

**BYLAWS**  
**of the**  
**MONTEZUMA COUNTY DEMOCRATIC PARTY**

*Amendments delegated to the executive committee by a  
quorum of the central committee on 1/30/2022*

**PREAMBLE**

*We, the Democrats of Montezuma County, establish and adopt this plan of organization and these rules in order to promote the values, goals, and objectives of the Democratic Party; to cultivate and elect Democratic candidates to public office in Montezuma County; to attract the participation of a knowledgeable Democratic electorate in the political process; to provide an effective and representative party organization and forum for issues affecting Montezuma County; to encourage community activism; and to promote individual and political freedom in the framework of a just society.*

**PART ONE**  
**AUTHORITY AND PRINCIPLES**

**ARTICLE I. NAME**

- A. Name.** The name of this organization shall be the Montezuma County Democratic Party, hereinafter referred to as the Party or the MCDP.
- B. Use of Party Name.** No person, groups of persons, or organization shall use the county or state Party name in any manner unless they have received permission to do so from the respective executive committees of the local and state Parties.
- C. Endorsements.** The use of the word “Democratic” or phrase “Montezuma County Democratic Party” shall not be used in any endorsement of any candidate or issue in an election without written permission from the MCDP executive committee. See further explanation of this in Policy 1: Policy Regarding Candidates and Application for Candidate Support.

**ARTICLE II. MEMBERS.**

Members of the MCDP shall be all persons properly registered with the Montezuma County Clerk and Recorder as Democrats who reside in Montezuma County.

### **ARTICLE III. AUTHORITY.**

1. From the time of its convening until the time of its final adjournment, the County Assembly shall exercise all powers given to the MCDP. At all other times, the governing body of the Party shall be the county central committee, with full powers of the County Assembly.
2. The county executive committee shall, between meetings of the central committee, exercise such powers as delegated to it by the central committee. The county Chair shall carry out the mandate of the central and/or executive committees, as delineated in these bylaws.

### **ARTICLE IV. PRINCIPLES.**

#### **A. Inclusivity, Inclusion, Outreach, and Affirmative Action.**

1. The MCDP leadership will work to promote a welcoming and inclusive atmosphere in which everyone is treated with equal respect regardless of age, gender expression or sexual orientation, race, national origin, ethnic identity, color, culture, economic status, religion, ability status, marital status, etc. We value the participation of diverse members and recognize that diversity is our strength as Democrats.
2. All members of the party, including all party officers, committee members, Democratic candidates for public office and their organizations, shall take affirmative action steps to encourage participation at all levels of the party, and in all party affairs, of historically underrepresented groups as indicated by their presence in the Democratic Electorate. These groups include but are not limited to Native-Americans, ethnic and racial minorities, women, senior citizens, youth, people facing economic hardships, and people with disabilities.
3. In order to encourage full participation by all Democrats in the MCDP, the central committee shall create an outreach committee tasked with implementing the Outreach Plan of the Colorado Democratic Party's Outreach Commission.

#### **B. Open Meetings, Electronic Participation, and Voting Privileges.**

1. All meetings at all levels of the Party are open.
2. Participation in all meetings may be by electronic means if the officers calling the meeting make the necessary arrangements. The party is not obligated to provide for electronic attendance.
3. At this time, only members of the central and executive committees may vote or offer parliamentary motions at meetings in accordance with state Party rules.
4. The MCDP abides by the one person, one vote principle. Central committee members who hold more than one position on the central committee may only exercise one vote.

5. Upon recognition by the Chair of the meeting, non-members may speak in the discussion phase of parliamentary motions.
6. Non-members may speak as part of programs at the discretion of the Chair.
7. When necessary to preserve order, non-member participation privileges may be withdrawn by the meeting Chair.
8. The Chair votes only to break a tie.

**C. Ethical Standards.** We adopt, support, and agree to abide by the Colorado Democratic Party's [Code of Conduct](#). (see Appendix 2).

**D. Candidate Support and Neutrality in Primary Elections.** The MCDP supports Democrats who run for office, under the following guidelines and conditions.

1. In primary contests we do not endorse one candidate over another.
2. In nonpartisan races we equally support all Democrats running for office.
3. We abide by and support the Colorado Democratic Party's [Policy on Jurisdictional Neutrality](#).(see Appendix 3).
4. For detailed information regarding candidate support and constraints on MCDP officers' actions, see Policy 1: Policy Regarding Candidates and Candidate Application for Support (see Appendix 4).

**E. Relationship to State Party Rules.** These bylaws are intended to supplement and summarize the rules of the state Democratic Party, and shall govern all meetings, procedures, and activities of the MCDP so long as they do not conflict with the rules of the Colorado Democratic Party. The Rules and Bylaws of the Colorado Democratic Party may be found [here](#).

