

# Standing Rules of the PCDP Executive Committee



- Rule 1:** The current edition of *Robert's Rules of Order, Newly Revised* and the Colorado Democratic Party Plan of Reorganization and Rules shall be the parliamentary and governing authority under which the Executive Committee works.
- Rule 2:** In accordance with Party Rules, open nominations must be held for any open Party office. Members may declare their candidacies at least ten (10) days in advance (Article VIII Section A. 10). The names of announced candidates will be printed on the ballot(s).
- Rule 3:** Instructed ballot procedures: an instructed ballot must be left with the Chair of the Rules Committee or her designee and be clearly marked. The Chair will ensure the ballot is counted appropriately.
- Rule 4:** When two secretaries are to be elected for the Party, the two candidates receiving the most votes will be declared elected.
- Rule 5:** The Executive Committee will maintain a large sign on the corner of Headquarters property welcoming and announcing the Pueblo County Party Headquarters, with space to display candidates' yard signs.
- Rule 6:** During primary election season, no candidates' signs will be displayed on the Headquarters property.
- Rule 7:** During primary election season, space for materials and yard signs will be equitably provided in the Headquarters building for candidates who have gone through the Party Caucus and Assembly process.
- Rule 8:** After the primary election and when a Democratic Party candidate has been determined, the Party will display one outside sign per candidate. Signs will be of equal size and prominence, be provided by the candidate, and must include a union bug.
- Rule 9:** Party website, newsletter, and email coverage of Democratic candidates will be fair and equitable (excluding purchased newsletter ads).
- Rule 10:** Democratic elected officials serving Pueblo County shall be ex-officio members of the Executive Committee.
- Rule 11:** The Treasurer may, with the advice and consent of the Chair and the Executive Board, appoint an Assistant Treasurer. The separation of duties between the Treasurer and Assistant shall be reduced to writing and approved by the Executive Committee.

**Rule 12:** Members of the County Executive Committee are expected to attend all meetings of the Committee. A member who is unable to attend a meeting must communicate the absence to the County Chair or Secretary as soon as possible before the meeting. Any member of the Committee who fails to attend any three (3) meetings within any twelve (12) month period without proper excuse may be removed from membership. Any member so removed may appeal to the Executive Committee and be reinstated by a majority vote of those present at that Executive Committee meeting.

**Rule 13:** After any reorganization meeting of the Central Committee, newly elected and outgoing officers of the Party will meet within seventy-two (72) hours of the close of the meeting to plan an orderly transition.

**Rule 14:** All property of the Party shall be returned to the Party within seven (7) days of a request made by the Party Chair.

**Rule 15:** Executive officers may meet at least once a month to create the agenda for the Executive Committee meeting and discuss Party business.

**Rule 16:** These Rules may be amended at any properly noticed meeting by a simple majority of the Executive Committee.