

PLAN OF ORGANIZATION AND RULES OF THE LARIMER COUNTY DEMOCRATS

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PREAMBLE

We, the Democrats of Larimer County, do establish this Plan of Organization and the Rules of the Larimer County Democrats (the Rules) in order to: elect Democrats to public office; enhance an understanding of the political process and of the Democratic Party among current and new members; provide an effective and representative Party organization; promote the Democratic Party’s Platform; sustain the human and constitutional rights of all persons; provide a mechanism for making our political institutions responsive and accountable to the aims and needs of our Citizens; promote individual freedom in the framework of a just society and political freedom in the framework of a meaningful participation by all citizens.

PART ONE - PRINCIPLES

1.1 - NAME

A. The Name.

The legal name of the organization shall be the Larimer County Democrats, hereinafter referred to as LCD. The LCD is a part of the Colorado Democratic Party (CDP) and the Democratic Party of the United States of America.

B. Use of Party Name.

No person, groups of persons, or organization shall use the name or address of the LCD in any manner, unless the person, groups of persons, or organization has received permission to use the name or address from the LCD Executive Committee. The Chair of the LCD Central Committee may, on the Chair's own motion, take cognizance of any contest or dispute over the use of the LCD name, or any attempted use of the LCD name, or the use of the word "Democratic" by any Assembly, voter, or set of voters, which, in the Chair's judgment, may not be entitled to it. The Chair may take such action as the Chair deems necessary to resolve disputes concerning the use of the Party name and shall make a report of such disputes and actions at the next meeting of the LCD Central Committee.

[C.R.S. 1-3-106](#) and [C.R.S. 1-3-108](#)

C. Party Endorsements.

1. **Endorsing body.** The central committee of the State Party, the central committee of a county party, and the central committee of a State Initiative may issue endorsements of candidates. No other individual, organization, or party body may issue such endorsements using any form of the Democratic Party name.
2. **Conflicting endorsements.** A county party may not issue endorsements in the following circumstances:
When the election is not within its jurisdiction;
 - a. In an election where the State Party has issued or intends to issue an endorsement, except where the State Party has issued a "Neutral" position.
 - b. In an election that spans multiple counties, except where each county central committee has voted to issue the same position
3. **Neutrality.** Except where provided for in this section, no central committee may issue endorsements and must adhere to the neutrality policy. No payment shall ever be required for an endorsement or consideration of an endorsement.
4. **County party rules.** County parties may adopt rules or bylaws further conditioning or regulating endorsements of candidates and ballot issues within their jurisdictions not inconsistent with this Part of the Rules.
5. **Endorsement Plan.**
 - a. The LCD central committee shall only issue endorsements in compliance with CDP endorsement plan guidelines and an LCD Rules Committee approved endorsement plan specifying:

- i. All endorsement-related requirements, processes, or programming that the central committee intends to impose, follow, or organize, such as candidate questionnaires, forums, video submissions, etc.
 - ii. The timing for following these processes
 - iii. Regulations governing endorsed candidates' use of the party endorsement, name, and logo, including on their websites, literature, and other campaign materials.
- b. **Notice to party.** Upon creation of an endorsement plan by the LCD Rules Committee, an officer of the county central committee shall provide the State Party Chair and the Chair of the State Rules Committee with written notice of the county's intent to issue endorsements in an election no later than the deadline for candidates to file petitions for ballot access with the Secretary of State or county clerk. The notice must:
 - i. Acknowledge and accept the requirements set out in this Part of the Rules and
 - ii. Submit the endorsement plan to the State Party Chair and Chair of the State Rules Committee.
- c. **Party verification.** Upon receipt of an endorsement plan, the State Rules Committee may, by majority vote within seven days of receipt of an endorsement plan, recommend that the State Party Chair:
 1. Approve the submitted endorsement plan,
 2. Deny the central committee permission to issue endorsements,
 3. Require reasonable additional requirements and modifications to the endorsement plan, to comply with minimum standards.

The State Party Chair shall then make a determination based on the State Rules Committee recommendation. The Larimer County Dems shall not make endorsements without said determination in writing from the State Party Chair.

6. Candidate Endorsements.

- a. **Partisan elections.** Endorsements may only be issued in partisan elections if a candidate has no Democratic opponents and the filing deadline has passed.
- b. **Nonpartisan elections.** In nonpartisan elections, a central committee may issue endorsements of one or more Democratic candidates or, in an election with no Democratic candidate, one or more Unaffiliated candidates.
- c. **Voting requirements.** The central committee may vote to issue endorsements at a meeting properly noticed for that purpose. All candidates eligible to receive endorsements must receive notice of and may attend the meeting. Endorsement votes for candidates must take place by ballot with the opportunity to mark "Endorse", or "No Position" for each eligible candidate; abstentions in any endorsement vote shall be counted as "No Position".
- d. **Thresholds.** To receive an endorsement, a candidate must receive at least **two-thirds** "Endorse" votes of all members present and voting. If no candidate in an election receives at least two-thirds "Endorse" votes, the central committee shall not issue endorsements in that election.

7. Ballot Measures.

- a. **State ballot issues.** A county central committee may not issue endorsements of statewide ballot measures unless and until the State Central Committee has issued a “Neutral” position on the measure.
- b. **County and sub-county ballot issues.** A county central committee may issue endorsements of county and sub-county ballot measures.
- c. **Multi-county ballot issues.** For ballot measures where the constituency stretches across multiple counties or districts, the central committees of the relevant county parties may issue endorsements only when all central committees together reach the same endorsement position as per 1.1.C.3.c.
- d. **Voting requirements.** The central committee may vote to issue endorsements at a meeting properly noticed for that purpose, or by email following 2.3.B (Vote-by-mail). Endorsement votes for ballot measures must take place by ballot with the opportunity to mark “Endorse”, “Neutral”, or “Oppose” for each ballot measure; abstentions in any endorsement vote shall be counted as “Neutral”.
- e. **Threshold.** To receive an endorsement, a ballot measure must receive a **simple majority** of votes from all members present and voting, except in vote-by-mail votes. If no position receives a majority, the central committee shall issue a “Neutral” position.
- f. **Compliance.** A central committee must substantially comply with this Part of the Rules, including their approved endorsement plan and any additional requirements imposed by the State Party. If a central committee does not comply and remains substantially noncompliant after notice to the officers of the central committee and a reasonable opportunity to cure, the State Party Chair may deny the central committee permission to issue endorsements, subject to review by the State Central Committee.

D. Organizational Neutrality

- 1. An official Democratic organization shall provide the same information, resources, and opportunities to all bona-fide Democrats in a race, without requiring payment or other considerations, and regardless of any endorsement.
- 2. Resources such as voter databases, which require contractual payments, are exempt from this requirement.
- 3. Any organization violating section 1.1.C or 1.1.D of the Rules shall be subject to consequences as determined by the authority confirming the violation.
- 4. Any person violating section 1.1.C or 1.1.D of the Rules shall be barred from holding any party office for a period of two years from the date of the violation.