**PART TWO**  
**ORGANIZATION AND CENTRAL COMMITTEE SYSTEM**

**ARTICLE I. CENTRAL COMMITTEE.**

- A. Composition.** The Precinct Organizers (formerly called Precinct Committee people), the officers of each house, senate, congressional, judicial, and county commissioner district, the officers of the central committee, together with any state or national Democratic Party officers, elected county public officials, state senator and state representatives, United States senators and congressional representatives and other elected state public officials who are members of the Democratic Party and who reside within Montezuma County, shall constitute the membership of the MCDP central committee. Democrats elected to local office may vote but will not be counted in the quorum, as their attendance is not required.
- B. Term of Office.**
1. Elected members of the central committee shall serve two years or until their replacement has been elected or appointed.
  2. Appointed members of the central committee serve at the discretion of the Chair according to the rules established in these bylaws.
- C. Eligibility.** Any member of the Party is eligible to run for and be elected to an office or position in the party and shall not be required to make a contribution or pay an assessment as a condition of such participation.
- D. Removal For Absence.** Any central committee member who fails to attend two successive meetings of the MCDP central committee, after having been given due notice of the time and place of the meetings, may be dropped from membership unless a satisfactory excuse is provided and accepted by a majority vote of the committee.
- E. General Powers and Duties.**
1. The central committee shall be the governing body of the MCDP, and shall be vested with all the powers and authority of the party except those powers vested in the County Assembly. These powers include but are not limited to the power to elect officers; to amend and adopt bylaws, or to delegate the amendment of bylaws to the executive committee; to ratify the actions and recommendations of all committees whether appointed or elected; and to pass resolutions or endorse policy positions on specific issues as recommended by the executive committee. The central committee may delegate any of these responsibilities to the executive committee.
  2. The central committee shall establish a meeting schedule at its first meeting after the precinct caucuses. This schedule can be adjusted, if necessary, after the biennial organization meeting, or when deemed necessary and convenient by the central committee members.

3. The central committee shall establish an executive committee consisting of the officers of the central committee and any other members as provided for in these bylaws. The officers of the central committee shall automatically assume the same offices for the executive committee.
4. The central committee shall have final and full authority to decide all disputes under its jurisdiction.
5. The central committee shall meet at least once a year at the call of the Chair. Special meetings may be called at the written request of at least 10% of the members of the central committee filed with the Chair within a period of 15 days. Within 15 days of receipt of such request, the Chair shall issue a call for a meeting of the central committee, not more than 30 days nor less than 10 days from the call.
6. The central committee shall designate the time and place of all assemblies and conventions and shall adopt a delegate selection plan for assemblies and conventions. These powers may be delegated to the executive committee.
7. The central committee may suspend these Rules for a specific purpose, except for the removal of officers, by a two-thirds vote of those present.

**E. Organizational Meeting (Biennial Reorganization).**

1. Between the first day of February and the fifteenth day of February of odd numbered years, the Montezuma County Democratic Party 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. This notice shall be sent electronically if the central committee member is known to have an electronic address, or by physical mail if not. Additionally the notice shall be posted on social media and in the Party newsletter, and a printed copy shall be posted at the Party headquarters.
2. Procedures for the submission of letters of intent to run for Party office and a deadline for their submission shall be posted on the Party's website, social media and in the Party's newsletter by a member of the incumbent executive committee.
3. If an officer position is contested, those candidates wishing to run for that position will be listed on the ballot in the order the Chair and Secretary receive their letters of intent, by date.
4. The incumbent Chair shall call the meeting to order and preside until a new Chair has been elected.
5. Each candidate for a central committee office shall be granted equal time to address the central committee.

6. The first order of business after the roll call shall be the election of the new Party officers. The officer positions are: Chair, First Vice Chair of Political Education, Second Vice Chair of External Communication and Community Engagement, Third Vice Chair of Volunteer and Event Coordination, Secretary, and Treasurer.
7. If there are no contested positions, voting shall be by a show of hands, following rules of parliamentary procedure.
8. State Party rules shall apply for all contested positions.
9. If any position is contested, voting shall be by written and signed ballot. Ballots must be kept for 45 days following the election in a secure location.
10. Additional members of the executive committee shall be elected at this meeting, as provided for in these rules.
11. At this meeting there shall also be elected the bonus members as allowed by the Colorado State Democratic Party central committee, the State executive committee, and the Third Congressional District central committee.
12. Any Democratic elector of Montezuma County shall be eligible for these offices. Newly elected members shall become voting members of the Montezuma County Democratic central committee at the time of their election.

## **ARTICLE II. OFFICERS OF THE CENTRAL COMMITTEE.**

- A. Powers and Duties.** Officers shall exercise the powers and duties as provided for in these rules, including the appointment of special and interim committees as needed. The officers of the central committee shall also hold the same offices in the executive committee. For detailed and specific powers and duties for each officer role, see Appendix 1. Those in this section are summarized for brevity.
1. **CHAIR.** Is the presiding officer of the central and executive committees, as well as any and all other committees as may be formed. Issues a timely call to all meetings. Issues the call to order and convenes county caucuses, assemblies, and conventions and is the presiding officer until and if another presiding officer is chosen. Has financial and contractual authority over Party affairs. Makes necessary committee appointments as outlined in these bylaws. Develops and oversees an annual Fundraising Plan to meet budgetary needs of the Party. Develops and oversees implementation of an annual Communication Plan that includes social media, the Party website, the Party newsletter, and press releases. Develops and recommends policy as needed and appropriate.
  2. **FIRST VICE CHAIR of Political Education, Candidate Recruitment, and Capacity Building.** Assists the Chair in carrying out the Chair's responsibilities, including presiding over all meetings of the central and the executive committees in the absence of the Chair. Provides leadership for the Party's organizational and political education activities, including organizing,

3. implementing, and evaluating volunteer training on GOTV and other vote-building tools, candidate development, and development of annual training and political calendars.
4. **SECOND VICE CHAIR of External Communication and Community Engagement.** Creates and disseminates the Party newsletter, in collaboration with the Chair. Creates social media posts, flyers for promoting events in collaboration with the Chair, Third Vice Chair and members of the fundraising committee. In collaboration with the Chair, keeps the website up-to-date.
5. **THIRD VICE CHAIR of Events and Fundraising.** Develops Party-related community events, such as fairs, expos, parades, etc. in collaboration with the executive committee. Develops fundraising events in collaboration with the executive and fundraising committees. Recruits and engages volunteers as needed to staff events including political events such as phone banking and canvassing.
6. **SECRETARY:** Takes and maintains attendance and minutes of all meetings of both the central and executive committees. Is responsible for maintaining and updating the mailing list, email (through [contact@montezumadems.org](mailto:contact@montezumadems.org)), and MailChimp, and cross-referencing and updating this information in Votebuilder on a regular basis.
7. **TREASURER:** Has full custody of all party funds and maintains such fiscal records as are necessary and required in order to properly account for all the fiscal activities of the Party. Makes a full report for the handling of all party funds and submits a written account of receipts and disbursements at each meeting of the central and executive committees. Prepares and files all financial reports as required by law. Is involved in the planning and proper documentation of all fundraising events undertaken by the Montezuma County Democratic Party.

