

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

PREAMBLE

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

PRINCIPLES AND POLICIES

ARTICLE I. NAME. The name of the organization shall be the Democratic Party of Pueblo County, Colorado, hereinafter referred to as the Party.

- A. Use of Party Name. The Executive Committee may take such action it deems necessary to resolve disputes concerning the use of the Party name and shall make a report of such disputes and actions at the next meeting of the County Central Committee.
- B. Democratic Party Central Committee of Pueblo, Inc. The Democratic Party Central Committee of Pueblo, Inc., is the name of the Democratic Party Central Committee of Pueblo, non-profit corporation, which has been established to facilitate support for the Democratic Party, to do all lawful things to support issues and candidates of the Democratic Party, to serve as a non-profit depository for contributions received by the Democratic Party, and to assist in supporting Democratic Party issues, programs, candidates, and platforms. Its purpose is also to serve the public through additional programs and campaigns designed to educate and provide information to and for the public and members of the Democratic Party.

ARTICLE II. AUTHORITY. From the time of its convening until the time of its final adjournment, the County Assembly shall exercise all the powers given to the Party. The County 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 County Central Committee with full powers of the County Assembly. The County Executive Committee shall, between meetings of the County Central Committee, exercise powers as delegated to it by the County Central Committee and these Rules. The County Chair shall carry out the mandate of the County

Central Committee. The Democratic Party Central Committee of Pueblo, Inc. shall have those powers necessary, proper or advisable, for the accomplishment of the purposes set forth in the Articles of Incorporation and to do all things incidental thereto; also, to exercise power and authority conferred upon non-profit corporations under Colorado Law.

ARTICLE III. PRINCIPLES.

- A. 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 under-represented groups, such as ethnic, racial minorities, women, youth, poor, gay, lesbian, bisexual, transgender, Native American, senior citizens and differently-abled in such numbers as is practicable.
1. Goal. The goal of such affirmative action shall be to create such participation in delegate selection 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 committeepersons 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 County Central Committee shall cooperate and comply with the State Outreach Commission in the administration and enforcement of the County and State affirmative action/outreach plans.
- B. Non-Discrimination. Discrimination on the basis of race, gender, age, color, national origin, religion, ethnic identity, sexual orientation, gender identity, differently-abled, economic status or presumed ability in the conduct of the party activities at all levels of the party is prohibited.
- C. 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 political party. The forms of participation are subject to State statutes and Party rules.
- D. Open Meetings. All meetings at all levels of the Party are open.
- E. Fair Reflection. Delegates and 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.

- F. Ethical Standards. The Party shall encourage and support codes of political ethics that embody substantive rules of ethical guidance for public officials and employees, candidates for public office, and Party officials. All candidates for the Party nomination for any office shall sign a Fair Campaign Practices Code Affirmation (per the state party and Secretary of State), which shall be submitted with their Letter of Intent to pursue the Party nomination. Failure to submit a signed document shall be reported to the appropriate assembly or convention prior to the vote on his nomination.
- G. Reference to Gender.—Whenever the masculine gender is used in these Rules, it shall include the feminine, and vice versa. 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 listening. All members of the Party will strive to eliminate gender-charged language from oral communication.
- H. Assessment. 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.

ARTICLE IV. POLICIES.

- A. The County Chair shall be responsible for informing members of the County Central Committee and the news media of resolutions or actions of committees of the Pueblo County Democratic Party.
- B. The County Chair shall convene periodic meetings with the Pueblo County Democratic members of the Colorado General Assembly and with the Democratic members of the Colorado Congressional Delegation in Washington in order to translate the views of the County Party on substantive issues into public policy and to inspire and vigorously mobilize public and Party support of major legislation which implements the Democratic Party positions, and to challenge or expose the errors or inadequacies of any Republican elected official on the county, state or national level.

CENTRAL COMMITTEE SYSTEM

ARTICLE V. POLITICAL DIVISION OF THE COUNTY. For the purpose of internal organization of the Pueblo Democratic Party, it shall be divided into the following levels: The County as a whole, County Commissioner Districts, State Senatorial and State Representative Districts, judicial districts, Congressional districts, precincts, and election districts which shall be geographically the same as such political units which are now or may be established by law.

ARTICLE VI. PUEBLO COUNTY CENTRAL COMMITTEE.

- A. Composition. The County Central Committee shall consist of the following:
1. Two (2) committeepersons from each precinct in the County;
 2. Elected County public officials of the Party;
 3. Democratic State Senators residing within the County;
 4. Democratic State Representatives residing within the County;
 5. County Chairperson, County Vice-Chairperson, County Secretary, and County Treasurer of the Party;
 6. Any Democratic United States Senators and Representatives residing within the County;
 7. Any Democratic elected State public officials residing within the County;
 8. Democratic District Attorney of the Tenth Judicial District;
 9. Any D.N.C. Member residing in the County.
 10. Honorary Members appointed by the County Chairperson and approved by the Executive Committee. Such Honorary Members shall be non-voting members of the Central Committee and shall be permitted and authorized to perform such volunteer services for the Party as designated by the Executive Committee.
- B. Term of Office.
1. The term of office of members of the County Central Committee who hold such membership as committeepersons shall be two (2) years from the date of the precinct caucus election and thereafter until their successors are qualified and certified.
 2. The term of office of all other members of the County Central Committee shall be coextensive with the term of the member as an elected Democratic County official, State Senator, or State Representative, or Party officer.
- C. Organizational Meeting. Between February 1 and February 15 of every odd numbered year, the incumbent Chair of the County Central Committee shall call a meeting of the new committee. The Chair shall give notice of the time and place of said meeting at least ten (10) days before the meeting to all persons entitled to be present. All voting members of the Pueblo County

Central Committee (ART, VI.A. 1-9) are entitled to be present at such organizational meetings.

The incumbent County Chairperson shall call the meeting to order and preside until a new Chairperson of the County 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 1st-Vice-Chairperson, 2nd-Vice-Chairperson, Two County Co-Secretaries, and County Treasurer.

