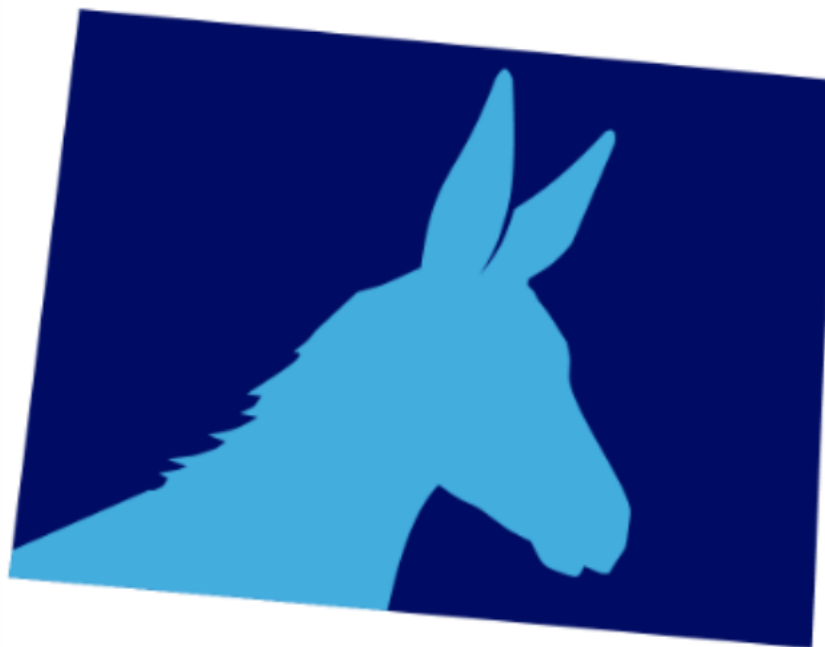


COLORADO DEMOCRATIC PARTY PLAN OF ORGANIZATION AND RULES

Amended Sept 30, 2025



**COLORADO
DEMOCRATS**
BY THE PEOPLE. FOR THE PEOPLE.

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

PREAMBLE

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

PART ONE - PRINCIPLES

1.1 - NAME

A. The Name.

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

B. Use of Party Name.

No person, groups of persons, or organization shall use the name or address of the party, in any manner, unless the person, groups of persons, or organization has received permission to use the name or address from the executive committee of the political party. The chair of the State Central Committee may, on the Chair's own motion, take cognizance of any contest or dispute over the use of the Party name, or any attempted use of the Party 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 State 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:

- a. When the election is not within its jurisdiction;
- b. 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.
- c. 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. Minimum standards.
 - i. The State Party Chair, with advice from the State Rules Committee, shall promulgate reasonable minimum standards for endorsement plans consistent with this Part of the Rules within 90 days of their election as chair.
 - ii. The State Party Chair and Rules Committee jointly may, at any time through the same process, modify such standards, except that any new or different standards shall apply only to endorsement plans not already submitted as specified below.
 - iii. The Party shall make the current version of such standards available on the Party Web site and must provide notice of any changes to the State Central Committee.
 - iv. The State Central Committee may, by a 2/3 vote of those present and voting at a scheduled meeting, recommend modifications to the minimum standards.
- b. Development by county. A county central committee that intends to issue endorsements shall develop an 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.
- c. **Notice to party.** Upon creation of an endorsement plan, an officer of the county central committee shall provide the State Party Chair and the Chair of the State Rules Committee 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.

The State Party Chair may, in exceptional circumstances and in the Chair's exclusive discretion, extend the deadline for submission of such notice.

- d. **Party verification.** Upon receipt of an endorsement plan, the 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 and either:

- 1. Approve the endorsement plan,
 - 2. Reject the endorsement plan and deny the central committee permission to issue endorsements, or
 - 3. Require reasonable additional requirements and modifications to the endorsement plan, to comply with minimum standards.
- b. **Written notice.** Upon state approval of an Endorsement Plan, an officer of the central committee must provide written notice of the central committee's intent to issue endorsements to all candidates eligible to receive an endorsement no later than fourteen days following the deadline for candidates to file petitions for ballot access with the Secretary of State or county clerk. The notice must
 - i. Refer the candidates to this Part of the Rules and

- ii. Provide a copy of the final endorsement plan.
- c. An officer of the central committee or the officer's designee must, throughout the endorsement process, keep all eligible candidates informed of all endorsement-related requirements, processes, and programming.

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 state assembly shall exercise all powers given to the Party. The state assembly shall be the “convention” mentioned in Colorado Law as the body with “final authority” to govern and pass upon controversies of the Party. At all other times the governing body of the Party shall be the State Central Committee, with full powers of the state assembly. The State Executive Committee shall, between meetings of the State Central Committee, exercise powers as delegated to it by the State Central Committee and these rules, including the resolution of controversies. The State 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 Party shall be open to all who desire to support the Party, who wish to be known as Democrats and who are not members of any other registered political Party. The forms of participation are subject to state statutes and these Rules.

B. Non-Discrimination.

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

C. Reference to Gender.

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

D. Affirmative Action Outreach.

In order to create full participation by all Democrats in the Party, the Party shall adopt and implement affirmative action programs with specific goals and timetables for achieving results. 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 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 party organizations at all levels of the aforementioned groups as indicated by their presence in the Democratic electorate.

2. Quotas.

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

3. Equal Division.

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

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

F. Fair Reflection.

Delegates and, if applicable, alternates to all Party assemblies and conventions shall be chosen in a manner which fairly reflects the division of candidate preference, including uncommitted, expressed by those participating in the nominating process including the representation of minority and divergent views. Delegates to conventions shall be allocated to presidential candidate preferences in a fashion that fairly reflects the proportion of votes each candidate received in the Colorado Presidential Primary. Delegates to assemblies shall be allocated in a fashion that fairly reflects the preferences expressed in a poll based on the highest contested race in the state or district for which the assembly is being held.

G. Ethical Standards.

1. The Party shall encourage and support the Code of Conduct Policy and the Neutrality Policy that embody substantive rules of ethical guidance for public officials and employees, candidates for public office and 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 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 as a condition of becoming or serving as a delegate or office holder.

PROCEDURES

2.1 – POLICIES

A. Information from Chair.

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

B. Convening with Democratic leaders.

The chair shall convene periodic meetings with the Democratic leaders of the Colorado general assembly and with the Democratic members of the Colorado Congressional delegation in order to translate the views of the Party on substantive issues into public policy and to inspire and mobilize vigorous public and Party support of all major legislation which implements the Party platform and process, and to challenge or expose the errors or inadequacies of any Republican elected official on the state or national level.

C. Authorized committees.

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

1. Resolutions Committee of the State Central Committee.
2. Platform Committee of the State Assembly.
3. Appointments Committee of the State Central Committee.
4. Legislation Committee of the State Central Committee.

2.2 – NOTICE

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

A. Central Committee System.

All chairs of central committees when calling a meeting of the central committee or of an executive committee shall give notice of the time and place 10 days or more before the meeting to all those entitled to be present. Notice shall be a written communication sent by any reasonable means and posted for public view. Failure of intended recipients to receive the notice shall not invalidate a meeting. This provision does not apply to nominating assemblies or conventions.

B. Nominating System.

1. Precinct Caucus.

At least 10 days before each precinct caucus the State Chair shall publish in the official party website, and release to the media generally, a clear and concise statement of precinct caucus rules and procedures and requirements for participation in precinct caucuses and in the assembly and convention process.

2. Assemblies and Conventions.

The call for any and all assemblies and conventions shall state the time and place with particularity and shall be published on the official party website and released to the media generally or in a newspaper of general circulation in the area served by the assembly or convention at least 10 days before the date of the assembly or convention. The chair of the central committee shall provide the call to all delegates and alternates at least 10 days prior to the meeting of 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 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))

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, DNC rules or state law, all issues and elections with a single winner shall be decided by majority vote; issues and elections with two or more winners will be decided by the highest vote totals.

B. Exhaustive voting.

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

C. Alternative forms of voting.

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 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 which 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.

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 State Party Chair shall promulgate procedures and regulations for ballot design, distribution and counting for all voting methods that may be used for party elections.

H. Retention and review of ballots.

1. Ballots must be sealed and retained in a secure location by the chair of the district, county or state 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 State Party Chair may retain custody of the ballots if a challenge is deemed valid or a 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 district, county or state 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 State Party 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 State Party Chair. The State Party 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 (1) the county in which a member resides or (2) the Congressional district in which the member resides, or (3) if no substitute elector is available from the same county or Congressional district in which the member resides, a substitute may be selected who resides in the state of Colorado.
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. County party rules adopted by the county central committee may further restrict but not expand proxy voting rights. County party rules cannot contradict any of the State Party rules.
8. Unless otherwise indicated on the proxy itself or elsewhere in these rules, a proxy is presumed to be general, uninstructed and transferable.
9. The holding of multiple offices shall not entitle a person to more than one vote.
[C.R.S. 1-3-103 \(1\)\(b\)\(I\)](#)

10. Central Committee System

a. Central Committee Meetings.

Members of a 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 an 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.

There are no alternates to the State Central and State Executive Committee.

K. Reporting Unit.

The reporting unit for state and Congressional assemblies and conventions shall be the state or Congressional district. Where applicable, the Credentials Committee of the state or Congressional district 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 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 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 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 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 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 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 and platform, 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 party rules covering a specific matter of business may provide for a quorum related to that matter of business.

M. Minority Reports.

A minority report shall be presented at 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.

2.6 – FILING OF THE RULES

A copy of these Rules shall be filed with the Secretary of the State of Colorado 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 Secretary of State 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 State Central Committee meeting. In any even numbered year, these Rules may be altered or amended by a majority of those voting during any State Central Committee meeting held no later than the first Monday in February. A quorum must be present. Ten days prior notice of such changes must be given to the members of the committee. All proposed amendments to these Rules shall be submitted to the rules committee for review at least thirty days prior to the meeting of the central committee at which the proposed amendments are to be considered. A statutory change affecting these Rules shall automatically amend these Rules, unless within six months of the statutory change the State 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 STATE

For the purpose of internal organization, the Colorado Democratic Party shall be divided into the following levels: the State as a whole, Counties, 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).

