

**California Democratic Party  
Procedures for 2019  
Assembly District Election Meetings  
(Promulgated July 14, 2018 by CDP Rules Committee  
Pursuant to CDP Bylaws, Article VI, Section 1)**

**Saturday, January 12 or Sunday, January 13, 2019 and  
Saturday, January 26 or Sunday, January 27, 2019**

**Introduction**

The California Democratic Party (“CDP” or “This Committee”) has standardized the way Assembly District delegates (“ADDs”) and Assembly District Executive Board representatives (“E-Board representatives”) are selected. The ADDs and E-Board representatives are elected by Assembly District Election Meetings (“Election Meetings” or “ADEMs”) in each of the 80 Assembly Districts. Further, the CDP By-Laws set out certain parameters standardizing how the elections are to be conducted, and provide, in Article VI, Section 1, h, as follows:

"The Rules Committee of This Committee shall promulgate procedures governing the conduct of the Election Meeting, including the election of 14 delegates to This Committee as set forth in Article II, Section 5, and one representative to the Executive Board, as set forth in Article VII, Section 2(c). ..."

These Procedures are intended to set out those rules and fill in the blanks.

In these Procedures, *italics* are used to indicate rules that are specifically set out by the CDP By-Laws. The current CDP By-Laws may be found online at [www.cadem.org/our-party/by-laws](http://www.cadem.org/our-party/by-laws).

Although it is not expected that these Procedures must be followed in every single detail, they are in general mandatory. ADEMs which violate these procedures may be subject to challenge, which, especially where it can be shown that the rights of a participant or candidate was violated, could lead to the results being voided in whole or in part, and the convening of a new ADEM.

**The Election Meeting**

**When**

The biennial meeting to elect ADDs and E-Board representatives *shall be held on the Saturday or Sunday of the weekends, immediately prior to and following the second Monday in January in odd-numbered years, with such meeting beginning no earlier than 10 am nor begin later than 3 pm, with the time for registration to be open for a two-hour period.*<sup>1</sup> **For 2019, the meeting**

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<sup>1</sup> California Democratic Party By-Laws, Article VI, Section 1.a.(1). All references are to California Democratic Party By-Laws, Article VI, unless otherwise noted.

**dates will be Saturday, January 12 and Sunday, January 13, 2019 and Saturday, January 26 and Sunday, January 27, 2019.**

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It is the intent of the CDP E-Board that the two weekends be utilized to spread ADEMs within a particular region over the two different weekends.

The “Convener” (see the next section, “Who Sets Up the Meeting”) may request a variance from the date, time, and registration period duration of the Election meeting as set out in Article VI, Section 1.a.(5). A few notes about this:

- A. In order to request a variance from the date, time, and registration period duration specified in the By-Laws or to allow for the holding of the election meeting simultaneously at more than one site in the Assembly District an application showing “good cause” must be filed with the State Chair by November 1, or the next business day if the date falls on a state holiday or weekend, of the year preceding the holding of the Election Meeting.
- B. "Good cause" may include the necessity of traveling very long distances, traveling in heavy traffic through dense population centers, or traveling in hazardous weather conditions.
- C. The State Chair must reply by November 10, or next business day if the date falls on a state holiday or weekend.

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### **Non-Discrimination in Meeting Date and Time**

CDP By-Laws, Article XIII, Section 1, states:

“All public meetings at all levels of the Democratic Party shall be open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status. Further, the scheduling and location of public meetings and other public affairs of the Democratic Party at all levels must take into account the ability to fully and fairly participate with reasonable accommodations, where appropriate, of persons with disabilities as defined in the Americans with Disabilities Act of 1990. The scheduling and location of such public meetings and other public affairs must also take into account the ability to fully and fairly participate with reasonable accommodations, where appropriate, of any religious minorities of significant numbers of concentration whose level of participation would be affected.”