**B. Membership on the State Central Committee.** The Chair and the First Vice Chair shall also serve as representatives from the Party to the state Democratic Party central committee, Senate District 6, House Districts 58 and 59, Judicial District 22, and Congressional District 3 central committees as allowed by state Party rules. Additional members for the state central committee, as allowed by state Party bylaws and rules, shall be elected by the MCDP central committee at its biennial meeting, or they may be appointed by the executive committee on an interim basis. In case the Chair and/or the First Vice Chair are unable to attend a meeting outside of Montezuma County, proxies will be used.

- C. Order of Succession.** In the event of the resignation, removal, absence or disability of any county party officer, or in the interval between the occurrence of any vacancy among officers 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 for in these rules, shall devolve upon the officers of the Party in the order listed above.

### **ARTICLE III. PRECINCT ORGANIZERS (PRECINCT COMMITTEE PEOPLE).**

- A. Election.** Two people shall be elected from each precinct at each biennial precinct caucus to represent their precincts. They may also be appointed by the Chair in collaboration with the executive committee to fill vacancies. State Party rules for elections at caucuses and assemblies will prevail and will not be repeated here. Hereinafter Precinct Organizers will be referred to as POs.
- B. Qualifications.** The POs shall reside in their precinct for at least thirty (30) days prior to the caucus and they shall have been registered members of the Democratic Party for at least two months prior to their election or appointment.
- C. Rights.** As elected or appointed officers of the Party, POs are the representatives of the party within their precincts and have the right to represent the Democrats living within their precinct at all meetings of the central committee that are held during their term of office.
- D. Responsibilities and Duties.** Rights and privileges carry equivalent responsibilities. POs shall promise to make good-faith efforts to perform the following duties to the best of their ability and recognize that in case of failure to perform these duties, they may be removed from their position by the MCDP executive committee.
1. Attend all MCDP central committee meetings unless properly excused. May attend via electronic communication as provided for in these bylaws.
  2. Assist with Party events and activities.
  3. Become familiar with the Democrats residing in their precinct.
  4. Use VAN/Votebuilder in order to GOTV, mobilize Democratic voters, and canvass voters in their precinct.
  5. Recruit Party workers and supervise their activities in the precinct as needed.
  6. Distribute and/or supervise the distribution of Party literature in their precinct.
  7. Support the nominees of the Party with the exception that financial support is not required.
  8. Notify registered Democrats in their precinct of the time and place of the precinct caucus.



- E. **Removal For Failure to Perform Duties.** Failure of a PO to fulfill such responsibilities shall constitute grounds for removal from office by the executive committee, in writing with the cause for the removal. The PO may appeal the removal in writing at the next meeting of the executive committee.

#### **ARTICLE IV. AT-LARGE MEMBERS.**

- A. **Appointment, Purpose, and Membership.** At-large members shall be appointed by the Chair to lead issue-based discussion groups on topics of importance and interest.
- B. **Topics for Discussion.** Topics may be proposed by members of the executive and central committees, or left to the discretion of the at-large member.
- C. **Power and Duties.** The at-large member is responsible for gathering information about the topic, coordinating with the central committee to find Democrats interested in the topic, scheduling meetings, and leading discussions about the topic.
- D. **Resolutions.** If resolutions are produced by the discussion group concerning the topic, they shall be brought before the central committee by the at-large member for consideration.
  - 1. The central committee will determine if the resolution should be added to the MCDP platform or whether other action should be taken.
  - 2. If the central committee determines that the resolution is representative of the values of the MCDP, it shall be ratified by a 2/3rds vote of a quorum of the central committee and added to the website with other resolutions voted on at the county Assembly.
  - 3. If the central committee determines that it should be added to the platform it shall be ratified by a 2/3rds vote of a quorum of the central committee and added to the platform.

#### **ARTICLE V. STANDING COMMITTEES.**

- A. **Purpose.** The purpose of standing committees is to assist in carrying out MCDP business, and to be in accordance with state Party rules.
- B. **Establishment and Authority.** The MCDP central committee shall establish standing committees during the first 4 months after reorganization unless they determine that the existing standing committees are sufficient to carry out Party business. Standing committees have full authority granted by the central committee to determine and implement annual goals and objectives as long as those do not conflict with Colorado Democratic Party or MCDP rules as outlined in these bylaws.
- C. **Membership.** While it is anticipated that standing committees will be staffed in part by members of the central committee, membership on standing committees shall be open to any interested Democrat who wishes to participate as long as they are a registered voter in Montezuma County. Chairs of standing committees are automatically voting members of the central committee and of the executive committee.