3.2 – STATEWIDE INITIATIVES

An Initiative is a group of registered Democrats whose members organize their respective communities into the Colorado Democratic Party for activities, goals and purposes consistent with the overall activities, goals and purposes of the Colorado Democratic Party.

Initiatives may also be referred to as caucuses (for groups based around immutable traits) or councils (for groups based around affinity). Regardless of name, these groups are bound by these rules. Initiatives may also be referred to as caucuses (for groups based around immutable traits) or councils (for groups based around affinity). Regardless of name, these groups are bound by these rules.

A. Recognition Procedure.

An application to establish an Initiative is submitted to the State Central Committee for official recognition. The State Chair may grant provisional status to an Initiative subject to action by the State Central Committee at its next meeting.

1. Application.

A proposed Initiative may submit a petition signed by a minimum of 25 current members of the State Central Committee. Such petition shall be submitted at least 30 days prior to the meeting of the State Central Committee at which it is considered. A proposed Initiative may submit no more than two application petitions for recognition within any two-year period between biennial reorganization meetings.

2. Supporting Documents.

Each application petition must be accompanied by the supporting documents.

- a.** A current roster showing at least 25 registered Democrats residing in Colorado are enrolled as members.
- b.** Either adopted by-laws or proposed bylaws that include the following:
 - i.** A requirement that members be registered as Democrats.
 - ii.** A statement of purpose of the Initiative to elect Democrats and to strengthen the Colorado Democratic Party.
 - iii.** The bylaws shall not conflict with, or be in contradiction to, the rules and by-laws of the Colorado Democratic Party or of the Democratic National Committee
 - iv.** As a subsidiary unit of the Colorado Democratic Party, the Initiative will be governed by the rules and by-laws of the Colorado Democratic Party as well as its own by-laws
 - v.** The Initiative will operate within local, state, and federal campaign regulations applicable to the Colorado Democratic Party.
 - vi.** The Initiative will not independently endorse any candidate for public office and shall follow the endorsement policies in CDP Bylaws 1.1.3.
 - vii.** The Initiative will not provide support to candidates other than members of the Democratic Party unless there is no Democrat running in a race after the ballot deadline has passed.

3. State Committee Membership.

Upon a vote of the State Central Committee recognizing the Initiative, the chair of the Initiative, or the Chair's representative shall be a member of the State Central

Committee, State Executive Committee and State Outreach Commission with one vote on each committee.

B. Dissolution.

Recognized Initiative status may be dissolved at the official written request of said Initiative or by a vote of the State Central Committee for reasons including, but not limited to, failure to comply with the rules and by-laws of the Colorado Democratic Party.

C. Organization.

1. Initiatives must reorganize within 60 days of the state party reorganization every two years.
2. Initiatives must file their current bylaws with CDP within 30 days of reorganization or update, and updates may only be made during the permissible period under statute.
3. Initiatives based around immutable traits (caucuses) may not create appointed positions such as "advisory chairs" that do not follow the requirements of general membership.
4. Unfilled Initiative officer positions may be appointed via the vacancy processes in CDP 3.8.F.

D. Benefits of Recognized Initiative Status.

Officially recognized Initiatives of the Colorado Democratic Party, and their officers, shall be entitled to benefits in accordance with the rights and responsibilities outlined in state party bylaws and the Standard Operating Procedures (SOP) for Initiatives. Changes in the SOP shall be made in consultation between the Initiatives and the state party.

E. Financial Diligence.

1. State Initiatives are a unit of the Colorado Democratic Party; therefore, financial records and custody of funds shall be with the State Party treasurer or State Party staff in compliance with federal and state reporting regulations.
2. Initiative bank accounts must be governed by the State Party, not in a member's personal account.
3. Donors to Initiatives must supply all information required of donations to a state party.
4. Initiatives must collect dues on a regular schedule and may not implement a waiting period of more than 90 days to become a voting member.
5. The Colorado Democratic Party will not use the Initiative's funds without the written authorization of the Initiative in a manner established by the initiative's bylaws and mutual agreement with the CDP.
6. All organizing for federal races must be coordinated with the State Party to avoid potential campaign finance violations.

F. Chapters of State Initiatives.

1. State initiatives may authorize county chapters to operate as subsidiaries; these chapters must undergo the same county recognition procedure as county initiatives.
2. State Initiative chapters shall follow the bylaws of the State Initiative.
3. Officers of State Initiative chapters must live in the county where the chapter is located.
4. Financial records and custody of funds for a State Initiative chapter shall be with the State Initiative.

G. County Initiatives.

1. Groups of three or more registered Democrats may organize as an Initiative within a county party and petition the county central committee for recognition.
2. County initiatives need not represent a group already represented by a state initiative.
3. State initiatives may adopt bylaws that prohibit the creation of county initiatives with the same name or affinity.
4. Upon petition for recognition, a county central committee shall vote to approve or deny the initiative request within 60 days, unless otherwise stated in County bylaws.
5. Unless otherwise stated in County bylaws, a County initiative must receive recognition from a majority of the County's central committee members.
6. County Initiatives shall follow the bylaws of the State Party and the County Party.
7. Financial records and custody of funds for a County Initiative shall be with the County Party; any County Initiative must report all income and expenses as part of the required county party finance reports.

3.3 – STATE CENTRAL COMMITTEE

A. Composition.

1. Automatic members.

The State Central Committee shall be composed of the chair, first vice chair, second vice chair, secretary, and the treasurer of the State Party and such other officers as the State Central Committee shall from time to time authorize; the chair and vice chair of the county committees, together with the Democratic President or Vice President if residing in Colorado, United States Senators, Representatives in 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, National Committee persons, and Congressional District chairs and vice chairs. In addition, there will be a representative from each of the recognized initiatives in good standing.

2. Bonus members.

Two bonus members shall be allowed from each county for every 10,000 votes or major fraction thereof cast in each county for the Democratic candidate for governor or President, whichever is greater, at either of the last two general elections. The bonus members shall be elected by the county central committee at its organizational meeting in a manner provided by the county central committee. [C.R.S. 1-3-102](#)

3. Additional appointees.

In order to comply with the Charter of the National Democratic Party, Article Nine Section 15, the Chair shall appoint such additional members to the State Central Committee as are necessary in order to make the membership of that body as equally equitably divided by gender as practicable. That is, the difference between members identifying as men or women cannot exceed one (1). Non-binary and other gender-expansive members who are included in the delegation need not count against or toward the total number of members who self-identify as either men or women. Public elected official members of the State Central Committee shall not be counted in determining the number of additional members to be appointed.

Said appointments shall be made within thirty days after the State Party biennial organizational meeting. In making such appointments the chair shall take into account the affirmative action principles of the Party (see [CDP Rules 1.3.D](#)) and shall promote geographic distribution of these members. Should the Charter of the National Democratic Party change its provisions in this regard, this paragraph shall become invalid.

4. Proxies.

To ensure full participation in the State Central Committee process, members who are unable to attend a State Central Committee meeting may vote by proxy. Proxies must be made in writing. Proxies must be assigned before they can be voted. Proxies must be assigned to a credentialed member of the State Central Committee, or another registered Democrat from the same county or Congressional district as the original member. Once assigned, proxies may be reassigned only by the appropriate credentials committee. All proxy assignments and reassignments must be registered with the appropriate credentials committee at the meeting for which the proxy is to be exercised. All proxy instructions made by the original member will carry forward to any re-assignment of the proxy. Proxies may be uninstructed. No person may carry more than one (1) proxy at any meeting.

B. Term of Office.

1. The term of office of members of the State Central Committee shall begin on the date of their election and shall be for a period of two years or until their successors shall have been elected.

2. Such members appointed by the chair to balance the sex division of the State Central Committee shall serve at the pleasure of the chair, provided such members may be removed by the chair only upon 30 days public notice. All such appointments shall automatically terminate at the adjournment of the next State Central Committee reorganization meeting held after their appointment, provided such members may not be removed by the chair within thirty days prior to the state biennial reorganization meeting. Removal shall require the following notice: (1) written notice to the appointee removed, and (2) on the Party website with notice sent to remaining central committee members.

C. Organizational Meeting.

Between February 15 and April 1 of odd-numbered years the incumbent State Chair shall call a meeting of the new State Central Committee. The chair shall give notice of the time and place of said meeting at least 10 days before the meeting to all persons entitled to be present. The chair shall call the meeting to order and preside until a new chair of the State Central Committee shall have been elected. The first order of business after the roll call shall be the election of a new chair. At the meeting there shall also be elected a first vice chair, a second vice chair, a secretary and a treasurer, and may also elect other officers as approved by the State Central Committee. Within 10 days after the organizational meeting of the State Central Committee, the chair and secretary shall file with the Secretary of State of Colorado a full and complete roll of the membership of the State Central Committee, together with the addresses of the officers elected. [C.R.S. 1-3-103 \(1\)\(d\)\(2\)\(b\)](#)

D. Duties and Powers.

1. Authority.

The State 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 state 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 State 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 State 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 State 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 state central and State Executive Committees to be rotated among the various sections of the state insofar as is practicable.

3. Set Time and Place of Assemblies.

The State Central Committee shall fix the time and place of the meetings of the state assemblies, and state conventions in presidential years, all in sufficient time to comply with election laws and these Rules. The State 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 State Central Committee shall decide all party disputes under its jurisdiction.
[C.R.S. 1-3-106 \(1\)](#)

5. Delegate Selection Plans.

The 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 Party shall be the chair, first vice chair, second vice chair, secretary, and treasurer of the State Central Committee. These officers and any other officers authorized by the State Central Committee shall be elected at the organizational meeting of the State Central Committee held between February 15 and April 1 of odd numbered years. Candidates seeking statewide party offices shall provide written notice to the State 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 State Central Committee, via the State Party web site or other appropriate media. Notwithstanding this rule, nominations for a statewide party 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 State Party, and a member of the Democratic National Committee pursuant to its rules. The chair, after consultation with the first vice chair, may appoint an executive director and a finance director subject to confirmation by the executive committee. 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 state central and executive committee meetings. There shall be at least two executive committee meetings and at least one State Central Committee meeting in each calendar year. The chair shall issue the call for all State Party assemblies and conventions.

c. Presiding Officer

The chair shall be the presiding officer of executive and central committee meetings and a member of all committees within the Party. The chair shall have the deciding vote in executive and State 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 oversee all state campaigns.

