

Revised 4/15/03

BERNALILLO COUNTY DEMOCRATIC PARTY RULES

1. PARTY NAME AND AFFILIATION

The party shall be known as "The Democratic Party of Bernalillo County." It is a county organization of the Democratic Party of the State of New Mexico.

2. SCOPE - ORDER - FILING AND RECORDING

- a. Scope. These rules shall be known as the "Bernalillo County Party Rules" and shall govern the organization and conduct of business of the Democratic Party of Bernalillo County. The Democratic Party State Rules are hereby made a part of, and are precedent to, the County Rules.
- b. Rules of Order. Robert's Rules of Order Newly Revised shall be followed in matters not covered by these rules.
- c. Filing and Recording. The County Rules shall be filed and recorded with the Bernalillo County Clerk by the Democratic Party County Chair immediately upon adoption; any amendments thereto shall be filed similarly. Copies of these rules, and amendments thereto, shall also be sent to the Democratic Party State Chair. Amendments may be made as provided by Rule 13 herein. These rules when filed, supersede all others previously adopted by the Democratic Party of Bernalillo County.

3. GENERAL

- a. Quorum. A quorum shall be necessary to transact or continue business which comes before any body of the Bernalillo County Democratic Party, except a ward meeting or precinct meeting. A majority of the authorized members constitute a quorum unless otherwise provided in these rules.
- b. Secret Ballot. Vote by secret ballot is prohibited in all representative bodies of the Bernalillo County Democratic Party. In ward meetings or precinct meetings, a secret ballot is required on all issues unless waived by unanimous consent, or if the election is uncontested.
- c. Support of Platform. In a general election, the Democratic Party of Bernalillo County may withhold support from any Democratic candidate, whose constituency is wholly within the county, who opposes the County Platform adopted by a County Convention. The County Executive Committee makes all decisions under this subsection.
- d. Majority Vote. Unless otherwise provided in these rules, all issues in all bodies of the Bernalillo County Democratic Party shall be decided by a majority of votes cast by qualified members present. In the event a runoff is required in an election, it shall be among those candidates with the greatest number of votes, the sum of which is a majority of the votes cast.
- e. Proportional Representation. An approved method of proportional representation shall be adhered to in accordance with National and State Rules.
- f. Call to Order. If a meeting or convention is not called to order within 30 minutes of the appointed time, any qualified participant may do so.

- g. Continuance in Office. With the adoption of these rules, all persons holding office shall continue to hold them until the end of their terms or until replaced as provided herein.
- h. Meetings. All meetings pertaining to Bernalillo County Party business shall be open, in accordance with the State of New Mexico law.

4. STATE CENTRAL COMMITTEE

- a. Powers and Authority. The State Central Committee is the supreme governing body of the DP when regularly convened, in the absence of a convention in session. It shall have general supervision and control of the political affairs of the party and shall determine all questions about the regularity of organization in the State or any county.
- b. Membership. The State Central Committee shall be **gender balanced and** composed of the following:
 - i. A minimum of two members from each county, who will be the County Chair and the County First Vice-Chair.
 - ii. The County shall have additional members on the SCC apportioned according to the State Democratic Party rules.
- c. Election of Additional Members. Additional members to the State Central Committee shall be elected by the County Central Committee. The procedure is as follows:
 - i. In the roll call of Wards, each County Central Committee member may vote for only one State Committeeperson.
 - ii. A formula will be developed to determine the required votes to elect a State Central Committee person.
 - iii. [When a candidate's tally reaches the required maximum vote, the candidate is declared elected and no further votes are accepted for him. If there are remaining votes in the ward delegation, they may be cast for another nominee.] **Within a gender class, the candidates with the highest number of votes are elected.**
 - iv. At the conclusion of the roll call, the candidates having the highest number of votes **within each gender** are declared elected. Ties for last places shall be [chosen] **determined** by lot.
 - v. Those [tied for election] **receiving votes** but not elected [by lot], shall be [alternatives] **alternates** who will fill vacancies in the county delegation to the State Central Committee should they occur. Selection of such members shall be [decided] by [lot] **decreasing order of votes received**. Vacancies beyond the number of such alternates shall be filled according to Rule 11d.
- d. Forfeiture of Membership. A member who does not attend a meeting to the State Central Committee, either in person or by proxy, shall automatically forfeit his/her seat on the Committee. Appeal may be made to the County Executive Committee which shall act within 45 days.