1.2 - AUTHORITY

From the time of its convening until the time of its final adjournment, the County Assembly shall exercise all powers given to the LCD by the CDP and Colorado State Statute. The County Assembly shall be the “Convention” mentioned in Colorado Law as the body with “final authority” to govern. At all other times the governing body of the LCD shall be the LCD Central Committee with full powers of the Assembly. The LCD Executive Committee shall, between meetings of the Central

Committee, exercise powers as delegated to it by the Central Committee and these rules, including the resolution of controversies. The LCD Chair shall carry out the mandate of the State Central and/or the State Executive Committee. [C.R.S. 1-3-105](#), [C.R.S. 1-3-106](#)

1.3 - PARTY PRINCIPLES

A. Party Membership

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

B. Non-Discrimination

LCD is committed to providing an environment in all Party activities that is free from discrimination and harassment. Discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, economic status, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy is prohibited.

C. Reference to Gender

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

D. Affirmative Action Outreach

In order to create full participation by all Democrats in the LCD, the LCD shall adopt and implement affirmative action programs with specific goals, budgets, and timetables for achieving results. The LCD values the participation of all its diverse members and recognizes that diversity is our strength as Democrats. All members of the LCD shall take reasonable steps to foster participation at all levels of the Party and in all Party affairs of traditionally underrepresented groups, such as ethnic, racial minorities, women, youth, poor, gay, lesbian, bisexual, transgender, and differently-abled in such numbers as nearly as practicable.

1. Goal

The goal of such affirmative action shall be to create such participation in delegate election processes and in the LCD of the aforementioned groups as indicated by their presence in the Democratic electorate.

2. Quotas

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

3. Equal Division

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

4. Administration and Enforcement

The State Outreach Commission shall administer and enforce the state affirmative action/outreach plan. (See CDP Rules 3.3.M.1.)

E. Open Meetings

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

F. Fair Reflection

Delegates to all LCD assemblies and Conventions shall be chosen in a manner which fairly reflects the division of candidate preference, including uncommitted, expressed by those participating in the nominating process including the representation of minority and divergent views. Delegates to Conventions shall be allocated to presidential candidate preferences in a fashion that fairly reflects the proportion of votes each candidate received in the Colorado Presidential Primary.

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

G. Ethical Standards

1. The Party shall encourage and support the CDP Code of Conduct Policy and Neutrality Policy that embody substantive rules of ethical guidance for public officials and employees, candidates for public office and their employees, and party officials.
2. All candidates for the Party nomination for any elected public office shall sign a Fair Campaign Practices Code affirmation which shall be submitted with the candidate's letter of intent to pursue the Party nomination. Failure to submit a signed document, and/or to honor it, shall be reported to the appropriate assembly or convention prior to the vote on the candidate's nomination. [*The Fair Campaign Practices Code is C.R.S. 1-45.*]
3. All candidates accepting a party office above Precinct Organizer shall be bound by the Neutrality Policy and Code of Conduct.

H. Assessments.

No delegate to any Assembly or Convention, nor any candidate for Party or public office, shall be required to pay any assessment or to make a financial contribution.

PART TWO – POLICIES AND PROCEDURES

2.1 – POLICIES

A. Information from Chair

The Chair of the LCD shall be responsible for informing members of the Central Committee and the news media of resolutions and recommendations of the appointments committee, and the platform committee.

B. Convening with Democratic leaders

The Chair shall convene periodic meetings with the Larimer County Democratic members of the Colorado General Assembly, the Colorado Congressional delegation representing Larimer County, and the Democratic County Commissioners in order to translate the views of the LCD on substantive

issues into public policy and to inspire and mobilize vigorous public and LCD support of all major legislation which implements the CDP platform, and to challenge or expose the errors or inadequacies of any Republican elected official on the county level.

C. Authorized committees

The following standing committees authorized by CDP Rules will develop and propose the policies and platforms of the LCD:

1. Permanent Organization and Rules Committee of the Central Committee: nine (9) including a Chair as defined in 4.3.A.2
2. Credentials Committee of the Central Committee: nine (9) including a Chair as defined in 4.3.B.2 and the VAN Administrator for Credentials.
3. Platform Committee of the County Assembly: the Executive Officers of the Central Committee plus six (6) other members as defined in 4.3.C.2.

Additionally, the LCD shall establish the following committees for the purposes of organizing volunteer support of the county party. Any democratic elector residing in the county may volunteer to serve on these committees:

4. Standing Committees:
 - a. Communications, three (3) members, including a chair, to assist the LCD Chair with messaging in print and social media.
 - b. Finance and Fundraising, three (3) members including the Treasurer to assist the Treasurer with the budget and the Chair with fundraising.
 - c. Events and Outreach, nine members (9), including a chair, with one representative from each HD and SD in the county to assist the LCD Chair with outreach to voters in the county, and in particular outreach to diverse communities,
 - d. Field Operations, including a Chair, and the Chairs or Vice-Chairs or their designated representative of all House Districts in Larimer County.
 - e. Technology, three (3) members including a Chair to assist the LCD Chair with the acquisition and maintenance of such technology necessary to conduct the business of the LCD,
 - f. Volunteer Coordination and Training, nine (9) members including a Chair and the VAN Administrator for Volunteer Data with one representative from each HD and SD to assist the LCD Chair with coordination and training of volunteers.
5. Ad Hoc Committees:
 - a. Appointments, three (3) members including the LCD Chair to assist the LCD Chair when called upon to make appointments,
 - b. Audit, three (3) members including a Chair to assist the LCD whenever an audit of LCD finances is called for by the Chair, or a majority vote of the LCD Executive Committee,
 - c. Orphan Precincts, three (3) members including a Chair, to assist the LCD district officers with activities in precincts without Precinct Organizers.
 - d. Parliamentarian, one (1) to assist the LCD Chair with procedures during Central Committee meetings, and assemblies or Conventions.

D. Chair May Appoint

With the guidance of the ad hoc Appointments Committee, the Chair of the County Central Committee may appoint the Chairs and any members of these committees as needed to supplement those democratic electors who volunteer.

2.2 – NOTICE

The time and place for all meetings, assemblies, and Conventions shall be publicized fully and in such a manner as to assure at least 10 days' notice to all interested persons. Such meetings shall be held whenever possible in a public forum accessible to all LCD members and, if in person, large enough to accommodate all interested persons.

A. Central Committee System

The Chair of the Central Committee, when calling a meeting of the Central Committee or of an Executive Committee, shall give notice, as defined in 2.2 above, before the meeting to all those entitled to be present. Notice shall be a written communication sent by any reasonable means and posted for public view. Failure of intended recipients to receive the notice shall not invalidate a meeting. This provision does not apply to nominating assemblies or Conventions.

B. Nominating System

1. Precinct Caucus

At least 10 days before each precinct caucus the Chair shall publish on the LCD website, and release to the media generally, a clear and concise statement of precinct caucus rules and procedures and requirements for participation in precinct caucuses and in the Assembly and Convention process.

2. Assemblies and Conventions.

Notice, as defined by 2.2 above, shall be given by the Chair for any Assemblies and Conventions. The Call shall state the time and place with particularity and shall be published on the LCD website and released to the media generally or in a newspaper of general circulation in the area served by the Assembly or Convention.

3. Candidates for Public Office

- a. Candidates for partisan public office must, in a timely manner, file all forms and other filings required by state law with the appropriate election official.
- b. A signed Fair Campaign Practices Code (FCPC) affirmation and a notice of the candidacy of any person desiring to have their name presented to any assembly for designation as a candidate at any primary election shall be given to the chair of the appropriate county or district committee in writing at least thirty days before the assembly. The chair of the appropriate committee shall make such notices of candidacy available to all interested persons and the media. Assemblies shall provide voters with the information that a candidate has or has not signed the FCPC.
- c. If a person does not provide notice prior to the thirty-day deadline, then the assembly by a majority vote may consider that person as a candidate for designation by assembly. C.R.S. 1-4-601(1.5)
- d. Notice requirements related to procedural matters will be published in appropriate documents including the state party Delegate Selection Plan and the Permanent Organization Committee report of the specific county, district, or state assembly.