2. First Vice Chair.

The first vice chair shall do everything necessary to assist the chair in carrying out the duties of the chair. In 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. The first vice chair shall be of a different gender from the chair, and shall be a member of the Democratic National Committee, pursuant to the rules of the DNC.

3. Second Vice Chair.

The second vice chair shall do everything necessary to assist the chair in carrying out the duties of the chair. In the absence of the chair and first vice chair, the second vice chair shall preside over all meetings and exercise all authority of the chair.

4. Secretary.

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

5. Treasurer.

The treasurer shall have custody of the funds of the Party and shall render written accounts of receipts and disbursements to each meeting of the state central and executive committees. The treasurer shall also make a full report for the handling of Party funds and shall be under sufficient bond, the amount to be determined by the 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 State Central Committee or executive committee. The treasurer shall prepare and file all financial reports as required by law.

F. Membership on the Central Committee.

Membership on the central committee is not a necessary qualification to serve on any executive committee, or as an officer of any committee or, as a lawful appointee to the central committee, although executive committee members, officers and appointees may serve as members on a central committee by virtue of their offices, if so provided, or by election.

G. Member Removal.

When a member has failed to attend three successive meetings of the State Central Committee without being excused, the chair may recommend to the State Central Committee that the member be dropped, and such seat declared vacant. If the central committee concurs by a majority vote, the seat shall be vacant.

H. Executive Committee of the State Central Committee.

The executive committee shall consist of the chair, first vice chair, second vice chair, secretary, the treasurer of the State Party, and any other officers authorized by the State Central Committee, national committee persons, the Congressional districts chairs and vice chairs, and members from counties and groups of counties whose representation shall be based on the vote cast in that county for the Party's candidate for president or governor in the last preceding general election. In addition, there will be a representative from each recognized initiative in good standing. [C.R.S. 1-3-105 \(2\)](#)

1. Automatic Members from county parties.

A county that cast 5,001 or more votes for the Democratic candidate for governor or president at either of the last two general elections, whichever number is greater, shall be entitled to two votes and shall be represented by their county chairs and vice chairs or their authorized representatives.

2. Bonus members.

A county that cast 25,001 or more votes for the Democratic candidate for governor or president at either of the two most recent general elections, whichever number is greater, shall be entitled to one bonus member. The county will receive one additional bonus member for every 10,000 votes above 25,001.

Bonus members shall be elected by the county's State Central Committee members, or by the county central committee, at or before the biennial organizational meeting of the State Central Committee.

3. Regional groups.

Counties which cast fewer than 5,001 votes for the Party's candidate for president or governor as determined in [CDP Rules 3.3.H.1](#) shall be divided into six groups of counties: the southwest region, the southeast region, the central region, the south central region, the northeast region, and the northwest region. Groups of counties shall be entitled to two members on the State Executive Committee. Members of the State Executive Committee from those counties shall be elected by the members of the State Central Committee from those counties at the biennial organizational meeting of the State Central Committee.

4. Honorary Members.

The State Chair may appoint honorary, non-voting members to the executive committee with the concurrence of the executive committee.

5. At-Large Members.

The State Chair may appoint a maximum of six voting at-large members of the executive committee.

6. Proxies.

To ensure full participation in the Executive Committee of the State Central Committee, members who are unable to attend an Executive Committee of the State Central Committee meeting may vote by proxy. Proxies must be in writing. Proxies must be assigned before they can be voted. Proxies must be assigned to an accredited member of the Executive Committee of the State Central Committee, or other registered Democrat from the same county or Congressional district as the original member, and once assigned, proxies may be reassigned only by the appropriate credentials committee. All proxy assignments and reassignments must be registered with the appropriate credentials committee at the meeting for which the proxy is to be exercised. All proxy instructions made by the original member will carry forward to any re-assignment of the proxy. Proxies may be uninstructed. No person may carry more than one (1) proxy at any meeting.

I. Term of Office.

The term of office of the members of the executive committee shall be concurrent with the terms of the members of the State Central Committee.

J. Duties and Powers.

The executive committee shall advise the State Chair and it shall exercise such other duties as may be conferred on it by law, by these rules, and as may be delegated to it by the central committee. The members of the executive committee shall advise and

assist the county organizations, shall coordinate activities between the state organization and the county organizations and shall act in such capacity and in such matters as may be requested by the chair.

K. Officers.

The chair, first vice chair, second vice chair, secretary, and treasurer of the State Central Committee shall be the chair, first vice chair, second vice chair, secretary, treasurer of the executive committee. Other officers may be approved by the State Central Committee.

L. State Executive Committee Member Removal.

When a member has failed to attend three successive meetings of the State Executive Committee without being excused, the chair may recommend to the executive committee that the member be dropped, and the member's seat declared vacant. If the executive committee concurs by majority vote, the seat shall be vacant.

M. Affiliated Committees of the Central Committee.

1. State Outreach Commission.

a. Membership

The State Outreach Commission (SOC) shall be composed of voting members selected as follows:

- i. Three members from each of the Congressional districts, elected at the biennial organizational meeting of the respective Congressional district central committee. In such an election, due consideration shall be given to the geographical composition of the Congressional district.
- ii. Eight members, four appointed by the chair and two appointed by the 1st vice chair and two appointed by the 2nd vice chair. Such appointments shall be made within 30 days after the last Congressional district committee biennial organizational meeting. These appointments shall assure equitable composition of SOC and shall insure representation thereon of geographically and traditionally under-represented groups. A representative from each initiative sanctioned by the State Central Committee shall be a member.
- iii. The chair shall appoint the director of SOC, with the consultation of the vice chairs and the approval of the executive committee. The director of SOC shall be the presiding officer of the commission.
- iv. The first meeting of SOC shall take place within 30 days of the selection of its members.

b. Duties

- i.** Establish a state model affirmative action/outreach plan to be used as a guideline for all county plans and to be used by the Party.
- ii.** Monitor the state and all county plans to ensure compliance with affirmative action/outreach plans. If the state or county is not in compliance, SOC shall notify the appropriate chair in writing. This notice shall set forth in detail the basis for the SOC conclusions. The chair shall have 30 days from the date of receipt of such notification to submit a corrective affirmative action/outreach plan to SOC or to remedy the noncompliance, with written notice thereof to SOC.
- iii.** If the state or county does not write or does not comply with its own affirmative action/outreach plan, the SOC shall: (1), mandate the use of the model state affirmative action/outreach plan; or (2), write a separate affirmative action/outreach plan and enforce it within the jurisdiction.
- iv.** Maintain copies of all affirmative action/outreach plans and record their compliance. This information shall be on file at state headquarters.
- v.** SOC may determine in what, if any, additional languages party literature should be distributed within the state or county.

c. Enforcement of Affirmative Action/Outreach Plans.

If a county is not in compliance, SOC has the following options:

- i.** During even-numbered years SOC may recommend that a county's credentials be withheld at assemblies and conventions. Such recommendation shall be made to the credentials committee of the state assembly.
- ii.** In other years, SOC may recommend that a county delegation not be seated on any committee of the Party, including but not limited to: State Central Committee, executive committee, rules, voter registration or any other standing or special committees. Such recommendation would be made to the respective committee for a vote to determine if the delegation should be seated.
- iii.** Removal of any or all county officers.
- iv.** Such other action as the State Central Committee shall deem appropriate.

d. Responsibilities of the State Outreach Director

The state outreach director shall serve as the executive director of the commission. The director shall be responsible to the state central and executive committees for reports on county compliance with affirmative action/outreach. The director shall have the authority, when the commission is not in session, to promote and enforce affirmative action/outreach within the state. This may be accomplished by use of subcommittees where necessary.

2. Rules Committee.

The chair shall, within 10 days after election, appoint a standing committee on rules. The rules committee may review the rules of the county parties, party initiatives or other subsidiary party organizations to determine compliance with State Party rules. When asked, the rules committee may offer interpretations of party rules and governing documents. All proposed amendments to these Rules shall be submitted to this committee for review at least 30 days prior to the meeting of the State Central Committee at which the proposed amendment is to be considered.

3. Finance Committee.

The State Chair shall appoint a finance committee and a finance chair that shall be responsible for the formulation of a State Party budget prior to December 1st of each year. The Treasurer shall be a member of the finance committee.

a. Budget

The State Chair shall submit to the State Executive Committee the proposed budget, which shall be approved with any adoptive amendments on or before December 15th of each year. The budget shall be for the Party's fiscal year, which shall be the same as the calendar year. Copies of the budget shall, immediately after approval, be sent to all county chairs and vice chairs. The chair's salary shall be broken out as a separate line item in the budget and any changes during a budget year shall be approved by the executive committee.

b. Funds

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

4. Resolutions Committee.

The chair shall appoint the membership of a standing resolutions committee of the Party for the purpose of reviewing and recommending the adoption of any

resolutions by the state central or executive committees during times when the state assembly is not in session, as provided in (a) below.

a. Membership

The standing resolutions committee shall be composed of the following: the State Chair and vice chairs and one member appointed from each Congressional district from the state platform committee. Democratic leaders of the State House and Senate, or their designees, and Colorado Democratic National Committee members shall also be members, but not counted for purposes of quorum. The State Chair may appoint a committee chair separate from the mandatory membership.

b. Meeting

The standing resolutions committee shall meet at a time and place designated by the State Chair or the chair's representative and shall consider any proposed resolutions which have been submitted to it in writing at least 30 days prior to the state central or executive committee meeting at which the proposed resolutions are to be considered.

c. Adoption Procedure

i. All resolutions approved by the committee shall be sent along with the agenda to the members of the state central or executive committee at least 10 days prior to the meeting at which the resolutions are to be considered.

ii. The report and recommendations of the standing resolutions committee shall be submitted to the state central or executive committee for its consideration. A majority vote of those present and voting shall be required for the passage by the standing resolutions committee of any resolution. Any minority report supported by 10% of the total membership of the standing resolutions committee shall also be presented.