## **ARTICLE VI. EXECUTIVE COMMITTEE.**

- A. Composition.** Members of the county executive committee shall consist of:
1. officers of the county Party: Chair, 1<sup>st</sup> Vice-Chair, 2<sup>nd</sup> Vice-Chair, 3<sup>rd</sup> VC, Secretary and Treasurer, who shall automatically assume the same offices for the executive committee.
  2. Chairs of the Blue Jennies, and the Montezuma Alliance for Unity may be voting members of the executive committee
  3. A Young Democrat Liaison who shall be between 18-36 years of age during the period of appointment, which shall be two years, may be appointed by the Chair.
  4. Chairs and co-chairs of the standing committees as deemed necessary by a majority vote of the executive committee in order to carry out the business of the Party.
  5. Members of the standing committees who wish to be voting members of the executive committee and agree to abide by the attendance rules as set out in these bylaws.
  6. Other at-large members appointed by the Chair not to exceed 5 and subject to a majority approval vote of the members of the executive committee. Possible at-large members would include a representative from each of the three county commissioner districts.
- B. Term of Office.** The term of office of executive committee members shall be two years from the time of election or appointment.
- C. Power and Duties.**
1. Shall manage the affairs of the MCDP between scheduled central committee meetings.
  2. Shall speak for and act on behalf of the central committee when it is not in session.
  3. Shall provide oversight and governance in matters pertaining to Party activities, including fundraising, events, communications, outreach, and candidate recruitment.
  4. Shall have the power to amend and approve the budget presented each year by the officers.
  5. Shall serve as the authorized vacancy committee.
  6. Shall assist the MCDP Chair in management and control of ongoing affairs of the Party, as authorized by the county central committee, pursuant to Colorado Law.

7. Shall be responsible for assisting the POs in the organization of the party throughout the precincts in the county; for encouraging and assisting in registration of voters in the Democratic Party; for assisting the MCDP in all matters pertaining to campaigns and issues affecting the central committee, including national, state, and local elections.
8. May pass resolutions that do not take a political position by a simple majority vote without prior advertisement. An example of this is a motion of thanks to some individual or group.
9. May vote on Party issue policy positions and other Party business either in person at regular scheduled meetings, or by email votes if between scheduled meetings. A 2/3 vote of the full executive committee is required for an issue position resolution to pass. Votes on issue position resolutions shall be communicated to the central committee a minimum of 10 days prior to the executive committee vote.
10. Shall meet monthly unless a majority of the executive committee agrees not to meet in any particular month.
11. May create ad hoc committees from time to time as deemed necessary by a majority vote.
12. Shall act as the rules committee for the Party unless the Chair acts to appoint a committee within 30 days of the organizational meeting.
13. May authorize reimbursements of approved expenses incurred by the officers of the Party in the performance of their duties.

**D. Removal for Absence.** In case an executive committee member cannot attend a regularly scheduled meeting of the executive committee, it is the responsibility of the member to inform an officer of an impending 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 a meeting, may be dropped from membership unless a satisfactory excuse is provided and accepted. The Chair shall inform any person so removed from the executive committee of the action, in writing.

**E. Removal for Other Reasons.** Members of the executive committee may be removed by a majority vote of the committee for any of the following reasons:

1. Willful and intentional conduct in violation of these rules.
2. Aiding and 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.
5. Representing themselves as a spokesperson or a representative of the executive committee without being delegated by a vote of the executive committee to serve in that capacity, including publicly and/or officially criticizing or finding fault with any Democratic officeholder unless such a communication has been approved by the executive committee.

**F. Procedure for Removal of Officers of the Executive Committee.**

1. Any member of the MCDP may submit allegations of violations of these rules by a member of the executive committee together with a request for removal.
2. The Chair shall report said allegations and request for removal at the next regularly scheduled meeting of the executive committee .
3. Should a majority of the executive committee present at said meeting conclude by motion that sufficient cause exists for additional action, a written statement of charges shall be prepared and sent to the affected member of the executive committee together with a request for said member to attend and participate in a hearing to show cause why said member should not be removed from office.
4. The hearing shall be held at the next regularly scheduled executive committee meeting. The affected member shall have an opportunity to respond to all allegations.
5. The executive committee shall vote whether to retain or remove the member. Removal requires a two-thirds vote of those present.

**G. Procedure for Removal of the Chair of the Executive Committee.**

1. At least one-third of the members of the executive committee or one-half the members of the central committee must sign and submit a written petition containing a statement of charges to the highest ranking officer of the central committee who is not named in the petition. The statement of charges shall contain the reasons for removal.
2. Within three days of receipt of the statement of charges, the officer in charge of the statement shall send the Chair, by certified mail, a copy of the statement of charges and a letter stating that the accused officer may either resign or have a hearing at the next regularly scheduled meeting of the central committee, or at a central committee meeting scheduled specifically to conduct the hearing.
3. If the Chair does not resign within three days of receipt of the statement of charges, the officer in charge shall send a copy of the statement of charges to all central committee members along with a notice of the central committee meeting. This meeting shall be held:
  - a.) No later than 30 days after the request for a hearing by the Chair;

or

- b.) No later than 30 days after the failure of the Chair to resign or request a hearing within the three days after the receipt of the statement of charges.
4. At the meeting, the Chair shall be afforded an opportunity to respond to the statement of charges.
  5. After hearing from the Chair, and upon a motion for removal made by one of the signatories to the statement of charges, the Chair may be removed by a two-thirds vote of all members present and voting, provided at least two-thirds of the central committee membership is present. No proxies shall be permitted under any circumstances.

**ARTICLE VII. VACANCIES.** A vacancy shall be declared to exist when any incumbent officer resigns, moves from this jurisdiction, dies, or is removed from the position.