- e. Although nominating and seconding is not required at a meeting, if the assembly or vacancy committee offers candidates the opportunity for nominating, seconding and acceptance speeches, at least one of the persons making nominating and seconding speeches must be a member of the assembly or vacancy committee.

2.3 – REMOTE MEETINGS

A. Remote/Hybrid Meetings

1. All levels of the party may offer remote or virtual meeting participation in place of physical meetings or in conjunction with physical meetings.
2. At all levels, precinct caucus, conventions and assemblies shall offer a remote access option to any participant who requests it. Requests for remote access must be made at least 21 days before the scheduled event. (C.R.S. 1-3-102(5), 1-4601(2)(c), and 1-4-602(7))
3. Participants in a hybrid or 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.

B. Remote Voting

All levels of the party may allow electronic or remote voting subject to the State Party procedures.

When a central committee uses remote voting for ballot issue endorsements,

1. The initial call must state the question(s) to be voted upon; a schedule for informational meetings (if any); and the voting deadline, which must not be earlier than either ten days after the initial notification or ten days after the final scheduled informational meeting, whichever is later.
2. The ballot or ballot link shall be sent no later than seven days prior to the voting deadline.
3. In place of a quorum, at least 40% of the full membership of the central committee must vote on any question, or the measure is deemed to have failed.
4. Each question must receive support from a majority of those voting.
5. Votes cannot be changed after the ballot is submitted, and the issue is not subject to reconsideration.

2.4 – VOTING AND ELECTIONS

A. Majority and plurality votes

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

B. Exhaustive voting

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

C. Alternative forms of voting

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

D. Remote voting

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

E. Tie votes

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

F. Prohibition of the unit rule.

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

G. Voting

1. Definitions

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

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

2. Precinct caucus

At precinct caucuses, voting shall be open, by hand raising, voice vote, or written or electronic ballot. A participant in the caucus meeting may request secret balloting for any vote, in which case all ballots for that vote shall be secret; this rule cannot be suspended once invoked.

3. Assemblies, Conventions, Central Committee system and all other meetings

Voting shall be open by hand or credential raising, voice vote, or written or electronic ballot. Written ballots, if any, shall be signed or otherwise identifiably marked by the person voting to be valid.

4. Procedures and regulations

The LCD shall follow CDP procedures and regulations for ballot design, distribution and counting for all voting methods that may be used for elections.

H. Retention and review of ballots

1. Ballots must be sealed and retained in a secure location by the Chair of the district or county that is voting, or that person's designee.
2. Ballots shall be retained for a minimum of 45 days unless a challenge is timely raised, in which case the ballots are to be retained until the challenge is finally resolved.
3. The Chair may retain custody of the ballots if a challenge is deemed valid or a complaint is submitted within the timeframe outlined by CDP rules and upon written request of the Chair to the Chair of the district or county that is voting, or that person's designee.
4. Ballots shall not be copied, photographed or otherwise physically or electronically copied or transmitted to others unless authorized in writing by the LCD officers. Final totals of all votes may be transmitted to others.
5. The ballots of elected Party representatives may be reviewed by members of the Party district that elected those Party representatives. Request(s) to review a ballot shall be made in writing, within 30 days of the vote involved, to the Chair. The Chair shall determine, or refer the matter to a designee or a committee which shall determine issues of standing, jurisdiction, and procedure.

I. Proxies

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

1. For the purpose of establishing a quorum, proxies shall be counted.
2. Substitutes must be Democratic electors residing in Larimer County.
3. No person may carry more than one (1) proxy.
4. The person giving the proxy may make written instructions on how the proxy is to be voted and the instructions shall be honored.
5. Proxies are not ballots and must be assigned and voted before being counted as a vote.
6. No proxy voting shall be permitted in any caucus.
7. Unless otherwise indicated on the proxy itself, a proxy is presumed to be general, uninstructed, and transferable.
8. The holding of multiple offices shall not entitle a person to more than one vote. [C.R.S. 1-3-103 \(1\)\(b\)\(I\)](#)

9. Central Committee System

a. Central Committee Meetings

Members of the Central Committee may deputize, by signed proxy, substitutes to act for them at any meetings, except where prohibited. Such substitutes must be Democratic electors.

b. Executive Committee and Other Meetings

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

J. Alternates

No alternates shall be elected to the LCD Central and Executive Committees.

K. Reporting Unit

The Credentials Committee shall have the responsibility for keeping attendance, assigning proxy votes where needed, and counting ballots.

L. Quorum

The quorum of a meeting of any body is the number competent to transact business, as provided below. For the purposes of this section, “elected officials” shall mean individuals who live in Larimer County and hold a position within the Central and/or Executive Committee solely by virtue of their public (non-party) office; specifically, this shall include:

- The President and Vice President of the United States
- United States Senators
- Members of Congress
- Governor
- Lieutenant Governor
- Secretary of State
- State Treasurer
- Attorney General
- members of the State Board of Education
- members of the Board of Regents
- District Attorneys
- State Senators
- State Representatives
- Elected county public officials, where applicable.

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

1. Central Committee System

a. Central Committee Meeting

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

b. Executive Committee

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

c. Committees and Commissions

Forty (40) percent of the whole number of members of committees or commissions formed under the authority of CDP Rules 3.3.M shall constitute a quorum for meetings of such committees or commissions.

2. Nominating System

The nominating system shall consist of all Assemblies and Conventions; meetings of associated standing committees including credentials, permanent organization, and platform; committees to fill a vacancy in nomination; and committees to fill a vacancy in office.

a. Assemblies and Conventions

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

b. Nomination Committees

A majority of the voting members (50%+1) shall constitute a quorum for the purposes of commencing business. A majority of the members in attendance at the commencement of business shall be sufficient to carry on business.

c. Associated Standing Committees

Standing committees, including credentials, permanent organization, platform and those established in 2.C, above, shall establish a quorum consisting of not less than one fifth of the voting membership of the committee. Twenty (20) percent (one-fifth) of the voting membership of the committee shall not include elected officials, except that an elected official shall be included in the voting membership when present, either in person, via proxy or remotely.

d. Vacancy in Office Committees

Committees to fill a vacancy in office shall establish a quorum consisting of not less than one half the voting membership of the vacancy committee. [C.R.S. 1-12-203 \(3\)\(a\)](#); [1-12-206 \(1\)](#)

3. Precinct Caucus

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

4. Special Considerations

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

M. Minority Reports

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

2.5 – PUBLICATION OF THE RULES

These Rules shall be printed in English and Spanish and made available at minimal or no cost to the recipient. Where conflicts arise between the interpretation of the two versions, the English version will take precedence as the rules were originally written in English.