5. Appointments Committee.

The chair may within 10 days after election, name a standing committee on appointments. Such committee shall:

a. Relay timely information to county chairs prior to appointments.

b. Submit reports listing all Democrats applying for positions and their qualifications to persons or agencies responsible for appointments.

c. Prepare a report to the State Central Committee at the beginning of each year on the results of the Party's efforts in securing appointments for Democrats.

6. Legislation Committee.

The chair may, within 10 days after election, appoint a standing committee on legislation. The committee shall consist of two (2) members from each Congressional district, plus a chair appointed by the Party chair. The legislation committee shall propose legislation when needed, in response to the duties and policies of the Party. It shall maintain a listing of all pending legislation that is of a major concern to the Party, and keep a record of the vote by Democratic Party legislators on such items.

7. Executive Operations Committee.

The purpose of the Executive Operations Committee is to advise and assist the Chair on various operational matters of the Party. The composition of this committee shall be as follows: Chair, First-Vice Chair, 2nd Vice Chair, all other Vice Chairs, Secretary, Treasurer, any other officers authorized by the State Central Committee, Executive Director, Chair of the Rules Committee, Chair of the Platform Committee, and Chair of the Credentials Committee of the Colorado Democratic Party. The Chair shall hold meetings with the Executive Operations Committee at least once per month. The Chair may assign duties as necessary to the members of the Executive Operations Committee. The chair shall seek the advice and assistance of the Committee on operational matters including the following:

- a. The composition and expenditures of the Party budget.
- b. Preparation for the state central, state executive, state assembly, state convention and other party meetings.
- c. Fundraising.
- d. Issues brought before it by the Chair.

8. Standing Credentials Committee.

The Chair shall, within thirty (30) days after election, name a standing committee on credentials and balloting as outlined below. The committee is charged with approving the credentials and presenting a list of qualified members for meetings of state central and executive committee meetings.

a. Composition

This committee shall be appointed by the Party Chair and have one member from each Congressional district, plus a committee chair at-large if needed to maintain an odd number of members.

b. State Convention and Assembly

All members shall be appointed by the State Chair to the state convention and assembly Credentials Committee.

c. Term of Service

This committee shall serve until after the biennial State Party reorganization meeting is concluded and new appointments are made by the State Chair.

d. Officers

The State Party Chair shall appoint a Chair from the committee's members, and the members shall elect a Vice-Chair and Secretary.

e. Duties

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

9. Other Committees.

The chair may appoint other committees, as may be necessary from time to time, including, but not limited to, Legislative Candidates, Registration and Get Out The Vote, and Fair Campaign Practices committees.

N. Other Jurisdictions.

The chairs of the various districts and county organizations may appoint such committees as are necessary to carry out the effective organization of the Party in their districts and counties.

O. Notice to all Officers.

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

P. Vacancies.

(Moved to CDP 3.8)

3.4 – PRECINCT CAUCUS

A. Qualifications for Participation in Caucuses.

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 \(2\)](#)

B. Call to Order.

At the time and place set by the county central committee for the holding of the precinct caucuses, one of the incumbent precinct organizers shall call the caucus to order. The precinct organizers shall decide which of them shall call the caucus to order by agreement or by lot. If no precinct organizer is present, any Democratic elector eligible to vote at the caucus may call the meeting to order.

C. Reading of Rules.

The person calling the caucus to order shall read and/or distribute a clear and concise statement of precinct caucus rules, procedures and requirements for participation in precinct caucuses and in the assembly and convention processes, including the election of alternate delegates to the county assembly/convention if the county central committee has decided to allow for alternate delegates, and shall have available those copies of the statements, rules and procedures for the duration of the caucus. They shall include the appropriate sections of the principles of affirmative action and fair reflection in these Rules.

D. Elections.

The caucus shall then select a chair and a secretary and proceed to elect the allotted number of delegates to the county assembly, and to elect two precinct organizers.

E. Certification.

The officers of the caucus shall prepare a certified list of the names of the delegates to the county assembly and the precinct organizers from the precinct on the forms supplied by the county chair and shall submit them to the county chair within 24 hours after the caucuses meet.

3.5 – PRECINCT ORGANIZATION

A. Meetings.

The precinct caucuses must be held on a date no earlier than the first Tuesday in March and no later than the first Saturday after the first Tuesday in March. The county central committee shall notify the 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. The State Party shall keep a list of the dates of the precinct caucus for every county. [C.R.S. 1-3-102 \(1\)](#)

B. 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 assembly credentials committee shall determine all disputes as to the qualifications or election of any candidate for precinct organizer and shall include its findings in its report to the county assembly. [C.R.S. 1-3-102 \(2\)\(a\)](#)

5. Term of Office.

The person elected at the precinct caucus shall assume the office immediately, serving for two years unless they move or resign. If the 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.

(Moved to CDP 3.8)

7. Filing.

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

C. Duties of Precinct Organizers.

1. Representatives of the Party.

Precinct organizers are the representatives of the Party within their precincts and have the right and privilege of representing the Democrats residing within their precinct at all meetings of the 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 workers in the precinct, supervise and direct their activities within the precinct.
- c. Distribute and/or supervise the distribution of the literature of the Party 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.

D. 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 county chair and the county executive committee, or county central committee, upon a 2/3 vote of such executive or central committee, unless otherwise provided by county rules.

3.6 – COUNTY CENTRAL COMMITTEE

A. Composition.

All of the precinct organizers of the political party in the county, all of the district captains and co-captains, if any, of the political party in the county, and the county party officers, together with the elected county public officials, the United States President or Vice President, senators and representatives, the state senators and representatives, the elected state public officials, and the district attorney, who are members of the Party and who reside within the county, shall constitute the membership of the county central committee, but 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. [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 at least 10 days' notice 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, secretary, and treasurer. Any Democratic elector of the county shall be eligible for election to those offices. Each county may select any other officers provided for in the 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.

The county central committee shall be the governing body of the Party in each county and shall be vested with all the power and authority of the Party, except that vested in the county assembly. Officers shall exercise powers and duties as provided in these Rules for state officers.

E. Removal for Absence.

Any central committee member who fails to attend any three successive meetings of the county central committee, after having been given due notice 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 committee.

F. County Executive Committee Composition.

County central committees shall establish executive committees, which shall consist of the chair, vice chair, secretary, and treasurer and such members as are provided for in this Section F. [C.R.S. 1-3-105 \(2\)](#)

1. Subdivision for Election of Members.

A county central committee may by resolution provide for suitable subdivision of the county into districts for purposes of administering party activities, such districts to be recognized for purposes of representation on county executive committees.

a. In counties so subdivided, the county executive committee shall include for each district at least one Democratic elector to be known as "Captain" and may include an additional Democratic elector to be known as "Co-Captain" who shall be elected by the precinct organizers from each district at the biennial organizational meeting of the county central committee, or as provided for in county rules.

b. At such time as any county shall be subdivided as herein provided, the central committee shall provide for the immediate election, by the precinct organizers from each district, or as provided for in county rules, of members of a newly constituted executive committee, who shall replace any theretofore selected executive committee members.

2. Counties Not Subdivided.

In counties not subdivided into districts, the executive committee shall be elected by the county central committee at its organizational meeting and shall include no fewer than five Democratic electors of the county in addition to the chair, vice chair, secretary and treasurer.

3. Additional Members.

A county central committee may by resolution designate additional members to the county executive committee, and each county central committee may provide for additional qualifications for its executive committee members. The term of office of members of the county executive committee shall be commensurate with the term of office of county central committee officers.

4. Chair May Appoint.

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.

G. County Executive Committee Powers and Duties.

1. Organization and Campaigns.

The executive committee shall assist the chair in the control and management of the political campaigns of the Party in the county. The executive committee members shall be responsible for the organization of the Party 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. In counties containing no election districts the executive committee members shall possess such power in the management of political campaigns as may be delegated to them by the county central committee.

2. Assist Other Officers.

In counties having captains and co-captains of districts, the co-captains shall assist the captain in the performance of their duties. In the absence of the captain, or their refusal or inability to act, the co-captain shall act as captain. Precinct organizers shall be responsible to such district captains and co-captains and to the county chair and vice chair for the management of campaigns in their precinct.

3. Meetings.

It shall be the duty of the chair of the central committee to call all meetings of the executive committee, and to give ample notice of the time and place of such meetings.

4. Removal for Absence.

Any executive committee member who fails to attend any two successive meetings of the executive committee, after having been given due notice 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 committee.

H. Other Jurisdictions.

The chairs of the various district and county organizations may appoint such committees as are necessary to carry out the effective organization of the Party in their districts and counties.

I. Vacancies.

(Moved to CDP 3.8)

J. Membership on the Central Committee.

Membership on a central committee is not a necessary qualification to serve on an executive committee, as an officer of any central committee, or as a lawful appointee to the central committee, although executive committee members, officers and appointees may serve as members on a central committee by virtue of their offices, if so provided,

or by election. All officers of a central committee shall have a vote except that the chair shall be only allowed to vote in case of a tie.

K. Rules and Procedures.

A county central committee may implement additional rules governing the Democratic Party within the county 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 county shall file a copy of current rules with the State Party rules committee. County rules cannot be amended after the first Monday in February of even numbered years. Any procedure which is not prescribed in or governed by these rules or county rules shall be governed by the current edition of Robert's Rules of Order Newly Revised.

3.7 – CENTRAL COMMITTEES OF OTHER JURISDICTIONS

A. Congressional Districts Composition.

1. Multi-county.

The chair and vice chair of the several party county central committees entirely or partially within each Congressional district together with the elected congressperson, the elected state board of education member of the Party for the Congressional district, the elected board of regents member of the Party for the Congressional district, the state senators and representatives of the Party, the members of the Democratic National Committee, and the officers of the Congressional district, all of whom reside within the district, shall constitute the Congressional central committee. If the county chair or vice chair do not reside within the Congressional district, they shall appoint a registered Democratic elector residing within the district to serve in their stead. Two bonus members shall be allowed from each county for every 10,000 votes or major fraction thereof cast in each county for the Democratic candidate for Governor or President of the United States, whichever number is greater, at either of the last two general elections in the county, or the portion of the county within the Congressional district. If, due to redistricting and reapportionment, it is impossible to determine the votes cast in the portion of a county within the Congressional district for the previous two general elections, the bonus members shall be allocated based only upon the immediately preceding election, or on any fair basis approved by the State Central Committee. The bonus members shall reside within the Congressional district and shall be elected by those members of the county central committee who reside within the Congressional district at its organizational meeting in a manner provided for by the county central

committee. Such bonus members shall be as equally divided as possible between male and female. [C.R.S. 1-3-103 \(3\)\(a\),\(b\)](#)

2. Single county.

In a congressional district comprising all or a portion of one county, the central committee's composition shall follow the membership required by state statute.