- A. Central Committee.** A vacancy shall be filled within thirty days after its occurrence by the officially authorized vacancy committee. The person selected to fill the vacancy shall be a resident of the precinct in which the vacancy occurred.
- B. Executive Committee.** All vacancies on the executive committee, except the position of Chair, shall be filled upon their occurrence at the next regularly scheduled meeting of the executive committee, if possible.
- C. Chair.** The MCDP central committee shall fill a vacancy in the position of the Chair within 30 days of its occurrence at a specially called meeting of the central committee. The call for the meeting shall be issued within 10 days of the occurrence of the vacancy. The county Chair must notify the state Chair, in writing, within 10 days of his/her resignation.
- D. Other Officers.** A vacancy for any other office on the central committee shall be filled by the executive committee as an interim appointment until confirmed at the next regularly scheduled meeting of the central committee. If the next scheduled meeting of the central committee is longer than a month away, a special meeting shall be called by the Chair with a Call sent 10 days in advance. The meeting may be held by electronic means according to the provisions of these bylaws. Voting may be by digital ballot such as Survey Monkey or Google forms.
- E. Elected Offices.** A vacancy of an elected Democrat in Montezuma County shall be filled by the authorized vacancy committee.

**ARTICLE VIII. QUORUMS.** The quorum of a meeting of any body shall be the number of members required to be present to transact business as provided for below.

- A. Central Committee.** 40% of the whole number of members shall constitute a quorum of any central committee meeting.

- B. Executive Committee.** A majority of the whole number of members of the executive committee shall constitute of a quorum for any meeting of the executive committee.
- C. Committees.** 40% of the whole number of members shall constitute a quorum of any committee meeting.
- D. Assemblies and Conventions.** A quorum is a majority of the greatest whole number of delegates, or their accredited alternates, certified as being seated.

#### **ARTICLE IX. DELEGATES TO OTHER CONVENTIONS AND ASSEMBLIES.**

- A. Congressional District.** The Chair and the First Vice Chair of the central committee shall also serve on the central committee of the Third Congressional District. Additional (bonus) members of the CD 3 central committee shall be elected at the biennial reorganization or, if not possible, appointed by the Chair. Bonus members are determined by the state Party based on percentage of voter turnout in midterm and presidential elections.
- B. State Senate District.** The Chair, the First Vice Chair, and the Secretary of the central committee shall also serve on the central committee of the Sixth Senatorial District.
- C. State House Districts.** The Chair, the First Vice Chair, and the Secretary of the central committee shall also serve on the central committee of the Fifty-Eighth and Fifty-Ninth State Representative Districts.
- D. The Twenty-Second Judicial District.** The Chair and the First Vice Chair of the central committee shall also serve on the central committee of the Twenty-Second Judicial District.

#### **ARTICLE X. COUNTY ASSEMBLY.**

Written notice of the date, time, and place of the county assembly must be sent to all delegates and alternates no later than 10 days prior to the assembly. This notice shall be sent electronically, if the delegate is known to have an electronic address, or by physical mail if not.

#### **ARTICLE XI. AMENDING THE BYLAWS.**

These bylaws may be amended by a majority vote of the quorum at any meeting of the central committee. Proposed changes must be sent (by mail or electronic mail) with the meeting notice. If a special meeting is to be called, ten days notice must be given.

#### **ARTICLE XII. OTHER PROCEDURES.**

Any procedure that is not prescribed or covered by these rules shall be governed by the current rules of the Democratic Party of Colorado.

**Appendix 1**  
**Montezuma County Democratic Party Bylaws**  
**Officer Roles, Powers, and Responsibilities**

**CHAIR**

**1. Duties and powers as Presiding and Executive Officer:**

- a.) Is the presiding officer of the Central and Executive Committees. Presides over the Central and Executive Committee meetings according to established rules of parliamentary procedure.
- b.) Is the spokesperson for the Central Committee or may delegate that function to others, except in the event that the Central Committee or the Executive Committee has passed a resolution on an issue and/or has directed the Chair to state a public position on behalf of the Central Committee, in which event the Chair shall carry out the direction of the Central Committee.
- c.) Administers the affairs of the Montezuma County Democratic Party (MCDP) between Central and Executive Committee meetings.
- d.) Is responsible for the overall coordination of the work of the Vice-Chairs and of the Committees of the Party, and works to maintain open communication among these entities.
- e.) Issues the call to order and is the **presiding officer** over all county caucuses, assemblies, and conventions until a new presiding officer is chosen, or delegates that authority to other Party officers as approved by the Executive Committee. Ensures that state Party procedures for caucuses and county assemblies are followed.
- f.) Has financial and contractual authority: works with the treasurer to administer the budget as approved by the Executive and/or Central Committee/s; has signatory authority over all contracts and is a signatory on the Montezuma County Democrats checking account; in special cases may delegate these authorities to another Party officer with the approval of the Executive Committee.
- g.) May hire and fire office staff.

**2. Duties and powers of appointment:**

- a.) Makes appointments to fill vacancies in the Central or Executive Committee as outlined in these rules.
- b.) Appoints the chair and members of standing committees as outlined in these rules and may create special, ad hoc, or interim committees from time to time as needed.
- c.) Delegates the responsibility of appointing members of the various committees to the committee chairs.
- d.) Appoints members to state Party committees as required by state Party rules.
- e.) Oversees recruitment and filling of PCP vacancies in coordination with the Executive Committee.

**3. Duties and powers related to meetings:**

- a.) Issues the call for all meetings of the Central and Executive Committees in accordance with the procedures outlined in the Party bylaws.
  - b.) In coordination with the Executive Committee, establishes Central Committee meeting agendas and disseminates these no later than 5 days prior to the meeting unless extenuating circumstances are applicable. May delegate this duty to another officer.
  - c.) Issues the call for all caucuses, assemblies and conventions, and publishes times,
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dates, and locations of same, in accordance with state Party rules and timelines.