5. COUNTY CENTRAL COMMITTEE

- a. Powers. The County Central Committee is the governing body of the Bernalillo County

Democratic Party when regularly convened, and, in the absence of a County Convention in session. It has the power to fill any vacancy on the Democratic Party ticket for any office in County government on the official ballot of the general election. By majority vote of all its members it may adopt or amend rules for the Bernalillo County Democratic Party not in conflict with the State party rules. By majority vote, it shall elect and fill vacancies in the offices of the County organization except those vacancies specifically addressed in Rule 11 - Vacancies in Offices.

- b. Membership. The County Central Committee shall be organized as provided by the State Rules. Its chair is the County Chair who shall vote at meetings of the Committee only in the case of a tie.
- c. Voting. In voting at the meeting of the Committee, the roll of the wards shall be called in numerical order by starting at a position in the roll determined by lot; a ward may pass only once.

Any Committee person may require the Chair to conduct an official poll of a ward, provided it is done before the next ward on the roll has voted.

- d. Composition. The Committee shall consist of all the ward and precinct chairs, plus additional members elected proportionately from each precinct on the basis of one Committee person per 200 votes (or major fraction thereof) cast in the ward for the Democratic candidates for both governor and president in the most recent general elections.
- e. Proxy Voting. Proxy voting is allowed at meetings of the Committee as provided by State Rules.

6. COUNTY OFFICERS

Composition. The County Officers shall consist of the County Chair, County First Vice-Chair, the County Second Vice-Chair, County Secretary and County Treasurer. They shall have the duties specified in the State rules and herein. The Chair and Vice-Chairs shall be elected by the County Central Committee. The Chair shall appoint the Secretary and Treasurer who shall serve until replaced.

7. COUNTY EXECUTIVE COMMITTEE

a. Composition. The County Executive Committee shall consist of the County Chair, County First Chair, County First Vice-Chair, the County Second Vice-Chair, Treasurer and Secretary, in addition to all the ward chairs. The County Chair shall chair the Committee and vote only in the case of a tie.

8. COUNTY CONVENTIONS

- a. Call. County Conventions shall be called and conducted as provided by the State Rules. The County Chair shall issue a call for a County Convention to be held at a suitable public place on the date and time set by the State Chair. County Conventions may also be called for consideration of matters pertaining to the County.
- b. Purpose. The County Conventions shall serve to [elect] **certify delegates and alternates elected at the ward (precinct) level to be** delegates **and alternates** to State Conventions, adopt resolutions, adopt or amend the rules of the County Party organization, and to

conduct other business pertaining only to the County as provided for in the call.

- c. Delegates. The number of delegates to be elected from each ward shall be based on its precinct's votes for the Democratic Candidate for both president and governor in the most recent general elections. Each ward shall be allocated delegates on the basis of 1 delegate for each 200 such votes (or major fractions thereof) within each precinct of the ward, with a minimum allocation of 1 for each precinct. Ward Chairs and the County Chair shall be automatic delegates to County Conventions except presidential nominating and mid-term conventions and each Ward Chair shall be counted against the total number of delegates allocated to that ward, and the County Chair, likewise to his ward. The delegates and alternates elected to a County Convention shall be the Bernalillo County delegates and alternates to the following State Convention. An election at large from the County Convention floor may be provided in the call for fulfillment of total delegates allocated to the County.
- d. Alternates. Voting by proxy is not allowed. Voting by alternate representation is allowed. Alternates are those persons who received at least one vote in the election of delegates but who [are] were not elected. The number of alternates shall not exceed the number of delegates in the ward.