B. State Senatorial Districts Composition.

1. Multi-county.

In a state Senatorial district that is comprised of two or more whole counties or part of one county and all or a part of one or more counties, the central committee shall be composed of:

- Its officers
- The precinct officers who reside within the district
- The chairs, vice chairs, and secretaries of the county central committees within the district
- The Democratic members of the Colorado General Assembly who reside within the district.

If any of the county party officers do not reside in the district, such officers shall designate replacements who live in the district. County chairs shall provide to the chair of the district the name and contact information of the replacement for any county officer. The replacement will be considered permanent until further notice to the district chair by the county chair. [C.R.S. 1-3-103 \(5\)\(a\)](#)

2. Single-county.

In a state Senatorial district comprising a portion of one county the central committee shall be composed of its officers, and the chair, vice chair and secretary of the county central committee, in addition to the precinct organizers and Democratic members of the Colorado General Assembly all of whom reside in the district. [C.R.S. 1-3-103 \(5\)\(b\)](#)

C. State Representative Districts Composition.

1. Multi-county.

In a state representative district comprising two or more whole counties or a part of one county and all or a part of one or more other counties, the central committee shall be comprised of

- Its officers
- The precinct organizers who reside in the district
- The chairs, vice chairs, and secretaries of the county central committees within the district

- Democratic members of the Colorado General Assembly who reside within the district.

If any of the county party officers do not reside in the district, such officers shall designate replacements who live in the district.

County chairs shall provide to the chair of the district the name and contact information of the replacement for any county officer. The replacement will be considered permanent until further notice to the district chair by the county chair. [C.R.S. 1-3-103 \(6\)\(a\)](#)

2. Single-county.

In a state representative district comprising a portion of one county, the central committee shall be composed of its officers and the chair, vice chair, and secretary of the county central committee, in addition to the precinct organizers and Democratic members of the Colorado General Assembly all of whom reside in the district. [C.R.S. 1-3-103 \(6\)\(b\)](#)

D. Judicial Districts Composition.

1. Single-county.

In districts comprising one county or a portion of one county, the central committee shall be composed of precinct organizers, the elected Democratic district attorney, and the chair, vice chair, and secretary of the county central committee, all of whom reside within the district. [C.R.S. 1-3-103 \(4\)\(d\)](#)

2. Multi-county.

In districts comprising more than one county the central committee shall be composed of the chairs and vice chairs of the county central committees and the elected Democratic district attorney of the judicial district. [C.R.S. 1-3-103 \(4\)\(a\)](#)

3. Bonus members.

In districts comprising more than one county, two bonus members shall be allowed from each county for every 10,000 votes or major fraction thereof cast in each county for the Democratic candidate for governor or president, whichever number is greater, at either of the last two general elections in the county, or the portion of the county within the judicial district. Bonus members shall be elected by the county central committee at its organization meeting in a manner provided by the county central committee. Such bonus members shall be as equally divided as possible between male and female. [C.R.S. 1-3-103 \(4\)\(b\)](#)

E. County Commissioner District Central Committee Composition.

In counties which have adopted a five commissioner board or county home rule, any county commissioner central committee shall be constituted of all the precinct committee people from precincts in the county commissioner district, together with the officers selected by this central committee on the same date and in the same manner as

the county central committee, the state senators and representatives and the district attorney who are Democrats and who reside within the district. [C.R.S. 1-3-103 \(1\)\(b\)\(II\)](#)

F. All Jurisdictions Executive Committee.

Central committees in any district may elect executive committees to carry out responsibilities delegated to the executive committee by the central committee. [C.R.S. 1-3-105 \(2\)](#)

G. Officers of Central Committees.

1. Officers.

Each district central committee shall elect a chair, vice chair and secretary. [C.R.S. 1-3-103 \(1\)\(d\), \(4\)\(e\), \(5\)\(a\), \(5\)\(b\), \(6\)\(a\), \(6\)\(b\)](#)

2. Powers.

Officers shall exercise powers and duties as provided for in these Rules for state officers. The district chair shall oversee the campaigns of nominees from their districts, except that in judicial, Senatorial, and representative districts composed of but one county or part of one county, the campaign shall be overseen by the county chair and county executive committee.

H. Rules and procedures.

Multi-county districts are governed by these 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. A single county district is governed by rules adopted by a county central committee in addition to these 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. 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. [C.R.S. 1-3-103 \(9\)\(a\), 1-3-103 \(3\)\(d\), 1-3-103 \(4\)\(e\), 1-3-103\(10\)\(a\), 1-3-105 \(1\).](#)

I. Committees.

The chairs of the various districts and county organizations may appoint such committees as are necessary to carry out the effective organization of the Party in their districts and counties.

J. Membership on a Central Committee.

Membership on a central committee is not a necessary qualification to serve on an executive committee; as an officer of any central committee or, as a lawful appointee to the central committee, although executive committee members, officers and appointees may serve as members on a central committee by virtue of their offices, if so provided,

or by election. All officers of a central committee shall have a vote except that the chair shall be only allowed to vote in case of a tie.

3.8 – VACANCIES IN PARTY OFFICE

A. Definition.

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

B. Vacancies in Precinct Organizers.

1. Vacancies in precinct organizers shall be filled by appointment by the vacancy committee of the county central 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)
2. If the county central committee vacancy committee or the county rules process 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 secretary within thirty days of filling a vacancy.
3. 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.
4. 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.

C. Vacancies in County Central Committees

1. **Chair Vacancy.** A vacancy in the Chair shall be filled within 30 days by the county central committee on the call of the vice chair, or in the absence of the vice chair, by the secretary. The call shall be issued within 10 days of the occurrence of the vacancy.
2. **Executive Committee.** All vacancies of elected members shall be filled by the county central committee, if in session. If it is not in session, the county chair, with the approval of the executive committee, shall appoint a person to fill the vacancy who shall hold office until the next organizational meeting of the county central committee. All vacancies shall be filled in accordance with county party rules or, if none, by appointment by the unit which originally elected the member.
3. **Central Committee.** A precinct organizer vacancy shall be filled in accordance with 3.8.b.1. Any other non-officer vacancy on a central

committee shall be filled within thirty days of its occurrence by the body that originally elected them. C.R.S. 1-3-103 (1) (a)

4. **Other Officers.** A vacancy shall be filled by the county executive committee as an interim appointment until the next county central committee meeting after the vacancy occurs.

D. Vacancies in State Central Committee

1. **Chair.** A vacancy shall be filled within 30 days by the State Central Committee on the call of the first vice chair, or in the absence of the first vice chair, by the second vice chair, or in the absence of the second vice chair, by the secretary. The call shall be issued within 10 days of the occurrence of the vacancy.
2. **Executive Committee.** All vacancies shall be filled by appointment by the unit which originally elected the member.
3. **Central Committee.** A vacancy shall be filled within 30 days after its occurrence by the county central committee of the county jurisdiction where the vacancy occurred. The call shall be issued within 10 days of the occurrence of the vacancy. If the county central committee has not made specific provisions to fill vacancies at the last reorganization meeting or in the county party rules, the vacancy may instead be filled automatically by the person receiving the next highest vote total in the election to fill the position at the last reorganization meeting.
4. **Other Officers.** A vacancy may be filled by the executive committee as an interim appointment until the next State Central Committee meeting after the vacancy occurs.

E. Vacancies in Central Committees of Other Jurisdictions

1. Single County Districts

- a. **Central Committee Members.** Vacancies in the members of congressional, judicial, state house, state senate, or county commissioner central committees for districts comprised of part or all of one county shall be filled as provided for precinct organizers or county central committees in these rules or as provided for in the county party rules.
- b. **Officers.** Vacancies in the offices, including Chair, of districts comprised of part or all of one county shall be filled within thirty days of its occurrence by the district central committee. The call shall be issued by the highest-ranking available officer within ten days of the occurrence of the vacancy.

2. Multi-county Districts.

- a. **Central Committee Members.** Vacancies in the members of multi-county congressional, judicial, state house or state senate central committees will be filled by the jurisdiction which originally filled the position within thirty days of the occurrence of the vacancy.
- b. **Officers.** Vacancies in the offices, including Chair, of multi-county districts shall be filled within thirty days of its occurrence by the district central committee. The call shall be issued by the highest-ranking available officer within ten days of the occurrence of the vacancy.

F. Positions Unfilled After 60 Days

The State Chair may fill any vacancies in officers or members for county or other central committees that exist for more than 60 days.

G. Members of the Democratic National Committee.

A vacancy shall be filled by the Democratic National Committee upon recommendation of the State Central Committee. The person recommended to fill the unexpired term shall be a Democratic elector. Notice of the meeting of the State Central Committee for the purpose of making the recommendation shall be in writing to each member of the committee at least ten (10) days in advance of the meeting and contain the time, purpose, and place of the meeting.

3.9 – RESIGNATIONS

When any person who is a member of any central committee resigns before the end of the regular term of office, the resignation must be presented in writing to the chair of the committee of which the person is a member. If a chair of any central committee resigns before the end of the regular term, the resignation must be presented in writing to the 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 these rules. When any person has made an oral statement of resignation, that person shall be requested, by a member of the appropriate central or executive committee, to submit a written statement of resignation. If a written resignation is not submitted, nor the intention to resign denied in writing within ten (10) days after this request, the chair shall declare a vacancy to exist.