2.6 – FILING OF THE RULES

A copy of these Rules shall be filed with the Colorado Democratic Party no later than the first Monday in February in each even-numbered year and, if filed prior to that date, these Rules may be amended until that date. Failure to file by the deadline shall mean that the rules as last filed with the CDP continue to apply. [C.R.S. 1-3-103 \(9\)](#)

2.7 – AMENDMENT TO THE RULES

In any odd-numbered year, these Rules may be altered or amended by a majority of those voting during any Central Committee meeting. In any even-numbered year, these Rules may be altered or amended by a majority of those voting during any Central Committee meeting held no later than the

first Monday in February. A quorum must be present. Notice, as defined in 2.2 above, of such changes must be given to the members of the committee. All proposed amendments to these Rules shall be submitted to the Permanent Organization and Rules Committee for review at least thirty days prior to the meeting of the Central Committee at which the proposed amendments are to be considered. A statutory change affecting these Rules shall automatically amend these Rules, unless within six months of the statutory change the Central Committee shall act to retain the original rule of the Party.

2.8 – OTHER PROCEDURES

Any procedure, which is not prescribed in or governed by these rules, shall be governed by the current edition of Robert’s Rules of Order Newly Revised.

PART 3 - CENTRAL COMMITTEE SYSTEM

3.1 POLITICAL DIVISIONS OF THE COUNTY

For the purpose of internal organization, the Larimer County Democrats shall be divided into the following levels: the County as a whole, Congressional Districts, Judicial Districts, State Senatorial and State Representative Districts, precincts, and election districts (each of which shall be geographically the same as such political units which are now or hereafter may be established by law).

A. Further Subdivision of the County

The LCD Central Committee, by a resolution on 23 SEPT 23 adopted potential subdivision of the county into the following districts for purposes of enhancing communications between the county party and regions of the county not represented by HD or SD Chairs. Such subdivision must be approved, in writing, by the appropriate District Executive Committee or the LCD Chair as specified below.

- a.** HD49 may be subdivided to include sub-districts for Lyons and Estes Valley.
- b.** HD51, 52, and 53 may be subdivided to include sub-districts for each of the City Districts or Wards.
- c.** HD64 may be subdivided to include a sub-district for Berthoud.
- d.** HD65 may be subdivided to include subdistricts for Laporte, Red Feather Lakes, Timnath, and Wellington.
- e.** The Executive Committee of the District or the LCD Chair may appoint, for each subdistrict, at least one Precinct Organizer residing in that district to be known as "Captain" and may include an additional Democratic elector to be known as "Co- Captain" if desired.

3.2 – PRECINCT ORGANIZATION

B. Meetings

The precinct caucuses must be held on a date no earlier than the first Tuesday in March and no later than the first Saturday after the first Tuesday in March. In consultation with the Executive Committee, the LCD 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. [C.R.S. 1-3-102 \(1\)](#)

C. Election of Precinct Committee People (Precinct Organizers)

The persons referred to as Precinct Committee People in State Statutes shall be known as Precinct Organizers in these Rules.

1. Procedure

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

2. Qualifications

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

3. Certification

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

4. Disputes

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

5. Term of Office

The person(s) elected Precinct Organizers at the precinct caucus shall assume office immediately and serve for two years, unless they move or resign. If a Precinct Organizer is successfully challenged, the new Precinct Organizer shall assume office immediately after certification by the County Assembly. [C.R.S.1-3-102 \(2\)\(d\)](#)

6. Vacancies

- A. Vacancies in precinct organizers shall be filled by appointment by the LCD Executive Committee, or (where delegated) by the County Chair, and in accordance with county party rules as applicable, as soon as practicable. C.R.S. 1-3-103 (1) (a)
- B. If the LCD Executive Committee does not fill the vacancy within thirty days of the vacancy occurring, the vacancy may be filled by the recommendation of the County Chair, subject to ratification by the County Central Committee at its next meeting. The

County Chair shall certify the new Precinct Organizer to the State Party within thirty days of filling a vacancy.

- C. If the County Chair does not fill the vacancy within sixty days of the vacancy occurring, the vacancy may be filled by recommendation of the State Chair, subject to ratification by the county central committee at its next meeting.
- D. The precinct organizer may assume full duties and privileges upon initial appointment but will be removed from office if the County Central Committee votes to reject.

7. Filing

The LCD shall file a list of the names and addresses, by precinct, of those persons elected as Precinct Organizers with the county clerk and recorder within four days after the date of a County Assembly. [C.R.S. 1-3-102 \(2\)\(a\)](#)

D. Duties of Precinct Organizers

1. Representatives of the Party

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

2. Responsibilities

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

- a. Attend all meetings of the County Central Committee unless properly excused.
- b. Recruit Party volunteers in the precinct, supervise and direct their activities within the precinct.
- c. Distribute and/or supervise the distribution of Party literature within the precinct.
- d. Conduct and or cause to be conducted within the precinct such registration drives, fund drives, and canvasses as shall be required by rule or resolution of the State Central Committee, the County Central Committee or by the duly authorized representatives of said committees.
- e. Notify registered Democrats in the precinct of the time and place of the caucus.
- f. Support the nominees of the Party, with the exception that financial support not be required under the prohibition against assessments.
- g. Convene their precinct caucus, and acquire the information necessary to run their precinct caucus meeting in even-numbered years.

E. Removal of Precinct Organizers

Failure of any Precinct Organizer to fulfill their responsibilities, or to perform effectively the functions of the office, shall constitute grounds for removal from such office by the Chair and

the County Executive Committee, or County Central Committee, upon a 2/3 vote of such Executive or Central Committee.

3.3 – County Central Committee

A. Composition

The LCD Central Committee is made up of members of the Party who reside in Larimer County and hold any of the following offices: Precinct Organizer, elected District Officer, elected and appointed Executive Committee Members, DNC Members, elected county public officials and District Attorney, elected State Representatives and Senators, elected statewide officials, and elected Federal officials including, if applicable, the United States President or Vice President, Senators and Representatives,. Multiple offices shall not entitle a person to more than one vote, excluding proxies. [C.R.S. 1-3-103 \(1\)\(b\)\(I\)](#)

B. Term of Office

The term of office of each member of the County Central Committee shall be two years, beginning on the day they are elected and lasting until their successors shall have been elected.. [C.R.S. 1-3-103 \(1\)\(a\)](#)

C. Organization Meeting

Between the 1st day of February and the 15th day of February of odd-numbered years, the County Central Committee shall meet at the Call of the Chair. The Chair shall give notice, as defined in 2.2 above, of the time and place of this meeting to all persons entitled to be present. 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, Vice Chair, Second Vice Chair, Secretary, and Treasurer. Any Democratic elector of the county shall be eligible for election to the offices. The county may select any other officers provide for in these county rules. Each county shall establish a vacancy committee for vacancies in countywide elected offices. If a county fails to establish a vacancy committee, then the Central Committee of the county shall be the vacancy committee. [C.R.S. 1-3-103 \(1\) \(c\), 1-3-102 \(12\)](#)

D. Powers and Duties

1. Authority.

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

2. Meetings.

The LCD Central Committee shall meet at the call of the Chair at least once a year. Upon the written request of ten percent or more of the members of the LCD Central Committee, filed with the chair, it shall be the duty of the chair within 15 days from the receipt of such request to issue a call for a meeting of the LCD Central Committee. The date of such a meeting shall be fixed by the chair not later than 30 days nor earlier than 15 days from the date of the call. The Chair shall cause meetings of the LCD Central and Executive Committees to be rotated among the various sections of the county insofar as is practicable.

3. Set Time and Place of Assemblies.

The LCD Central Committee shall fix the time and place of the meetings of the Assemblies, and Conventions in presidential years, all in sufficient time to comply with election laws and these Rules. The LCD Central Committee may delegate its power to set the time and place for assemblies and conventions to the Chair or the Executive Committee.