#### **4. Other duties and powers:**

a.) Provides guidance, with the collaboration of the Executive Committee, to Democratic candidates within Montezuma County to ensure the success of highly qualified candidates for various offices, boards, commissions, etc. Any Democratic candidate who seeks the Party's support for an office shall meet with the Party chair and/or members of the Executive Committee to present his/her campaign plan for feedback.

b.) Develops and oversees implementation of an annual Fundraising Plan. Works with the 2<sup>nd</sup> Vice Chair and the Treasurer to ensure that the goals of the Fundraising Plan meet the budgetary needs of the Party.

c.) Develops and oversees implementation of a Communication Plan that includes external communication through social media, the Party website, the Party newsletter, and press releases. Works with the 2<sup>nd</sup> Vice Chair to time newsletter content to meet fundraising and other Party communication goals.

d.) Develops policy as needed and appropriate, and makes recommendations to the Executive Committee about adoption of drafted policies.

e.) Represents the Montezuma County Democratic Party on state-level committees, initiatives, etc. as elected.

f.) Performs other duties and responsibilities as may arise from time to time.

#### **FIRST VICE CHAIR of Political Education, Candidate Recruitment, and Capacity Building:**

1. Assists the Chair in carrying out the Chair's responsibilities, including presiding over all meetings of the Central Committee and the Executive Committee in the absence of the Chair; assumes the duties of the Chair when the chair is unable to perform those duties; calls the meeting of the Central Committee within 10 days of resignation of Chair, for election of new Chair within 30 days.

2. Provides leadership for the Party's organizational and political education activities, including organizing volunteer training on GOTV and other vote-building tools, ensuring the appropriate implementation and evaluation of training events. Develops and implements a political training calendar in coordination with the Executive Committee. May delegate as appropriate.

3. In coordination with the Executive Committee, develops a bench of potential Democratic candidates for offices and board positions within Montezuma County.

4. Identifies offices that will be on the ballot, evaluates the performance of the incumbent, makes recommendations as to whether the Party should field an opponent, and monitors relevant deadlines for declaration for office. Prepares an annual political calendar for county offices. May delegate if needed.

5. Prepares an annual political calendar for county board positions to include filing deadlines, responsibilities/qualifications, etc., to ensure that Democrats are represented on local boards. Advises Party membership of vacancies in a timely fashion. May delegate if needed.

6. Provides access for volunteers to VAN as needed.



7. Represents the Montezuma County Democratic Party on state-level committees, initiatives, etc. as elected.

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8. Performs other duties as may be necessary from time to time.

**SECOND VICE CHAIR of External Communication and Community Engagement:**

1. Acts as First Vice Chair when needed.

2. Creates and disseminates the Party newsletter, coordinating with the Chair to ensure content is aligned with Party fundraising, messaging, and other political timelines.

3. Creates social media posts including event posts, coordinating with the Chair to ensure content is appropriate and consistent with Party values and goals.

4. Keeps the website current and up-to-date in collaboration with the Chair.

5. Creates flyers for events, in coordination with the Chair, the 3<sup>rd</sup> VC, and the fundraising committee.

6. Performs other duties as may be necessary from time to time.

**THIRD VICE CHAIR of Events and Fundraising:**

1. Recruits and engages volunteers as needed to staff events, including political events such as phone banking and canvassing.

2. Develops, coordinates, implements, and evaluates Party-related community events, such as fairs, expos, parades, etc. in collaboration with the Executive Committee.

3. Develops, coordinates, implements, and evaluates fundraising events including the annual fundraising dinner, in collaboration with the Executive Committee and the Fundraising Committee.

7. Performs other duties as may be necessary from time to time.

**SECRETARY**

1. Takes and maintains attendance and minutes of all meetings of both the Central Committee and the Executive Committee.

2. Maintains and updates the mailing list, email list (through [contact@montezumadems.org](mailto:contact@montezumadems.org)), and Mailchimp, and cross-references and updates this information in Vote builder on a regular basis. These tasks can be delegated as needed and appropriate.

**TREASURER**

1. Has full custody of all party funds and maintains such fiscal records as are necessary and required in order to properly account for all the fiscal activities of the Central Committee.

2. Makes a full report for the handling of all party funds and submits a written account of receipts and disbursements at each meeting of the Central and Executive Committees.

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3. Prepares and files all financial reports as required by law.

4. Is involved in the planning and proper documentation of all fundraising events undertaken by the Montezuma County Democratic Party.

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## Appendix 2

# Colorado Democratic Party Code of Conduct Policy

### 1. Preamble

*Disagreements, both social and technical, happen all the time. The Colorado Democratic Party (CDP) is a largely volunteer organization, and it is inevitable that some disagreements will occur during the course of party business. When they do occur, we seek to resolve disagreements constructively, at the lowest level possible, with the help of community and the Controversy Process set forth in CDP Rules.*

*All CDP officers, from Precinct Committee People (Precinct Organizers) to the state chair, are expected to behave in a manner that exemplifies and advances the goals, values, and mission of the CDP. The behavior and actions of officers, at both internal meetings and external functions, have an impact on how the public perceives our organization, and how and whether new and existing members feel comfortable and welcomed as part of the Democratic Party.*

*Inappropriate behavior comes in many forms, including but not limited to offensive verbal or written comments related to gender, sexual orientation, gender identity, disability, age, physical appearance, race, ethnicity, national origin, immigration status, or religion. Touching or entering personal space without consent, or other physical violation, shall not be tolerated by the CDP or groups affiliated with CDP.*

*[For additional guidelines, see CDP Meeting Etiquette at the end of this appendix.]*

### 2. Scope

1. This Code of Conduct applies to all CDP officers and officers of CDP subsidiary organizations: County, Congressional district, House district, Senatorial district, Judicial district, or recognized Initiative.