3.10 – 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 a central committee must sign and submit a written petition containing a Statement of Charges to the highest-ranking central committee officer who is not named in the petition and Statement of Charges. The Statement of Charges shall contain the grounds for removal.
2. Upon receipt of the Statement of Charges, the officer in receipt shall send to the accused officer(s), by certified mail, no later than 10 days from receipt, a copy of the Statement of Charges and a letter stating that the accused officer may either resign or have a hearing, by way of motion for removal, at the next regularly scheduled meeting of the appropriate central committee, or at a meeting scheduled specifically for the hearing.
3. If the accused officer does not resign, the officer in receipt of the Statement of Charges shall send a copy of the Statement of Charges to all the members of the central committee, along with a notice of the central committee meeting. Except for cause, such a meeting shall be called no later than 30 days after the date the accused officer was sent the Statement of Charges.
4. At the meeting of the central committee the accused officer shall be afforded an opportunity to respond to the Statement of Charges. After such hearing, upon a motion for removal made by one of the signatories to the Statement of Charges, the accused officer shall be removed by a majority vote of the entire membership of the central committee.
5. Any officer may appeal their removal at the next meeting of the central committee. A majority vote of the entire membership of the central committee is required to reinstate the officer(s). Any reinstated officer shall resume their office at the conclusion of the voting.
6. If an officer is removed, the office shall be declared vacant and filled in the manner provided for in these rules.
7. No more than one active Statement of Charges may be pending against an officer at any given time. Additional Statements of Charges concerning substantially the same facts or events shall not be accepted while a prior Statement is pending resolution. Repeated or duplicative filings intended to harass, burden, or compel resignation shall be deemed out of order and shall not require a hearing.

PART FOUR – NOMINATING SYSTEM

4.1 – POLITICAL DIVISIONS OF THE STATE

The Party shall be divided into the following levels: the State as a whole, Counties, 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

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: 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](#); [[Candidate Qualification Chart](#)]

2. Fixing the Date, Time, and Place.

a. County central committees shall have the power to fix the date, time, and place for assemblies within their jurisdiction in accordance with the applicable state statutes and these rules. Central committees may delegate their 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 county party 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 \(1\)\(a\)\(IV\)](#)

3. Call.

It shall be the duty of the county chair to issue the call at least ten days prior to the assembly. (See [CDP Rules 2.2.B.2.](#))

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 \(2\), \(3\)](#)

5. Vacancies.

(See [CDP Rules 4.7](#))

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.

(See [CDP Rules 3.4.A](#))

D. Number of Delegates.

Counties shall determine before precinct caucuses whether they will elect alternate delegates to county assembly and convention. The number of delegates to assemblies and/or conventions shall be determined by the appropriate central committee using as criteria Democratic voting strength and any other factors the central committee considers appropriate. The formula used must conform to national and state delegate and affirmative action plans. Central committees may 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.

The assembly and/or convention shall consist of delegates and, if applicable, alternates selected by the Democratic electors at precinct caucus. The persons receiving the highest number of votes at the precinct caucus shall be the delegates to the county assembly from the precinct. If two or more candidates receive an equal number of votes for the last available place in the election of delegates to county assemblies at the precinct caucuses, the delegate shall be determined by lot by the candidates. [C.R.S. 1-4-602 \(1\)\(a\)\(I\)](#)

F. Nomination of Delegates.

In counties, which nominate delegates to Congressional district or state conventions and/or assemblies at precinct caucuses, 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 chairs 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. Counties, at their option, may decide to elect an alternate for each delegate elected at the precinct caucus to attend county assembly and/or convention, provided that not more than one alternate shall be elected for each delegate. The order of procedure for selecting alternates is established in the state delegate selection plan.

I. Proxy Voting.

To ensure full participation in the delegate selection process, counties may allow for 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 at all levels of the Party shall be in accordance with the Delegate Selection Plan adopted by the State Central Committee for each election year.

4.3 – MEETINGS OF THE STATE ASSEMBLIES AND CONVENTIONS

A. State Assemblies.

1. Purpose.

Assemblies shall be held in each even-numbered year. Candidates shall be designated for the following offices (provided an election for such office is being held in such year):

- U.S. Senate,
- Governor,
- Attorney General,
- Secretary of State,
- Treasurer,
- At-Large members of the University of Colorado Board of Regents,
- At-Large State Board of Education.

[C.R.S. 1-4-502 \(1\)](#).

2. Fixing the Date, Time, and Place.

Central committees shall have the power to fix the date, time, and place for assemblies in accordance with the applicable state statutes and these Rules. Central committees may delegate their powers to executive committees or to any other committees of their choosing. The state assembly shall be held no later than seventy-three days preceding the primary election. [C.R.S. 1-4-601 \(1\)](#)

3. Call.

It shall be the duty of the State Chair to issue the call for the assembly.

B. State Conventions.

1. Purpose.

In every presidential year conventions shall be held to select delegates to other political conventions, including national conventions, to nominate presidential electors, and to elect the Democratic national committee persons allocated to Colorado. In every presidential year conventions shall be held in counties, Congressional districts, and the state for the purpose of selecting delegates to the national convention. [C.R.S. 1-4-701 \(1\)](#), [CDP Rules 4.4.B](#)

2. Procedure.

Conventions may be held in association with assemblies. The procedure for fixing the time, place and date of the issuance or the call for conventions shall be the same as for assemblies.

3. National Committee Members.

At each state convention in presidential election years the delegates shall elect the Democratic national committee persons allocated to Colorado. Such persons shall be divided as equally as possible between men and women. The members shall serve for a term of four years beginning at the close of the Democratic National Convention of the year in which they are elected. Each person so elected must receive a majority of the votes cast. National committee persons need not be members of any central committee but may be members by virtue of their offices, if so provided, or by election.

4. Electors.

Two electors at-large shall be nominated by the state convention. If a congressional district fails to nominate its elector, then the state convention shall nominate such elector or may determine in what manner such elector shall be nominated.

C. Qualifications for Voting.

(See [CDP Rules 3.4.A.](#))

D. Number of Delegates.

The number of delegates to assemblies and/or conventions shall be determined by the appropriate central committee using as criteria population and Democratic voting strength. The formula used must conform to national and state delegate selection and affirmative action plans. The state committee shall make the determination before precinct caucuses and the State Chair shall announce the number in its call for the state assembly and convention.

E. Delegate Selection.

The assembly or convention shall consist of delegates elected by the members of county assemblies or conventions from among the members of such assemblies or conventions.

1. In counties having election districts, the delegates from each such district may elect their pro-rata share of state assembly delegates by a procedure established by the county central committee. [C.R.S. 1-4-602](#)
2. If authorized by the county central committee, delegates to the state and Congressional district assemblies and conventions may be provisionally elected at precinct caucus, subject to the approval of the county assembly and/or convention.
3. The requirements for fair reflection will be met in the selection of delegates to conventions and assemblies. (See [CDP Rules 1.3.F.](#))

F. Certification of Delegates.

1. At Assemblies and Conventions the officers of assemblies and conventions shall give to the chair of the credentials committee of the state or Congressional district, whichever is appropriate, at least three days before the meeting of any state or Congressional district assembly or convention, a certified list of the delegates to that assembly and/or convention.
2. Final certification of the delegates to any assembly or convention is upon majority vote.

G. Alternates.

Alternate delegates will not be elected for multi-county judicial district, multi-county House district, multi-county Senate district, Congressional district, or state assemblies/conventions. Counties, at their option, may decide to elect an alternate for each delegate elected at the precinct caucus to attend county assembly and/or convention, provided that not more than one alternate shall be elected for each delegate. The order of procedure for selecting alternates is established in the state delegate selection plan.

H. Proxy Voting.

To ensure full participation in the delegate selection process, members who are unable to attend Congressional district and the state assemblies/conventions, 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 a Congressional district or state 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 the 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 (1) proxy at a time.

I. Delegate Selection Plan.

All procedures used for delegate selection at all levels of the Party shall be in accord with the delegate selection plan adopted by the State Central Committee for each election year. If, in order to comply with DNC rules, the delegate selection plan for presidential election years contains provisions in conflict with these rules, the delegate selection plan shall prevail.

4.4 – MEETINGS OF ASSEMBLIES AND CONVENTIONS OF OTHER JURISDICTIONS

A. Congressional District Assemblies.

1. Purpose.

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

2. Fixing the Date, Time, and Place.

The district chairs shall fix the date, time, and place for assemblies within their jurisdictions in coordination with the State Party chair and in accordance with the applicable state statutes and these rules. [C.R.S. 1-3-103 \(10\)\(b\)](#)

3. Call.

The chair of the central committee shall ensure that the call for the assemblies in their jurisdiction is issued.

B. Congressional District Conventions.

1. Purpose.

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

2. Procedures.

Conventions may be held in association with assemblies. The procedure for fixing the time, date, and place and for the issuance of the call for conventions shall be the same as for assemblies.

3. Presidential Electors.

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

C. Judicial, State Senate, State Representative, District Assemblies.

1. Purpose.

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

2. Fixing the Date, Time and Place.

The district chairs shall fix the date, time, and place for assemblies within their jurisdictions in coordination with the County Party and State Party chairs and in accordance with the applicable state statutes and these rules. [C.R.S. 1-3-103 \(4\)](#), [1-3-103 \(10\)](#)

3. Call.

The chair of the central committee shall ensure that the call for the assembly in their jurisdiction is issued.

4. Multi-County Districts.

In districts composed of one or more whole counties and a portion of one or more counties or composed of portions of two or more counties, assemblies and conventions shall be composed of Democratic electors who reside in the district, and who are selected either by precinct caucuses or by the members of Democratic county assemblies or conventions in each county in the district. [C.R.S. 1-4-602 \(2\)\(b\)](#)

5. Single County Districts.

In districts comprised of a part of one county, assemblies and conventions shall be composed of delegates to the county assembly from precincts within the district. [C.R.S. 1-4-602 \(2\)\(a\)](#)

6. Multi-County Representation.

In districts comprised of one or more whole counties and a portion of one or more counties or comprised of portions of two or more counties, the number of delegates to the senatorial and representative district assemblies shall be apportioned among the counties according to the vote in the county for the party's candidate for governor or president in the last general election. The State Party shall make the allocations and provide the numbers to the district and county chairs. [C.R.S. 1-4-602 \(2\)\(b\)](#)

7. Reapportionment.

In the first election year after boundaries are changed by statute, if the district central committee has not been organized prior to thirty days before the date of precinct caucuses, the Party shall apportion the number of delegates. The chair of the most populous county after due consultation with the chairs of the other counties having precincts within the district, shall issue the call for the district assembly and preside over its meeting.