4. Disputes.

The LCD Central Committee shall decide all party disputes under its jurisdiction. C.R.S. 1-3-106 (1)

5. Delegate Selection Plans.

The LCD Central Committee shall adopt delegate selection requirements and procedures for all conventions, assemblies and conferences upon recommendation of the Chair.

E. Officers of the Central Committee

The Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer of the LCD shall be the Chair, First Vice Chair, Second Vice Chair, Secretary, and Treasurer of the County Central Committee. These officers and any other officers authorized by the County Central Committee shall be elected at the organizational meeting of the State Central Committee held between 1 and 15 February of odd-numbered years. Candidates seeking LCD offices shall provide written notice to the County Party Chair and Secretary of their intent to seek office 21 days prior to the organizational meeting, which will be held to elect such officers. Candidate information shall be made available to members of the Central Committee via the LCD website or other appropriate media. Notwithstanding this rule, nominations for an LCD office shall be accepted from the floor at the time of the elections at the organizational meeting.

1. Chair

a. Duties

The Chair shall be the chief executive officer of the LCD. The Chair may appoint other personnel to manage the business and financial affairs of the Party subject to confirmation by the Executive Committee. The chair shall have financial authority to administer the budget as approved by the Executive Committee. The Chair may provide for employment of any office personnel deemed necessary.

b. Meetings and Call

The Chair shall issue the Call to all Central and Executive committee meetings. There shall be at least two Executive Committee meetings and at least one Central Committee meeting in each calendar year. The chair shall issue the call for all LCD Assemblies and Conventions.

c. Presiding Officer

The Chair shall be the presiding officer of Executive and Central committee meetings and may be a member of all committees within the LCD. The Chair shall have the deciding vote in

Executive and Central Committees in the event of a tie vote and shall not otherwise vote at any meeting of the state central or executive committees.

d. Campaigns

The Chair, with the advice of the Executive Committee, shall maintain communication with and support all campaigns in the county.

2. First Vice Chair

The First Vice Chair shall be of a different gender from the Chair. The First Vice Chair shall do everything necessary to assist the Chair in carrying out the duties of the Chair. In addition, the First Vice Chair shall provide leadership for organizational activities and for political education. In the absence of the Chair, the First Vice Chair shall preside over all meetings and exercise all authority of the Chair until a Central Committee meeting may be called to formally elect a permanent replacement if necessary (3.2.B.6).

3. Second Vice Chair

The Second Vice Chair shall do everything necessary to assist the Chair in carrying out the duties of the chair. In the absence of the Chair and First Vice Chair, the Second Vice Chair shall preside over all meetings and exercise all authority of the Chair until a Central Committee meeting may be called to formally elect a permanent replacement if necessary (3.2.B.6).

4. Secretary

The Secretary shall keep minutes of all meetings of the Central Committee and Executive Committee. The Secretary shall keep all records sent to the Central Committee by the district, and precinct committees. The Secretary shall keep copies of the minutes supplied by any other committees of the Central Committee. The Secretary shall be responsible for keeping the official list of the current membership of all committees of the LCD. The Secretary shall perform such duties as requested by the Chair, as well as such other duties as are usually associated with the office of the Secretary.

5. Treasurer.

The Treasurer shall have custody of the funds of the LCD, shall prepare a budget for review by the Executive Committee within the first six (6) months of taking office, and shall render written accounts of receipts and disbursements to each meeting of the central and executive committees. The Treasurer shall prepare and file all financial reports as required by law. The Treasurer shall also make a full report for the handling of LCD funds and shall be under sufficient bond, the amount to be determined by the Executive Committee. An audit by a certified public accountant of all financial records and transactions of the Party shall be made at least once every two years, and at other times as may be requested by either the Executive Committee or the Chair.

F. Removal for Absence

Any Central Committee member who fails to attend any three successive meetings of the County Central Committee, after having been given notice, as defined in 2.2 above, of the time and place of such meeting, may be dropped from membership by the Credentials Committee, unless a satisfactory excuse is provided and accepted by a majority vote of the full Executive Committee.

G. County Executive Committee Composition

The County Central Committee shall establish an Executive Committee, which shall consist of the LCD Chair, Vice Chair, 2nd Vice Chair, Secretary, and Treasurer, House and Senate District Chairs residing in Larimer County, and Chairs as are provided for in 2.1.C above. C.R.S. 1-3-105 (2)

1. Additional Members

LCD Central Committee by resolution on 23 SEPT 23, designated the Chairs of Standing Committees, House Districts and Senate District Chairs residing in Larimer County as additional members to the county Executive Committee. The term of office of members of the county Executive Committee shall be commensurate with the term of office of County Central Committee officers.

2. Chair May Appoint

With the guidance of the ad hoc Appointments Committee, the Chair of the County Central Committee may appoint no more than twelve additional County Executive Committee members at large who shall serve under and be responsible to the Chair, so long as the appointed members shall not constitute more than 40% of the County Executive Committee created by these rules.

H. County Executive Committee Powers and Duties

1. Organization and Campaigns

The Executive Committee shall assist the Chair in the management and support of the political campaigns of the LCD. The Executive Committee members detailed in Appendix A shall be responsible for the organization of the LCD in their respective districts, and for the registration of voters, and to act as advisors to the Chair in all matters pertaining to the campaigns in their respective districts.

2. Meetings

It shall be the duty of the Chair of the Central Committee to call all meetings of the Executive Committee, and to give notice, as defined in 2.2 above, of the time and place of such meetings.

3. Approval of Expenditures.

- a.** All expenditures over \$250 per annum up to \$3,500 per annum that are not attributed to a budget line item shall be approved by three officers including either the Chair or the Treasurer and reported at the next Executive Committee meeting.

The Treasurer shall be notified of approvals.

- b.** All such expenditures exceeding \$3,500 per annum shall be approved by the Executive Committee.
- c.** Any change to the adopted budget shall be approved by the Executive Committee.
- d.** All commitments lasting longer than a year shall be approved by the Executive Committee.

4. Removal for Absence

Any Executive Committee member who fails to attend any two successive meetings of the Executive Committee, after having been given notice as defined in 2.2 above, of the time and place of such meeting, may be dropped from membership, unless a satisfactory excuse is provided and accepted by a majority vote of the full Executive Committee.

3.3– VACANCIES IN PARTY OFFICE

A. Definition

A vacancy shall exist when any incumbent officer shall resign, move from his or her jurisdiction, die, or be removed from his or her position, or if the seat was not filled at the last Party election.

3.4– RESIGNATIONS

When any person who is a member of the Central Committee, including Precinct Organizers, resigns before the end of the regular term of office, the resignation must be presented in writing to the Chair of the LCD. If the Chair of the Central Committee resigns before the end of the regular term, the resignation must be presented in writing to the State Chair. A vacancy shall be declared to exist when these written notifications of resignation are accepted, and the vacancy shall then be filled in accordance with the provisions in the rules for Precinct Organizers (3.2.B.6). When any person has made an oral statement of resignation, that person shall be requested, by a member of the appropriate Central or Executive Committee, to submit a written statement of resignation. If a written resignation is not submitted, nor the intention to resign denied in writing within ten (10) days after this request, the Chair shall declare a vacancy to exist.

3.5 – REMOVAL OF OFFICERS

A. Reasons for Removal

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

- 1.** Willful and intentional conduct in violation of these Rules.
- 2.** Aiding or supporting any political party other than the Democratic Party.
- 3.** Aiding or supporting any political candidate opposing a nominee of the Democratic Party.

