



**RULES AND BYLAWS OF  
THE DEMOCRATIC PARTY OF DENVER**

*Effective September 20, 2025*

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## 1 NAME, PURPOSE, AND MEMBERSHIP

- 1.1 **Name.** The name of this organization shall be the Democratic Party of the City and County of Denver, hereafter referred to as “the Party.”
- 1.2 **Purpose.** We, the Democrats of the City and County of Denver, Colorado, do establish these Rules and Bylaws for the Democratic Party of Denver, in order to elect Democrats to public office, facilitate elections, support the Democratic Party of Colorado and the Democratic Party of the United States, take positions for the good and welfare of the people of Denver, facilitate the understanding of the political process among our members and the public, and provide a forum for the issues affecting the people of Denver.
- 1.3 **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 statute, the Rules of the Democratic Party of Colorado, and these Rules.

## 2 CENTRAL COMMITTEE

- 2.1 **Authority.** The Denver Democratic Central Committee shall be the governing body of the Party and shall be vested with all the power and authority of the Party, except that vested in the Denver Democratic Assembly. These powers shall include the power to elect officers, adopt and amend Party Rules, pass resolutions taking positions on specific issues, endorse candidates in nonpartisan elections wholly within the City and County of Denver, and take positions on ballot issues. During meetings of the Central Committee, officers of the Central Committee shall assure and provide for access to the floor to allow for discussion by Committee members.
- 2.2 **Membership**
  - 2.2.1 **Division into Districts.** For the purpose of representation on the Central and Executive Committees, Denver County shall be divided into organizational districts that coincide with State Representative districts. For the purpose of Party administration, the districts may be divided into subdistricts based on population and geography.
  - 2.2.2 **Identity of Members.** The Central Committee shall consist of the following:
    - 2.2.2.1 Two committee people duly authorized from each precinct in Denver (Precinct Committee People, hereafter called Precinct Organizers);
    - 2.2.2.2 The elected officers of the Denver Democratic Central Committee (Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer), the Captains, Co-Captains, and Finance Chairs from each subdistrict in Denver, the Captains At-Large, the Deputy Secretary, and the Deputy Treasurer;
    - 2.2.2.3 The State Senate and State House Central Committee District officers (Chair, Vice-Chair, and Secretary);

- 2.2.2.4 The following elected officials of the City and County of Denver who are members of the Party: the Mayor, the Auditor, the members of City Council, the members of School Board District No. 1, and the County Clerk and Recorder;
  - 2.2.2.5 The following elected officials of Special Districts or Commissions who are members of the Party and who live in the City and County of Denver: The District Attorney for the 2nd Judicial District, members of the Regional Transportation District, Congressional District 1 member of the University of Colorado Board of Regents, Congressional District 1 member of the State Board of Education, and members of the Colorado General Assembly;
  - 2.2.2.6 The following state-wide elected officials who are members of the Party and who live in the City and County of Denver: the Governor, the Lieutenant Governor, the Attorney General, the Secretary of State, and the State Treasurer, At-Large members of the University of Colorado Board of Regents, and At-Large members of the State Board of Education;
  - 2.2.2.7 The following elected officials who are members of the Party and who also live in the City and County of Denver: the U.S. Representative and U.S. Senators;
  - 2.2.2.8 The President and Vice President of the United States when they are members of the Party and live in the City and County of Denver;
  - 2.2.2.9 The officers of the Colorado Democratic Party when they reside in the City and County of Denver;
  - 2.2.2.10 The members of the Democratic National Committee when they reside in the City and County of Denver; and
  - 2.2.2.11 Three representatives of each Denver Initiative or Affiliate that is supported by and pays dues to the Democratic Party of Denver, elected according to their respective bylaws or constitution.
- 2.2.3 **Responsibilities of Members.** Members of the Central Committee shall attend all meetings of the Central Committee, comport with the Rules of Conduct, and support all nominees of the Democratic Party.

## 2.3 **Officers and Precinct Organizers**

### 2.3.1 **County Officers**

#### 2.3.1.1 **Chair.** The duties of the Chair are:

- 2.3.1.1.1 Serve as the chief executive officer of the Party;
- 2.3.1.1.2 Preside at all meetings of the Central and Executive Committees;
- 2.3.1.1.3 Serve as an ex-officio member of all committees;
- 2.3.1.1.4 Speak for the Party;
- 2.3.1.1.5 Direct the Party's organization and activities;

- 2.3.1.1.6 Carry out the mandates of the Central and Executive Committees;
  - 2.3.1.1.7 With the approval of the Executive Committee, appoint such staff as deemed appropriate and for which there is budget approval;
  - 2.3.1.1.8 Name persons to Party committees and subcommittees as provided for in these bylaws;
  - 2.3.1.1.9 With the approval of the Executive Committee, appoint taskforces needed to execute the Party's charge;
  - 2.3.1.1.10 Be the only person empowered to incur liabilities binding on the Party, except as otherwise provided for in these bylaws;
  - 2.3.1.1.11 Suspend Central Committee Members listed in Rules 2.2.2.1, 2.2.2.2, and 2.2.2.3, or any members of any committees of the Party, from their duties for cause specified when a complaint is filed to allow for adjudication in accordance with these Rules;
  - 2.3.1.1.12 Be entitled to vote only to break a tie vote; and
  - 2.3.1.1.13 Otherwise discharge the duties incumbent upon the office and provided in the Rules and Regulations of the Colorado Democratic Party.
- 2.3.1.2 First Vice-Chair.** The duties of the First Vice-Chair are:
- 2.3.1.2.1 Assist the Chair in all duties;
  - 2.3.1.2.2 Preside at any meeting of the Central and Executive Committees in the absence of the Chair; and
  - 2.3.1.2.3 Evaluate complaints based on the causes listed in the Rules of Conduct at Rule 9.1, to determine if there is sufficient information to support a violation of the Rules of Conduct unless the First Vice-Chair has a conflict of interest or is unavailable, in which case the Second Vice Chair will take on these duties; and
    - 2.3.1.2.3.1 If there is not sufficient information to support a violation, the First Vice Chair will then create an event file to keep a record of the investigation. The event file will not contain references to the alleged violator's name. Mediation will be recommended.
    - 2.3.1.2.3.2 If the First Vice Chair determines there is sufficient evidence to hear the case, the First Vice Chair will recommend that the case continue to a Conduct Committee. Both the Reporting Party and the alleged violator have the opportunity to review the case file before the hearing.

**2.3.1.2.3.3** With the Chair as an ex officio member, the First Vice Chair shall randomly appoint, as appropriate to the allegations, a Conduct Committee of three to five members drawn from the Executive Committee within 15 days, which shall convene to preside over investigations and hearings involving complaints against any member based on cause as indicated in the Rules of Conduct. The Conduct Committee will make recommendations to the Chair within 30 days.

**2.3.1.2.3.4** In the event that mediation is mandated, recommended, or requested, the First Vice Chair shall select and appoint within three days of the mediation request, a Mediation Panel of three members drawn from the Executive Committee. The Panel shall convene within 15 days of the mediation request. The Mediation Panel will make recommendations to the Chair within 15 days of the Mediation.

**2.3.1.2.4** Perform other duties as requested by the Chair.

**2.3.1.3 Second Vice-Chair.** The duties of the Second Vice-Chair are:

**2.3.1.3.1** Assist the Chair in all duties;

**2.3.1.3.2** Preside at any meeting of the Central and Executive Committees in the absence of the Chair and First Vice-Chair; and

**2.3.1.3.3** Perform other duties as requested by the Chair.

**2.3.1.4 Secretary.** The duties of the Secretary are:

**2.3.1.4.1** Be responsible for collecting the minutes of all Central Committee and Executive Committee meetings;

**2.3.1.4.2** Collect minutes for each sub-committee meeting;

**2.3.1.4.3** Be responsible for coordinating all volunteer work and distribution of all party communications; and

**2.3.1.4.4** Have the authority, with the approval of the Chair, to appoint the Deputy Secretary and to remove the same. The Deputy Secretary shall assist the Secretary in all designated duties and shall be a member of the Executive Committee.

**2.3.1.5 Treasurer.** The duties of the Treasurer are:

**2.3.1.5.1** Be responsible for the custody of all monies belonging to the Party;

**2.3.1.5.2** Be responsible for all the financial records of the Party;

**2.3.1.5.3** Balance all bank books monthly and maintain an up-to-date reconciliation against bank statements;



- 2.3.1.5.4 Pursuant to state and federal laws and reporting requirements, file all Party financial reports of contributions and expenditures of money;
  - 2.3.1.5.5 Preside over the Party Finance Committee and have a vote thereon;
  - 2.3.1.5.6 Cause a financial statement to be presented at every regular Executive Committee meeting and prepare an annual Financial Statement to be sent with the call for the next Central Committee meeting;
  - 2.3.1.5.7 Prepare and propose a budget for the following fiscal year for the Central Committee and Executive Committee to be sent with notification of when the Executive Committee will adopt the budget;
  - 2.3.1.5.8 Have the authority, with the approval of the Chair, to appoint a Deputy Treasurer and to remove the same. The Deputy Treasurer shall assist the Treasurer in all designated duties and shall be a member of the Executive Committee;
  - 2.3.1.5.9 The Treasurer may also appoint financial assistants in order to assist with the duties of the Treasurer with approval of the Chair. These positions do not automatically include membership on the Executive Committee;
  - 2.3.1.5.10 Specify all forms and procedures to be used in the handling of monies and financial records of the party and keep them updated as needed. The procedures shall include the process for executing the quarterly review of records. These forms and procedures shall be included in a procedures manual that also specifies the details for the budget and financial statements, including how to organize and report the revenues and expenses of the Party. The Executive Committee shall approve all forms, procedures, the procedures manual, and changes thereto. The relevant part(s) of the procedures manual shall be distributed to all firms and individuals who assist in the execution of the Treasurer's duties;
  - 2.3.1.5.11 Oversee all firms and individuals who assist in the execution of the Treasurer's duties. Only duties and activities approved by the Executive Committee may be performed by an individual or firm, either paid or volunteer;
  - 2.3.1.5.12 Be responsible for submitting a monthly report on the status of the approved budget to the Executive Committee. This shall include:
    - 2.3.1.5.12.1 A statement of budgeted versus actual expenses and revenues, and
    - 2.3.1.5.12.2 Proposed amendments, if any, to the budget;
  - 2.3.1.5.13 Otherwise discharge the duties incumbent upon the office and provided in the rules of the Colorado Democratic Party.
- 2.3.2 House District and Senate District Officers (C.R.S. § 1-3-103(5)–(6)).** The duties of House District and Senate District Officers are:

- 2.3.2.1 Multi-county districts are governed by the State Party Rules; the district central committee may adopt additional rules, provided that such rules do not conflict with State Party rules, the charter and by-laws of the Democratic National Committee, or any applicable state or federal statutes.
- 2.3.2.2 A single county district is governed by rules adopted by a county central committee in addition to the State Party rules; the district central committee may adopt additional rules, provided that such rules do not conflict with State Party rules, the charter and by-laws of the Democratic National Committee, or any applicable state or federal statutes; the district central committee may endorse candidates or take positions on ballot issues separate from the County Central Committee with written permission of the County Chair.
- 2.3.2.3 In case of a vacancy in the elected office for their district, the House District or Senate District Officers oversee calling for and running a vacancy committee meeting to elect a replacement for the vacant State House or State Senate seat. *See* Rule 5.
- 2.3.2.4 Be trained for and run the House District or Senate District Assembly at the County Assembly in even-numbered years.
- 2.3.2.5 Be trained for and run the House District or Senate District meeting at the Biennial Organizational Meeting in February of odd-numbered years.
- 2.3.3 **Subdistrict Officers**
  - 2.3.3.1 **Captain and Co-Captain**
    - 2.3.3.1.1 Each subdistrict shall elect a Captain and a Co-Captain at the Biennial Organizational Meeting.
    - 2.3.3.1.2 The Captain and Co-Captain shall reside in the subdistrict from which they are elected.
    - 2.3.3.1.3 **Duties of Captain**
      - 2.3.3.1.3.1 Support the nominees of the Party;
      - 2.3.3.1.3.2 Attend all meetings of the Executive and Central Committees and subdistrict meetings;
      - 2.3.3.1.3.3 Recruit Party workers in their subdistrict and work with them to find and fill vacancies;
      - 2.3.3.1.3.4 Supervise Precinct Organizers within the subdistrict and work with them to find and fill vacancies;
      - 2.3.3.1.3.5 Supervise all drives and canvasses required by the Central and Executive Committees;
      - 2.3.3.1.3.6 Work with the house district Finance Chair on all fund-raising activities in the house district; and

**2.3.3.1.3.7** Notify and conduct at least two meetings per year of the subdistrict Precinct Organizers.

**2.3.3.1.4 Duties of Co-Captain**

**2.3.3.1.4.1** Support the nominees of the Party;

**2.3.3.1.4.2** Attend all meetings of the Executive Committee, Central Committee, and subdistrict;

**2.3.3.1.4.3** Assist the Captain in the performance of duties; and

**2.3.3.1.4.4** In the absence of the Captain or the failure or refusal of the Captain to act, perform the duties of the Captain.

**2.3.3.2 Finance Chair**

**2.3.3.2.1** The Captains of every subdistrict in a house district shall, together, appoint a Finance Chair. If the position of Finance Chair is vacant for sixty days, the Chair may fill the vacancy.

**2.3.3.2.2** The Finance Chair shall have a vote on the Executive Committee.

**2.3.3.2.3 Duties of Finance Chair**

**2.3.3.2.3.1** Attend all meetings of the Central, Executive, and Finance Committees and all subdistrict meetings;

**2.3.3.2.3.2** Keep accurate house district financial records;

**2.3.3.2.3.3** Use the forms, procedures, and instructions provided by the Treasurer;

**2.3.3.2.3.4** Provide support to the Treasurer for compliance with state campaign finance laws;

**2.3.3.2.3.5** Be responsible for collection and reporting of monies raised at fundraising events within the house district.

**2.3.4 Precinct Organizers.** As duly elected officers to the Democratic Party, Precinct Organizers are the representatives of the Party within their precincts and have the right and privilege of representing the Democrats residing in their precinct at all meetings of the Central Committee held during their term of office. Such rights and privileges carry with them equivalent responsibilities, including the obligation to perform the following:

**2.3.4.1** Attending all meetings of the Central Committee, unless properly excused by subdistrict officers;

**2.3.4.2** Supporting the nominees of the Party;

**2.3.4.3** Recruiting Party workers in the precincts and directing their Party activities within the precinct;

- 2.3.4.4 Distribution, and/or supervising the distribution of Party literature within the precinct;
  - 2.3.4.5 Conducting and/or causing to be conducted all drives and canvasses required by the Central and Executive Committees, within the precinct;
  - 2.3.4.6 Notifying all Democrats living in their precinct of the time, place and date of the precinct caucus; and
  - 2.3.4.7 Attending all meetings of the subdistrict.
- 2.4 **Biennial Organizational Meeting (Reorganizational Meeting) (C.R.S. § 1-3-103(1)(c))**
- 2.4.1 **General Requirements**
- 2.4.1.1 **The Meeting.** The Denver Central Committee shall meet at the call of the Chair between the 1st day of February and the 15th day of February in odd-numbered years. The incumbent Chair shall call the meeting to order and preside until a new chair shall have been elected. At the meeting, there shall be elected a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary, and a Treasurer. Other business appropriate and proper to the Central Committee may be conducted. In addition, there shall be held a number of ancillary elections.
  - 2.4.1.2 **Notice.** The Chair shall give at least 10 calendar days' notice, either by regular mail or by email, of the time and place of this meeting to all persons entitled to be present. The notice shall contain the names of all candidates who have submitted written notice of candidacy twenty-one days prior to the meeting. Those candidates may provide at their expense a statement of their candidacy to accompany the Notice.
- 2.4.2 **Election of County Officers; General Election Procedures**
- 2.4.2.1 **Ballots.** The Party shall provide ballots for the election of each Central Committee officer. The ballot shall include a blank space for "Other." The ballot shall contain the names of all candidates who submit written notice to the County Chair at least seven days prior to the Central Committee meeting. The order of the names on the ballot shall be determined by lot, except that "other" shall be placed last.
  - 2.4.2.2 **Nominations.** Party members may be nominated to any Central Committee office from the floor by any Central Committee member.
  - 2.4.2.3 **Candidate Presentations.** Each candidate for a Central Committee office shall be granted equal time to address the Central Committee.
  - 2.4.2.4 **Election**
    - 2.4.2.4.1 To be elected, a candidate for a Central Committee office must receive a majority of the total votes cast by the Central Committee for that office.

- 2.4.2.4.2** If more than three candidates are nominated and no candidate receives a majority of the votes cast on the first ballot, the three candidates receiving the highest number of votes shall remain on the next ballot.
- 2.4.2.4.3** Thereafter, the candidate with the fewest number of votes shall be eliminated on each successive ballot until one candidate receives a majority of the votes.
- 2.4.2.5 Counting of Votes.** In balloting, the county is the reporting unit. The Credentials Committee shall be responsible for tabulating, reporting the vote, and maintaining the ballots.
- 2.4.2.5.1** Voting shall be open. Ballots, if any, shall be signed or otherwise identifiably marked by the person voting to be valid. Ballots must be sealed and retained in a secure location.
- 2.4.2.5.2** The state party chair may retain custody of the ballots if a valid challenge or complaint is submitted within the timeframe outlined by state party Rules and upon written request by the state party chair to the chair of the county that is voting, or that person's designee.
- 2.4.2.5.3** 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 forty-five days after the challenge is finally resolved.
- 2.4.2.6 Challenge to Election.** Any Central Committee member may challenge the results of an election by sending written notice, including a statement of the grounds for the challenge, to the Chair of the County Party within ten calendar days of the election.
- 2.4.2.6.1** The Rules Committee serving at the time of the election shall serve as a grievance committee for the purpose of hearing any challenge.
- 2.4.2.6.2** The following shall be grounds for a challenge:
- 2.4.2.6.2.1** Illegal votes have been received or legal votes rejected;
- 2.4.2.6.2.2** An error in the original count; or
- 2.4.2.6.2.3** Other cause determined to be valid by the Rules Committee.
- 2.4.2.6.3 Decision of Rules Committee**
- 2.4.2.6.3.1** Decision of the Rules Committee on the validity of a challenge shall be binding upon the election.
- 2.4.2.6.3.2** If the Rules Committee determines there is cause for challenge, it may call a new election for the office that was challenged to be held within thirty days of the decision by the Rules Committee, disqualify a candidate for cause, or take other appropriate action.

## **2.4.3 Ancillary Elections, Designations of Vacancy Committees**

### **2.4.3.1 Subdistricts (of House Districts)**

**2.4.3.1.1** Each subdistrict shall elect a Captain and a Co-Captain.

**2.4.3.1.2** The Captains of every subdistrict in a house district shall, together, appoint a Finance Chair.

**2.4.3.1.3** Each subdistrict shall elect a member to the county Rules Committee, the county Permanent Organization Committee, the county Platform and Resolutions Committee, and the county Credentials Committee.

**2.4.3.1.4** Each subdistrict shall elect members to the State Central Committee in numbers determined by the County Party in advance of the Biennial Organizational Meeting in accordance with the following procedure.

#### **2.4.3.1.4.1 Apportionment of State Central Committee Bonus Delegates**

**2.4.3.1.4.1.1** If the number of bonus delegates is greater than the number of subdistricts:

**2.4.3.1.4.1.1.1** One bonus delegate shall be elected by each subdistrict.

**2.4.3.1.4.1.1.2** Additional delegates shall be apportioned among the subdistricts by lot.

**2.4.3.1.4.1.1.3** The term of office shall begin on the date of election and continue until the next reorganizational meeting.

**2.4.3.1.4.1.1.4** In the event of a vacancy on the State Central Committee, a replacement delegate shall be elected at a regularly scheduled meeting of the subdistrict where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the subdistrict.

**2.4.3.1.4.1.2** If the number of bonus delegates is equal to the number of subdistricts, the delegates shall be elected according to the following procedure:

**2.4.3.1.4.1.2.1** One bonus delegate shall be elected by each subdistrict.

**2.4.3.1.4.1.2.2** The term of office shall begin on the date of election and continue until the next reorganizational meeting

**2.4.3.1.4.1.2.3** In the event of a vacancy on the State Central Committee a replacement delegate shall be elected at a regularly scheduled meeting of the subdistrict where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the subdistrict.