2. The Code applies to behavior while participating in meetings, events, and/or virtual spaces of all applicable organizations.

### 3. Anti-Harassment Policy

Unacceptable behavior includes, but is not limited to:

- Harassment, which includes inappropriate and unsolicited physical, verbal, or written contact of any kind either in person, by telephone, email, written correspondence, or any social media platform.
- Violent threats, menacing or abusive language directed against another person.
- Sexist, racist, or otherwise discriminatory jokes or escalating language.
- Posting sexually explicit or violent material online, or to an official message board, official email list, or other official organizational site, while in an official CDP capacity.
- Posting, or threatening to post, personal, non-public information about another person on any form of social media or public forum without receiving advance permission from that individual (also known as "doxxing").
- Remarks or insults that personally disparage a specific individual or group during any official CDP event or meeting.
- Unwelcome sexual attention, sexual advances, or inappropriate sexual language.
- Advocating for any of the above behavior or encouraging other parties to engage in the above behavior.

### 4. Controversy Process

Refer to the **Controversy Process** (CDP Rules 5.1.C).

# DEMOCRATIC PARTY MEETING ETIQUETTE

We are Democrats because we believe in basic common decency, dignity and respect toward all people. We need to model that belief in our own meetings.

**Golden Rule:** Treat others the way you would want to be treated.

**Value Volunteers:** Almost every Democrat at a party meeting is a volunteer. Be good to each other.

**Ask Questions:** Most agendas include a place for feedback and questions. If you need more information, chances are other people do too.

**Welcoming, Inclusive & Safe Space:** Everyone has a responsibility to make a meeting feel like a safe and welcoming space for everyone to attend.

**One Speaker at a time:** Only one person is recognized to speak at a time. No one can hear two people at once.

**Setting the Agenda:** If you have an item you want to discuss on the agenda, notify the chair ahead of time.

**New Business:** If you want to discuss something that is not on the agenda, raise it during the New Business part of the meeting.

**Bullying & Personal Attacks:** All ideas can be robustly raised and debated without making personal or ad hominem attacks on other people. Name-calling is for the GOP -- not us.

**Lift Each Other Up:** We are on a mission and take a moment to thank and recognize the good work of the people around us.

**Resolving Conflicts:** Because we are human beings, conflicts between people will sometimes arise. Try, if possible, to resolve personal differences outside of a meeting space.

**Be Part of the Solution:** Come with ideas and suggestions. Don't just criticize others without having recommendations for how to do something better.

**We are on a Shared Mission:** We are all here because we have shared beliefs about doing right by people and the planet. The goals we are pursuing are bigger than any one of us. Let's get it done!

## **Appendix 3**

# **Colorado Democratic Party Jurisdictional Neutrality**

### **1. General Requirement**

All party officials shall remain neutral in primary races in their jurisdiction(s) and/or in elections where they are involved in the planning and/or conduct of the elections that determine the eventual winners, including Assemblies, Conventions and vacancy committees. Party officers may not use their party title in any endorsements or actions that could be interpreted as an endorsement.

### **2. Definition**

Neutrality in races contested by more than one Democrat is defined as making no endorsements, financial contributions, volunteering or employment on behalf of any candidate once there is more than one candidate contesting a race. Support for candidates prior to a contested race is *not* considered a violation of neutrality after the fact of a contested race, but may not continue once a contested race exists. In this spirit of neutrality, officials and volunteers should also make an effort to treat all Democrats equally when granting time to speak, or when mentioning them in speeches, including invitations to physical or virtual events, and social media postings.

### **3. Requirements by Jurisdiction**

#### **3.1 Statewide Party Officials**

Officials, including State Party and Initiative Officers, shall maintain strict neutrality as defined above in all races contested by more than one Democrat Statewide, including all races for elected positions in or representing Colorado, and races for President.

#### **3.2 Congressional Party Officials**

For Congressional District Officials, this requires strict neutrality as defined above in all races contested by more than one Democrat within the Congressional District, including all races for elected positions in or representing their District, Statewide Offices, Senators, and President of the United States.

#### **3.3 County Party Officials**

County Officials shall maintain strict neutrality as defined above in all races contested within their county by more than one Democrat, including all races for elected positions in or representing that county, and races for statewide offices (State Board of Education, CU Regent, Treasurer, Secretary of State, Attorney General, Lieutenant Governor, Governor) and national races (Congress, Senate, and President).

#### **3.4. Colorado House, Senate, or Judicial District Party Officials**

Colorado House, Senate, and Judicial District Officials shall maintain strict neutrality in all races contested by more than one Democrat within the House, Senate District or Judicial District, including all races for elected positions in or representing their District.

#### **3.5. Executive and Central Committee Members**

All Executive and Central Committee members at all levels of the Party, shall support the nominee of the Party, with the exception that financial support not be required under the prohibition against assessments.

#### **3.6. Precinct Committee People (Precinct Organizers)**

Precinct Organizers are NOT bound by this neutrality policy, save that they may not make endorsements on behalf of any candidate using their title as a PO.

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### **3.7 Volunteers**

Volunteers who assist in the planning or conduct of elections must maintain strict neutrality as defined above in keeping with the jurisdiction from the moment they volunteer until the moment their volunteer activity is concluded. Volunteers may not engage in campaigning for any candidate while volunteering to plan or conduct elections and may not wear t-shirts or stickers, or wave signs for any one candidate. It is the responsibility of the appropriate party officials to inform volunteers of this requirement before an individual agrees to volunteer. Failure to do so violates neutrality on the part of the responsible party officials. In other circumstances, volunteers are free to support or endorse their preferred candidates.