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

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

- D. Duties and Powers. The County Central Committee shall be the governing body of the Party in Pueblo County and shall be vested with all the power and authority of the Party, except that vested in the County Assembly or limited by these Rules.
- E. Officers of the Pueblo County Central Committee. The County Chairperson, 1st-Vice-Chairperson, 2nd-Vice Chairperson, Co- Secretaries, and Treasurer of the Central Committee shall be the officers of the Pueblo County Central Committee.

ARTICLE VII. PUEBLO COUNTY EXECUTIVE COMMITTEE.

- A. Composition. The Pueblo County Democratic Executive Committee shall be composed of the following:
 - 1. Officers. The officers of the County Executive Committee shall be the Chair, Vice-Chair(s), Secretary(s), Treasurer, and Communications Director of the County Central Committee;
 - 2. Eight (8) at-large members to be elected at the biennial organizational meeting;
 - 3. Two (2) representative members to be elected at the biennial organizational meeting from each of the Representative Districts by such Districts and who reside in that district. It is recommended that each such District elect one male and one female representative member.
 - 4. The County Chairperson may also appoint not more than twelve (12) additional members who shall serve under, and be responsible to, the County chair.
 - 5. Any Democratic elector of Pueblo County shall be eligible for election to these offices.

- B. Term of Office. The term of office of the members of the Executive Committee shall be concurrent with the term of office of the members of the County Central Committee.
- C. Duties and Powers.
1. Organization and Campaigns. The Executive Committee shall assist the County Chair in the control and management of the political campaigns of the Democratic Party in Pueblo County.
 - a. The County Executive Committee shall have and exercise all the powers of the County Central Committee except those powers required by law or by these Rules to be exercised by the Central Committee in the intervals between meetings of the County Central Committee.
 - b. The County Executive Committee shall have the control and supervision of the funds and finances of the Party in Pueblo County. The County Chair shall appoint an audit committee from the Executive Committee and said committee shall meet annually for the purpose of auditing all financial records.
 - c. Members elected to the County Executive Committee shall serve until the next organizational meeting of the County Central Committee.
 - d. Members appointed to the County Executive Committee shall serve at the pleasure of the County Chair.
 - e. Each member of the County Executive Committee shall have one vote.
 2. Meetings. It shall be the duty of the Chair of the County Central Committee to call all meetings of the Executive Committee as follows:
 - a. The County Executive Committee shall meet at least two (2) times each year.
 - b. The County Chair shall notify members of the Committee of the time and place of the meeting in each designated month.
 - c. The County Chair may also call special meetings of the Executive Committee upon reasonable notice to the members of the time and place of the meeting.
 - d. At any meeting of the County Executive Committee, a majority of all members thereof shall constitute a quorum for the transaction of business. A majority of members present at any meeting, though less than a quorum, may recess, adjourn, or postpone the meeting, call another meeting, or receive any documents, bill of particular, or any other matter required by any rules or by-law to be transmitted to or received by the Committee.

ARTICLE VIII. OFFICERS OF PUEBLO COUNTY CENTRAL COMMITTEE.

A. Pueblo County Central Committee Officers shall be the Chairperson, First Vice Chair, Second Vice Chair, Treasurer, the Secretary(s), and the Communications Director. These officers shall be full delegates to the Pueblo County Assembly, Pueblo County Convention, the Congressional Assembly, Congressional Convention, State Assembly, and State Convention by virtue of their offices.

1. Chairperson.

a. Duties. The County Chairperson elected as herein provided shall be the head of the Democratic organization in the County, the Chairperson and presiding officer of the County Central Committee and the County Executive Committee, and a member of all other regular committees which may be established within the County Party organization.

i. The County Chairperson shall have the deciding vote, in the case of a tie vote, at any meeting of the County Central Committee or the County Executive Committee but shall not otherwise vote as County Chairperson in either the County Central Committee or the County Executive Committee.

ii. The County Chairperson shall, by and with the advice of the County Executive Committee, oversee all County campaigns.

iii. The County Chairperson shall be the executive officer of the Party in the County and shall carry out the mandates of the County Central Committee during the periods between meetings of the County Central Committee and shall perform all other duties required of him by these Rules, by the State Rules, and by law.

iv. The County Chairperson shall be the sole spokesperson for the Pueblo County Democratic Party.

v. The County Chairperson shall cause the financial records of the party to be informally audited at least once every year. He shall also cause a formal audit to be performed at least once every five (5) years.

b. Meetings and Call. The County Chairperson shall call all meetings of the County Central Committee and fix the time and place thereof. He shall call a meeting of the County Central Committee within thirty (30) days whenever a written request therefore is submitted to him by five (5) or more members of the County Central Committee. He shall call at least one (1) meeting of the County Central Committee in each year. The County Chairperson shall call all meetings of the

County Executive Committee and fix the time and place thereof. He shall call at least two (2) meetings of the County Executive Committee in each year,

2. Vice-Chairpersons.

a. The members of the Central Committee shall elect two Vice-Chairpersons as provided in these Rules.

b. FIRST Vice Chairperson

The Vice-Chairperson shall assist the County Chairperson in the performance of the Chairperson's duties as set forth in these Rules. In the absence or disability of the County Chairperson, the First Vice-Chair shall preside at all meetings and perform (or direct the performance of) all duties of the County Chairperson. It shall be the duty of the First Vice Chair to be the party's designated agent who will have responsibility for the management and operation, as defined by Colorado law, of the bingo activities of the party.

c. SECOND Vice Chairperson

The Second Vice-Chairperson shall assist the County Chairperson in the performance of the Chairperson's duties as set forth in these Rules. It shall be the specific duty of the Second Vice Chair to have responsibility for the Party's training and fund raising. No fewer than two major annual fundraising events are expected. In the absence or disability of the County Chairperson and the First Vice-Chairperson, the Second Vice-Chairperson shall preside at all meetings and perform (or direct the performance of) all duties of the County Chairperson.

c. Other Functions. The Vice-Chairpersons shall perform such other functions and duties as may be directed by the County Chairperson, the County Executive Committee, or the County Central Committee and shall be charged generally with coordinating the work of the precinct committeepersons throughout the County.