An alternate may vote if he or she has been designated by an elected delegate who is absent or unable to attend the convention, and has not designated an alternate, the alternate(s) available may fill the delegate(s); position(s) in order in which the alternates were elected, i.e., the alternates receiving the most votes would fill the first vacancy, the alternates receiving the next most votes would fill the second vacancy, and so on.

If the order in which the alternates were elected is not determinable at any County or State convention, then any vacancies which exist for which there has been no designation by the elected delegate, shall be filled by the drawing of lots.

- e. Voting. Roll calls shall be taken in numerical order of the wards, the first ward being determined by lot, and passing will be allowed only once. Each delegate present shall have one vote. [If, however, the full delegation from any ward is not present, those present may cast the full vote to which the ward is entitled, which must be cast proportionately to the vote of those in attendance.] The Ward Chair shall cast the vote from written poll. Any delegate may require the Convention Chair to conduct an official poll of the ward, provided the next ward in the roll has not cast its vote. A majority of the full, eligible vote, as defined in this rule (8e), shall constitute a quorum.

9. **WARD AND PRECINCT ORGANIZATION**

- a. General. Ward and precinct officers shall be elected at a meeting called at least thirty (30) days in advance by the County Chair for the purpose, as further described in State Rules.
- b. Ward Officers. Qualified ward electors shall elect a Chair, Vice-Chair, Secretary and the appropriate standing committee members, as required by the call.
- c. Precinct Officers. Qualified precinct electors elect a Chair, Vice-Chair, Secretary and the appropriate number of County Central Committee members, as required by the call.
- d. Duties. Duties shall be as described in the State and County Rules, and further, as deemed necessary by the County Chair or Executive Committee. Ward and precinct chairs shall be County Central Committee members by virtue of office; the Ward Chair

shall be an Executive Committee member by virtue of office.

- e. Meetings. Ward or precinct meetings may be called at any time by the Chair to discuss matters pertaining solely to the ward or precinct or by the County Chair, as described in Rule 9a.
- f. Conduct of Ward Meetings.
 - i. The Chair shall call a meeting to order promptly, as specified in the call. In the absence or failure of the Chair, the meeting shall be called to order as specified in State and County Rules.
 - (1) The Chair shall immediately name a three-member Credentials Committee for the ward meeting. The committee shall hear a challenge to the voting qualifications of any person present and attempting to receive a ballot.
 - (2) The committee shall meet, deliberate, and announce its decision to the ward electors, who shall decide to accept or reject each recommendation or challenge. The credentials report shall not be made sooner than thirty (30) minutes after the start of the meeting.
 - (3) The doors to the meeting place shall not be locked during the meeting.
 - (4) After the credentials report is completed and accepted, which will be no sooner than thirty (30) minutes after the meeting starts, no further ballots shall be issued, and the elections then shall proceed.
 - ii. Upon the request for the Chair or two (2) other electors in the ward, the County Chair will designate an impartial observer from another ward to assist in the conduct of the ward meeting. The designated observer may vote in the observer's own ward meeting by delivering to the observer's Ward Chair or other ward official prior to the meeting the observer's ballot concerning all matters specified in the call.
- g. Voting (general). All voting at the ward and precinct level shall be by secret ballot, unless suspended by unanimous vote or lack of contest, in accordance with Rule 3b.

Any eligible elector may cast a ballot, when distributed as prescribed in the rules, in a ballot box and leave the meeting. An elector need not be present in order to be nominated. All ties shall be decided by lot. All ballots shall be preserved for ninety (90) days by the Ward Secretary.
- h. Voting for Ward Officers. Nominations and elections of ward officers shall be in order of descending rank: Chair, Vice-Chair, Secretary, and Standing Committee Members.
- i. Voting for Precinct Officer. Following the election of ward officers, each precinct shall meet and elect its officers.
- j. An approved method of proportional representation shall be used in the election of County Central Committee members as required by State Rule 12-12 and Appendix A. [The nominees with the highest numbers of votes shall be elected Precinct Chair, Vice-Chair and Secretary, in that order. None of these three officers] Neither Precinct Chair, Vice-Chair, nor Secretary may vacate his or her position without relinquishing his or her seat on

the County Central Committee.

