

**RULES OF THE DEMOCRATIC PARTY OF SANTA FE COUNTY
(Revised 2/20/2010)**

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RULES OF THE DEMOCRATIC PARTY OF SANTA FE COUNTY

RULE 1. PARTY NAME

1-1. Name. The name of the county party shall be the Democratic Party of Santa Fe County (“DPSFC”).

1-2. Members. All registered Democratic voters in Santa Fe County, NM are members of the DPSFC.

RULE 2. PARTY RULES

2-1. Scope. These rules govern the organization and the conduct of business of the DPSFC. Where a subject is covered by the rules of the Democratic Party of the State of New Mexico (“DPNM”), the rules of the DPNM shall control unless the rules of the DPNM are in conflict with the Charter and Bylaws or other Rules of the Democratic Party of the United States. Where applicable, the Charter and Bylaws or other Rules of the Democratic Party of the United States shall control the activities of the DPSFC. Supplementary rules contained herein shall not conflict with the rules of the DPNM or the Democratic Party of the United States nor abridge the lawful political rights of any person.

2-2. Filing Of Rules and Amendments. These rules and amendments thereto shall be filed with the Secretary of State of New Mexico, the Clerk of Santa Fe County, the DPNM State Chairperson and the DPNM Rules Chairperson immediately upon adoption.

2-3. Amendment of Rules. These rules may be amended by a majority vote of all the elected delegates to a County Convention which has as one of its purposes the amendment of rules. These rules may also be amended by a two-thirds (2/3) vote of the entire County Central Committee at a meeting that has as one of its purposes the amendment of rules. Finally, these rules may be amended to conform to amendments in the rules of the DPNM or the Charter and Bylaws or other rules of the Democratic Party of the United States by majority vote of the Rules Committee.

2-4. Standards for Rules. The following standards, previously adopted by the Democratic National Committee, are adopted as a part of these rules:

A. All public meetings at all levels of the DPSFC are open to all members of the DPNM regardless of race, color, creed, sex, age, national origin, religion, handicap, sexual orientation, ethnic identity or economic status.

B. No test of membership in, or any oaths of loyalty to, the DPSFC shall be required or used that has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone, or support discrimination on the grounds of race, color, creed, sex, age, national origin, religion, handicap, sexual orientation, ethnic identity or economic status.

C. Meetings of the DPSFC at all levels shall be publicized fully and in such manner as to assure timely notice to all party members, and conducted in facilities large enough to provide sufficient room, as practicable, to accommodate all interested parties.

D. The DPSFC, at all levels, shall support the broadest possible registration without discrimination on grounds of race, color, creed, sex, age, national origin, religion, handicap, sexual orientation, ethnic identity or economic status.

E. The DPSFC shall publicize fully and in such manner as to assure notice to all interested persons a full description of the legal and practical procedures for selection of representatives at all levels. Notice of meetings to elect any party officers, including delegates, shall be published by the officers in a newspaper of general circulation at least fourteen (14) days prior to the meeting and the notice shall specify the time, date and place for holding the meeting. Publication of these procedures shall be done in such fashion that all prospective and current members of the DPSFC shall be fully and adequately informed of the pertinent procedures in time to participate in each selection procedure at all levels.

F. The DPSFC shall publicize fully and in such manner as to assure notice to all interested persons a complete description of the legal and practical qualifications for all officers and representatives of the DPSFC. Such publication of notice, as described in Rule 2-4.E, shall be done in a timely fashion so that all prospective candidates or applicants for any elected or appointed position within the state shall have full and adequate opportunity to compete for office.

RULE 3. PARTICIPATION IN PARTY ACTION

In order to vote in a ward or precinct meeting, party convention or central committee meeting, or to be an officer at any level of the party structure, or a delegate to any party convention, or a member of a central committee, a person shall have been a registered Democrat, as shown on the official list of registered voters of the county clerk, for at least thirty days prior to said meetings or conventions; and shall physically reside in the political subdivision in which he/she wishes to vote or hold office.

RULE 4. COUNTY PARTY ORGANIZATION

4-1. Notice of Party Actions.

A. Method of Notification. The County Chairperson shall cause to be published at least twice in a newspaper of general circulation in the county, a combined notice of all ward meetings and county meetings and conventions to elect any party officers or delegates. The first such publication shall be not more than thirty (30) days nor less than twenty (20) days prior the meeting, and the second publication shall be not more than ten (10) days prior to the meeting. The notice shall specify the:

1. public places where meetings and conventions shall be held
2. purposes of such meetings and conventions
3. dates and times of meetings and conventions
4. times and locations of credentials committee meetings
5. times in which challenges must be presented to the credentials committee.

If and when Santa Fe County has one or more newspapers aimed at minority group readership, the County Party shall also publish the notices in those newspapers.

B. Proof of Publication. A copy of the page of the newspaper including the notices of ward meetings and County Conventions shall be sent by the County Chairperson to the state headquarters or State Chairperson within four (4) days after each publication. The state headquarters shall maintain a file of such publication which shall be available for inspection by any registered Democrat.

C. Failure to Comply. If the State Chairperson ascertains that this rule has not been followed in Santa Fe County, then the State Chairperson, after consultation with State Executive Committee members, may direct the holding of ward meetings, County Central Committee meetings or County Conventions at such times designated by the State Chairperson, and reasonable notice of such meetings shall be specified by the State Chairperson.

4-2. County Central Committee

A. Powers and Authority. The County Central Committee is the governing body of the DPSFC 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 in the county, except as otherwise provided. By a two-thirds (2/3) vote of all of its members it may adopt or amend rules for the County Party not in conflict with the rules of the DPNM.

B. Assessments. The County Central Committee shall have the authority to levy dues or assessments upon the various recognized party organizations on an equitable basis.