**2.4.3.1.4.1.3** If the number of bonus delegates is greater than the number of districts but less than the number of subdistricts:

- 2.4.3.1.4.1.3.1 One bonus delegate shall be elected by each district.
- 2.4.3.1.4.1.3.2 Additional delegates shall be apportioned among the districts by lot.
- 2.4.3.1.4.1.3.3 The additional delegate shall not reside in the same subdistrict as the other delegate.
- 2.4.3.1.4.1.3.4 The term of office shall begin on the date of election and continue until the next reorganizational meeting.
- 2.4.3.1.4.1.3.5 In the event of a vacancy on the State Central Committee a replacement delegate shall be elected at a regularly scheduled meeting of the district where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the district.
- 2.4.3.1.4.1.4 If the number of bonus delegates is equal to the number of districts:
  - 2.4.3.1.4.1.4.1 One bonus delegate shall be elected by each district.
  - 2.4.3.1.4.1.4.2 The term of office shall begin on the date of election and continue until the next reorganizational meeting.
  - 2.4.3.1.4.1.4.3 In the event of a vacancy on the State Central Committee a replacement delegate shall be elected at a regularly scheduled meeting of the district where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the district.
- 2.4.3.1.4.1.5 If the number of bonus delegates is less than the number of districts:
  - 2.4.3.1.4.1.5.1 Delegates shall be apportioned among the districts by lot.
  - 2.4.3.1.4.1.5.2 The term of office shall begin on the date of election and continue until the next reorganizational meeting.
  - 2.4.3.1.4.1.5.3 In the event of a vacancy on the State Central Committee a replacement delegate shall be elected at a regularly scheduled meeting of the district where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the district.

## **2.4.3.2 State Representative and State Senate Districts**

### **2.4.3.2.1 Entirely within Denver County**

- 2.4.3.2.1.1 Each State Representative and State Senatorial District located entirely within Denver County shall elect a Chair, a Vice-Chair, and a Secretary *See* C.R.S §§ 1-3-103(5)(b), 1-3-103(6)(b).

**2.4.3.2.1.2** The Central Committees of both districts shall be composed of its officers, the Chair, First Vice-Chair, and Secretary of Denver County Central Committee, the Precinct Organizers and the members of the Colorado General Assembly, all of whom live in the district *See* C.R.S. §§ 1-3-103(5)(b), 1-3-103(6)(b).

**2.4.3.2.1.3** Each State Representative and State Senatorial District shall designate a vacancy committee whose responsibility it is to fill vacancies in the offices of State Representative or State Senator. If a district fails to establish a vacancy committee, the central committee of the district shall be the vacancy committee. In selecting the members of a vacancy committee authorized to fill vacancies in office pursuant to this section, the central committee of a district shall select, at a minimum, the members of the district's central committee. *See* C.R.S. § 1-3-103(12), (13).

#### **2.4.3.2.2 Multi-County**

**2.4.3.2.2.1** Each State Representative and State Senatorial District composed partially of part of Denver County and partially of another county will elect a Chair, a Vice-Chair, and a Secretary in conjunction with the membership of the other county *See* C.R.S. §§ 1-3-103(5)(a), 1-3-103(6)(a).

**2.4.3.2.2.2** The Central Committees of both districts shall be composed of their Precinct Organizers; officers; the Chairs, First Vice-Chairs, and Secretaries of each county's Central Committee within the district; and the Democratic members of the Colorado General Assembly, all of whom reside in the district.

**2.4.3.2.2.3** If any of the county officers do not reside in the district, replacements shall be provided who do reside in the district. Each affected officer shall be responsible for choosing their replacement.

**2.4.3.2.2.4** Each State Representative and State Senatorial District shall designate a vacancy committee whose responsibility it is to fill vacancies in the offices of State Representative or State Senator. If a district fails to establish a vacancy committee, the central committee of the district shall be the vacancy committee. In selecting the members of a vacancy committee authorized to fill vacancies in office pursuant to this section, the central committee of a district shall select, at a minimum, the members of the district's central committee. *See* C.R.S. § 1-3-103(12), (13).



#### **2.4.4 2nd Judicial District**

**2.4.4.1** The 2nd Judicial District Central Committee will be composed of the elected District Attorney of the district if a Democrat, the Chair, First Vice-Chair, and Secretary of Denver Democratic Central Committee, and the Precinct Organizers, all of whom reside in the district *See* C.R.S. § 1-3-104(4)(d).

**2.4.4.2** The District shall designate a vacancy committee whose responsibility is to fill vacancies for candidates for District Attorney. If the District fails to establish a vacancy committee, the central committee of the district shall be the vacancy committee.

### **2.5 Meeting Procedures**

#### **2.5.1 Quorum**

**2.5.1.1** A quorum shall consist of forty percent of the membership as defined in Rules 2.2.2.1, 2.2.2.2, and 2.2.2.3 for all meetings of the County Central Committee. For the purpose of a quorum, proxies shall be counted.

**2.5.1.2** Should a quorum cease to exist at any time during a meeting, the remaining members of the Central Committee shall act as a committee of the whole and present their recommendations for ratification at the next Central Committee meeting.

**2.5.1.3** In the case of a call for a quorum, the Chair of the County Party shall rule on the presence of a quorum. If there is a challenge to the ruling of the Chair, the roll of the Central Committee shall be called with the subdistricts acting as reporting units.

#### **2.5.2 Proxies**

**2.5.2.1** Members of the Central Committee, as defined in Rules 2.2.2.1, 2.2.2.2, and 2.2.2.3 only, may deputize, by signed authorization (proxy), an agent who is a Party member residing in the same subdistrict if the Central Committee member is unable to attend all or any part of a meeting (C.R.S. § 1-3-103).

**2.5.2.2** The agent shall register the proxy during registration.

**2.5.2.3** The proxy may include full or partial instructions to the agent. To the extent instructions do not pertain to a given vote, the proxy shall be considered uninstructed.

**2.5.2.4** No person shall exercise more than one proxy.

**2.5.2.5** The signed proxy must be assigned by the absent member to the agent by name and may not be reassigned. If the agent leaves, the proxy will not be counted.

- 2.5.2.6** A proxy identifying an agent, transmitted by email to [info@denverdemocrats.org](mailto:info@denverdemocrats.org) and received before the start of the Central Committee meeting (call to order), shall be considered a signed proxy if it is transmitted from an email address on record with the Party as belonging to the member. The proxy shall take effect when the agent registers the proxy.
- 2.5.2.7** A member who leaves a meeting early can give their proxy to another member in their subdistrict by giving the member their credential and completing a proxy form at registration, which shall remain open during the meeting for this purpose.
- 2.5.2.8** Any proxy which does not comply with these Rules shall not be valid.

### **2.5.3 Resolutions**

- 2.5.3.1** The Central Committee may adopt a resolution by a vote of a majority of the members present at a meeting when notice of the consideration of the resolution has been mailed or emailed to all members of the Central Committee at least ten days prior to the meeting at which it will be considered. If notice of any resolution has not been mailed or emailed to the Central Committee at least ten days prior to a meeting, the resolution may be adopted only by a vote of a majority of the entire membership of the Central Committee.
- 2.5.3.2** The central committee may adopt a position regarding an issue in an election by a vote of two-thirds of the members present and voting at a meeting when notice of the consideration of the issue has been mailed or emailed to all members of the central committee at least ten days prior to the meeting at which it will be considered.
- 2.5.3.3** As a prerequisite to consideration by the Central Committee, proposed resolutions must be submitted to the Platform and Resolutions Committee at least thirty days prior to the Central Committee meeting at which the proposed resolutions are to be considered.
- 2.5.3.4** The Central Committee may suspend these Rules for a specific purpose by a vote of two-thirds of the members in attendance.

## **2.6 Removal for Cause**

- 2.6.1 Central Committee Officers.** Central Committee officers may be removed from office for cause at any time by a majority vote of the entire membership of the Central Committee at a meeting called for that purpose. Such meeting to remove any officer may be called by a simple majority of the assembled Executive Committee. The Secretary shall provide written notice by mail or email, giving the date, time, place, agenda, and a bill of particulars to each Central Committee member at least ten days prior to the meeting. The action of the Central Committee shall be final. An 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. (CDP Part Three. 10B. 5-6)
- 2.6.2 Central Committee Members.** Central Committee Members listed in Rules 2.2.2.1, 2.2.2.2, and 2.2.2.3, or any members of any committees of the Party may be removed from office for cause at any time by the Chair upon adverse adjudication by the Conduct Committee. A complaint or reporting of actions warranting an investigation may be based on a verbal or written complaint which should be directed to the leadership.
- 2.6.2.1** The complaint should be made into a bill of particulars that is shared with the alleged violator with a date, time, place, and notice of a Conduct Committee hearing. Recommendations of the Conduct Committee may include training, resignation, or removal.
- 2.6.2.2** Members removed may appeal the action of the Chair in writing or in person at the next meeting of the Executive Committee. The date time and place of such meeting shall be provided by the Chair to the Member upon request. The contact information for members of the Executive Committee shall be provided by the Chair to the Member upon request. A vote of two-thirds of the membership of the Executive Committee present may reinstate such person to their office.
- 2.6.3 Precinct Organizers.** Independent of and in addition to the procedure set forth in Rule 2.6.2, failure of a Precinct Organizer to fulfill their responsibilities or to perform effectively the functions of the office shall constitute grounds for removal from office by the Chair, based on a written bill of particulars, signed by the Chair setting forth the cause for removal, provided however, that any person so removed may appeal, in writing or in person, at the next meeting of the Executive or Central Committee, whichever occurs first. Notice of the time, date, and place of the meeting shall be supplied to any such person by the Chair at the time of removal. The contact information for members of the Executive or Central Committee shall be provided by the Chair to the Precinct Organizer upon request.
- 2.6.4 Causes.** Central Committee Members listed in Rules 2.2.2.1, 2.2.2.2, and 2.2.2.3 and the members of any committees of the Party may be removed for the following causes:

- 2.6.4.1 Violation of these Rules;
- 2.6.4.2 Aiding or supporting another political party;
- 2.6.4.3 Aiding or supporting candidates other than the nominees of the Party in partisan races;
- 2.6.4.4 Conviction, while in office, of a felony or crime of moral turpitude;
- 2.6.4.5 Failure to perform the duties of office as described in these Rules;
- 2.6.4.6 Failure to meet attendance requirements; or
- 2.6.4.7 Failure to adhere to the code of conduct. (See Rule 9.1)

## 2.7 Vacancies

### 2.7.1 When Occur

**2.7.1.1 General Triggers.** A vacancy of a Central Committee office shall occur upon any of the following:

- 2.7.1.1.1 death,
- 2.7.1.1.2 resignation,
- 2.7.1.1.3 removal,
- 2.7.1.1.4 registration to outside the political jurisdiction represented, or
- 2.7.1.1.5 change of party affiliation.