- k. Report to Chair. All ward and precinct officers shall report their names and addresses to the Ward Chair immediately upon completion of precinct elections.

10. **SELECTION OF DELEGATES TO CONVENTIONS**

- a. Presidential Nominating Conventions. The specific number of delegates and alternates to be elected, the apportionment of such delegates and alternates within Bernalillo County, and the procedures to be followed in such matters, shall be announced by the State Chair in the call for the State Convention in the years in which delegates and alternates to the National Convention are to be selected.
- b. National Mid-term Conventions. The procedures to be followed, the number of delegates and alternates to be elected, and the apportionment of such delegates and alternates within Bernalillo County will follow the call of the State Chair in accordance with State law and State Party Rules.
- c. Pre-primary State Conventions. The procedures to be followed, the number of delegates and alternates to be elected, and the apportionment of such delegates and alternates within Bernalillo County will follow the call of the State Chair in accordance with State law and State Party Rules.

11. **VACANCIES IN OFFICES**

- a. County Chair. In case of vacancy in the office of County Chair, it shall be the duty of the County Central Committee to elect a new Chair. In case of such vacancy, the county First Vice-chair shall issue the call and preside at the election.
- b. Vacancies in Ward and Precinct Chairs. The Ward or Precinct Vice-chairs shall succeed to the respective Chairs in the event of vacancies.
- c. Vacancies in Other Ward and Precinct Offices. Vacancies in positions of Ward and Precinct Vice-chairs, Secretaries and Committee persons shall be filled by the Ward Chair. If not accomplished within thirty (30) days, vacancies shall be filled by the County Chair.
- d. State Central Committee Vacancies. Vacancies in the Bernalillo County membership of the State Central Committee shall be filled by the County Executive Committee.

12. **CHANGE OF WARD OR PRECINCT BOUNDARIES**

In the event the boundaries of a ward or precinct are changed, the County Chair shall appoint new ward or precinct officers. He shall choose first from among those who held the positions before the change, if any are resident within the new boundaries.

13. **AMENDMENT OF RULES**

These rules may be amended by a majority vote of the elected delegates at a County Convention which has as one of its purposes the amendment of rules. These rules also may be amended by a majority vote of the entire County Central Committee (not just those voting) at a meeting where one of the purposes of meeting is amendment of the rules. (State Rule 13A(1))

14. **DUTIES OF OFFICERS**

- a. County Chair. The County Chair shall be the executive head of the Democratic Party of Bernalillo County. He shall preside over all meetings of either the County Central Committee or the County Executive Committee, and shall be, ex-officio, a member of all other committees, whether standing or special, which may be appointed or elected.

The County Chair shall have the power to create committees which he may deem necessary for the conduct of County Party business. The County Chair shall appoint a Secretary and a Treasurer for the County organization.

The County Chair may express a personal preference of individual candidates for office in the Democratic primary election; but the County organization shall be open to all candidates in the Democratic primary election in a fair and impartial manner.

The County Chair shall have general and active management of all party affairs within Bernalillo County, seeing that County and State Rules are adhered to. By virtue of office, the County Chair is a member of the State Executive Committee and the State Central Committee, and is a delegate to all County Conventions.

It shall be the duty of the Chair to initiate removal procedures against any county, ward or precinct official for willful and intentional conduct in violation of these rules, or aiding or supporting any opposing political party or candidate of any other political party. A complaint against an official may be filed by any member of the Democratic Party who resides within the county. The complaint shall be [in writing and submitted to the County Chair, who after opportunity for a fair hearing, shall decide upon the request for removal with the approval of a majority of the County Executive Committee at a meeting duly called for that purpose. This action shall be within thirty (30) days of the complaint.] adjudicated according to State Rule 12-7.