The Convener is urged to avoid conflicts with weekly religious observances, including the Jewish Sabbath and Sunday morning church, depending on the Assembly District. Thus, scheduling the Election Meeting anytime on Saturday or on Sunday morning is discouraged and will be reviewed for compliance with Article XIII, Section 2 of the CDP By-Laws, which prohibits discrimination based upon religion or creed.

### **Who Sets Up the Meeting**

*The By-Laws give responsibility for convening and chairing the meeting to a “Convener” selected by the Regional Director responsible for the Assembly District, no later than September*

*15 of the year prior to the ADEM meeting.<sup>2</sup> Should no person be selected by September 15, the Chair of This Committee shall select a person. The selected Convener must be a registered Democrat and pledge to not seek a DSCC seat nor an Executive Board position from that ADEM.*

*In addition, the State Chair may designate someone else to serve as the Convener if the Convener fails to secure a location for the ADEM and inform the Chair of the time, date and location of the ADEM by November 15.<sup>3</sup>*

### **The Responsibilities of the Convener**

The Convener has five basic responsibilities<sup>4</sup>:

- A. Find and secure a **location** for the Election Meeting
- B. Along with the CDP, send **notice** regarding the Election Meeting
- C. **Chair the Election Meeting**, or, if the Convener so chooses, **designate** any registered Democrat who is not standing as a candidate for either ADD or E-Board representative to chair the Election Meeting
- D. **Transmit** various information to the CDP after the Election Meeting is over
- E. **Transmit, within three days**, to the Secretary of State or the appropriate County Registrar any affidavits of registration that are turned in at the Election Meeting

In addition, Conveners are encouraged to provide support for languages other than English that are commonly spoken in their Assembly District.

**A. Location:** The ADEM location must fulfill the following characteristics:

- 1) Attempt to be Centrally-located with respect to the Assembly District, especially for rural districts.
- 2) Location **MUST** be ADA-compliant. This means that the location is accessible to persons with disabilities. “Disabilities,” with respect to an individual, means a physical or mental impairment that substantially limits one or more of the major life activities of such individual. A location with stairs, steps, or any impediment to wheelchair access despite the presence of someone available to assist or pick up someone in a wheelchair is not considered accessible.
- 3) Easy to describe location and easy to find for participants.

As noted above, the Convener must *inform the CDP of the time, date, and location of the ADEM by November 15. Once that is done, the Party will post this information on the Party’s website (www.cadem.org).*

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<sup>2</sup> Section 1.a.(4).

<sup>3</sup> Section 1.b.

<sup>4</sup> Section 1

**Multiple Locations:** As noted above, the By-Laws allow for the holding of the Election Meeting simultaneously at more than one site in the Assembly District, but only upon filing an application with the State Chair by November 1 of the year preceding the holding of the Election Meeting showing good cause for such a variance. "Good cause" may include the necessity of traveling very long distances, in hazardous weather conditions, or in heavy traffic through dense population centers. The State Chair must reply by November 10.

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**Costs of the Meeting Location:** The Convener is strongly encouraged to find locations appropriate under these Procedures that have no cost. If that is not possible, the Convener shall contact the CDP for assistance in finding such a location. If a no-cost location can still not be found, the Convener may advance up to \$350 to pay for such a location, to be reimbursed by the CDP upon submission of appropriate receipts. The Convener may also arrange with the CDP to pay this expense in advance. In addition, the Convener may be reimbursed up to \$100 for photocopying and postage upon submission of appropriate receipts.

#### **B. Notice:**

CDP By-Laws, Article VI, Section 1.c. states:

*“The Convener and the Chair of This Committee shall make every reasonable effort to make known to all registered Democrats in the District of the date, time, place, and purpose of the Election Meeting, the rules for participation in the Election Meeting, and the filing deadlines and rules for candidates for delegate, by transmitting notice of the Election Meeting no later than December 21 of the year preceding the holding of the Election Meeting, or the next business day if the date falls on state holiday or weekend...”*