**2.7.1.2 Resignation Upon Seeking Public Office.** A House or Senate District officer or any member of the Executive Committee shall have resigned their office at such time as they file a candidate affidavit seeking election to public office, or make any public statement that they are seeking office through a vacancy process, once a vacancy exists. Upon resignation, the candidate shall lose access to all Party data and resources. The candidate will be provided data and resources that are made available to all candidates. Any candidate will not be eligible to be elected or appointed as a House or Senate District officer or a member of the Executive Committee.

### 2.7.2 County Officers; Succession

**2.7.2.1** In the event of a vacancy in the office of Chair, the First Vice-Chair shall succeed to the office of Chair. If, for any reason, the First Vice-Chair is unable to succeed to the office of Chair, the Second Vice-Chair shall succeed to the office of Chair and, if, for any reason, the Second Vice-Chair is unable to succeed to the office of Chair, the Secretary shall succeed to the office of Chair and, if, for any reason, the Secretary is unable to succeed to the office of Chair, the Treasurer shall succeed to such office. The succession shall be effective upon the date the vacancy in the office of the Chair occurs.

- 2.7.2.2** In the event of a vacancy in the office of First Vice-Chair, Second Vice-Chair, Secretary, or Treasurer, the Executive Committee shall elect a successor to serve until the next meeting of the Central Committee.

**2.7.3 Subdistrict Officers**

- 2.7.3.1** A vacancy in the office of Captain or Co-Captain shall be filled within 45 days of that vacancy pursuant to the procedure outlined in Rule 2.7.3.2.

- 2.7.3.2** In the event of a vacancy in the office of Captain or Co-Captain of the subdistrict, an election shall occur at the next regularly scheduled meeting of the subdistrict, provided such meeting is not less than ten days nor more than forty-five days following such resignation and that notice of the meeting be given at least ten days prior to the meeting to each member of the House District Central Committee who resides in the subdistrict.

- 2.7.3.2.1** The election of the new Captain or Co-Captain shall be an agenda item following procedures outlined in Rules 2.4 (Biennial Organizational Meeting) and 2.5.2 (Proxies).

- 2.7.3.2.2** If an election is not held, the Chair shall appoint the new Captain or Co-Captain.

- 2.7.3.2.3** The elected or appointed Captain or Co-Captain shall serve until the next Biennial Organizational Meeting of the Central Committee.

- 2.7.4 State Representative and State Senate District Officers.** Vacancies in the offices of the State Representative (House District Chair, House District Vice Chair, or House District Secretary) and State Senate (Senate District Chair, Senate District Vice Chair, or Senate District Secretary) Central Committees of Districts wholly within Denver shall be filled by the Chair of the County Party until the next meeting of the respective Central Committees.

**2.7.5 Precinct Organizers**

- 2.7.5.1** For the purposes of C.R.S. § 1-3-103(1)(a), the Denver County Central Committee Vacancy Committee for filling vacancies in the position of Precinct Organizer shall be the Chair, with the advice of the Captain and Co-Captain of the relevant subdistrict.

- 2.7.5.2** The Chair shall not appoint any person to fill a vacancy in the office of Precinct Organizer in districts whose Democratic elected official has resigned, or made any public statement of intent to resign, where such resignation triggers a vacancy process, until after the conclusion of the vacancy committee meeting called to select the official's replacement or the official's withdrawal of intent to resign. The same restriction shall apply in districts for which the Chair has received credible information that the Democratic elected official will soon resign, or make a public statement of intent to resign, where such resignation triggers a vacancy process.

- 2.7.5.3 No person appointed to fill a vacancy in the office of Precinct Organizer shall be entitled to vote at a Central Committee or vacancy committee meeting within ninety-one days of the date of the appointment.

**2.7.6 State Central Committee and State Executive Committee Members.**

- 2.7.6.1 **State Central Committee.** In the event of a vacancy on the State Central Committee, see Rule 2.4.3.1.4.1.
- 2.7.6.2 **State Executive Committee.** In the event of a vacancy on the State Executive Committee, a replacement delegate shall be elected at a regularly scheduled meeting of the district where the vacancy occurs. The new bonus delegate must reside within the Denver County boundaries of the district.

**3 EXECUTIVE COMMITTEE**

- 3.1 **Powers and Duties.** The Executive Committee shall assist the Chair in the control and management of political campaigns of the Party. The Executive Committee members shall organize the Party in their respective districts and ensure that they and all volunteers adhere to the Rules of Conduct by reporting violations of these Rules to the leadership to be referred to the First Vice Chair. In addition, they shall serve as needed on the Conduct Committee. They shall act as advisors in all Party matters.

**3.2 Membership**

- 3.2.1 **Division into Districts.** For the purpose of representation on the Central and Executive Committees, Denver County shall be divided into organizational districts that coincide with State Representative districts. For the purpose of Party administration, the district may be divided into subdistricts based on population and geography.
- 3.2.2 **Identity of Members.** The Executive Committee shall consist of the following:
  - 3.2.2.1 Officers of the Central Committee elected at the Biennial Organizational Meeting;
  - 3.2.2.2 The Captain and Co-Captain of each subdistrict;
  - 3.2.2.3 The Finance Chair of each house district;
  - 3.2.2.4 Captains At-Large;
  - 3.2.2.5 The Deputy Secretary and the Deputy Treasurer of the Central Committee,
  - 3.2.2.6 Rules Committee chair, if not otherwise a member of the Executive Committee; and the
  - 3.2.2.7 Diversity and Inclusion Committee chair.

- 3.2.3 Members Elected by Initiatives or Affiliates.** Any Initiative or Affiliate of the Colorado Democratic Party that also has a Denver Initiative or Affiliate may have three members to be elected according to their bylaws or constitution, in which case the Denver Initiative or Affiliate will pay one half of a house district annual assessment.
- 3.2.4 Members Appointed by Chair (Captains At-Large).** The Chair may appoint no more than twelve additional members of the Executive Committee, known as Captains At-Large, who shall serve at the pleasure of the Chair. Reasonable efforts shall be made to ensure diversity. The Captains At-Large shall be voting members of the Executive Committee.
- 3.3 Officers.** Officers of the Party elected at the Biennial Organizational Meeting of the Central Committee, or their designees shall serve as the officers of (1) the Executive Committee and (2) the 2nd Judicial District. The Chair may delegate any of these functions.
- 3.4 Meeting Procedures**
- 3.4.1 Quorum**
- 3.4.1.1** A quorum shall consist of forty percent of the membership as defined in these Rules for all meetings of the Executive Committee.
- 3.4.1.2** For the business of the Executive Committee, only those physically or virtually present are counted for the purposes of a quorum.
- 3.4.1.3** Should a quorum cease to exist at any time during a meeting, the remaining members of the Executive Committee shall act as a committee of the whole and present their recommendations for ratification at the next Executive Committee meeting.
- 3.4.1.4** In the case of a call for a quorum, the Chair shall rule on the presence of a quorum. If there is a challenge to the ruling of the Chair, the roll of the Executive Committee shall be called.
- 3.4.2 Absences**
- 3.4.2.1** Any Executive Committee member, having been given notice of time, date, and place of an Executive Committee meeting, may miss no more than six meetings during a term of office. No later than ten calendar days following the sixth missed meeting, the Secretary shall give written notice by mail or email that the member has resigned from the Executive Committee by default.
- 3.4.2.2** Reinstatement may be requested as follows:
- 3.4.2.2.1** The person having been removed from the Executive Committee by a default resignation may submit a written request to the Chair of the County Party no later than ten calendar days following the date of the Secretary's written notice.





- 3.5 Resignation Upon Seeking Public Office.** An Executive Committee Member shall have resigned their office at such time as they file a candidate affidavit seeking election to public office, or make any public statement that they are seeking office through a vacancy process, once a vacancy exists. Upon resignation, the candidate shall lose access to all party data and resources. The candidate will be provided data and resources that are made available to all candidates. Any candidate will not be eligible to be elected or appointed as a member of the Executive Committee.

## **4 COMMITTEES**

### **4.1 Standing Committees**

#### **4.1.1 Rules Committee**

##### **4.1.1.1 Duties and Powers**

- 4.1.1.1.1** The Rules Committee may review the Rules of the County Party and propose amendments.
- 4.1.1.1.2** The Rules Committee may, when asked, offer interpretations of party Rules and governing documents.
- 4.1.1.1.3** The Rules Committee will propose to the Executive Committee every even numbered year a formula to be used to determine the number of delegates from each caucus to the County and District assemblies and conventions. The Executive Committee will vote on this proposal. This formula may be adopted at a Central Committee meeting or by regular mail or email balloting. If the Central Committee fails to act, the proposal of the Executive Committee will be adopted (Rule 7.3.5).
- 4.1.1.1.4** The Rules Committee serving at the time of a Party election shall serve as a grievance committee for the purpose of hearing any challenge to that election (Rule 2.4.2.6.1).
- 4.1.1.1.5** The Rules Committee shall be a grievance committee.

**4.1.1.2 Membership.** The Rules Committee shall be comprised of one member per subdistrict elected at the Biennial Organization Meeting of the County Central Committee.

**4.1.1.3 Officers.** The Chair of the County Party shall appoint the Rules Committee Chair.

##### **4.1.1.4 Quorum and Voting**

- 4.1.1.4.1** Quorum is forty percent of membership.
- 4.1.1.4.2** The Chair is part of the quorum.
- 4.1.1.4.3** The Chair votes only in cases of a tie.
- 4.1.1.4.4** The Chair does not serve as a representative of their subdistrict.
- 4.1.1.4.5** Each subdistrict shall have one voting member.