D. Alternates.

Alternates will not be elected to any multi-county judicial district, multi-county House district, multi-county Senate district, or Congressional district.

4.5 – COMMITTEES OF ASSEMBLIES AND CONVENTIONS

A. Permanent Organization.

1. Duties.

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

2. Composition.

a. State and Congressional District committees shall consist of one member from each county in the jurisdiction. Counties with more than 50,000 votes at the last general election for the Democratic candidate for either governor or President of the United States shall be entitled to one bonus member for each additional 50,000 votes cast, or major portion thereof.

b. County committees shall consist of one member from each election district or ward. In counties without official election districts or wards, the membership shall consist of not fewer than 5, nor more than 15, members, no more than one of whom shall be from the same election precinct. 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.

c. For other multi-county districts, the committee shall consist of at least one member from each county, and bonus members may be allocated to counties based on a factor that reflects Democratic voting strength.

3. Selection.

a. Selection of Members for County Committees

The county chair shall appoint the members of the county committees, 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.

i. A county assembly may, by separate motion, or permanent organization report, delegate to the county chair the authority to appoint members to the credentials and/or permanent organization committees of subsequent assemblies.

ii. Unless otherwise provided by county rules or the county assembly permanent organization report, a county chair may appoint a replacement for a credentials or permanent organization committee member who has resigned or become ineligible to serve.

b. Selection of Members for Other Committees

Members of such committees for multi-county legislative, judicial, or Congressional districts and for the state 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 and alternates who have been registered and providing supplementary reports of changes in the registration roll, as needed;
- d. Recommending the certification of delegates and seated alternates which shall become the official roll of voting members of the assembly, subject to changes through later reports.
- e. County assembly credentials committees shall also be responsible for recommending ratification of precinct organizers.

2. Composition.

The members of the Credentials committees shall be chosen in the same manner as members of the permanent organization committee. (See [CDP Rules 4.5.A.2](#)). Additionally, the members of the standing credentials committee shall be members of the credentials committee for the state assembly and convention. None of the members of the credentials committee shall wear or display any campaign advertisements.

3. Procedure.

a. Unchallenged delegates

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

b. Challenges

i. 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 of such intention, together with the grounds of the contest to the State 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 district's 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 committee may schedule a hearing at which interested people may present their views.

ii. Options for action

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

- (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 alternate delegates or delegations;
- (e) Certify an alternate delegation;
- (f) Allocate fractional votes; and/or
- (g) Any other action which ensures fair representation of the members of the unit from which the delegate or delegates were selected.

iii. Report

The committee shall make its report public as soon as possible and the report shall be made public prior to the opening of the assembly 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. Platform Committee

1. State.

a. Composition

i. The chair of the platform committee shall be appointed by the State Party Chair. Each state representative district central committee and each Congressional district central committee at its organizational meeting shall designate and certify to the State Chair one member to serve on the platform committee of the state 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. Each Initiative may appoint one member to the state Platform Committee. In addition, the following shall be members of the platform committee:

- Incumbent Democratic statewide elected officials,
- State and federal senators and representatives,
- University of Colorado Board of Regents and state Board of Education members,
- The chair, 1st vice chair, 2nd vice chair, secretary and treasurer of the State Central Committee
- The national committee persons.

ii. Vacancies in elected committee membership shall be filled in accordance with Party 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 State Party 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 State Chair.

b. Meetings

The platform committee shall meet at a time and place to be designated by the State Chair as early as possible preceding the convening of the state assembly or convention for the purpose of receiving, considering and drafting resolutions for adoption. At least 60 days prior to the state assembly, the state platform committee shall be convened by the State Chair for the purpose of drafting suggested resolutions for the use of the platform committee, such draft resolutions to be sent to all members of the platform committee at least 10 days prior to the state assembly or convention.

c. Duties

The platform committee shall combine submitted statements, policies and resolutions from a variety of Colorado Democratic Party 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 State Party's agenda.

The chair of the platform committee shall transmit to the State Chair a copy of all proposed platform language passed by the committee. The State 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 state assembly.

d. Adoption Procedure

The report of the state platform committee shall be submitted to the state assembly or convention, and shall be adopted by a majority of delegates present and voting.

Minority reports of the state 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 shall be submitted to the chair of the state platform committee and the state party chair prior to the convening of the state assembly.

Debate on the platform at the state 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 state assembly or convention, to be included in the platform of the Party.

2. Other Jurisdictions.

Other jurisdictions shall provide for committees and procedures not inconsistent with those prescribed for state assemblies and conventions, when applicable.

4.6 – 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 committee on permanent organization. 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 committee on platform resolutions, 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.

4.7 – VACANCIES IN THE NOMINATING SYSTEM

A. National Convention.

An alternate vacancy, if occurring more than five days prior to the beginning of the national convention, shall be filled by the state's delegation to the national convention with a person of the same presidential preference and from the same political subdivision.

B. Vacancy in Nomination 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](#)

4.8 – 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.

4.9 – VACANCY IN OFFICE

A. Vacancy in Local/District Office.

1. Vacancies in office caused by the death or resignation of an incumbent Democratic county commissioner, state representative, state senator, or member of the State Board of Education 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).]

B. Vacancies in Statewide Office, U.S. Senate.

Vacancies in statewide office or U.S. Senate, except for vacancies on the State Board of Education, are filled by the governor. [C.R.S. 1-12-201, 22-2-105.5]

C. Vacancies in U.S. Congress.

1. Upon receipt of notice of an election for a Congressional vacancy of any Party, the Congressional district chair shall issue the call for a special nominating convention, which shall select one candidate for the special vacancy election.
2. The delegates to the nominating convention shall consist of:
 - The elected officers of the Congressional district
 - The county chairs and vice chairs of all counties that comprise the district
 - All precinct officers who reside within the Congressional district at the time the vacancy is declared.

3. A person shall be eligible for nomination for election to fill a vacancy in the office of representative of Congress if that person is a registered Democrat at the time the vacancy is declared and lives in the state of Colorado.
4. The nominating convention shall select a single nominee for the Congressional special election by a majority of all delegates present and voting.
5. If no candidate achieves a majority of the convention vote, the candidate receiving the fewest votes shall be eliminated and all delegates shall vote again until one candidate reaches a majority.

PART FIVE – CONTROVERSIES

5.1 – CONTROVERSIES

A. Controversies defined.

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

B. Requirements for filing formal complaint

1. **Standing.** A formal complaint must be submitted by a registered Colorado Democrat or Democratic Party organization (the “**Complainant**”).
2. **Deadline.** A formal complaint must be submitted within thirty days of the date the Complainant knew or should have known of the alleged violation.
3. **Contents.** A formal complaint must (1) identify the person or organization who committed the alleged violation (the “**Respondent**”) as well as (2) include a short and plain statement of the alleged violation, with enough factual information, accepted as true, to make the alleged violation appear plausible rather than just possible.
4. **Request for relief.** A formal complaint must include a short and plain statement of what remedy, redress, or other relief the Complainant wishes the party to impose or pursue on account of the alleged violation.

C. Process for filing formal complaint.

Formal complaints shall be submitted to the State Party Chair or to the chair of any county, district, initiative, or other subsidiary of the Party via a Complaint Form available to the public. The Complaint Form may be submitted in person, via mail, courier, or via email. [[Complaint Form](#).]

D. Responsibility for filed formal complaint

1. **Receipt and distribution.** Upon receipt of a formal complaint, the State Party Chair shall distribute the formal complaint to (1) the Vice Chairs, Executive

Director, and other relevant Party officials or (2) the chair of the relevant county, district, initiative, or other subsidiary of the Party. Upon receipt of a formal complaint, the chair of any county, district, initiative, or other subsidiary of the Party shall distribute the formal complaint to other appropriate party officials.

- a. **Party official named as Respondent.** If any of these party officials are named as a Respondent in the formal complaint, they shall not be involved in the handling of the formal complaint. In that event, any responsibilities for the handling of the formal complaint shall fall on that party official's first deputy, except that if the chair of the relevant county, district, initiative, or other subsidiary of the Party is named as a Respondent in the formal complaint, any responsibilities for the handling of the formal complaint shall fall on the State Party Chair.
2. **Handled by responsible chair.** The State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who receives a formal complaint shall, within ten days of receipt, (1) dismiss the formal complaint for failure to comply with the requirements for filing a formal complaint or because the formal complaint proves frivolous, (2) refer the formal complaint to a controversy committee to hear the dispute and report to the chair, or (3) proceed to investigate and resolve the formal complaint on the chair's own authority, all as described below.
3. **Handled by controversy committee.** When a formal complaint is signed by (1) at least two members of the State Executive or Central Committees or the central or executive committees of the relevant county, district, initiative, or other subsidiary of the Party and (2)(a) at least fifty registered Colorado Democrats or (b) a number of registered Democrats equal to at least 1 percent of registered Democrats in the relevant jurisdiction, the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who receives the formal complaint shall, within ten days of receipt, refer the formal complaint to a controversy committee to hear the dispute and report to the chair.
4. **Forwarding to State Party.** When a formal complaint cannot, for whatever reason, be resolved by the relevant county, district, initiative, or other subsidiary of the Party, the chair of that county, district, initiative, or other subsidiary of the Party shall forward the formal complaint to the State Party Chair, who shall handle the formal complaint as if submitted to the State Party Chair in the first instance.