4. Conviction of a felony or a crime of moral turpitude.

B. Procedure for Removal

1. At least 1/4 of the members of an Executive Committee or 1/5 of the members of the Central Committee must sign and submit a written petition containing a Statement of Charges to the highest-ranking Central Committee officer who is not named in the petition and Statement of Charges. The Statement of Charges shall contain the grounds for removal.
2. Upon receipt of the Statement of Charges, the officer in receipt shall send to the accused officer(s), by registered mail, a copy of the Statement of Charges and a letter stating that the accused officer may either resign or have a hearing, by way of motion for removal, at the next regularly scheduled meeting of the Central Committee, or at a meeting scheduled specifically for the hearing.

If the accused officer does not resign, the officer in receipt of the Statement of Charges shall send a copy of the Statement of Charges to all the members of the Central Committee, along with a notice, as defined in 2.2 above, of a Central Committee meeting. Such a meeting shall be called no later than 30 days from delivery of a request for a hearing by the accused officer.

3. At the meeting of the Central Committee the accused officer shall be afforded an opportunity to respond to the Statement of Charges. After such hearing, upon a motion for removal made by one of the signatories to the Statement of Charges, the accused officer shall be removed by a majority vote of the entire membership of the Central Committee.
4. Any officer may appeal their removal at the next meeting of the Central Committee. A majority vote of the entire membership of the Central Committee is required to reinstate the officer(s). Any reinstated officer shall resume their office at the conclusion of the voting.
5. If an officer is removed, the office shall be declared vacant and filled in the manner provided for in these rules.

PART FOUR – NOMINATING SYSTEM

4.1 – POLITICAL DIVISIONS OF THE COUNTY

For the purposes of nominating candidates to public office, the LCD shall be divided into the following levels: Congressional Districts, Judicial Districts, State Senatorial and State Representative Districts, precincts and election districts which shall be geographically the same as such political units which are now or may be established by law.

4.2 – MEETINGS OF COUNTY ASSEMBLIES AND CONVENTIONS

The following rules govern the conduct of LCD County Assemblies and Conventions. For other jurisdictions, including Congressional Districts, Judicial Districts, and State Legislative Districts, consult CDP Rules 4.4.

A. County Assemblies

1. Purpose

Assemblies shall be held in each even-numbered year in order to designate candidates for public office and conduct such other business as determined by these rules and the Call. Candidates shall be designated for the following offices: State Senate and Representative, Board of County Commissioners, County Clerk, Sheriff, Coroner, Treasurer, Surveyor, Assessor, provided an election for any such office is being held in such year. [C.R.S. 1-4-205](#), [C.R.S. 1-4-206](#)

2. Fixing the Date, Time, and Place

a. The County Central Committee shall fix the date, time, and place for assemblies within its jurisdiction in accordance with the applicable state statutes and CDP rules. The Central Committee may delegate its powers to Executive Committees or to any other committees of their choosing. County assemblies shall be held no later than twenty- one days after precinct caucuses. [C.R.S. 1-4-602 \(1\)](#)

b. The Central Committee or Executive Committee may choose to hold the County Assembly and Convention on the same date as the precinct caucus, and must notify the State Party, Secretary of State, and the County Clerk and Recorder of the date of the County Assembly and Convention on or before January 2 of the election year. [C.R.S. 1-4-602 \(1\)](#)

3. Call

It shall be the duty of the County Chair to issue the call at least ten (10) days prior to the Assembly.

4. Method of Designating Candidates

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

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

a. Tied Votes

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

b. Certification

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

B. County Conventions

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

C. Qualifications for Voting

1. In order to vote at any precinct caucus, Assembly, or Convention of a political Party, the elector shall be a resident of the precinct for twenty-two days, shall have registered or pre-registered to vote no later than twenty-two days before the caucus, Assembly, or Convention, and shall be affiliated with the Democratic Party holding the caucus, Assembly, or Convention for at least twenty-two days as shown in the statewide voter registration system; except that any registered elector who has attained the age of eighteen years or who has become a naturalized citizen during the twenty-two days immediately preceding the meeting may vote at any caucus, Assembly, or Convention even though the elector has been affiliated with the political Party for less than twenty-two days.
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.
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 committee person (hereinafter referred to as Precinct Organizer) in the former precinct. [C.R.S. 1-3-101 \(1\)](#), [C.R.S. 1-3- 101 \(2\)](#)

D. Number of Delegates

The number of delegates to Assemblies and/or Conventions shall be allotted proportionally based on the votes cast for the highest contested Statewide race in the previous General Election cycle. Each precinct will receive a minimum of two (2) delegates. Others will receive bonus members according to the proportion of votes cast in the designated race. Central Committees may, by majority vote, delegate their powers to Executive Committees. Counties shall make the determination before Precinct Caucuses are held. The numbers shall be announced at the Precinct Caucuses. [C.R.S. 1-3-103 \(9\)\(a\)](#)

E. Delegate Selection

Democrats receiving the highest number of votes at the Precinct Caucus shall be the Delegates to the County Assembly from the precinct. If two or more candidates receive an equal number of votes for the last available place in the election of delegates to County Assemblies at the Precinct Caucuses, the delegate shall be determined by a coin flip observed by the candidates. [C.R.S. 1- 4-602 \(1\)\(a\)\(I\)](#)

F. Nomination of Delegates

The requirement for fair reflection (See [CDP Rules 1.3.F](#)) shall be enforced at the County Assembly and/or Convention in the process of ratifying the precinct designees. Persons nominated at the precinct caucus as delegates to the Congressional District Assembly and/or Convention shall declare on caucus night their candidate preferences provided that uncommitted shall be an acceptable preference. Such declaration shall be made in a written statement and shall be delivered to the County Chair along with other caucus materials. The County Chair shall total the candidate preferences of delegates nominated at the caucus level and announce such total at the beginning of the County Assembly and/or Convention.

The Assembly and/or Convention shall determine and announce the number of votes each candidate should receive from the total county delegation. Any at-large delegate positions shall be used to adjust the total county delegation to fulfill the requirements of fair reflection. (See [CDP Rules 1.3.F](#).)

When required by the Democratic National Committee Rules or the National Delegate Selection Plan, fair reflection shall be determined by the appropriate DNC rule or Delegate Selection Plan. All at-large delegates who are elected to balance the requirements of candidate preference shall be chosen by the delegates of the Assembly and/or Convention committed to that candidate or who are uncommitted.

G. Certification of Delegates

1. Following Assemblies and/or Conventions the county Chair shall ensure that delegate

information is entered into the CDP database and a certified list of delegates is provided to the Chairs of any subsequent Assembly or Convention, of the Central Committee of the state or Congressional district Assembly and/or Convention (whichever is appropriate), at least ten (10) days before the subsequent meeting. The list of delegates shall be presented by the Chair of the subsequent meeting to the Credentials Committee of that meeting. If the officers fail, neglect or refuse to comply, the jurisdiction may not be entitled to have its delegates participate in the subsequent Assembly and/or Convention.

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

H. Alternates

Alternate delegates will not be elected to the Congressional District and State Assemblies/Conventions.

I. Proxy Voting

To ensure full participation in the delegate selection process, the LCD allows members who are unable to attend County Assemblies/Conventions to vote by proxy pursuant to county rule. Any such county rule must not conflict with CDP Rules 4.3.H.