### **4. Violations**

Violations of this neutrality policy may be addressed using the Controversy Process set forth in CDP Rules (5.1)

**Appendix 4**  
**POLICY 1:**  
**REGARDING CANDIDATES, CANDIDATE APPLICATION FOR SUPPORT,**  
**AND NEUTRALITY IN PRIMARY ELECTIONS**

**PRINCIPLES:**

- We will support registered Democrats who follow our application process.
- We will maintain neutrality among all candidates in a contested primary.
- We will prioritize and preserve Party resources (including volunteer time) for Party needs first.
- We will ensure all requests are from authorized sources and that an objective process is followed.

**ELIGIBILITY FOR SUPPORT AND ASSISTANCE:**

- The candidate must have filed with the Secretary of State or other appropriate jurisdiction as a candidate for the office the candidate seeks before seeking our support.
- The candidate must be a registered Democrat.

**CANDIDATE SUPPORT:**

- The Montezuma County Democratic Party will support Democrats in general and off-year elections by working to get every vote possible for the candidate/s.
- In a contested primary, whether local, state, or national, the Montezuma Democratic Party will refrain from endorsing one candidate over another until the nomination process is complete. Strict neutrality will be maintained.
- In an uncontested primary, we will refrain from endorsing a candidate until the primary election's filing deadline.
- In non-partisan races the Montezuma County Democratic Party will equally support all Democratic candidates running for office and show no favorites.
- Only the Party's official candidates will be provided further assistance.

**ASSISTANCE THAT MAY BE PROVIDED:**

Such assistance could include some or all of the following, although this list does not imply or suggest a promise of assistance:

1. Educational materials and resources.
2. Display of campaign literature at Party offices and public events.
3. Short term, limited storage at Party offices.
4. Meeting space in Party office (subject to availability & equitable use). Party office must be left as outlined in Facilities Use Agreement and Checklist of Expectations.
5. Technology training.
6. Name, address, precinct #, phone number, and email address for Montezuma County Democrats Central Committee members.
7. Posting of campaign events such as candidate forums, fundraisers, and meet-and-greet events on the Party website and/or social media:
  - a. Opportunities to post campaign events will be made equally available to Democratic candidates in a contested primary election;
  - b. The content of such postings shall not exceed 150 words and shall only contain information about the event itself, with the exception that the posting may also contain a link to the candidate's website.

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- c. The following disclaimer must also appear on the posting for a campaign event in a contested primary but shall not be included in determining the 150-word limit:  
***“This posting is a service provided equally to all Democratic candidates in a contested primary and does not imply an endorsement by the Montezuma County Democrats.”***
8. Assistance securing petition signatures and meeting filing deadlines for local races.
9. Assistance with candidate meet-and-greets and other local events beginning in January of a general election year.
10. Other types of assistance requested will be dealt with on a case-by-case basis by the officers of the Montezuma County Democratic Party.
11. Advice on policy and procedures will be made available to any interested, potential Democratic candidate by a MCDP officer.
12. Financial assistance may or may not be provided, depending upon the Party’s budgetary constraints at the time of the request. No financial assistance will be provided prior to a primary election regardless of whether it is uncontested. No financial assistance will be provided in nonpartisan races.

**ASSISTANCE THAT WILL NOT BE PROVIDED:**

1. Access to the Party’s volunteer database.
2. Access to lists of the Party’s financial contributors.
3. Use of the Party’s office supplies and equipment such as printers, copiers, or computers which might involve significant expense to replace, are not reusable or have a reasonable risk of damage.
4. Use of the Party’s volunteers working at Party offices or events.
5. Email addresses.
6. Access to Votebuilder.
7. Unauthorized use of information or resources as described above (not a comprehensive list) may cause the Party to withdraw support and assistance.
8. If Party office is not left in an acceptable and clean manner after use by a candidate, the Party may withdraw support.
9. In the instance where a candidate or candidate’s supporter/s have access to prohibited information through prior Party work, that information may not be shared with or provided to the candidate or candidate’s campaign.

**REQUESTING ASSISTANCE:**

1. Requests for assistance should be made in writing to the Chair and should include the following: campaign plan outline; fundraising plan outline; campaign infrastructure and staff; type of assistance requested; proof of filing with SoS or other entity (i.e., county clerk).
2. Requests must be made by the candidate or campaign manager.

**OPERATIONAL NEUTRALITY IN CONTESTED PRIMARIES:**

1. The Montezuma County Democratic Party maintains strict neutrality for all registered Democratic candidates in contested primaries and will avoid any appearance of favoritism.
2. Individuals holding any party position or title can support specific candidates, but such support must be as individuals, without use of their party position or title.

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3. Individuals who assume a leadership campaign role in a contested primary shall take a leave of absence from their party position until the primary is decided. Examples of leadership roles include but are not limited to Candidate, Campaign Manager, Treasurer, Field Coordinator, Volunteer Coordinator, and Public Relations Coordinator.
4. Publicly elected officials are also encouraged to maintain neutrality.
5. Any information provided by the Party to one candidate in a contested primary will also be made available to all other candidates in that primary. Ideally all candidates will receive the information simultaneously or as near to that as possible.

**LIMITATIONS ON OFFICERS' POLITICAL ACTIVITIES:**

Elected officers of the Montezuma County Democratic Party may not:

1. Run for public office.
2. Endorse any candidate in a Democratic primary or vacancy committee election until it is procedurally impossible for more than one Democratic candidate to contend for the nomination or appointment.
3. Endorse candidates in non-partisan public races.
4. So long as officers do not use their party titles, they may, in their individual capacities, perform any of the following acts in a contested race between two or more registered Democrats:
  - a. Be elected as a delegate for a candidate;
  - b. Vote for a candidate.