*The Notice of the ADEM must, at a minimum, be sent to<sup>5</sup>:*

- 1) *All members of This Committee residing in the District (to be notified by the Chair of This Committee).*
- 2) *All members of the County Committee residing in the District (if one or more counties lie wholly within the District, then the notice shall be transmitted to all members of those County Committees) (to be notified by the Convener, to the list of members to be obtained from the Chairs of any County Committees which lie wholly or in part within the Assembly District).*
- 3) *All attendees of the previous Assembly District Election Meeting (to be notified by the Chair of This Committee).*

*Proof of compliance with the provisions of the preceding subsection shall create a rebuttable presumption of compliance with the notice requirements in the CDP By-Laws.<sup>6</sup> In addition, it is recommended that notice be sent, via press release, to at least one newspaper serving the area, and that e-mail notice on list serves known to be frequented by interested persons, be given with a URL link to the official CDP website page noticing the meeting.*

#### **C. Chairing the Meeting:** See “Chairing the Meeting” below.

<sup>5</sup> Section 1.c.

<sup>6</sup> Section 1.d.

**D. Post-Meeting Transmittal of Information<sup>7</sup>:**

After the meeting is over, within three days, the Convener shall transmit to the State Party:

- 1) The sign-in sheet listing the participants in the Election Meeting.
- 2) The election results.
- 3) A copy of the list of the persons expressing willingness to assume district-level or other responsibilities and of the responsibility each person is agreed to assume. (See “Who May Participate” below for more information on this list.) A copy of this list shall also be sent to the Chair(s) of the appropriate County Committee(s).

**Details on Convening the Election Meeting****Who May Participate**

Participants, for the purpose of these Procedures, are simply persons who may attend and vote for ADDs and E-Board representatives.

A person may participate in the ADEM if they<sup>8</sup>:

- A. Are a Democrat residing in and registered to vote in the Assembly District as of the date of the ADEM. Same Day registration is allowed of otherwise qualified citizens;
- B. Sign in on the sign-in sheet to (to be provided by the CDP) indicating their willingness to assume an organizational responsibility for one or more precincts within the district or to assume another specified organizational responsibility for the Party; and
- C. Accepts having their hand stamped prior to receiving a ballot to prevent double voting.

NOTE that there is no requirement that a participant have fulfilled any “political participation” or other requirement, as was the case for so-called “closed AD Committees.” The requirements listed above are the only requirements for participating as a voter in the Election Meeting.

**Who May Run for Assembly District Delegate to the California Democratic State Central Committee<sup>9</sup>**

The qualifications for running for Assembly District Delegate to the California Democratic State Central Committee are the same as those for participating in the Election Meeting, with four important caveats: 1) the candidate must submit their name to the CDP by December 27, 2018, 5pm 2) the candidate must pay a \$30 filing fee to the CDP (which will be waived if the candidate declares a hardship); and 3) the candidate must be registered to vote in the Assembly District by the California deadline to register to vote in any election, which is 15 days before any Election

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<sup>7</sup> Section 1.i.(2).

<sup>8</sup> Section 1.a.(2).

<sup>9</sup> Section 1a.(3); Section 1.h.

Day, unless the candidate turned 18 or was naturalized after the deadline, and is registered to vote at the time of candidacy filing; and 4) a candidate does not need to be present to be eligible for election. Prospective candidates should use Form B to apply to be a candidate.

**For 2019, the deadline is 5 pm on Thursday, December 27, 2018.**

Candidates should confirm receipt of filing prior to the deadline. The CDP will not be responsible for failed, delayed, unreadable, or corrupted filings whether by hardcopy delivery or electronic filings such as faxes or emails.

**Requirements to Run for Assembly District Representative to the CDP Executive Board**<sup>10</sup>

Like ADD candidates, E-Board representative candidates must also file in advance. A candidate for E-Board representative must be qualified to run by either:

- A. Having been elected as an ADD at the ADEM, or
- B. By being elected/appointed in one of the following categories of membership on the upcoming State Central Committee (in this case, 2017-19):
  - 1) Any elected Democrat to a state or congressional office;
  - 2) The Democratic nominee to any state or congressional office, until such time as a Democrat is elected to that office;
  - 3) The highest vote-getting Democrat in a state or congressional special election in which that Democrat did not win election; or
  - 4) An appointed member pursuant to Article II, section 3 of the CDP By-laws.