J. Delegate Selection Plan

All procedures used for delegate selection shall be in accordance with the Delegate Selection Plan adopted by the State Central Committee for each election year.

4.3 – COMMITTEES OF ASSEMBLIES AND CONVENTIONS

A. Permanent Organization and Rules Committee

1. Duties

The permanent organization committee shall recommend to the Assembly or Convention an agenda and the order and time schedule of business. The agenda shall include the conduct of the preference poll if such a poll is required in the Delegate Selection Plan.

2. Composition

- a. The County Permanent Organization and Rules Committee shall consist of one member from each House and Senate district in the county (nine in total). The number of members of these committees at County Conventions and assemblies shall be determined by the County Party organization as it sees fit. The members so chosen shall, to the extent reasonably possible, reflect the different communities of interest within the county.
- b. For multi-county districts, the committee shall consist of at least one member from

each county, and bonus members may be allocated to counties in a way that reflects Democratic voting strength without wholly disenfranchising the minority count(ies).

3. Selection

a. Selection of Members for County Committees

The LCD Chair, in consultation with the Appointments Committee, shall appoint the members and Chair of the Permanent Organization and Rules Committee, each of whom shall be a resident of the county who was eligible to participate in a Democratic precinct caucus in the state.

Appointments shall be made in sufficient time for the committee to conduct its business prior to the convening of the County Assembly or Assembly and Convention.

b. Selection of Members for Other Committees

Members of the Permanent Organization Committee, for multi-county Legislative, Judicial, or Congressional Districts shall be elected by the delegates to the County Assembly or Assembly and Convention who reside within the district involved.

c. Committee Chairs

The Chairs of such committees shall be appointed by the Chair of the District involved.

B. Credentials Committee

1. Duties

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

- a.** Reviewing the list of delegates submitted by the Chair of its Central Committee;
- b.** Resolving any contest or objection in the delegate selection process;
- c.** Reporting to the Assembly or Convention the count of delegates who have been registered and providing supplementary reports of changes in the registration roll, as needed;
- d.** Recommending the certification of delegates, which shall become the official roll of voting members of the Assembly, subject to changes through later reports.
- e.** County Assembly Credentials Committees shall also be responsible for

recommending ratification of Precinct Organizers.

2. Composition

The members of the Credentials Committees shall be chosen in the same manner as members of the Permanent Organization committee, with members from each House and Senate District in the county (nine in total). (See [CDP Rules 4.5.A.2](#)). None of the members of the Credentials Committee shall wear or display any campaign advertisements during any LCD meeting.

3. Procedure

a. Unchallenged delegates

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

b. Challenges

i. State

Every person desiring to contest the seat of a delegate chosen by a County Assembly or Convention shall be required to give notice in writing, as defined in 2.2 above, of such intention, together with the grounds of the contest to the County Chair and to the person whose seat is contested within ten days after the date of the County Convention or Assembly and at least three days before the state Assembly or Convention meets. Such person shall be accorded an opportunity to have his or her claim heard by the Credentials Committee.

ii. County

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

iii. Other Assemblies

Every person desiring to contest or dispute the qualifications of any delegate to any other Assembly or Convention shall file a protest with the Chair of the appropriate Central Committee within ten days of the election of that delegate, and at least three days before the district Assembly. Such person shall be accorded an opportunity to have his or her claim heard by the Credentials Committee. [C.R.S. 1-4-602 \(3\)](#)

iv. Late Challenges

By majority vote of the Credentials Committee, under extenuating circumstances, the committee may consider challenges filed after the established challenge period.

C. Resolution of Disputes

i. Hearing

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

ii. Options for action

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

- (a) Deny certification to the challenged delegate or delegates;
- (b) Require a new list from the appropriate Chair;
- (c) Reallocate votes among unchallenged delegates;
- (d) Certify fair representation of the members of the unit from which the delegate or delegates were selected.

iii. Report

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

d. Certification of Precinct Organizer

- i. The Credentials Committee of the county Assembly shall hear and resolve all disputes regarding the election of Precinct Organizers. [C.R.S. 1-3-102 \(2\)\(a\)](#)
- ii. The Credentials Committee may remove a Precinct Organizer for reasons including, but not limited to, the person's not meeting the qualifications. [C.R.S. 1-3-102 \(2\)\(d\)\(I\)](#)
- iii. Approval by the County Assembly of the Credentials Committee report shall ratify the appointment of Precinct Organizers between caucus and Assembly.

C. County Platform Committee

1. Composition

- i. The Chair of the County Platform Committee shall be appointed by the LCD Chair. Each state Representative District Central Committee at its organizational meeting shall designate and certify to the LCD Chair one member to serve on the platform committee of the county Assembly, such designation to be subject to change or ratification at any subsequent Central Committee meeting or Assembly of the particular representative or Congressional District held prior to deliberations of the platform committee of the state Assembly. In addition, the Chair, First Vice Chair, Second Vice Chair, Secretary and Treasurer of the County Central Committee, shall be members of the Platform Committee.

- ii. Vacancies in elected committee membership shall be filled in accordance with CDP Rules, and where none, by appointment by the Vacancy Committee of the district Central Committee. If the district Vacancy Committee does not fill the vacancy within thirty days of the vacancy occurring, the vacancy may be filled by the recommendation of the District Chair. The District Chair shall certify the new member to the LCD Chair within thirty days of filling a vacancy. If the District Chair does not fill the vacancy within sixty days of the vacancy occurring, the vacancy may be filled by recommendation of the LCD Chair after consultation with the Appointments Committee.

2. Meetings

The Platform Committee shall meet at a time and place to be designated by the LCD Chair as early as possible preceding the convening of the Assembly or Convention for the purpose of receiving, considering and drafting platform planks for adoption. At least 60 days prior to the Assembly, the Platform Committee shall be convened by the LCD Chair for the purpose of drafting suggested platform planks for the use of the Platform Committee, such draft platform planks shall be to be sent to all members of the Platform Committee at least 10 days prior to the Assembly or Convention.

3. Duties

The Platform Committee shall combine submitted platform planks from the precinct caucuses or other sources. The committee shall aggregate them into a written platform document of guiding principles and policies to inform and advise candidates, and the public, of the beliefs and goals that broadly outline the LCD's agenda.

The Chair of the Platform Committee shall transmit to the LCD Chair a copy of all proposed platform language passed by the committee. The LCD Chair shall cause it to be reproduced and submit a copy of the proposed language to the delegates with the call. Copies of the proposed language shall be available at the county Assembly.

4. Adoption Procedure

The report of the Platform Committee shall be submitted to the county Assembly or Convention, and shall be adopted by a majority of delegates present and voting.

Minority report(s) of the Platform Committee offered by ten percent (10%) of the total membership of the committee shall be offered on a petition describing the minority report. Such minority report(s) shall be submitted to the Chair of the Platform Committee and the LCD Chair prior to the convening of the Assembly.

Debate on the platform at the Assembly shall consist of debate on any minority report(s). Amendments to the platform shall be made only by minority report(s),

and must be approved by a two-thirds (2/3) majority of delegates present and voting at the county Assembly or Convention, to be included in the platform of the LCD.