#### **4.1.1.5 Vacancies and Absences**

- 4.1.1.5.1** If a member is not elected at the Biennial Organizational Meeting, resigns, or is dismissed, a subdistrict may select a member to fill the vacancy at a regular meeting of the subdistrict. That person shall be appointed to the Rules Committee by the County Chair.
- 4.1.1.5.2** Upon two consecutive unexcused absences, a member will be dismissed. Whether the absence is excused is at the discretion of the Rules Chair.
- 4.1.1.5.3** Upon dismissal of a member, the committee membership, for the purposes of a quorum, is adjusted.

#### **4.1.2 Credentials Committee**

- 4.1.2.1** The Chair of the County Party shall appoint the Credentials Committee Chair.
- 4.1.2.2** Members of the Credentials Committee are elected at the Biennial Organizational Meeting of the Central Committee.
  - 4.1.2.2.1** Each subdistrict elects one member to the Credentials Committee.
  - 4.1.2.2.2** If a member is not elected at the Biennial Organizational Meeting, resigns, or is dismissed, a subdistrict may select a member to fill the vacancy at a regular meeting of the subdistrict. That person shall be appointed to the Credentials Committee by the Chair of the County Party.
- 4.1.2.3** The Credentials Committee is responsible for:
  - 4.1.2.3.1** Seating delegates to the County Central Committee meetings, the County Assembly, and the County Convention;
  - 4.1.2.3.2** Resolving any disputes over the election of Precinct Organizers;
  - 4.1.2.3.3** Hearing and ruling upon any challenges made to delegates elected at precinct caucuses (Rules 7.3.10 through 7.3.13);
  - 4.1.2.3.4** Counting the votes at the County Assembly and the County Convention and reporting the vote totals;
  - 4.1.2.3.5** Counting the votes for County officers at reorganizational meetings of the County Central Committee and reporting the vote totals (Rule 2.4.1.1);
  - 4.1.2.3.6** Counting the votes for First Vice-Chair, Second Vice-Chair, Secretary, or Treasurer at meetings of the County Central Committee and reporting the vote totals in the event of a vacancy in any of those offices and the election of a temporary successor to fill that office by the Executive Committee (Rule 2.7.2.2);
  - 4.1.2.3.7** Counting the votes in any election conducted by a vacancy committee for a state House or Senate district entirely within Denver County and reporting the vote totals; and

- 4.1.2.3.8 Counting the votes in connection with any resolution presented to the County Central Committee and reporting the vote totals.

#### **4.1.2.4 Rules of the Credentials Committee.**

- 4.1.2.4.1 The Chair does not serve as a representative of their subdistrict.
- 4.1.2.4.2 The Chair votes only in case of a tie.
- 4.1.2.4.3 Each subdistrict shall have one voting member.
- 4.1.2.4.4 Upon two consecutive unexcused absences, a member will be dismissed. Whether the absence is excused is at the discretion of the Credentials Chair.

#### **4.1.3 Permanent Organization Committee**

- 4.1.3.1 The Chair of the County Party shall appoint the Permanent Organization Chair.
- 4.1.3.2 Members of the Permanent Organization Committee are elected at the biennial organization meeting of the Central Committee.
  - 4.1.3.2.1 Each subdistrict elects one member to the Permanent Organization Committee.
  - 4.1.3.2.2 If a member is not elected at the Biennial Organizational Meeting, resigns, or is dismissed, a subdistrict may select a member to fill the vacancy at a regular meeting of the subdistrict. That person shall be appointed to the Permanent Organization Committee by the Chair of the County Party.
- 4.1.3.3 The Permanent Organization Committee establishes the rules for the conduct of the Denver County Assemblies and the Denver County Convention.

#### **4.1.4 Platform and Resolutions Committee**

##### **4.1.4.1 Duties and Powers**

- 4.1.4.1.1 The Platform and Resolutions Committee shall combine statements, policies, and resolutions from the County Party and other sources into a written platform to inform and advise candidates and the public of guiding principles and policies that broadly outline the County Party's agenda for adoption at the County Assembly.
- 4.1.4.1.2 The Platform and Resolutions Committee shall review and recommend to the Central Committee the adoption or rejection of any proposed resolutions during times when the County Assembly is not in session.

- 4.1.4.2 **Membership.** The Platform and Resolutions Committee shall be comprised of one member per subdistrict elected at the Biennial Organizational Meeting of the County Central Committee.

**4.1.4.3 Officers.** The Chair of the County Party shall appoint the Platform and Resolutions Committee Chair. The Platform and Resolutions Committee Chair does not serve as a representative of their subdistrict.

**4.1.4.4 Quorum and Voting**

**4.1.4.4.1** Quorum is forty percent of membership.

**4.1.4.4.2** The Platform and Resolutions Committee Chair is part of the quorum.

**4.1.4.4.3** The Platform and Resolutions Committee Chair votes only in case of a tie.

**4.1.4.4.4** Each subdistrict shall have one voting member.

**4.1.4.4.5** A majority vote of those present and voting shall be required for the Platform and Resolutions Committee to recommend to the Central Committee the adoption or rejection of any proposed resolutions.

**4.1.4.5 Vacancies and Absences**

**4.1.4.5.1** If a member is not elected at the Biennial Organizational Meeting, resigns, or is dismissed, a subdistrict may select a member to fill the vacancy at a regular meeting of the subdistrict. That person shall be appointed to the Platform and Resolution Committee by the Chair of the County Party.

**4.1.4.5.2** Upon two consecutive unexcused absences, a member will be dismissed. Whether the absence is excused is at the discretion of the Platform and Resolutions Committee Chair.

**4.1.4.5.3** Upon dismissal of a member, the committee membership, for the purposes of a quorum, is adjusted.

**4.1.4.6 Consideration of Resolutions**

**4.1.4.6.1 Meetings.** The Platform and Resolutions Committee shall meet at a time and place designated by the Platform and Resolutions Committee Chair and shall consider any proposed resolutions which have been submitted to it in writing at least thirty days prior to the Central Committee meeting at which the proposed resolutions are to be considered.

**4.1.4.6.2 Report and Recommendations.** The report and recommendations of the Platform and Resolutions Committee shall be submitted to the Central Committee at least 10 days prior to the Central Committee meeting at which the proposed resolutions are to be considered. Any minority report supported by at least 10 percent of the Platform and Resolution Committee membership shall also be submitted to the Central Committee in the same time frame.

#### **4.1.5 Finance Committee**

**4.1.5.1** Shall be composed of the Finance Chairs from each subdistrict and the Assistant Treasurer and shall be chaired by the Treasurer. The Finance Committee shall:

**4.1.5.1.1** meet regularly to perform the duties of the committee;

**4.1.5.1.2** assist the Treasurer in the preparation, review, and revision of the budget;

**4.1.5.1.3** conduct any activities necessary as addressed in the Financial Procedures Manual; and

**4.1.5.1.4** assist the Treasurer at county-level fundraising events.

**4.1.6 Diversity and Inclusion Committee, Fundraising Committee, Outreach and Community Engagement Committee, GOTV Committee, and Technology Committee.** These committees shall be each composed of at least one member from each subdistrict appointed by the Captain and Co-Captain of the respective subdistrict. The chairs of these committees shall be appointed by the County Chair. The County Treasurer shall be a voting member of the Fundraising Committee.

**4.2 Other Committees.** Other committees shall be formed by the Chair with the advice of the Executive Committee.

### **5 VACANCY IN OFFICE COMMITTEES FOR DISTRICTS ENTIRELY WITHIN DENVER COUNTY**

**5.1** The officers of the Central Committee of the district shall be the temporary officers of the vacancy committee.

**5.2** The permanent officers of the vacancy committee shall be elected at a meeting of the vacancy committee.

**5.3** Unless established otherwise, the Central Committee of the district shall be the members of the vacancy committee.

**5.4** When the vacancy committee of the district is composed of members of the county Central Committee, a member is not entitled to vote in a vacancy election unless the member was appointed to the post at least ninety-one days before the vacancy election. *See* C.R.S. § 1-3-103(1)(a).

**5.5** A quorum shall consist of not less than one half of the voting membership of the vacancy committee. *See* C.R.S. §§ 1-12-203(3)(a), 1-12-206(1); (CDP Part 2.4.L.2.D.4).

**5.6** In the event of a vacancy as defined in C.R.S. § 1-12-203, the officers of the Central Committee of the district of the vacancy, in consultation with the County Party Chair, shall develop a procedure for eligible candidates to, upon request, receive information about the vacancy process.

**5.6.1** The procedure shall be made public as well as promulgated to the members of the vacancy committee and eligible candidates as soon as possible, and in any event, at least ten days prior to the vacancy committee meeting.

- 5.6.2** The information provided to eligible candidates shall include, but not be limited to, a list of the members of the vacancy committee with contact information, a timeline with all known relevant dates and deadlines, and a method by which eligible candidates can ask questions about the process.

## **6 BUDGET AND FINANCE**

### **6.1 General Requirements**

- 6.1.1** The fiscal year of the Party shall be the twelve-month period beginning January 1 and ending December 31. Accounting shall be done on a cash basis.
- 6.1.2** No expenditures shall be allowed without an adopted budget.
- 6.1.3** The Treasurer shall prepare the budget and submit it to the Executive Committee at least three weeks prior to the meeting date scheduled for adoption.
- 6.1.4** A balanced budget shall be adopted annually by the Executive Committee no later than December 31 of each year and may be amended by the Executive Committee.
- 6.1.5** Unexpected expenditures shall be reviewed and approved by the Executive Committee.
- 6.1.6** All subdistricts and districts are required to have all funds held by the Democratic Party of Denver. Districts and subdistricts may not establish their own bank accounts.
- 6.1.7** Checks written against the Party account shall be signed by either the Chair, the Treasurer, or a third person designated by the Chair and Treasurer. No one shall sign a check payable to themselves.