3. Secretary(s).

a. Duties. The Secretary shall keep the minutes of all meetings of the County Central Committee, and the County Executive Committee, and maintain copies of minutes of other committees of the Pueblo County Party organization.

b. Record keeping. The Secretary shall keep all records of the County party which are required by law or by State Party rules. The Secretary shall also keep all records sent to the County Central Committee or the County Chairperson by precinct officers and district officers in the County.

c. Other Duties may be directed by the County Chairperson, the County Executive Committee, or the County Central Committee

- d. The Secretary's duties, including record keeping, may be shared subject to the approval of the County Chairperson.

4. County Treasurer.

- a. Duties. The Treasurer shall receive, deposit, account for, and pay out all funds of the County Central Committee, subject to the direction and control of the County Executive Committee. He shall issue a monthly report of all income and expenses of the County Party and authorized committees, if any, together with a statement of bank balances, assets, and liabilities, and shall cause such report to be delivered at the next ensuing meeting of the County Executive Committee.
- b. County Executive Committee Resolutions. The County Executive Committee may, by resolution, provide for the payment of petty expenditures, within limitations fixed in such resolution. The Treasurer shall make such payments at the direction of the County Chairperson. The Treasurer shall, in any event, have no authority to make any payment or expenditure of Party funds except at the direction of the County Executive Committee, the County Central Committee, or the County Chairperson.
- c. Report at Meetings. At each meeting of the County Central Committee, unless such report be waived by the Committee, the Treasurer shall make a report of the income and expenses of the County Party and authorized committees, if any, together with a statement of bank balances, assets, and liabilities.
- d. Treasurer's Bond. The Treasurer, before assuming the duties of the office, shall obtain and execute a fidelity bond, with surety or sureties approved by the County Executive Committee, in a penal sum as prescribed by law. The premium for such fidelity bond shall be paid by the County Party from Party funds.
- e. Reports. The Treasurer shall prepare and file all reports required of political parties by Federal or State law.

6. Communications Director - the Communications Director shall assist the County Chairperson and work at his/her direction. It shall be the specific duty of the Communications Director to have responsibility and oversee the Party's communications. Examples of this are to create and maintain a presence on social media, website design and maintenance, writing periodic letters to the editor, and inviting appropriate media to official events. Recognizing this is a support role, the Communications Director must be in constant communication with the Party Chair, and is not the spokesperson for the Party and does not speak for Pueblo County Democrats; rather, this position is to support the advancement of official

communication.

6. Succession of County Party Officers.

- a. In the event of the absence or disability of any of the County Party officers, and in the interval between the occurrence of any vacancy and the filling of such vacancy, the responsibility for performance of Party functions, calling of meetings, and conduct of Party affairs where not otherwise specifically provided fall in the following order:
 - (1) County Chairperson
 - (2) County First Vice-Chairperson
 - (3) County Second Vice Chairperson
 - (4) Treasurer
 - (5) Secretary(s) by lot
 - (6) Communications Director
 - (7) In the event no Party officer is available, any three (3) members of the County Executive Committee, provided, however, that the function of such Committee members is limited to the calling of meetings of the County Executive Committee and required meetings of the County Central Committee for the express purpose for filling vacancies.
7. Term for Elected County Officers. County Officers shall be elected by the County Central Committee at its organizational meeting in odd-numbered years.
 - a. Each County officer elected at said organizational meeting shall serve for the term of two (2) years or until a successor is elected and qualified.
 - b. Filling Vacancy. Any person elected to fill a vacancy in the County Party office shall serve for the balance of the unexpired term of the vacancy and until his successor is elected and qualified.
8. Qualifications of County Officers. Any registered Democrat residing in the County who has been affiliated with the Democratic party for two (2) months or more, as shown on the registration books of the County Clerk and Recorder at the time of election or appointment, is eligible for election or appointment to Party offices.
9. Ethnic Diversity of Officers. It is the intent of this Party that, to the greatest extent possible, the five officer positions shall fairly reflect the ethnic diversity of our Party and our Community.
10. Nomination of County Officers. Any person desiring to be a candidate for County Party office may announce his candidacy in writing to the County Chairperson. Such announcement must be received at least ten (10) days before the reorganization meeting. Such announcement is not a nomination within the meaning of this Rule.

- a. Nomination at Meetings. All nominations and declarations of candidates for County Party offices shall be made at the meeting at which the election of such offices is held.
- b. Person Eligible to Nominate. Any registered Democrat shall be eligible to nominate a candidate for Party office.
- c. Declaration of Candidacy. Any person eligible to hold a Party office may declare his candidacy ~~thereof~~ during the time ~~when~~ nominations for such office are open without nomination by another person.
- d. Seconding. Every nomination of any candidate for any County office shall be seconded by at least one person who is a registered Democrat. Any nomination or declaration shall fail for lack of a seconding nomination.
- e. Time Restrictions. The Chairperson or other presiding officer of any meeting of the County Central Committee at which nominations are made for County Party offices shall have authority to make reasonable and fair rules limiting the number and length of speeches and to enforce such rules.

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

ARTICLE IX. PRECINCT ORGANIZATION.

- A. Meetings. Precinct caucuses shall be held in each precinct on the first Monday in April in even-numbered years. Each precinct caucus shall commence at 7:00 o'clock p.m. Each committee person in each precinct is expected to recommend a place for holding the precinct caucuses at least thirty (30) days prior to the caucus. Precinct caucuses shall be held in each precinct at the place fixed by the County Central Committee. A list of the precinct caucus places so designated shall be furnished to the County Clerk and Recorder by the County Chairperson. A sign giving notice of such caucus, as furnished by the County Clerk and Recorder, shall be posted at the caucus place ten (10) days prior to the caucus meeting. The time and place of each precinct caucus shall also be published once in a newspaper of general circulation in Pueblo County.
- B. Election of Precinct Committee People.
 - 1. Procedure. The precinct caucuses shall elect precinct

committeepersons. The two (2) persons receiving the highest number of votes at the precinct caucus shall be elected. If two or more candidates for precinct committeeperson 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, by such candidates.