4.4 – AGENDA FOR ASSEMBLIES AND CONVENTIONS

The Assembly or Convention shall require a specific time for the conduct of preference polls if such poll is mandated by the Delegate Selection Plan. This shall be a part of the report of the Permanent Organization and Rules Committee. The following items must be included on the formal agenda of all Assemblies and Conventions; however, the order of such business shall be recommended by the committee on permanent organization, subject to the approval of the Assembly or Convention.

1. Call to order by the Chair of the Central Committee and reading of the call to order.
2. Presentation and adoption of report of the committee on credentials.
3. Presentation and adoption of report of the committee on permanent organization.
4. Election of permanent Chair, secretary, and other officers (if not covered by the report of the committee on permanent organization).
5. Designation of candidates for direct primary election.
6. Selection of delegates to subsequent assemblies and Conventions.
7. Selection of credentials and permanent organization committee members to subsequent assemblies and Conventions.
8. Establishment of a committee fill vacancies in nomination for public office.
9. Report of the Platform Committee, if any
10. Other business
11. Adjournment

The Assembly or Convention may, by two-thirds (2/3) vote, change or suspend the order of business at any session. The Chair may change or suspend the order of business to recognize candidates for public office if present in person, or through a surrogate.

4.5 – VACANCIES IN THE NOMINATING SYSTEM

A. Vacancy Committee

1. Any vacancy in designation or nomination by the Party for any elective office shall be filled by a vacancy committee designated by the original nominating assembly or otherwise as provided by statute.
2. Vacancy committee meetings must be conducted in consultation with the state party and in conformance with statutory requirements.
3. The nominating assembly may designate the central committee of the district involved as the vacancy committee, and shall include the precinct officers in the district.
4. If the nominating assembly fails to designate a vacancy committee, the district central committee shall be the vacancy committee.

5. A member of a vacancy committee may participate in a vacancy committee meeting remotely, including casting the member's vote by email, mail, telephone, or through an internet-based application. C.R.S. 1-4-601 (2), 1-4-1012

4.6 – CANDIDATE ELIGIBILITY

A. Statewide and District Offices.

A person seeking designation by an assembly or a vacancy in nomination committee as a candidate for nomination at a primary election or for appointment to a vacancy in such designation must be a registered Democrat and a resident of the district by the statutory or constitutional deadline or by January 1 of the year of the general election if no deadline exists. (C.R.S. 1-4-601 (4)(a), Colo. Const. Art. V, Section 4.)

B. Federal Offices.

A person seeking designation by an assembly, vacancy in nomination committee, or special convention as a candidate for nomination for Congress or U.S. Senate must reside in the state of Colorado prior to the date the assembly begins. A person seeking designation by assembly must be affiliated with the party for at least twelve consecutive months prior to the date the assembly begins, as shown in statewide voter registration systems. [CRS 1-4-402(1)(d)(I), (II)]

C. Exceptions.

1. If no Democratic candidate has declared for an elected office at the commencement of an assembly or vacancy committee, the assembly or vacancy committee may by majority vote waive the affiliation deadline and/or the residency requirements to nominate a candidate as allowed by law.
2. If no Democratic candidate has declared for an elected office after an assembly but before the statutory filing deadline, the vacancy in nomination committee may by majority vote waive the affiliation deadline and/or the residency requirements to nominate a candidate as allowed by law.

4.7 – VACANCY IN PUBLIC OFFICE

1. Vacancies in office caused by the death or resignation of an incumbent Democratic County Commissioner, State Representative, or State Senator, shall be filled by a Party Vacancy Committee of the appropriate jurisdiction.
2. The Central Committee of the jurisdiction may designate a vacancy committee at its reorganization meeting that at a minimum consists of the Central Committee and in the case of a State Representative or State Senate district, must also include Democratic County Commissioners who reside in the district.

3. If the Central Committee does not designate a Vacancy Committee at the reorganization meeting, the Vacancy Committee consists of the Central Committee and in the case of the State Representative or State Senate district also includes Democratic County Commissioners who reside in the district.
4. **Precinct Organizers who have been appointed to fill a vacant position on a Central Committee shall not vote on a State Representative or State Senate Vacancy Committee until 91 days after their appointment.**
5. Vacancy committee meetings must be conducted in conformance with statutory requirements.
6. A member of a Vacancy Committee may participate in a Vacancy Committee meeting remotely, including casting the member's vote by email, mail, telephone, or through an internet-based application. [C.R.S. 1-3-103 (1) (a), 1-3-103 (12), 1-3-103 (13), 1-3-103 (14), 1-3-103 (15); C.R.S. 1-4-601 (2).]

1) PART FIVE – CONTROVERSIES

5.1 – CONTROVERSIES

A. Controversies defined

A controversy is defined as a formal complaint filed pursuant to State Party Rules, Part Five. A complaint shall first be filed with the LCD or, if it involves the Chair, the State Party, and/or may be referred back to LCD by the State Party.

B. Filing a Complaint

For any complaints filed with the State Party that are referred to LCD or for any formal complaints submitted directly to LCD, the complaint shall be considered and addressed through the procedures adopted by the State Party for Controversies (CDP Rules, Part Five). LCD shall endeavor to resolve any complaints filed with or referred to it, but in the event that LCD is unable to resolve a complaint, the Chair or another officer if the complaint involves the Chair, shall forward the complaint to the appropriate State Party authorities. If any of these LCD officials are named in the complaint, they shall not be involved in the handling of the complaint. Any complaint that involves more than one member of the Executive Committee of the LCD shall be filed with the State Party.

C. Delegates to Assemblies or Conventions

Controversies involving the seating of delegates to any Assembly or Convention shall be resolved in accordance with the credentials section of these rules. (See 4.3.B. in these rules)

APPROVAL OF THE RULES

These rules are amended on this __6th__ day of __December, 2025__, effective on the __7th__ day of __December, 2025__, by the Larimer Democratic Party Central Committee.

Appendix A: LCD Executive Committee Voting Membership

Title	Number of Positions/ Votes	Election or Appointment	Term	Succession Upon Vacancy	LCD Meeting Attendance Required	CDP State Meeting Attendance Required
Chair	1	Elected by majority vote of the Central Committee at the biennial reorganization meeting.	From election to the next biennial reorganization meeting	1 st Vice Chair (Until filled under 3.4)	Yes	No
1 st Vice Chair	1			2 nd Vice Chair (Until filled under 3.4)		
2 nd Vice Chair	1			The Chair shall appoint an interim successor (until filled under 3.4)		
Secretary	1					
Treasurer	1					
Communications Chair	1	Appointed by the Appointments Committee	From appointment until the next biennial reorganization meeting		Yes	No
Credentials Committee	1					
Finance and Fundraising Chair	1					

Outreach and Events Chair	1	Appointed by the Appointments Committee	From appointment until the next biennial reorganization meeting	The Chair shall appoint an interim successor (until filled under 3.4)	Yes	No
Permanent Organization and Rules Chair	1					
Platform Committee Chair	1					
Technology Chair	1					
Volunteer Coordination and Training Chair	1					
HD51 Chair	1	Elected by majority vote of the district Central Committee at the biennial reorganization meeting. <u>(must be residents of Larimer County)</u>	From election to the next biennial reorganization meeting	Vice Chair of the District (Until filled under 3.4)		
HD52 Chair	1					
HD 53 Chair	1					
SD14 Chair	1					
SD15 Chair	1					
SD23 Chair	1					

CSU Young Dems Representative	1	Elected by CSU Young Dems	For the term designated by the CSU Young Dems	The CSU Young Dems Chair may appoint to fill a vacancy	YES	NO
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