### **6.2 Examination of Financial Records**

- 6.2.1** There will be a quarterly review of the books for completeness and accuracy of transactions.
- 6.2.2** The Chair shall appoint up to three Central Committee members who are not on the Finance Committee to conduct the quarterly review.
- 6.2.3** The Executive Committee may, at any time, authorize an audit of the financial records.
- 6.2.4** Unless stated otherwise when allocated, monies allocated for a specific purpose that are unspent shall be moved to the general fund at the end of the fiscal year.

### **6.3 Distribution of Donations Received at Precinct Caucuses**

- 6.3.1** In nonpresidential years, money donated at the precinct caucuses will be distributed as follows:
- 6.3.1.1** Twenty-five percent will be returned to the treasury of the subdistricts for their business.
- 6.3.1.2** Seventy-five percent will be placed in the Denver County Democratic Party's treasury for its business.

**6.3.2** In the presidential years, money donated at the precinct caucuses will be distributed as follows:

**6.3.2.1** Twenty percent will be returned to the treasury of the subdistricts for their business.

**6.3.2.2** Twenty percent will be placed in the Denver County Democratic Party's treasury for its business.

**6.3.2.3** Fifty percent will be distributed to the Denver County's delegates to the Democratic National Convention.

**6.3.2.3.1** Only those delegates to the Democratic National Convention elected at the Congressional District and State Conventions will be eligible for this money.

**6.3.2.3.2** The Denver County Executive Committee will establish a process to distribute this money.

**6.3.2.4** Ten percent will be distributed to needy Colorado delegates to the Democratic National Convention. The Denver County Executive Committee will establish a process to distribute this money.

## **7 PRECINCT CAUCUSES**

### **7.1 General Requirements**

**7.1.1 Date.** The precinct caucuses must be held on a date no earlier than the first Tuesday in March and within five days thereof (Saturday). The county Executive Committee shall choose the date of the caucus. The Chair shall notify the State Party, the Secretary of State, and the County Clerk and Recorder of the precinct caucus date on or before January 2 of the year in which the election is held.

### **7.1.2 Accessibility**

**7.1.2.1** All caucus sites must be wheelchair accessible to and usable by an individual with a disability. Accessibility and usability mean that the person can participate in the caucus and enjoy benefits equal to other caucus participants. That includes, at minimum, free and unrestricted mobility in entering, exiting, and within the caucus site; accessible restrooms; and, if applicable, accessible drinking fountains. Other accommodations will be provided if requested and to the extent that resources allow.

**7.1.2.2** Other accommodations include sign language interpretation, reading assistance, or large or Braille print materials.

**7.1.2.3** All requests for other accommodations shall be received within the timelines specified in caucus announcements.

**7.1.2.4** The Americans with Disabilities Act (ADA) definition of an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities.

- 7.1.2.5** Major life activities are activities that an average person can perform with little or no difficulty. Examples include, but are not limited to, walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself, working, sitting, standing, lifting, and reading.

## **7.2 Qualifications for Participation**

- 7.2.1** In order to vote at any Precinct Caucus, Assembly, or Convention of a political party, the elector shall be eighteen years or older on or before the date of the next general election, a resident of the precinct for twenty-two days, shall have registered or preregistered to vote no later than twenty-two days before the Caucus, Assembly, or Convention, and shall be affiliated with the Democratic Party holding the Caucus, Assembly, or Convention for at least twenty-two days as shown in the statewide voter registration system; except that any registered elector who has attained the age of eighteen years or who has become a naturalized citizen during the twenty-two days immediately preceding the meeting may vote at any Caucus, Assembly, or Convention even though the elector has been affiliated with the political party for less than twenty two days.
- 7.2.2** The Democratic Party of Colorado allows a pre-registrant, 16 years of age or older, to vote at any Democratic Party caucus, Assembly, or Convention if the pre-registrant has been a resident of the precinct for twenty-two days before the Caucus, Assembly, or Convention, and has been affiliated with the Democratic Party for at least twenty-two days as shown in the statewide voter registration system, except that a pre-registrant who pre-registered within the twenty-two days immediately preceding the meeting may vote at any Caucus, Assembly, or Convention even though the pre-registrant has been affiliated with the Democratic Party for less than twenty-two days (C.R.S. 1-3-101 (1), C.R.S. 1-3-101 (2), C.R.S. 1-4-602 (5)).
- 7.2.3** An elector who moves from the precinct where registered during the twenty-one days prior to any Caucus may participate in and vote at the Caucus in the precinct of the elector's former residence but shall not be eligible for election as a delegate or for nomination as a Precinct Organizer in the former precinct.

## **7.3 Procedures, Election of Precinct Organizers**

- 7.3.1** At the time and place set for the holding of the precinct caucuses, a Precinct Organizer in attendance shall call the caucus to order and act as temporary chair. If a Precinct Organizer is not present, any Party member eligible to vote at the caucus may call the caucus to order and act as temporary chair.
- 7.3.2** A copy of the current Rules for the Precinct Caucus is included in the Appendix of this document. Updated versions are added every other year. A copy of the current Caucus Agenda is also included in the Appendix. The Rules for the Precinct Caucus and Caucus Agenda are only advisory and not part of these Rules.



- 7.3.3** At the opening of the caucus, the temporary chair shall read the official caucus Rules or shall distribute copies of a clear, concise statement of the precinct caucus Rules, procedures and requirements for participation in precinct caucuses and the Assembly. The Rules shall include the appropriate sections of the principles of affirmative action and fair reflection in these Rules.
- 7.3.4** The caucus shall then select a Chair and a Secretary and proceed according to the caucus Rules.
- 7.3.5** The Rules Committee will propose a formula to the Executive Committee every even numbered year to be used to determine the number of delegates from each caucus to the County and District assemblies and conventions. The Executive Committee will vote on this proposal. This formula may be adopted at a Central Committee meeting or by regular mail or email balloting. If the Central Committee fails to act, the proposal of the Executive Committee will be adopted.
- 7.3.5.1** In the year of the Presidential election, the County Party shall use the procedures of the current Colorado Delegate Selection Plan to determine the number and distribution of delegates to the county and district assemblies and conventions. The number of delegates to the County Assembly and Convention and the Judicial Assembly will be the same.
- 7.3.5.2** In the year when there is no Presidential election, the County Party shall determine its own procedure for the number and distribution of delegates to the County and District Assemblies
- 7.3.6** An Assembly designates candidates for public office and to conduct other business as determined by Colorado and Denver Democratic Parties' Rules and the call. This means that the Assembly places the names of individuals on the primary ballot, elects delegates to the next higher Assembly, and proposes issues for the Democratic platform. The Denver County Assembly elects delegates to the Congressional Assembly and to the State Assembly.
- 7.3.7** A Convention selects delegates to other conventions including the Democratic National Convention. The Denver County convention elects delegates to the First Congressional District Convention, which elects delegates to the Democratic National Convention. It also elects delegates to the State Convention, which elects delegates to the Democratic National Convention.
- 7.3.8** Attendance at the precinct caucus is not a requirement to be elected as a delegate to the Denver County Assembly or Convention.
- 7.3.8.1** If the caucus is unable to fill its delegation with those present at the caucus, the caucus may fill its delegation with individuals not in attendance at the caucus.
- 7.3.8.2** To be qualified to become a delegate, an individual shall indicate in writing and prior to the caucus their interest in becoming a delegate to the District Captain, Precinct Organizer, or other responsible person in the precinct caucus. The interested person shall also indicate their candidate preference.

- 7.3.9 Delegates to subsequent levels of the Assembly and Convention process must be in attendance at the Denver County Assembly and Convention.
- 7.3.10 The caucus shall also elect two Precinct Organizers. The two people receiving the highest number of votes at the caucus shall be elected as Precinct Organizers. If candidates receive an equal number of votes, the election shall be determined by lot.
- 7.3.11 The caucus officers shall prepare and deliver a certified list of the names of the delegates to the County Assembly and Convention and elected Precinct Organizers on forms to be supplied by the Party, at a place determined and publicized by the Party, by midnight of the night of the caucus. Under no circumstance shall delegate lists be accepted after midnight nor shall the lists be changed after submission.
- 7.3.12 At all levels of the delegate selection process, “winner-take-all” procedures shall be discouraged, and representation of minority and divergent views shall be encouraged.

**7.3.13 Contesting Certification**

- 7.3.13.1 Any person desiring to contest or dispute the election of delegates and/or Precinct Organizers shall file a written protest with the Chair within seven days following certification of the caucus elections. The Chair shall refer the matter to the Credentials Committee of the County Assembly for resolution. A copy of the letter of protest will be sent to the person or persons challenged within three days of receipt by the Chair.
- 7.3.13.2 Failure to carry out these Rules shall be grounds for a challenge to the delegates in a caucus.
- 7.3.14 The County Assembly shall ratify the list of Precinct Organizers. Following ratification, all persons elected shall be notified by mail or email of such election.

**8 DELEGATE SELECTION**

- 8.1 Candidate caucuses, including the uncommitted caucus, that elect delegates to assemblies and conventions shall be organized based upon the Rules of the current delegate selection plan.
- 8.2 Determination of eligibility to participate as a member of any caucus shall be made prior to deliberations at the caucus.
- 8.3 One ballot shall be taken to elect delegates from any caucus.
  - 8.3.1 Eligible candidates for delegate will be allowed to address the caucus.
  - 8.3.2 All eligible members of the caucus may vote for as many candidates as there are delegate positions.
  - 8.3.3 Candidates will fill delegate positions based upon their vote.
    - 8.3.3.1 After ballots are counted, candidates’ names will be ranked, based upon their vote, from highest to lowest.

- 8.3.3.2 The caucus delegation will fill its allotted number of delegates by those receiving the highest votes.
- 8.4 The Chair of the County Central Committee or a designee shall serve as President Pro Tempore of any caucus lacking organizational leadership. This person shall set up a structure for the caucus at the Convention or Assembly.
- 8.5 The Rules governing the candidate caucus may be suspended by a simple majority of those eligible and voting.
- 8.6 Failure to carry out these Rules shall be grounds for a challenge to the delegates in a caucus.
- 8.7 To ensure full participation in the delegate selection process, members who are unable to attend county Assembly/Convention, or who must leave a meeting early, may vote by proxy. Proxies must be assigned either by the original issuer to a Democrat eligible to serve as a delegate to the Assembly/Convention; or by the appropriate credentials committee to an accredited participant in the county Assembly/Convention. Once assigned, a proxy can only be reassigned by the appropriate credentials committee if the person to whom it was assigned is unable to carry it or is absent. The proxy must identify the candidate preference group of the proxy issuer for the Assembly and or Convention and can only be assigned to a person with the same candidate preferences. Although the proxy holder may participate in all business of the Assembly or Convention, ballots can only be voted as instructed. No person may carry more than one proxy at a time.