2. Qualifications. The precinct committeepersons shall be residents of their precinct for at least thirty-two (32) days, and they shall be registered members of the Democratic Party for at least two (2) months before their election, except that any person who has attained the age of eighteen (18) years or who has become a naturalized citizen within the two (2) months immediately preceding such election may be a candidate for precinct committee person even though he or she has been a registered Democrat for less than two (2) months.
3. Certification. The officers of the precinct caucus shall certify the names of the committeepersons to the County Assembly.
4. Disputes. The County credentials committee shall determine all disputes as to the qualifications or election of any candidate for precinct committeeperson and shall include its findings in its report to the County Assembly. The County Assembly shall certify the list of committee people.

C. Challenges to Precinct Committeepersons Election. Challenges to precinct committeepersons shall be made as set forth under Colorado Revised Statutes.

D. Duties of Committeepersons.

1. Representatives of the Party. As duly elected officers of the Party, precinct committeepersons 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 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 office:
 - a. Attend all meetings of the County Central Committee unless properly excused;
 - b. Recruit Party workers in the precinct and 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. Support the nominees of the Party, with the exception that financial support not be required under the prohibition against assessments in Part One, Article III, Section H.
 - f. Notify registered Democrats in the precinct of the time and place of the caucus;
 - g. Organize and facilitate the precinct caucuses of the precinct.
 - h. Recommend persons for appointment as judges and clerks of elections.

ARTICLE X. AFFILIATED COMMITTEES OF PUEBLO COUNTY CENTRAL COMMITTEE.

A. County Affirmative Action/Outreach Committee.

- 1. Membership. The County Affirmative Action/Outreach Committee shall be composed of members selected by the County Chairperson. The County Chairperson shall also appoint the Director of the County Affirmative Action/Outreach Committee who shall be the presiding officer of the Committee.
- 2. Duties. The Affirmative Action/Outreach Committee shall establish a plan, modeled after the State Democratic Party Plan, to be used as a guideline for the Pueblo County Democratic Party. The Director of the Committee shall report to the Central and Executives Committees on establishment of the Affirmative Action/Outreach Plan.

B. Rules Committee. The County Chairperson shall appoint a standing committee on Rules. All proposed amendments to these Rules shall be submitted to this committee for review at least thirty (30) days prior to the meeting of the County Central Committee of which the proposed amendment is to be considered. All such proposed amendments must also be submitted to the County Central Committee members at least ten (10) days prior to the Central Committee meeting at which the amendments are to be considered. Passage shall require a majority vote of the total membership of the County Central Committee.

C. Finance Committee. The Democratic Party Central Committee of Pueblo, Inc., a Colorado non-profit corporation, shall be the principal entity for funding activities of the Pueblo County Democratic Party. The County Chairperson shall appoint a finance committee and finance committee chairperson, who shall be responsible for formulation of a County budget prior to May of each year. The County Treasurer shall be a member of the County Finance Committee. The County Chairperson shall submit to the

County Executive Committee the proposed budget which shall be approved with any adopted amendments on or before May 15 of each year. Copies of the budget shall be available for inspection. All State Democratic Party funds shall be deposited in Party accounts in either licensed state or national banks. The Party officers permitted to draw on Party accounts shall be bonded with corporate sureties in such amount as set forth by the County Chairperson with the approval of the County Executive Committee ~~but~~ in an amount not less than that prescribed by law.

D. Resolutions.

1. Membership. The County Chairperson may appoint the membership of a standing resolutions committee of the County party for the purpose of reviewing and recommending the adoption of any resolutions by the County Central Committee or Executive Committee during times when the County Assembly is not in session.

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

3. Adoption Procedure. All proposed resolutions shall be sent along with the agenda to members of the County Central or Executive Committee at least ten (10) days prior to the meeting at which the resolutions are to be considered. The report and recommendations of the standing resolutions committee shall be submitted to the County Central or Executive Committee for consideration.

a. A minority report submitted by ten per cent (10%) of the total membership shall also be presented. A majority vote of those present and voting of the State Central or Executive Committee shall be required for passage of any resolution.

E. Other Committees. The County Chairperson shall appoint such other committees as may be necessary from time to time.

F. Notice to all Officers. The officers of the Pueblo County Democratic Party shall be informed on a timely basis of all meetings of standing committees of the County Central Committee system.

ARTICLE XI. VACANCIES.

A vacancy shall be declared to exist when any incumbent shall resign, move from his precinct or Pueblo County, die, declare a party affiliation with another political party or as an unaffiliated voter, or be removed from his position.

- A. County Central Committee. A vacancy on the Central Committee shall be filed within thirty (30) days after its occurrence by the officers of the Central Committee. Any person selected to fill a vacancy must be a resident of the precinct in which the vacancy occurred. The death, resignation, or termination of office of any elected State or County official, United States or State Senator or Representative, or the District Attorney, does not create a vacancy on the County Central Committee. Any person elected or appointed to fill a vacancy in such office shall become a member of the County Central Committee if such person is a registered Democrat and a resident of Pueblo County.

- B. County Executive Committee. All vacancies of elected members of the County Executive Committee shall be filled by the County Central Committee if it is in session. If it is not in session, the County Chairperson, 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. Vacancies of non-elected members shall be filled by the County Chairperson.

- C. Chairperson. A vacancy shall be filled within thirty (30) days by the County Central Committee on the call of the Vice-Chairperson(s) or, in absence of the Vice-Chairperson(s), by the Secretary(s). The meeting call shall be issued within ten (10) days of the occurrence of the vacancy. The County First Vice-Chairperson shall hold the office of County Chairperson until the next meeting of the County Central Committee.

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

- E. Other Vacancies. See Article XIX.

ARTICLE XII. RESIGNATION.

When any person who is a member of any Central Committee or Executive Committee of the Pueblo County Democratic Party organization resigns before the

end of his 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 the Chairperson of the Pueblo County Central Committee of the Democratic Party 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 of these Rules for filling vacancies. When any person has made a verbal 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, a vacancy shall be declared to exist.

ARTICLE XIII. REMOVALS.