- b. County Secretary. The Bernalillo Democratic Party County Secretary shall keep written minutes of all meetings of the County organization. The Secretary shall keep written minutes of the business of the County Convention, one copy of which will be preserved by the County Secretary and another copy transmitted immediately after said County Convention to the State Secretary who shall keep a copy on file at all times. A certificate attested to by the County Chair and the County Secretary containing names and addresses of the persons elected as County Officers, as County Central Committee members, and as members of the State Central Committee must be submitted to the State Secretary promptly after the County Central Committee meeting at which such officers and members are elected.
- c. County Treasurer. The Bernalillo County Democratic Party Treasurer shall perform such duties as may be required by the County Chair and by law. It is the responsibility of the Treasurer to have custody for all funds of the County Party. The Treasurer must keep full and accurate accounts of all receipts and expenditures, subject to the supervision and control at all times of the County Chair. The Treasurer will administer the budget authorized by the Chair. The Treasurer renders reports as may be required by law and directed by the County Chair and assists in the preparation of budgets. The Treasurer will present a written financial report to the County Central Committee at each of its regular meetings.
- d. First Vice-Chair. The First Vice-Chair shall perform all duties assigned by the County Chair and shall perform the duties of the County Chair in the absence of both the Chair and First Vice-Chair. The Second Vice-Chair shall be a member of the State Central

Committee by virtue of office.

- e. Second Vice-Chair. The Second Vice-Chair shall perform all duties assigned by the County Chair and shall perform the duties of the County Chair in the absence of both the Chair and First Vice-Chair. The Second Vice-Chair shall be a member of the State Central Committee by virtue of office.
- f. Ward and Precinct Officer (General). All officers shall insure orderly conduct of meetings, allowing only qualified electors to vote. Officers may assemble Democrats on occasion to discuss matters pertaining to the geographic subdivision, but shall publicize such meeting in advance to insure active participation of all interests. Officers shall conduct regular voter registration drives and shall canvass on behalf of Democratic candidates during a general election campaign. The officers of the ward shall serve as an advisory committee to the Chair. All precinct officers are officers of the ward.
- g. Ward Chair. The Chair shall call ward meetings to conduct the business of the ward. The Chair, by virtue of office, is a member of the County Executive Committee, the County Central Committee, and a delegate to all County Conventions. The Chair may assign appropriate duties to ward and precinct officers, poll, record and report accurately the vote of Ward Central Committee members (See 8e), and have powers of appointment as permitted and described in State and County Rules.
- h. Ward Vice-Chairs. The Vice-Chair shall have all authority and responsibility of the Chair in the absence or failure of the Chair, as described in State and County Rules.
- i. Precinct Chair. The Chair shall call precinct meetings and conduct the business of the precinct. The Chair is a member of the County Central Committee by virtue of office. The Chair may assign appropriate duties to other precinct officers.
- j. Precinct Vice-Chair. The Vice-Chair shall have all authority and responsibility of the Chair in the absence or failure of the Chair, as described in State and County Rules (See Rule 14i).
- k. Ward or Precinct Secretary. The Secretary will maintain a written record of all actions of the body and correspond on behalf of the body, as directed by the Chair. The Secretary fulfills all other duties deemed appropriate by the Chair or described in State and County Rules.
- l. Central Committee Member. Except for County and Ward Chairs, the County Central committee Member is a precinct officer. A Central Committee member may exercise the proxy of another member from the same ward. A Central Committee Member may hold another ward or precinct office, except Chair, since the Chair is also a Central Committee Member by virtue of office.
- m. County Executive Committee Members. Members shall act in an advisory capacity to the County Chair as to all powers and responsibilities assigned to the Chair by these Rules and shall also perform such duties and exercise authority as is from time to time delegated to it by the County Central Committee. The Executive Committee shall keep a record of its proceedings, and any action taken by it shall be effective from the date of the same and shall be binding until such time as the County Central Committee should otherwise order. It is recommended that the Executive Committee meet monthly and it shall be active in the conduct of the regular business of the Democratic Party of Bernalillo County. It shall be the duty of Executive Committee members to have their wards represented at meetings. If unable to attend, the member shall appoint an alternate. The

Central Committee person shall attend County Central Committee meetings and shall perform all duties assigned to precinct officials.