## 9 **GENERAL PROVISIONS**

- 9.1 **Rules of Conduct.** Recognizing that the Party is diverse, we adopt the following Rules of Conduct to ensure that everyone is treated fairly and equally regardless of race, ethnicity, religion, sex, gender identity, sexual orientation, age, language, national origin, economic status, disability, or political status.
  - 9.1.1 All Members must
    - 9.1.1.1 Promote a respectful community.
    - 9.1.1.2 Treat all volunteers, employees, and community members with respect, courtesy, and dignity.
    - 9.1.1.3 Avoid insensitive, harassing, or offensive language or behavior.
    - 9.1.1.4 Refrain from engaging in physical or emotional violence toward others.
    - 9.1.1.5 Make efforts to understand and honor the history and culture of all volunteers, employees, and community members.
  - 9.1.2 Any violation of these Rules of Conduct may be grounds for mandated mediation, additional training, or disciplinary action, up to and including removal as described in these Rules. (See Rules 2.3.1.2.3 and 0)

- 9.1.3 Complaints for violations of these Rules of Conduct should be reported to the leadership to be referred to the First Vice-Chair for action. (See Rule 2.3.1.2.3)
- 9.1.4 Rather than filing a complaint, the complaining party may request mediation. (See Rule 2.3.1.2.3)

**9.2 Open and Accessible Meetings.** All Party meetings shall be open to any party member. To this end, all meetings of any party committee or district at which official party business will be discussed and acted upon shall be held in a location that is accessible to all party members. Such meetings shall include assemblies, conventions, and meetings of the committees outlined in these Rules. To effect this policy, notification of meetings shall include a request for special needs accommodations. The County Party office shall maintain a list of accessible locations and services, and shall, when requested, and when resources allow, pay a reasonable fee.

**9.3 Remote Meetings and Voting (C.R.S. §§ 1-3-102, 1-4-601, 1-4-602)**

- 9.3.1 Participation in Precinct Caucus, Conventions and Assemblies, and meetings may be held remotely by electronic means if the officers calling the meeting make the necessary arrangements subject to the State Party procedures and applicable state law.
- 9.3.2 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.
- 9.3.3 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.
- 9.3.4 The officers may allow electronic or remote voting subject to the State Party procedures.

**9.4 Candidate Presentations at Democratic Party Meetings**

- 9.4.1 **Partisan Elections.** Only Democratic candidates may speak.
- 9.4.2 **Non-Partisan Elections.** All candidates, regardless of their registered affiliation may have time on the agenda. Any candidate may introduce themselves and state the office they are running for during announcements.

- 9.5 Affirmative Action.** In order to create full participation by all Democrats in the Party, the Party and its officers shall adopt and implement affirmative steps to assure participation at all levels of the Party. The party values the participation of all its diverse members and recognizes that diversity is our strength as Democrats. All members of the Party shall take reasonable steps to foster participation at all levels of the Party and in all Party affairs of traditionally under-represented groups and all marginalized groups. The goal of such affirmative action shall be to create participation in Party organizations and Party activities as indicated by the presence of the aforementioned groups in the democratic electorate. The Rules and guidelines of the Colorado and National Democratic Parties shall be used as a basis for affirmative action in the Party.
- 9.6 Robert's Rules 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*.
- 9.7 Procedures for Realignment Following Decennial Redistricting or Other Change to State Representative Districts**
- 9.7.1 Division of Districts into Subdistricts.**
- 9.7.1.1** The Central Committee of the Democratic Party of Denver shall be divided into districts with alignment and numbering consistent with State Representative districts.
- 9.7.1.2** Each district shall be divided into no more than three subdistricts.
- 9.7.1.3** The Executive Committee members who were serving prior to reapportionment will serve until the new subdistricts are formed.
- 9.7.1.4** At any time the county is subdivided into districts (e.g., as a result of reapportionment), the Chair will form a committee for each new district to propose an alignment of the new district into subdistricts.
- 9.7.1.5** The committee shall have at least five members and will be composed of all Captains and Co-Captains who live in the new district.
- 9.7.1.6** If there are fewer than five incumbent Captains and Co-Captains in the newly designated district, the Chair will appoint members of the district to the committee.
- 9.7.1.7** The proposed subdistrict alignment shall be approved by the Chair.
- 9.7.1.8** If the committee does not recommend an alignment of subdistricts to the Chair within thirty days of its formation, the Chair will divide the district into subdistricts.

- 9.7.1.9** If district officers decide to realign the subdistricts other than at the time of reapportionment, the officers shall give at least ten days written notice to the Precinct Organizers that a discussion and vote on realignment will take place at the next regularly scheduled meeting of the district or subdistricts. Officers of the subdistricts will take a vote of the Precinct Organizers who are present at that meeting, and if the realignment proposal passes, then the new alignment shall be approved or rejected by the Chair.

**9.7.2 Redistribution of District Assets**

- 9.7.2.1** At any time Denver County is subdivided into districts (e.g., as the result of reapportionment), the Finance Chairs of the old districts shall deliver an allocation of assets to the Finance Chairs of the new districts according to the following procedure:

- 9.7.2.1.1** The Finance Chairs of the old districts will provide a report of the districts' assets to the Chair within fifteen days of reapportionment.

- 9.7.2.1.2** The Chair will form a committee of the involved new Captains and Co-Captains within thirty days of their election for the redistribution of assets. This committee will recommend redistribution of assets to the Chair.

- 9.7.2.1.3** The Chair will approve the redistribution of assets. If the committee does not act within thirty days of its formation, the following procedure will be followed:

- 9.7.2.1.3.1** The old Finance Chairs will divide the assets of the districts equally into each of the districts' precincts. For instance, if the old district has \$100 in its account and it also has ten precincts, then each precinct will represent \$10.

- 9.7.2.1.3.2** The Finance Chairs of the new districts will meet with the Finance Chairs of the old districts that have been reassigned to the new districts.

- 9.7.2.1.3.3** The old Finance Chairs will deliver to the new Finance Chairs that portion of assets represented by those precincts that are in the new districts. For instance, if three of the precincts in the above example are reassigned to one new district and seven of the precincts are assigned to a different new district, the old Finance Chair will deliver \$30 to one new Finance Chair and \$70 to the other new Finance Chair.

- 9.7.2.1.3.4** If the old precincts are also divided during reapportionment, assets will be divided based upon the size of the precinct. For instance, in the above example, if an old precinct comprises twenty-four city blocks and is divided in reapportionment such that 6 blocks are placed in one new district and eighteen blocks are placed in a different district, then the old Finance Chair will deliver \$2.50 to one new Finance Chair and \$7.50 to the other Finance Chair.
- 9.7.2.1.3.5** The Chair will approve the redistribution of assets between or among districts.

## **10 AMENDMENTS, FORMAT AND LAYOUT, AND SEVERABILITY OF RULES**

### **10.1 Amending the Rules**

- 10.1.1** The Rules of the Party may be amended by a majority vote of the Central Committee following approval by the Rules Committee and notice of said recommendations having been mailed or emailed with the notice of the Central Committee meeting at which they are to be considered, or
- 10.1.2** A two-thirds vote of the Central Committee in the absence of approval by the Rules Committee and notice to the Central Committee.

**10.2 Format and Layout of Rules.** The format and layout of the Rules, including the whole of the table of contents, are not considered part of the Rules. They may be changed by the Rules Committee without approval to the extent that the language of no rule is changed. Typographical errors may be changed by the Rules Committee without prior approval to the extent that the meaning of no rule is changed.

**10.3 Severability.** No section of these Rules shall violate the Rules of the Colorado or National Democratic Parties. If any section is held invalid, such decision shall not affect, impair or invalidate the remaining sections of these Rules or its application to other persons or circumstances.

*As amended and approved by the Central Committee of the Democratic Party of the City and County of Denver on September 20, 2025.*

Micaela Parker  
Secretary

## 11 APPENDIX

### 11.1 **Copy of Current Rules for Precinct Caucus.** See Rule 7.3.2. Updated 12/1/2023.

#### **Rules for the Precinct Caucus** **PRESIDENTIAL YEAR**

1. **Inclusion:** The Democratic Party of Denver and the participants in this caucus are required to take steps to encourage participation in the delegate and candidate selection process of the Democratic Party at all levels – by young people, women, minority groups, and the disabled. Inclusion should occur in reasonable relationship to any given groups' presence in the full population. This goal shall not be accomplished, either directly or indirectly, by the Party's imposition of mandatory quotas.
2. **Who May Participate:** Per state statute, a person may vote at the precinct caucus, be elected a delegate from the caucus and/or be elected as a precinct committee person if they have been:
  - A resident in the precinct for at least twenty-two (22) days (by 02/14/2024)
  - Registered to vote no later than twenty-two (22) days before the caucus (by 02/14/2024)
  - A registered Democrat for not less than twenty-two (22) days prior to the date of caucus according to the registration records of the county clerk and recorder's office (by 02/14/2024).
  - 17-year-olds who will be 18 by the time of the general election (Nov 5, 2024) and meet the criteria above.
  - A pre-registrant who is affiliated with the Democratic party and is 16 years or older may vote at the caucus and may be elected as a delegate or precinct organizer. (Colorado State Party Rules, 3.4.A and 3.5.B.2)
  - Any registered Democrat who has attained the age of eighteen (18) or has become a naturalized citizen within the 22-day period immediately preceding the caucus shall be eligible to vote at the caucus even though that person has not been a registered Democrat for the full two months.
  - A person who has moved from the precinct where registered during the 22 days before caucus (since 02/14/2024) may vote in their old precinct but may not become a delegate or committee person.
  - Other persons may attend the caucus but cannot vote.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the caucus chair. Give participants a full opportunity to be heard and permit full discussion of all relevant questions.
4. **Disputes:** Any person desiring to dispute any matter concerning the caucus must file a **written** protest with the County Chairperson within 7 days after the caucus. Disputes are to be sent to the attention of the Chair, James Reyes, [chair@denverdemocrats.org](mailto:chair@denverdemocrats.org).