A. Officers.

1. Reasons for Removal. Any officer of any Central Committee may be removed for any of the following reasons with cause for removal not limited to the following reasons:
 - a. Failure, refusal, or neglect to perform the duties of the office.
 - b. Aiding or supporting any political candidate opposing a nominee of the Democratic Party.
 - c. Ineligibility to hold the office, existing at the time of the proposed removal.
 - d. Failure to comply with the Rules of the Party, which failure results in substantial damage, prejudice, or embarrassment to the Party.
 - e. Conviction of a felony or a crime of moral turpitude.
 - f. Any political reason which in the judgment of three-fifths (3/5) of all members of the County Central Committee is for the best interest of the party.
2. Procedures for Removal.
 - a. At least one-third (1/3) of the members of the Executive Committee or one-half (1/2) of the members of a Central Committee must sign and submit a written petition containing the Statement of Charges to the highest ranking officer of the Central Committee who is not named in the petition and Statement of Charges. Statement of Charges shall contain the grounds for removal.
 - b. Upon receipt of the Statement of Charges, the officer in receipt of the Statement of Charges shall send the accused officer(s), by registered mail, a copy of the Statement of Charges and a letter stating that the accused officer may either resign or have a hearing, by way of motion for removal, at the next regularly scheduled meeting of the Central Committee or at a meeting scheduled specifically for the hearing.

- c. 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. Such meeting shall be called no later than thirty (30) days from delivery of a request for a hearing from the accused officer.
 - d. At said 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 may be removed by a two-thirds (2/3) vote of all members present and voting provided there is present and voting at least two-thirds (2/3) of the membership of the committee. In a meeting that contains a motion for removal of an officer(s), or a meeting scheduled specifically for that purpose, no proxies shall be permitted in either the determination of a quorum nor in the vote for removal.
 - e. Any officer may appeal his removal at the next meeting of the Central Committee. A two-thirds (2/3) vote shall be needed in order to reinstate the officer(s) with at least two-thirds (2/3) of the members present, with proxies not being allowed. Any officer so reinstated shall resume his office at the conclusion of the voting.
 - f. If an officer is removed, the office shall be declared vacant and filled in the manner provided for in these Rules.
- B. Executive Committee. Any member of the County Executive Committee who shall fail to attend in person, or by substitution, three (3) successive meetings of the County Central Committee when properly notified thereof may be dropped from membership unless a satisfactory excuse shall be submitted in writing and accepted by a majority vote of the Committee. When a member has failed to attend three (3) successive meetings of the County Central Committee without being excused the County Chair may recommend to the Executive Committee that the member be dropped and his seat be declared vacant. Any Executive Committee member who fails to attend any two (2) successive meetings of the Executive Committee, after having been given due notice of the time and place of such meetings, may be dropped from membership unless a satisfactory excuse is provided and accepted by a majority vote of the full Executive Committee. Executive Committee members may also be removed for cause by following the same procedure as for removal of precinct committeepersons.
- C. Precinct Committeepersons.
- 1. Reasons for Removal. Failure of any precinct committeeperson to fulfill his responsibilities or to perform effectively the functions of the office shall constitute grounds for removal from office by the

County Central Committee upon a two-thirds (2/3) vote of the Central Committee.

2. Procedure for Removal.

- a. Action to remove any committeeperson shall be instituted by a written Bill of Particulars signed by the County Chairperson specifying the cause for removal and filed with the Secretary of the State Central Committee.
- b. Upon filing of the Bill of Particulars, the County Chairperson shall deliver or cause to be delivered, by mail or in person, to the person sought to be removed as committeeperson copies of:
 - i. The Bill of Particulars, and
 - ii. A notice stating the time, date, and place of the next meeting of the County Central Committee, at which time and place the person named in the Bill of Particulars shall have the right to be heard.
 - iii. A copy of the Rules of the Pueblo County Democratic Party and a copy of the Rules of the Democratic Party of Colorado.

NOMINATING SYSTEM

ARTICLE XIV. POLITICAL DIVISIONS OF THE COUNTY. For the purpose of internal organization, the Pueblo County Democratic Party shall be divided into the following levels: the County as a whole, Congressional Districts, judicial districts, State Senatorial and State Representative Districts, precincts, and election districts which shall be geographically the same as such political units which are now or may be established by law.

ARTICLE XV. PRECINCT CAUCUS.

- A. Call to Order. At the time and Date set by statute, and the place set by the county chair for the holding of the precinct caucuses, one of the incumbent precinct Co-Chairs shall call the caucus to order. The Co-Chairs shall decide which person shall call the caucus to order by agreement or by lot. If no committeeperson is present, any Democratic elector eligible to vote at the caucus may call the meeting to order.
- B. Reading of Rules. The person calling the caucus to order shall read a clear and concise statement of precinct caucus rules, procedures, and requirements for participation in precinct caucuses and the assembly and convention processes and shall distribute copies of the statements. The

statement shall include the appropriate sections of the principles of affirmative action and fair reflection in these Rules.

- C. Elections. The caucus shall then select a chair and a secretary for the sole purpose of running the precinct caucus meeting. They will then ~~and~~ proceed, by ballot, to elect the allotted number of delegates to the County Assembly and to elect two (2) Co-Chairs of such precinct. The number of delegates from each precinct to the County Assembly is fixed by the County Central Committee prior to the caucus. The caucus Co-Chairs are to be provided with a form showing the number of delegates to be selected. Each precinct may elect delegates to the County Assembly. The person receiving the highest number of votes at the precinct caucus shall be the delegate to the County Assembly from such precinct. Ties shall be decided by lot. Each caucus may elect one (1) alternate for each delegate to the County Assembly. Alternates shall be listed in order by the number of votes received and shall be seated in that order in the event any delegate is absent from the County Assembly.
- D. Certification. The officers of the caucus shall prepare a certified list of the names of the delegates to the County Assembly and the Co-Chairs from the precinct on the forms to be supplied by the County Chair and shall submit them to the Chair or his designee within twenty-four (24) hours after the caucuses meet.
- E. Qualifications for Participation in Caucuses. No person shall be eligible to vote at any precinct caucus or to be a delegate to any assembly or to be a candidate for Co-Chair unless such person resides in the precinct and unless such person has been a registered Democrat for not less than two (2) months prior to the date of the caucus or assembly, as shown on the registration books of any county clerk and recorder or election commission in the State of Colorado except that any person who attained the age of eighteen (18) or who became a naturalized citizen within a two (2)-month period immediately preceding shall be eligible to vote at precinct caucuses even though he has been a registered Democrat for less than two (2) months. If a registered Democrat has become a resident of the County during the two (2) months immediately preceding the precinct caucus, such affiliation with the Party at said prior residence shall be counted in determining whether the person has been a registered Democrat for two (2) months.