**NOTE:** The *filing* requirements for E-Board representative are the same as for ADD: see above. However, for *election*, the candidate must meet one of the eligibility requirements listed above.

**NOTE:** Being appointed/elected to the State Central Committee through a County Central Committee does NOT qualify a person to run for Assembly District Representative to the Executive Board at an ADEM.

**NOTE:** The purpose of requiring filing for E-Board representative is so that pre-printed ballots may be provided to Conveners. Only where no one has filed for E-Board representative will nominations from the floor of the ADEM be allowed. The candidate among those qualified to be elected to E-Board representative who receives the most votes at the ADEM shall be elected. In the event that no qualified candidate is elected, then the highest vote-getting candidate who participated in the ADEM will be provided the opportunity to serve as Executive Board representative if that person so chooses. If not, then the entire AD delegation to This Committee, with the exception of those who are members of This Committee as a result of being elected by a county committee, shall meet at the next meeting of This Committee to elect a representative to the E-Board, who must be qualified under the same criteria as used for direct election at the ADEM.

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<sup>10</sup> Section 1.h.; Section 1.j.

**Publicity on CDP Website**<sup>11</sup>

The CDP shall post eligible delegate (ADD) and Executive Board representative candidate names (to be updated no less than once per week starting with the opening of the filing period) on the Party's website, along with statements by the candidates, with the proviso that such statements be no longer than 2400 characters and shall not mention the name of any other candidate. Statements shall be otherwise published as submitted; no additions, corrections, or other edits shall be made once submitted.

**Additional Information for Conveners**

In addition to the information above, Conveners should follow the following Procedures to ensure a successful meeting:

- A. ADEM registration and credentialing must be open for at least two hours after the time called for in the notice of the meeting. The registration and credentialing may not start until 30 minutes after the beginning of candidate speeches. All publicity should state that doors open at the time called for in the notice of the meeting (earlier if needed, especially in big turnout venues).
- B. The State Party must be informed of the name of the building, room number, address, accurate intersection details and directions, and an on-site phone number (possibly a cell phone or pager and pay phone, if available).
- C. The Convener must ensure that the ADEM site is available and open by time called for in the notice of the meeting (Set-up should start at least one hour before doors are to open.). ADEMs will be convened two hours after the time called for in the notice of the meeting. No one will be allowed to vote in the ADEM who has not arrived by two hours after the time called for in the notice of the meeting. (People standing in line to get in at that time are considered to have arrived in time.)
- D. The Convener must ensure that the ADEM site is equipped with the following:
  - 1) Sign-in sheets (CDP will provide a master for copying on the CDP website) with a statement indicating their willingness to assume an organizational responsibility for one or more precincts within the district or to assume another specified organizational responsibility for the Party.
  - 2) ADD Ballots.
    - a. (Ballots for ADD are necessary if more than 14 candidates file for election and are qualified by the CDP.) In that case, ballots with the names of all the ADD candidates in alphabetical order who will be running in that AD will be provided on the CDP website. The Convener should make at least 200 copies or more (10 x # of candidates is a good rule of thumb) for regular ballots and at least 25 copies for provisional ballots and control them at all times. (The Convener may need even more ballots and should consider past experience and anticipated high turnout to determine the number of ballots in each individual Assembly District.)
    - b. In order to promote ballot security, the Convener should copy the regular ballots on to colored paper, but not tell anyone the color in advance. Provisional ballots

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<sup>11</sup> Section 1.h.

must be copied on different colored paper (Pink is the standard choice for provisional ballots.). Envelopes equal to the number of provisional ballots should also be available. See below for more information about provisional ballots.