15. **CREDENTIALS AND RULES COMMITTEE**

a. County Credentials and Standing Committee on Rules Revision

- i. Members. At the time of election of ward and precinct officers, each ward shall elect a member to the County Credentials and Standing Committee on Rules Revision from among the qualified ward electors. This is not a County Central Committee membership, although a **County** Central Committee member may hold this position. The County Credentials and Standing Committee on Rules Revision member from a ward is an officer of that ward and shall serve until a new election of ward and precinct officers is called.
- ii. Duties. The committee will hear challenges to the election of ward and precinct officers and deliberate the credentials of all ward and precinct officers, including all Central Committee members, except that no member of a ward whose election is challenged may take part in deliberations regarding that challenge. The Committee shall serve as a Standing Committee on Rules Revision and in an advisory capacity to the County Chair and Executive Committee as a Rules Interpretation Committee.

b. Convention Credentials Committee / Preliminary Convention Credentials Committee / Convention Rules Committee

- i. Members. At the time of ward meetings, when one of the purposes of the meeting is to select delegates to a county convention, each ward will elect a member to the Convention Credentials / Preliminary Convention Credentials Committee from among the elected delegates to the convention. The group of delegates so elected shall meet at a place to the designated by the County Chair forty-eight (48) hours later than the time designated in the call for the convening of ward meetings as the Preliminary Convention Credentials Committee.

Such elected delegates as shall attend this meeting shall constitute the Preliminary Convention Credentials Committee and the Convention Credentials Committee when it meets in accordance with State Party Rules before the time set in the call for the county convention.

- ii. Duties. The committee will hear challenges to the election of all delegates to the county convention and deliberate the credentials of all delegates to the county convention when meeting as the Preliminary Convention Credentials Committee, except that no member of a ward whose elections are challenged may take part in deliberations regarding that challenge. The Preliminary Convention Credentials Committee may made such recommendations as it deems necessary to settle disputed elections. All recommendations are to be subject to final approval of the Convention Credentials Committee for its report to the full county convention. When meeting as the Convention Credentials Committee prior to a county convention, as specified in State Rules, the committee will affirm officially or reject those recommendations made by the Preliminary Convention Credentials Committee.

The Preliminary Conventions Credentials Committee and/or the Convention Credentials Committee, when so designated by the County Chair, will serve as

the Convention Rules Committee.

16. **PLATFORM AND RESOLUTIONS COMMITTEE**

- a. Members. At the time of ward meetings to choose delegates to a convention which includes platform consideration, each ward will elect a member to the Platform and Resolutions Committee from among the qualified ward electors. This is not a delegate position, although a delegate may hold this position. The Platform and Resolutions Committee member from a ward is an officer of that ward. A Committee member from a ward is an officer of that ward. A Committee member shall serve until a new convention is called for platform considerations.
- b. Duties. The Committee shall consider all resolutions reported to it from the ward level, deliberate and formulate a set of resolutions for presentation to the convention delegates. The resolutions should comprise a concise platform, reflecting the concerns expressed at the ward and precinct level. The Committee shall serve in an interim advisory capacity as an "issues" committee and guiding the Party position on issues of interest to Democratic voters.
- c. The Committee shall meet at least two (2) days prior to the convention. Resolutions to be considered for inclusion in the County Platform must be submitted to the Chair of the Committee or the County C Secretary at least four (4) days prior to the convention, after which time a resolution will require direct submission to the convention and approval by two-thirds of those present for adoption. Resolutions submitted to the convention in the form of minority reports are not considered to be late resolutions.

Raymond W. Schowers, Chairman
Standing Committee on Rules Revision

These rules were adopted by the County Convention on June 12, 1990