ARTICLE XVI. MEETING OF COUNTY ASSEMBLIES AND CONVENTIONS.

A. 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 and Recorder, Sheriff, Coroner, Treasurer, Surveyor, and Assessor. Candidates designated for the offices of District Attorney, State Senator, and State Representative where such districts comprise Pueblo County, then delegates to the Pueblo County Assembly from precincts within said districts shall also elect the District Attorney, State Senator, and State Representative candidates.
2. Fixing the Date, Time, and Place. The Central Committee shall have the power to fix the date, time, and place for assemblies within its jurisdiction in accordance with the applicable State statutes and these Rules. The Central Committee may delegate its powers to Executive Committee or to any other committee of its choosing. County assemblies shall be held not less than ten (10) days nor more than twenty-five (25) days after precinct caucuses.
3. Call. It shall be the duty of the Chair to issue the call.
4. Conflicting Assemblies. The Pueblo County Assembly shall not be called on the same date as the State Assembly.
5. Method of Designating Candidates. An assembly shall take no more than two (2) ballots upon candidates for each public 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 duly accredited delegates to such assembly shall be placed on the primary ballot in order of the vote received by each candidate. If no candidate receives thirty (30) percent or more of the votes there shall be a second ballot cast on all 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 the office by that assembly.
 - 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 of such candidates.
 - b. Certification. The chair and secretary of the assembly shall make such certificates 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.
6. Vacancies. See Article XIX.

B. Conventions.

1. Purpose. Conventions shall be held for the purpose of selecting

delegates to other political conventions including national conventions for the purpose of nominating presidential electors and nominating candidates to fill vacancies to unexpired terms in the U.S. House. In every presidential year, conventions shall be held in counties for the purpose of selecting delegates to the national convention.

2. Procedures. Conventions may, but need not be, held in association with the assemblies. The procedure for conventions shall be the same as assemblies.

C. Delegate Selection.

1. Delegates and alternates to the County Assembly and or County Convention shall be selected by the Democratic electors at precinct caucuses.

D. Nominating of Delegates. To the extent possible, The Pueblo County Democratic Party shall meet the requirement for fair reflection for the nomination of delegates to the Congressional District or State Convention at precinct caucuses. Persons nominated at the precinct caucus as delegates to the Congressional District, Assembly, or Convention shall declare on caucus night their candidate preference provided, however, 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 totals at the beginning of the County Assembly or Convention. The assembly or convention shall determine and announce the number of votes in the total County delegation which each candidate should receive. Any at-large delegate position shall be used to adjust the total County delegation to fulfill the requirement of fair reflection. If the at-large delegates are not sufficient to alter properly the total County delegation to the requirements of fair reflection, the following steps shall be taken by the County Assembly or Convention:

1. When required by the Democratic National Committee Rules or the National Delegate Selection Plan, fair reflection shall be determined by the appropriate DNC Rules 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 or convention committed to that candidate or who are "uncommitted".

E. Number of Delegates. The number of delegates to assemblies and conventions shall be determined by the Pueblo County Central Committee.

G. Certification of Delegates. The County Chairperson shall prepare a list of

the duly elected delegates to the County Assembly/Convention from each precinct in the County in accordance with certifications filed by the officers of the precinct caucuses. Except in cases of dispute, this list shall constitute the roll of delegates to the assembly. The roll of delegates shall be presented to the County Credentials Committee. The final certification of the delegates is upon a vote of a majority of the assembly or convention.

- H. Alternates. The precinct caucus, County Assembly, or Convention may elect an alternate for each delegate provided that not more than one (1) alternate shall be elected for each delegate. The County Chairperson shall prepare a list of the duly elected alternate delegates to the County Assembly from each precinct in the County in accordance with certifications filed by officers of the precinct caucuses. Except in cases of dispute, this list shall constitute the roll of alternate delegates to the Assembly. The first alternate on such roll, and present at the assembly, shall fill the first vacancy in the roll of delegates and each alternate present in turn shall be permitted to fill each succeeding vacancy. Any alternate delegate may be tentatively seated as a voting member of the precinct delegation in the place of the absent delegate at any time prior to the call to order of the Assembly. Moreover, at the call to order all absent delegates shall be replaced by alternates and such alternates shall thereupon be seated as voting members of the precinct delegation.
- I. Procedure Used for Delegate Selection. All procedures used for delegation selection shall be in accord with the Delegate Selection Plan adopted by the Colorado Democratic Party State Central Committee.

ARTICLE XVII. 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 poll is required in the Delegate Selection Plan.
 - 2. Composition. The Chair shall appoint a committee which consists of not less than five (5) nor more than fifteen (15) members, no more than two (2) of whom shall be from the same election precinct. The membership of such committee shall be approved by the assembly. The report of the permanent organization committee shall also be approved by the assembly.
- B. Credentials Committee.
 - 1. Duties. The credentials committee shall be responsible for recommending the certification of delegates to assemblies and conventions, reviewing the list of delegates submitted by the chair of

the central committee of its jurisdiction, resolving any contest or objection in delegate selection process, and recommending ratification of precinct Co-Chair.

2. Composition. The Chair shall appoint a committee which consists of not less than five (5) nor more than fifteen (15) members, no more than two (2) of whom shall be from the same election precinct. The membership of such committee shall be approved by the assembly. The report of the credentials committee shall also be approved by the assembly. 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. Every person desiring to contest or dispute the qualifications of any delegate or the conduct or result of any precinct caucus shall file a written protest with the county chair no later than 6:00 pm ten days after the conclusion of the precinct caucus. Such person shall be accorded an opportunity to have his claim heard by the credentials committee.

c. Resolution of Disputes.

i. The committee may schedule a hearing at which interested people may present their views.

ii. Options for Action. The committee may, after hearing:

(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) Take any other action which insures fair representation of the members of the unit from which the delegate or delegates was selected.

iii. Reports. 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.

iv. Appeal. Any decision of the credentials committee may be appealed to the County Assembly by the contestor or the contestee of any delegate seat or by precinct committee officer of the precinct in which the contest arises.

d. Certification of Co-Chairs.

i. The credentials committee of the responsible Party assembly shall hear all disputes regarding the election of the Co-Chairs.

ii. The credentials committee may remove a Co-Chair for

reasons including, but not limited to, the person not meeting the qualifications.

iii. The credentials committee shall recommend ratification of Co-Chairs to the County Assembly.

