54 3. The contestee may file with the Chair an answer to said charges and make
55 countercharges, as stated below, to any and all interested parties.
56 4. The Chair shall call a meeting of the County Central or Executive Committee to be held
57 within thirty (30) days from receipt of the complaint for the purpose of hearing and
58 determining the controversy.
59 5. The Chair of the Central Committee shall preside at all hearings at any meetings where
60 controversies are heard and decided.
61 a. The Chair shall appoint an uninterested party, to record all of the evidence and
62 proceedings at any such hearing in such a manner that the recording can be
63 preserved at headquarters. Such recording must be preserved at headquarters and
64 available to all interested parties for one (1) calendar year.
65 b. All witnesses shall be sworn to tell the truth, the whole truth, and nothing but the
66 truth.
67 c. All evidence shall be taken in the presence of the Committee.
68 d. Both sides of the dispute or controversy shall be allowed the privilege of introducing
69 written or oral evidence.
70 e. Either side to the dispute or controversy may take written depositions. The
71 process for taking depositions shall be:
72 i. The side taking depositions shall notify the Chair and the other party of the
73 name of the person before whom the deposition shall be taken at least seven
74 (7) days before the date of taking such deposition.
75 ii. The side taking depositions shall notify the Chair and the other party of the
76 questions to be asked.
77 iii. The other party may submit questions to cross-examine the person giving the
78 deposition. Such questions shall be filed with the Chair within three (3) days
79 prior to the taking of the depositions; otherwise, they shall not be allowed to
80 be presented at the hearing.
81 f. The order of introducing proof, in a hearing or in the taking of a deposition, shall be:
82 (1) The evidence of the contestee.
83 (2) The evidence of the contestee.
84 (3) The rebuttal evidence of the contestee.

- 85 (4) The rebuttal evidence of the contestee.
86 g. Both sides of the dispute or controversy may be represented by counsel, who shall
87 have the privilege of questioning the witnesses and who shall be allowed to make
88 arguments for their respective sides in the following order:
89 (1) Counsel for the contestee may argue their case.
90 (2) Counsel for the contestee may argue their case.
91 (3) Reply of counsel for the contestee.
92 h. Any members of the County Central Committee may ask questions. After the
93 evidence has been introduced, the counsel concludes their arguments, both the
94 contestee and contestee, and their counsel shall be excluded and the matter shall
95 be open for discussion and determination by majority vote by the assembly, Central
96 or Executive Committee.
97

98 D. ENFORCEMENT

- 99 1. Complaints Against County or Other Organizations. If said complaint or a material part
100 of it is sustained by the County Central or Executive Committee, they shall make such
101 orders changing said rules or regulations or overrule the action complained of and make
102 such rules and substitute orders as they deem just for the best interest of the Party,
103 which shall immediately become effective.
104
105 2. Other Controversies. The determination of the State Central Committee shall be final.
106 On presentation of the decision by the Chair and the County Central Committee and
107 notice thereof to the contestee and contestee, they shall immediately submit to the
108 decision and take such steps as may be required by law or by the County Central
109 Committee. The County Central Committee shall in all cases authorize the County Chair
110 to dissolve any committee found to be illegally constituted, to remove from the office
111 of Secretary of State or any county clerk or city clerk any nomination found to be
112 improperly filed, and to take each and every other step to make effective its decision or
113 judgment in case either contestee or contestee refuses to do so.
114

115 E. DELEGATES TO ASSEMBLIES AND CONVENTIONS

116 Controversies involving the seating of delegates to any assembly or convention shall be
117 resolved in accordance with the Credentials Section of these Rules
118
119