- c. In the case where less than 14 candidates file for election and are qualified by the CDP, regular ballots are not necessary. However, the Convener should distribute the regular ballots and just utilize the blank boxes at the bottom and make copies as indicated above (including pink copies for provisional ballots).
- 3) Executive Board Representative ballots, with names of the candidates that have filed and provisional ballots. A standard Executive Board Representative ballot will be provided on the CDP website to be used as a master and should be copied on a color paper known only to the Convener, but different from the ADD ballot. Make the same number of ballots as indicated above. Envelopes for provisional Executive Board representative ballots equal to the number of provisional ballots should also be available.

Executive Board Representative Candidate When There Are Multiple Locations:

Now that the By-Laws allow for the holding of the Election Meeting simultaneously at more than one site in an Assembly District, upon filing an application with the State Chair by November 1 showing "Good cause" for such a variance, which may include the necessity of traveling very long distances or in hazardous weather conditions. It is suggested that ALL candidates be written on a large paper pad or in large print on butcher paper, in the front of the election room for all participants to see. Both Conveners should cross-check the candidate list with one another so that the candidates lists appear identical at both ADEM location.

- 4) Supplies: Butcher paper, large paper pad, or chalk or white board, etc. (and the appropriate writing instruments) on which to write the names of the ADD candidates, with a space after their name to write the number of votes each candidate receives;
- 5) Chairs, and tables;
- 6) Stopwatch or a watch with a second hand (to time the ADD candidates' one-minute speeches);
- 7) Affidavits (CDP will provide) attesting to the results (including any coin tosses) of the voting;
- 8) Voter registration cards (people can register at the ADEM on-site); local Democrats should have some of these or you can get them from your local County Registrar/Clerk;
- 9) Two ballot boxes, one for ADD ballots and one for E-Board representative ballots, that are controlled at all times by at least one person (not a candidate for ADD or E-Board representative or anyone with ties to a candidate). Cardboard boxes with a cover and slot for each box are fine.
- 10) Volunteers: 10-20, none of whom should be a candidate for ADD or E-Board representative;

- 11) A gavel or something similar;
  - 12) Large overnight envelope for shipping (provided by CDP);
  - 13) An internet-connected laptop computer or smartphone to check voter registrations for challenged participants using the online voter-file system access provided by the CDP. Prior to the day of the ADEM, the Convener or the Convener's designee should become familiar with how to access and use the online lookup and insure its proper operation. Onsite internet access should be verified prior to the meeting as well;
  - 14) Hand stamps and inkpads to stamp each participant's hand to prevent double-voting;
  - 15) DEM2020 remit envelopes.
- E. As noted above, the Convener shall either conduct the ADEM or designate a person who is not a candidate for ADD or E-Board representative to chair the meeting. The person is known as the Meeting Chair. The Meeting Chair shall conduct the meeting, following *Roberts' Rules of Order* (have a copy available if possible).
- F. The Convener should oversee the check-in process. With regard to this process:
- 1) The voter registration check should only be performed for those participants who are themselves unsure or are challenged as to their eligibility. It is not proper to check all participants, especially when such a process would cause long lines in the check-in process. If, in the Convener's opinion, one person or a group of persons is unduly delaying the registration process by frequent challenges, the Convener may cut off further challenges by that person or group of persons. Before taking this action, the Convener is encouraged, but not required, to call the CDP office for consultation.
  - 2) In general, there should be no electioneering by those involved in the check-in process. Specifically, volunteers involved in the check-in process should not hand out slate cards or make recommendations as to for which candidate(s) a participant should vote. Electioneering before and after the check-in process by candidates and supporters who are not volunteers in the check-in process is completely appropriate.
- G. At the time designated for the close of check-in, all persons not yet checked in but wishing to be participants and are standing in line at that time shall be allowed to check in. Check-in shall not be closed until all such persons have been checked in or found to be ineligible. However, persons who are not standing in line at the time of the close of check-in shall not be allowed to check in and receive a ballot.
- H. The Convener should appoint three or more individuals to serve as witnesses to the counting of ballots cast at the ADEM. All counters must be registered Democrats. Neither the Meeting Chair nor any of such witnesses shall be ADD or E-Board representative candidates. Each of the witnesses shall sign an affidavit attesting to the results of the voting (Form E: Affidavit of Voting Results).