C. Platform/Resolutions Committee.

1. Duties. Platform/Resolutions Committee shall consider resolutions to be reported to the County Assembly. The chair of the Platform/Resolutions Committee shall transmit to the County Chair a copy of all resolutions passed by the Platform/Resolutions Committee. Copies of said resolutions shall be furnished each delegate to the County Assembly.
2. Composition. The chair shall appoint a committee which consists of not less than five (5) nor more than fifteen (15) members. In addition, the incumbent Pueblo County Democratic State-wide elected officials, State and federal Senators and Representatives, the National Committeeperson, together with the Chair, Vice-Chair, Secretary(s), and Treasurer of the Pueblo County Central Committee shall be invited to serve as members of the Platform/Resolutions Committee.

ARTICLE XVIII. AGENDA FOR ASSEMBLIES AND CONVENTIONS.

- A. Preference Poll. 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.
- B. Agenda. The following items must be included on the formal agenda of the assembly and conventions; however, the order of such business shall be recommended by the Committee on Permanent Organizations 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. Selection of temporary officers;
 3. Call the roll;
 4. Reports of committees on credentials and permanent organizations;
 5. Recess;
 6. Action of reports of committees on credentials and permanent organizations;
 7. Election of permanent chair, secretary, and other officers;
 8. Report of committee on resolutions;
 9. Designation of candidates for direct primary election;
 10. Selection of delegates to subsequent assemblies and conventions;

11. Establishment of a committee to fill vacancies in nominations for public office;
12. Other business;
13. Adjournment.

ARTICLE XIX. VACANCIES IN THE NOMINATING SYSTEM.

- A. Elective Office.
 1. Composition of Vacancy Committee. The Vacancy Committee shall be the Pueblo County Central Committee.
 2. Vacancy in Office of County Commissioner. The Vacancy Committee shall, by a majority vote of the quorum present, fill the vacancy by appointment within ten (10) days after occurrence of the vacancy.
 3. Vacancies in Other County Offices. The Vacancy Committee shall make a recommendation to the Board of County Commissioners when a vacancy occurs in the elected County offices of Clerk and Recorder, Treasurer, Assessor, Sheriff, Surveyor, and Coroner. The Vacancy Committee shall, by a majority vote of the quorum present, make the recommendation within eight (8) days after the occurrence of the vacancy.
- B. Party Nominations. The County Executive Committee shall be the Vacancy Committee to fill vacancies in the nominations of the Democratic Party for any office to be filled by an election of the qualified voters of Pueblo County, occurring after holding of the primary election, to file certificates of nomination to fill such vacancies, and do each and every act required by law in regard thereto.

GENERAL PROCEDURES

ARTICLE XX. 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 to assure timely 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. The Chairperson of the Central Committee, when calling a meeting of the Central Committee, shall give notice of the time and place at least 21 days before the meeting to all those entitled to be present. The Chairperson of the Central Committee shall also provide ample written notice of any Executive Committee meeting to the members thereof.

- B. Nominating System.
1. Precinct Caucus. At least ten (10) days before each precinct caucus day, the chairperson shall cause to be prepared and published, in the official Party newspaper, newsletter, or other publication, and released to the media generally, a clear and concise statement of the precinct caucus rules, the procedures and requirements for participation in the precinct caucus, and 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 may be published in a newspaper of general circulation in the area served by the assembly or convention prior to the date of the assembly or convention. The Chairperson of the Pueblo Central Committee shall distribute the call to all delegates and alternates at least ten (10) days prior to the meeting of the assembly or convention.
 3. Candidates for COUNTY Public Office. Notice of the candidacy of any person desiring to have his name presented to any assembly for designation as a candidate at any primary election shall be given to the Chairperson of the Pueblo County Democratic Party at least ten (10) days prior to the assembly. Failure to give such notice shall bar his name from consideration by the assembly unless the majority vote of the assembly waives the requirement. The Chairperson of the Pueblo County Democratic Party shall make such notices of the candidacy available to all interested persons and to the media.
 4. Candidate Eligibility. A Person shall be eligible for designation by an assembly as a candidate for nomination at a primary election or for appointment to a vacancy in Pueblo County if that person has been a registered Democrat in Pueblo County for a period of at least twelve (12) months immediately preceding the date of the primary election.

ARTICLE XXI. VOTING.

- A. Secret Ballot. Voting shall be open at all meetings, assemblies, and conventions except at precinct caucuses, unless a secret ballot is requested by motion and is adopted by a majority in an open vote. At precinct caucuses, voting shall be open unless a secret ballot is requested by anyone eligible to vote.
- B. Central Committee System. A member of the Pueblo County Democratic Party Central Committee may carry one (1) proxy vote as determined herein.
- C. Nominating System.

1. Precinct Caucus. At any precinct caucus, each person present and qualified to vote shall be entitled to cast one (1) vote. No fractional vote shall be permitted in such caucus. Each precinct may elect delegates to the County Assembly with full vote, the total number of which shall not exceed the number of votes allowed. In electing a delegate to County, State or Congressional District Assemblies or Conventions, the delegate must carry a full vote if elected from the precinct.
 2. County Assembly or Convention. Delegates elected to the State or Congressional District Assemblies or Conventions, at the County Assembly or Convention, must carry a full vote. Slate making is prohibited.
 3. Contests – The Credentials Committee is authorized to resolve disputes.
- D. Proxies. A proxy is an authorization, in writing, for one (1) person to act for and in place of another at a meeting of a committee.
1. Central Committee System.
 - a. Central Committee Meetings. Any Member of a Central Committee may deputize, by signed proxy, A substitute to act for him/her at any meeting. Such substitute must meet the following qualifications.
 - i. A Substitute for Party officers may be any Democratic elector residing in the County of Pueblo.
 - ii. A Substitute for elected Party officials may be any Democratic elector residing within Pueblo County.
 - iii. A Substitute for other members of the Central Committee may be any Pueblo County Democratic elector residing in the State Representative or Senatorial District in which the member resides.