E. Handling of filed formal complaint

1. **Dismissal.** Upon receipt of a formal complaint, the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party shall, within ten days of receipt, review the formal complaint to verify that it complies with the requirements for filing a formal complaint and does not prove frivolous. To the extent that the formal complaint does not comply with the requirements for filing a formal complaint or proves frivolous, the chair shall dismiss the formal complaint as well as provide the Complainant with written notice and a brief explanation of the reasons for dismissal.
 - a. *“Frivolous” defined.* A formal complaint is frivolous when it, on its face, (1) lacks any legal merit or factual support, (2) has been submitted for the purpose of harassing or burdening the Respondent, or (3) attempts to abuse the controversies process.
 - b. *Appeal of dismissal.* Upon receipt of a notice of dismissal, the Complainant may, within seven days, appeal the dismissal by providing the chair with written notice of appeal and a brief explanation of the reasons the Complainant disagrees with the dismissal.
 - A. Handling. Upon receipt of a notice of appeal from dismissal, the chair shall refer the formal complaint to a controversy committee which shall, within ten days as well as summarily and without hearing, determine whether the chair abused the chair’s discretion in dismissing the formal complaint. The chair shall, upon receiving the written notice of appeal, provide the controversy committee with all formal complaints, written answers, the written notice and brief explanation of the reasons for dismissal, and the written notice of appeal. If the controversy committee determines that the chair did not abuse the chair’s discretion in dismissing the formal complaint, the dismissal shall stand. If the controversy committee determines that the chair did abuse the chair’s discretion in dismissing the formal complaint, the controversy committee shall proceed to consider the merits of the formal complaint in a subsequent hearing. In any event, the controversy committee shall provide the Complainant with written notice of its action on the dismissal.
2. **Notice.** If the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who receives a formal complaint does not dismiss the formal complaint, the chair shall, within ten days of receipt, provide the Respondent with (1) a copy of the formal complaint and (2) written

notice of whether the chair will (a) refer the formal complaint to a controversy committee to hear the dispute and report to the chair or (b) proceed to investigate and resolve the formal complaint on the chair's own authority.

3. **Answering statement.** Upon receipt of a copy of the formal complaint, the Respondent may, within seven days, provide the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received the formal complaint a written answer to the alleged violations and, if appropriate, a formal complaint against the Complainant.
 - a. *Handling.* The chair shall (1) provide the Complainant a copy of the answer and (2) handle the formal complaint against the Complainant, if any, in the same manner as any formal complaint, including review for dismissal, provision of notice, opportunity to provide a written answer, etc.
 - b. *Transfer to controversy committee.* If the chair has referred the formal complaint to a controversy committee to hear the dispute and report to the chair, the chair shall, upon receiving the final written answer, provide the controversy committee with all formal complaints and written answers.
4. **Decision.** Upon receipt of a written report from a controversy committee or upon conclusion of the investigation if acting on the chair's own authority, the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received the formal complaint shall, within seven days, sustain or overrule the formal complaint in whole or in part as well as provide the Complainant and Respondent with written notice and an explanation of the reasons for the decision.
 - a. *Acting on written report of controversy committee.* If acting on a written report from a controversy committee and not departing from the controversy committee's findings and recommendations, the chair may replace the explanation of the reasons for the decision with a statement that the chair adopts the findings and recommendations of the controversy committee.
5. **Corrective action.** When sustaining in whole or in part a formal complaint, the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received the formal complaint may, in the written notice of decision, order corrective action, which may include but is not limited to:
 - Declaratory judgment;
 - Direction to cease and desist certain actions;
 - Direction to take certain remedial actions;
 - Private censure;

- Public censure;
 - Suspension of party credentials for a specified period of time;
 - Suspension of access to party databases and resources for a specified period of time;
 - A ban from participating in party meetings and events for a specified period of time; or
 - A ban from participating in virtual meetings and spaces, such as Facebook groups controlled by the party, for a specified period of time.
6. ***Appeal of decision.*** Upon receipt of notice of the decision, the Respondent may, within seven days, appeal the decision by providing the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received the formal complaint with written notice of appeal and a brief explanation of the reasons the Respondent disagrees with the decision.
- a. *Complainant may not appeal.* The Complainant may not appeal the decision, except that the Complainant may appeal any portion of the decision that deals with a formal complaint submitted by the Respondent.
 - b. *Corrective action stayed.* Any corrective action shall be stayed pending resolution of the appeal.
 - c. *Handling.* Upon receipt of notice of appeal, the State Party Chair shall refer the formal complaint to the State Executive Committee for review. Upon receipt of notice of appeal, the chair of any county, district, initiative, or other subsidiary of the Party shall refer the complaint to the executive committee of the relevant county, district, initiative, or other subsidiary of the Party for review. The chair shall provide the executive committee with all formal complaints, written answers, any written report from a controversy committee, the written notice of and explanation of the reasons for the decision, the written notice of appeal, and any other materials requested by the executive committee. The executive committee may (1) affirm, reject, or modify the decision, including summarily and without hearing, or (2) if the chair investigated and resolved the formal complaint on the chair's own authority, refer the formal complaint to a controversy committee to hear the dispute and report to the executive committee. In the latter event, the executive committee shall appoint the members of the controversy committee and shall, upon receiving the written report from the controversy committee, affirm, reject, or modify the decision, including summarily and without hearing. In any event, the executive committee shall provide the Complainant and Respondent with written notice of its action on the decision.

7. **Enforcement.** The State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received the formal complaint is authorized to take each and every step consistent with the Code of Conduct; neutrality policy; state statute; or State Party rules, regulations, or policies to make effective the chair's decision and corrective action.

F. Controversy committee

1. **How appointed.** A controversy committee is an ad hoc committee appointed to investigate a specific controversy or a series of related controversies. It shall have three, five, or seven members appointed by the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received a formal complaint. Members shall, if at all possible, not live in the district where the controversy occurred, not live in the same precincts as Complainant or Respondent, and not have any part in the controversy except as members of the controversy committee. Members shall attend all meetings of the controversy committee.
2. **Chair of committee.** The State Party Chair; the chair of the relevant county, district, initiative, or other subsidiary of the Party; or the chair's designee shall serve as the chair of the controversy committee.
3. **Notice of hearing.** Should the controversy committee wish to schedule a hearing to take and consider evidence, the chair of the controversy committee shall provide the Complainant and Respondent with written notice of (1) the date, time, and location of the hearing, which shall take place no sooner than ten days following the controversy committee's receipt of all formal complaints and written answers, as well as (2) the amount of time that the Complainant and Respondent shall have to present evidence and argument at the hearing.
4. **Hearing procedures.**
 - a. The chair of the controversy committee shall arrange for (1) an audio or video recording of the proceedings and (2) retention of the recording for no less than three years from the date of the hearing.
 - b. The chair of the controversy committee shall preside.
 - c. The hearing shall proceed in the following order:
 - d. Opening statements (optional)
 - e. Complainant's evidence
 - f. Respondent's evidence
 - g. Opportunity for additional Complainant's evidence
 - h. Closing arguments (optional)
 - i. The Complainant and Respondent may question witnesses and make argument. Alternatively, Complainant and Respondent may be

represented by counsel or other another individual of their choosing who may question witnesses and make argument.

- j.* The chair of the controversy committee shall limit both the Complainant and Respondent's presentation of evidence and argument to an equal and reasonable amount of time determined by the controversy committee in advance of the hearing based on the number and complexity of the alleged violations, with that amount of time communicated to the Complainant and Respondent alongside the notice of the hearing. The amount of time shall encompass all direct, cross, and committee member questioning of witnesses as well as opening statements and closing arguments if any. Responsibility for managing the amount of time lies with the Complainant and Respondent.
 - k.* Complainant and Respondent shall be allowed to introduce written or oral evidence.
 - l.* All witnesses shall swear or affirm to tell the truth.
 - m.* The chair of the controversy committee shall swear in all witnesses. No notary public, or officer authorized by state or federal law to administer oaths, shall be required.
 - n.* Any member of the controversy committee may question (1) witnesses following Complainant and Respondent's questioning and (2) Complainant or Respondent at the conclusion of the hearing.
 - o.* To the extent that Complainant or Respondent present written evidence—such as emails, text messages, or written witness statements—the author(s) of such evidence must be available and reachable to answer questions via telephone, video conference, or other “live” medium during the hearing. Complainant, Respondent, or any member of the controversy committee may, with permission of the chair of the controversy committee, contact the author(s) for that purpose during the hearing.
 - p.* The controversy committee shall, at the conclusion of the hearing, meet in private to consider the evidence, discuss, and recommend a decision—to sustain or overrule the formal complaint in whole or in part—and corrective action by majority vote.
5. **Recommendation.** The controversy committee shall submit a written report to recommend a decision—to sustain or overrule the formal complaint in whole or in part—and corrective action to the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received the formal complaint, within thirty days of the controversy committee's receipt of all formal complaints and written answers.
6. **Dissolution.** Upon submission of a written report to recommend a decision and corrective action, the controversy committee shall be considered dissolved.

E. Confidentiality.

1. **Default.** Any documentation and proceedings under this Part shall, if at all possible, be handled confidentially. The open meetings provisions of CDP 1.3.E do not apply to controversy hearings.
2. **Loss of confidentiality on appeal.** Any documentation—including all formal complaints, written answers, any written report from a controversy committee, the written notice of and explanation of the reasons for the decision, the written notice of appeal, hearing recordings and evidence, and all other relevant materials—shall lose confidentiality upon the Respondent providing the State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received the formal complaint with a written notice of appeal.
3. **Breach of confidentiality.** The State Party Chair or the chair of any county, district, initiative, or other subsidiary of the Party who received the formal complaint may take appropriate action to address a breach of confidentiality, including if the Complainant committed the breach, dismissal of the formal complaint.

F. Documentation.

1. **Collection.** All documentation—including all formal complaints, written answers, any written report from a controversy committee, the written notice of and explanation of the reasons for the decision, the written notice of appeal, hearing recordings and evidence, and all other relevant materials—shall be, within thirty days of the decision or action on appeal, whichever is later, submitted to the State Chair for retention.
2. **Retention.** All documentation shall be maintained in a confidential archive by the Party for no less than three years from the date of the decision or action on appeal, whichever is later.
3. **Access.** Access to the confidential archive shall be limited to the State Chair and Party staff as required for future controversies.
4. **Precedents.** To provide precedents of action taken for a type of alleged violation, archived documentation may be purged of names, dates, and other personal identifying information and, so modified, disclosed.
5. **Disclosure or publication.** No documentation shall be released or made public except as approved by the State Executive Committee or required by law.

G. 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 CDP Rules 4.5.B.)

APPROVAL OF THE RULES

These rules are amended on this 30th day of September, 2025, effective on the 30th day of September, 2025, by the Colorado Democratic Party Central Committee.