5. **Secret Ballot:** Per state party rules, voting shall be open at all meetings, except at precinct caucuses. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote. (State Party Rules, 2.4.G.2.)
6. **Proxies:** No proxy voting shall be permitted at the caucus. If an individual is unable to attend their individual caucus, they may submit a request to the caucus to be considered for a delegate slot. The decision to approve the request rests with the individuals attending the precinct caucus.
7. **Late Arriving/Early Leaving:** A person must be present to participate. Those arriving late or leaving early may only take part in caucus business occurring while they are present.
8. **Open Voting:** No caucus attendee or delegate shall be instructed to vote for or against any candidate or measure, except by an instructed proxy that they agree to carry to County Assembly/Convention.
9. **Election Procedure:** Persons receiving the highest number of votes shall be elected as delegates and as precinct committee people. No delegate may be added to the list of elected delegates after the close of the caucus. Unfilled slots are considered “lost”.
10. **Ties:** If two or more candidates for delegate receive an equal number of votes, the winner is to be determined by lot (coin toss or drawing straws) by such candidates. If more than two candidates for the position of precinct committee person receive an equal number of votes the winner shall be determined by lot of such candidates.
11. **Delegate Selection:** Delegates to all party assemblies and conventions are to be chosen in a manner which fairly reflects the division of candidate preference, expressed by those participating in the nominating process, including those expressed by minority and divergent views. Equal division between men and women is to be achieved, if possible.
12. **Becoming a Delegate for a Specific Candidate:** Some people want to participate in only a portion of the nomination process. The process for becoming a delegate eligible to vote for candidates in certain races is a stepped process. Candidates for the General Assembly (i.e., State House and State Senate) and District Attorney are nominated at the County Assembly. Delegates to multi county assemblies, (HD3 and 9, SD 26) will need to be elected to and attend those assemblies in addition to the County Assembly. Candidates for other offices are nominated as follows:
  - a. For U.S. Congress:
    - Step 1. Get elected to the Denver County Assembly (March 23, 2024, South High School)
    - Step 2. At the County Assembly, get elected to the First Congressional District Assembly, which will be held virtually on Zoom on April 11, 2024.
  - b. For U.S. Senate.
    - Step 1. Get elected to the Denver County Assembly (March 18, 2024)
    - Step 2. At the County Assembly, get elected to the State Assembly, (virtually by Zoom, April 13, 2024)

- c. For U.S. President. (Application must be made by March 18, 2024. – see [www.coloradodems.org](http://www.coloradodems.org) for forms and more information)  
Candidates for Delegate to the National Convention may be elected at the Congressional District Convention or the State Convention. It is not required that candidates for National Delegate be delegates to either body, but if they are not delegates, they will not have a vote.

- 13. Threshold (assembly):** A preference poll based upon the District Attorney race shall be used for the selection of delegates to the County Assembly/Convention. **A candidate must receive a minimum of fifteen percent (15%) in a preference poll to be awarded delegates.** Use the caucus math worksheet in your precinct packet to determine the number of delegates to be awarded for each candidate who attained the threshold. Only those candidates who have notified the Chair of the 2<sup>nd</sup> Judicial District who is also the Denver County Chair that they are seeking nomination via the caucus/assembly process will be included in the Preference Poll. Candidates who are seeking nomination solely by gathering signatures on petitions will NOT be included in the Preference Poll.
- 14. Uncommitted Votes:** Not everyone wants to commit to a candidate. Therefore treat “uncommitted” votes as if the vote was cast for a candidate for determining the threshold and awarding delegates, i.e., pretend there is a candidate named “uncommitted.”
- 15. Automatic delegates:** No person shall become an automatic delegate to a higher assembly by holding any party or public elected office.
- 16. No photos or copies of results forms.** In order to be fair to all candidates, and to protect private, personally identifiable contact information about delegates and PCP's, NO photos, videos or photocopying of the caucus results forms is allowed. The party will provide the caucus results to all candidates simultaneously.
- 17. Re Videotaping:** With respect to taking photos or videos of the caucus proceedings generally, there is no blanket prohibition. HOWEVER, we remind everyone that Caucus is meant to encourage dialogue among community members about our candidates and our platform. Participants must be respectful of other caucus goers. You may not photograph or videotape any document that contains personally identifiable information about a caucus attendee. You may not engage in any activity that intimidates a caucus goer or disrupts the caucus proceedings. If someone asks you not to videotape them or photograph them, you should be respectful of that request. If you engage in conduct that intimidates anyone or disrupts the caucus, you will be asked to leave.

**11.2 Copy of Previous Rules for Precinct Caucus.** See Rule 7.3.2. Updated 02/20/2020.

**Rules for the Precinct Caucus**  
**NONPRESIDENTIAL YEAR**

1. **Inclusion:** The Democratic Party of Denver and the participants in this caucus are required to take steps to encourage participation in the delegate and candidate selection process of the Democratic Party at all levels – by young people, women, minority groups, and the disabled. Inclusion should occur in reasonable relationship to any given groups' presence in the full population. This goal shall not be accomplished, either directly or indirectly, by the Party's imposition of mandatory quotas.
2. **Who May Participate:** Per state statute, a person may vote at the precinct caucus, be elected a delegate from the caucus and/or be elected as a precinct committee person if they have been:
  - A resident in the precinct for at least twenty-two (22) days. (by xx/xx/xx)
  - Registered to vote no later than twenty-two (22) days before the caucus (by xx/xx/xx)
  - A registered Democrat for not less than twenty-two (22) days prior to the date of caucus according to the registration records of the county clerk and recorder's office. (by xx/xx/xx).
  - A pre-registrant who is affiliated with the Democratic party and is 16 years or older may vote at the caucus.
  - Any registered Democrat who has attained the age of eighteen (18) or has become a naturalized citizen within the 22 day period immediately preceding the caucus shall be eligible to vote at the caucus even though that person has not been a registered Democrat for the full 22 days.
  - A person who has moved from the precinct where registered during the 22 days before caucus (by xx/xx/xx) may vote in their old precinct but may not become a delegate or committee organizer.
  - Other persons may attend the caucus but cannot vote.
3. **Additional Rules:** Participants in the caucus may adopt additional rules, provided they do not conflict with either state or county rules, state election laws or other instructions to the caucus chair. Give participants a full opportunity to be heard and permit full discussion of all relevant questions.
4. **Disputes:** Any person desiring to dispute any matter concerning the caucus must file a written protest with the County Chairperson within 7 days after the caucus. Disputes are to be sent to the attention of the Chair, [chair@denverdemocrats.org](mailto:chair@denverdemocrats.org).
5. **Secret Ballot:** Per state party rules, voting shall be open at all meetings, except at precinct caucuses. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote.
6. **Proxies:** No proxy voting shall be permitted at the caucus. If an individual is unable to attend their individual caucus, they may submit a request to the caucus to be considered

for a delegate slot. The decision to approve the request rests with the individuals attending the precinct caucus.

7. **Late Arriving/Early Leaving:** A person must be present to participate. Those arriving late or leaving early may only take part in caucus business occurring while they are present.
8. **Open Voting:** No caucus attendee or delegate shall be instructed to vote for or against any candidate or measure, except by an instructed proxy that they agree to carry to County Assembly.
9. **Election Procedure:** Persons receiving the highest number of votes shall be elected as delegates and as precinct organizers. No delegate may be added to the list of elected delegates after the close of the caucus. Unfilled slots are considered “lost”.
10. **Ties:** If two or more candidates for delegate receive an equal number of votes, the winner is to be determined by lot (coin toss or drawing straws) by such candidates. If more than two candidates for the position of precinct organizer receive an equal number of votes the winner shall be determined by lot of such candidates.
11. **Becoming a Delegate for a Specific Candidate:** Some people want to participate in only a portion of the nomination process. The process for becoming a delegate eligible to vote for candidates in certain races is a stepped process. Candidates for the General Assembly (i.e., State House and State Senate) and District Attorney are nominated at the County Assembly. Delegates to multi county assemblies, will need to be elected to and attend those assemblies in addition to the County Assembly. Candidates for other offices are nominated as follows:
  - a. For U.S. Congress or CU Regents:  
Step 1. Get elected to the Denver County Assembly (Date, Location)  
Step 2. At the County Assembly, get elected to the First Congressional District Assembly, which will be held virtually on (Date, Location) .
  - b. For U.S. Senate.  
Step 1. Get elected to the Denver County Assembly (Date, Location)  
Step 2. At the County Assembly, get elected to the State Assembly, (Date, Location)
12. **Automatic delegates:** No person shall become an automatic delegate to a higher assembly by holding any party or public elected office.
13. **No photos or copies of results forms.** In order to be fair to all candidates, and to protect private, personally identifiable contact information about delegates and PO's, NO photos, videos or photocopying of the caucus results forms is allowed. The party will provide the caucus results to all candidates simultaneously.
14. **Re Videotaping:** With respect to taking photos or videos of the caucus proceedings generally, there is no blanket prohibition. HOWEVER, we remind everyone that Caucus is meant to encourage dialogue among community members about our candidates and our

platform. Participants must be respectful of other caucus goers. You may not photograph or videotape any document that contains personally identifiable information about a caucus attendee. You may not engage in any activity that intimidates a caucus goer or disrupts the caucus proceedings. If someone asks you not to videotape them or photograph them, you should be respectful of that request. If you engage in conduct that intimidates anyone or disrupts the caucus, you will be asked to leave.

**11.3 Copy of Current Caucus Agenda.** See Rule 7.3.2. Updated 12/01/2023.

**Caucus Agenda:**

1. Check In and determine eligibility of participants
2. Call meeting to order and read caucus rules or distribute copies
3. Elect caucus chairperson and secretary
4. Pass caucus buck bag
5. Take any desired straw polls.
6. Take a preference poll on the District Attorney race for Assembly/Convention delegates
7. Elect delegates to County Assembly/Convention
8. Elect precinct committee people
9. Announce election judge information
10. Consider the proposed Party Platform and resolutions
11. Other business
12. Adjourn