**I. Immediately following the adjournment of the ADEM, the Convener shall provide to the California Democratic Party - Sacramento office:**

<p><input type="checkbox"/> Form E: <b>The Affidavit of Voting Results</b> (ADEM election results) directly after the election, signed by the appointed witnesses</p> <p><input type="checkbox"/> If necessary, explanation memo on coin-toss in ties amongst same gender</p>	<p><b>Call CDP with results immediately at (916) 442-5707 office line and FAX form to CDP at (916) 442-5715 or email to <a href="mailto:emma@cadem.org">emma@cadem.org</a></b></p>
<p><input type="checkbox"/> Actual ballots and the affidavits (unless received, the results will not be certified), provisional ballots, spoiled ballots and the list of key volunteers</p>	<p>Send “3-Day UPS” by the Wednesday following the ADEM to arrive by Thursday to:  <b>CDP ADEM</b>                  1830 9th Street                  Sacramento, CA 95811                  (916) 442-5707</p>
<p><input type="checkbox"/> Copies of the sign-in sheets signed by each ADEM participant</p>	

The CDP may provide a UPS account # and envelope for all Conveners to ship everything to the CDP.

**The Democratic Party office in Sacramento will be open (at 10AM) to answer all questions and to receive by the results by both PHONE and FAX (phone 916.442.5707 and FAX 916.442.5715).**

**Other Rules Regarding the Election Meeting**

**A. Standard Agenda/Order of Business**

- 1) Call meeting to order
- 2) Review agenda
- 3) Description of obligations and expenses for ADD and E-Board representative
- 4) ADD candidate speeches, followed by E-Board representative candidate speeches (1 minute maximum each)
- 5) Announce opening of check-in and credentialing (30 minutes after the start of the candidate speeches)
- 6) Announce imminent closing of check-in/credentialing; designate last person in line for check-in/credentialing
- 7) After the last person in line is processed, close check-in/credentialing
- 8) Announce number of ballots and filed candidates for ADD (NOTE: a candidate does NOT have to be present or have a proxy speaker in order to be eligible to stand for election)
- 9) Balloting Procedures for ADD
  - a. If exactly 14 candidates have filed, announce that all candidates have been deemed elected by CDP rules and skip to Step 10 for Executive Board representative

- b. If more than 14 candidates have filed: Call for those who have not turned in their ballots for 7 other than self-identified female<sup>12</sup> and 7 self-identified female ADDs to do so (only necessary if more than 14 candidates file)
  - c. If less than 14 ADD candidates have filed:
    - i. Nominations from the Floor
    - ii. Close Nominations from the Floor
    - iii. Speeches (one minute each)
- 10) Balloting Procedures for E-Board Representative
- a. If only one person has filed, announce that the candidate has been provisionally elected, pending confirmation of eligibility
  - b. If more than one person has filed, call for those who have not turned in their E-Board representative ballots to do so
  - c. If no one filed by the deadline
    - i. Nominations from the Floor
    - ii. Close Nominations from the Floor
    - iii. Speeches (one minute each)
- 11) Announce closing of balloting
- 12) Counting of ADD ballots
- 13) Counting of E-Board representative ballots (Announcements and remarks by elected officials may be made while ballots are being counted)
- 14) Announcement of 14 ADDs elected
- 15) Announcement of Executive Board representative results
- 16) Adjourn
- 17) Call CDP at (916) 442-5707 to report results

**B. Registration Questions / Use of Provisional Ballots**

A potential participant is eligible to participate in the ADEM when the person signs in attesting that the person was and still is a Democrat residing in the relevant Assembly District or turns in an affidavit of voter registration as a Democrat at an address within the Assembly District.

However, if there is a question about a person’s voter registration, the voter file provided by the CDP should be consulted. If the voter file information is not conclusive or is not available, please call the CDP office: (916) 442-5707. If that does not resolve the challenge, then the participant should be given a provisional ballot, and that ballot should be placed inside one of the provisional ballot envelopes, the outside of which shall have the challenged participant’s name, resident address, birthdate, contact phone number, signature, and e-mail address (optional). The Convener should act to prevent blanket challenges to all registrants. The registration check system is to be used only where a legitimate question is raised as to the person’s eligibility.