No person may carry more than one (1) proxy. The person giving the proxy may make written instructions thereon as to how it shall be voted, which instructions shall be honored on the first vote. An elected alternate shall in all such cases have precedence in voting over a proxy holder where proxies are allowed.

2. Nominating System. No proxy voting shall be permitted at any precinct caucus meeting, County Assembly, or Convention or in any meeting related to the nominating process.
3. The holding of multiple offices shall not entitle a person to more than one (1) vote.

E. Instructed Ballot.

1. Central Committee System. Any person who shall have been in personal attendance at the meeting may leave an instructed ballot for a vote on any contest or issue in any Party committee with the chair of the Rules Committee providing, however, that such ballot may not be cast if an alternate is personally present.
 2. Nominating System. No instructed ballot shall be allowed at any assembly or convention of the Party or at any meeting or caucus in the delegate selection process.
- F. Alternates. An alternate delegate who has been seated by the Credentials Committee as set out in Article XVI - H, shall be thereupon considered a voting member of the precinct delegation.
- G. Absentees. At assemblies and conventions, the reporting unit shall count only delegates or duly designated alternates who are physically present at the time of the vote.
- H. Reporting Units. The reporting unit for County Assemblies and Conventions may be precincts or State Representative Districts. The reporting unit shall elect a chair who shall have the responsibility for keeping attendance and seating alternates.
- I. Quorum. The quorum of a meeting of any body is the number competent to transact business as provided below.
1. Central Committee System.
 - a. Central Committee Meetings. Forty percent (40%) of the whole number of members shall constitute a quorum for any Central Committee meeting.
 - b. Executive Committee. A majority of the whole number of members shall constitute a quorum for any Executive Committee meeting.
 - c. Other Committees. A majority of the whole number of members shall constitute a quorum for any other committee meetings.
 2. Nominating System. A majority of the whole number of delegates or their duly elected alternates to an assembly or convention shall constitute a quorum.
- J. Minority Reports. A minority report shall be presented at any meeting, assembly, or convention upon a favorable vote of ten percent (10%) or more of the members or delegates of the meeting, assembly, or convention.

ARTICLE XXII. CONTROVERSIES.

- A. Jurisdiction.

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

B. Complaints.

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

C. Procedures.

1. The Pueblo County Chair shall give full notice to all members of the Pueblo County Central Committee ~~a notice~~ of such meeting. This notice shall include the date, time, and place of the meeting and shall include the specifics of any dispute or controversy to come before the meeting as well as any other business to come before the committee.
2. The County Chair shall also give full notice to any and all parties affected by the controversy. Any and all parties to the dispute or controversy shall be submitted to the County Central or Executive Committee.
3. The contestee may file with the Chair an answer to said charges and make countercharges, as stated below, to any and all interested parties.
4. The Chair shall call a meeting of the County Central or Executive Committee to be held within thirty (30) days from receipt of the complaint for the purpose of hearing and determining the controversy.
5. The Chair of the Central Committee shall preside at all hearings at any meetings where controversies are heard and decided.
 - a. The Chair shall appoint an uninterested party, to record all of the evidence and proceedings at any such hearing in such a manner that the recording can be preserved at headquarters. Such recording must be preserved at headquarters and available to all interested parties for one calendar year.
 - b. All witnesses shall be sworn to tell the truth, the whole truth, and nothing but the truth.
 - c. All evidence shall be taken in the presence of the Committee.
 - d. Both sides of the dispute or controversy shall be allowed the privilege of introducing written or oral evidence.
 - e. Either side to the dispute or controversy may take written depositions.

The process for taking depositions shall be:

 - i. The side taking depositions shall notify the Chair and the other party of the name of the person before whom the deposition shall be taken at least seven (7) days before the date of taking such deposition.
 - ii. The side taking depositions shall notify the Chair and the other party of the questions to be asked.
 - iii. The other party may submit questions to cross-examine the person giving the deposition. Such questions shall be filed with the Chair within three (3) days prior to the taking of the depositions; otherwise, they shall not be allowed to be presented at the hearing.

- d. The order of introducing proof, in a hearing or in the taking of a deposition, shall be:
 - i. The evidence of the contestor.
 - ii. The evidence of the contestee.
 - iii. The rebuttal evidence of the contestor.
 - iv. The rebuttal evidence of the contestee.

- e. Both sides of the dispute or controversy may be represented by counsel, who shall have the privilege of questioning the witnesses and who shall be allowed to make arguments for their respective sides in the following order:
 - i. Counsel for the contestor may argue his case.
 - ii. Counsel for the contestee may argue his case.
 - iii. Reply of counsel for the contestor.

- f. Any members of the County Central Committee may ask questions. After the evidence has been introduced, the counsel concludes their arguments, both the contestor and contestee, and their counsel shall be excluded and the matter shall be open for discussion and determination by majority vote by the assembly, Central or Executive Committee.

D. Enforcement.

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

- E. 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.

ARTICLE XXIII. AMENDMENT TO THE RULES. These Rules may be altered or amended by a majority vote of the ~~total~~ membership of the County Central Committee at any meeting of the County Central Committee when ten (10) days prior notice of such proposed changes has been given to the members of the Committee.

If the Central Committee meeting called to approve the Rules Committee's recommendations fails to make a quorum, the Executive Committee may chose to either approve the Rules Committee's recommendation by a two-thirds majority vote or may send out a mail-in ballot to each member of the Central Committee.

Any proposed amendment to these Rules shall be submitted to the Rules Committee for review at least thirty (30) days prior to the meeting of the County Central Committee at which the proposed amendment is to be considered. (See Article X Section B.) A statutory change affecting these Rules shall automatically amend these Rules unless within six (6) months of the statutory change the County Central Committee is authorized to retain the original Rules and acts to retain the original Rule.

ARTICLE XXIV. OTHER PROCEDURES. Any procedure which is not prescribed or governed by these Rules, state law, or state Democratic Party Rules shall be governed by the current edition of Roberts' Rules of Order.