All ballots, provisional AND regular, MUST be returned to the CDP (*see above*).

- C. If there are 7 or fewer ADD candidate filings (filers) of a particular gender OR if there are less than 14 filers in total:

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<sup>12</sup> Gender: *In keeping with CDP Policy, Gender shall mean one being either "self-identified female" or "other than self-identified female" (CDP By-Laws, Article II, Section 3.e.)*

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THEN: Nominations are taken from the floor to fill the 2 other than self-identified female slots and the 1 self-identified female slot. If there are sufficient candidates for each gender, then candidates of that gender shall fill the appropriate slots.

If there are NO sufficient candidates for a gender, then the slots of that gender shall be filled by candidates of that gender by acclamation, and the remainder shall be filled by candidates of the opposite gender. If there are more candidates than slots, then an election shall be held.

Example 6

4 other than self-identified female  
3 other than self-identified female  
candidates from the floor

5 self-identified female  
3 self-identified female  
candidates from the floor

Result: All filers elected by acclamation, as are the 3 other than self-identified female candidates from the floor. The 3 self-identified female candidates from the floor will stand for election for the 2 remaining self-identified female slots.

**CONFUSED? Please call the CDP office at (916) 442-5707 if you have less than 14 filers.**

- D. **Bullet Voting** is allowed. Bullet voting is when participants vote for less than the allotted number of ADDs, which are 14 in each AD. Ballots marked with more than the allotted number of ADD candidates will be disqualified.
- E. Voters may distribute their votes, up to 14, among the genders as they so choose.
- F. **Cumulative voting** (voting more than once for the same candidate) is prohibited.
- G. There is no proxy voting.
- H. **Participants are not required to stay during the entire Election Meeting.** Participants who do not wish to attend the full length of the ADEM may vote, provided that each participant:
  - 1) Completes the sign-in sheet by the closing of check-in at their ADEM site on the date of the participant's ADEM.
  - 2) Requests their ballots (one for ADD voting, one for Executive Board representative voting) from the Convener or the Convener's designee; and
  - 3) Accepts a hand stamp to prevent duplicate voting.
  - 4) Deposits the ADD ballot and/or E-Board representative ballot in the appropriate ballot box;

As soon as an ADEM site is set up and the check-in/balloting process starts, a participant can vote and leave.

To Summarize: Once a participant checks in, and is issued the appropriate ballots, the participant can immediately cast the ballots and then leave.

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## **Additional Guidance Offered via Questions and Comments**

### **1. What to do in case of a tie vote in the same gender?**

**Note that tie votes only matter if it creates a situation where more persons are tied for last place than there are slots available. In the case of such a tie, the tiebreaker shall be by lot. For example, pieces of paper of the same material and size will be given to each of the tied candidates, who will write their own name on the piece of paper, fold it twice, and place it into the same receptacle. The Convener shall draw out sufficient pieces of paper to fill the open slots accordingly. In the case of a two-way tie, please perform a coin toss.**

### **2. Are ADD candidates who are not in attendance at the ADEM eligible to be elected?**

Yes. An ADD candidate is allowed (but is not required to have) one surrogate speaker (must have letter/permission slip with candidate's signature or the Meeting Chair determines that a person is a legitimate surrogate speaker for an ADD candidate), can give a speech up to 1 minute maximum on behalf of the candidate.

### **3. Can people register to vote at the Election Meeting?**

Yes. To eliminate the registration cut-off for ADEM participants (voters), same day voter registration shall be allowed. Each ADEM should have the latest available voter file (CDP staff to provide at the time of the ADEM) for checking each challenged participant's voter registration status. If a challenged participant is not on the voter file, the person may either cast a provisional ballot or register to vote as a Democrat in the Assembly District on-site by filling out a voter registration affidavit and become an eligible participant. Conveners shall be responsible for returning completed voter registration affidavits to the appropriate election official within three days in compliance with state law. Any voter registered on-site may use the voter registration affidavit issued by any county or the Secretary of State card.

### **4. How do we handle challenges to the election?**

*Challenges to decisions made at the ADEM must be filed with the CDP within seven (7) days of the ADEM. The challenge should contain the AD district number and the location of the election site, and the name, address and phone number(s) of the person(s) making the challenge. The challenge will be directed to the Compliance Review Commission pursuant to CDP By-Laws, Article XII.*

### **5. Can there be more than one ADEM for per Assembly District?**

*In general, no, however, CDP By-Laws Article VI, Section 1.a.(5). allows for the holding of the ADEM at more than one site simultaneously in an Assembly District, but only upon application with the State Chair by November 1 or next business day if date falls on state holiday or weekend, of the year preceding the holding of the Election Meeting showing good cause for such a variance. "Good cause" may include the necessity of traveling very long distances, traveling in heavy traffic through dense population centers, or traveling in hazardous weather conditions. The State Chair must reply by November 10, or next business day if date falls on state holiday or weekend.*

### **6. Are ballots secret or open?**

Voting at an ADEM is secret.<sup>14</sup> Regular ballots should not contain any markings indicating the identity of the voter.

#### **7. How are challenges to individual voters handled?**

Challenges to individual voters at ADEMs are disfavored. Participants do NOT need to prove their identity and no identification shall ever be required. However, if a person insists on challenging a participant, that participant's name shall be checked against the latest available voter file as of the date of the ADEM. If a challenged participant's name is not on the voter file, the challenged participant may either cast a provisional ballot or register to vote as a Democrat in the Assembly District on-site by filling out a voter registration affidavit.

If, in the opinion of the Convener, challenges are disrupting the orderly process of conducting the ADEM, the Convener may end all further challenges to participants. The Convener may, but its not required to, consult with the CDP office: (916) 442-5707.

#### **Other Notes**

1. Sometimes, an ADEM site is open, but someone forgets to bring the keys to the bathrooms or there is no toilet paper. Be sure to get the contact information (including cell phone) for the person in charge of the site.
2. All ADEMs are open to the public and the media.
3. Use blank ballots to compile, in ink, the results (i.e., ###) next to each candidate's name. Clearly indicate in writing that such ballot is used as a "Tally Sheet."
  - A. First, count the total number of ballots cast – it must be no more than the number of participants checked in (including any provisional ballots issues), but it could be less.
  - B. If there are several hundred ballots cast, have 2 to 4 groups of supervised people counting ballots separately, but close together.
  - C. The ballot counting should be done twice. If more than one group is counting, rotate the ballots among the groups.
  - D. After the second count, post the results, then proceed to do any necessary coin tosses and post the final results.
  - E. The Convener or Meeting Chair should sign and date each of the blank ballots that have the final totals.
4. Typically, Democrats may wish to make announcements at events (i.e., upcoming meeting, fundraiser, etc.). The Convener may either allow announcements or ask those with event information to distribute their literature. As it may take time to count and report the results of the ADEM, this may be a perfect time to allow announcements.
5. Candidates for ADD and E-Board representative can hand out literature (e.g., slate cards) at the ADEM. Candidate material should be kept off of any tables used for official ADEM business, such as the area where participants are signing in and receiving ballots, as well as the table holding the ballot boxes.
6. There may be an ADEM with person(s) who shows up claiming that the person filed as a candidate before the deadline but the person's name is not listed on the ballot. Please let the person know that it is too late to add the person as a candidate. A motion to add someone to

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<sup>14</sup> Article XIII, Section 9.

the ballot (i.e., write-in) is out of order. If there are less candidates than there are slots filed by the deadline, please see section C of “Other Rules About the Election Meeting” above.

7. The Lead Chair of the Rules Committee of This Committee may make amendments to these Procedures to conform to changes in the CDP By-Laws that occur prior to the ADEM.