C. Members. The County Central Committee shall be composed of the following:

1. ward coordinators

2. additional committeepersons, as apportioned to the precincts on the basis of the average of votes cast in each precinct for the Democratic candidate in the most recent presidential and gubernatorial elections. The apportionment for DPSFC shall be one committeeperson for each 100 votes.

3. County Chairperson and First Vice-Chairperson.

4. the following:

- (a) other County Party officers.
- (b) state legislators who reside within the county.
- (c) county commissioners.
- (d) two members selected by and from the New Mexico Young Democrats, should such an organization exist in the county.
- (e) two members selected by and from the membership of the Democratic Women of Santa Fe County.

Membership on the Committee is not subject to the requirement of equal division of men and women (Appendix A).

D. Meetings and Calls. The County Central Committee shall meet upon the call of the County Chairperson or by a call initiated by the petition of a majority of the membership. The call shall give reasonable notice and shall be mailed to each member and shall specify the time, place and purposes of the meeting. Publication of notice shall be according to Rule 2-4.E. The call may be amended only by a three-fourths (3/4) vote.

E. Proxy. Except as otherwise provided, proxy voting is permitted. A proxy shall be in writing, signed by the person giving the proxy and filed with the County Secretary. A proxy shall be valid only when voted by a registered Democrat of the same ward as the person giving the proxy.

F. Election of State Central Committee Members. State Central Committee members shall be elected at the same meeting and following the election of county officers as specified in the call of the State Chairperson. The required number of committeepersons shall be elected in accordance with DPNM Rule 4-2.B. All elections shall be by non-secret ballot (DPNM Rule 19-6.B). Upon the election of State Central Committee members, their names, home postal and e-mail addresses and phone numbers shall be forwarded to the State Chairperson by the County Chairperson within seventy-two (72) hours after the election.

4-3. County Standing Committees

A. CREDENTIALS (INCLUDING CONVENTIONS) & RULES COMMITTEES.

1. Members. The County Chairperson shall appoint ten members to jointly serve on the Rules and Credentials Committees from recommendations submitted by Ward Coordinators. The members shall be appointed so as to be representative of a cross-section of the County, but need not be members of the County Central Committee.

2. Chairperson. The Committee Chairperson for the Credentials Committee and the Committee Chairperson for the Rules Committee shall be elected by the membership of the Committee. One person cannot simultaneously serve as the Committee Chairperson for both committees. The Committee Chairperson for each committee shall participate in the proceedings of the committee including the making of motions and voting, and shall be counted in determining the quorum.

3. Secretary. The Committee Chairperson shall appoint a Secretary.

4. Credentials Committee Powers and Authority. The Credentials Committee shall hear challenges to the election of all delegates to a County Convention, and deliberate the credentials of all delegates to the convention, except that no member of a ward whose election is challenged may take part in deliberations regarding that challenge. The Committee may make such recommendations as it deems necessary to settle disputed elections. The Committee also shall act to remove Ward Coordinators and County Central Committee members in accordance with these rules and the DPNM Rules. All recommendations are subject to final approval of the Committee for its report to the County Convention. When so designated by the County Chairperson, the Committee shall serve as the Convention Rules Committee. Except as otherwise provided in these rules, the Committee shall have jurisdiction over all questions of compliance with these rules and challenges to elections.

5. Meetings. The Committee shall meet prior to the convention at a time specified in county rules or, in the absence of a rule, by direction of the County Chairperson. If a member cannot attend a meeting, he/she may designate a proxy.

6. Rules Committee Powers and Authority. The Rules Committee shall review and recommend revisions to the County Rules; review and recommend revisions to the DPNM Rules; meet at such other times deemed necessary by the County Chairperson or the Chair of the Rules Committee; and perform such other duties as assigned by the County Chairperson or required by these rules.

B. PLATFORM AND RESOLUTIONS COMMITTEE.

1. Members.

a. The County Chairperson shall appoint seven members from recommendations submitted by Ward Coordinators. The members shall be appointed so as to be representative of a cross-section of the County, but need not be members of the County Central Committee.

b. The Chair of the Platform & Resolutions Committee shall be a voting member, and shall be elected by the members of the Platform & Resolutions Committee.

2. Plaintiff and Resolutions Committee Powers and Authority. The committee shall consider resolutions and platform planks reported to it from ward meetings and as it may otherwise deem appropriate, and formulate resolutions for presentation to the County Central Committee and to a party convention, as the case may be.

RULE 5. COUNTY OFFICERS

5-1. Election of County Officers. The County Chairperson shall call a meeting of the County Central Committee pursuant to the call issued by the State Chairperson for the selection of county officers and State Central Committee members. Publication of notice shall be according to Rule 2-4.E. Officers in order of rank are:

(a) Chairperson

(b) a Vice-Chairperson of the sex opposite that of the Chairperson

(c) Secretary

(d) Treasurer

The County Central Committee shall elect the Chairperson and Vice-Chairperson. The Chairperson shall appoint a Secretary and Treasurer. None of the officers need be members of the County Central Committee prior to being selected. The officers shall serve for two years or until their successors are elected or appointed. All voting for officers shall be conducted by non-secret ballot according to DPNM Rule 19-6.B.

5-2. Challenges. A challenge to the DPSFC's election of State Central Committee Members or county officers shall be made in the same manner as challenges to the election of delegates and alternate delegates to the State Convention as provided in DPNM Rule 7-2.B. The DPNM Judicial Council shall adjudicate the challenge.

5-3. Chairperson - Powers and Duties

The County Chairperson shall:

A. be the chief executive of the DPSFC.

B. preside over all meetings of the County Central Committee and the County Executive Committee, and shall participate in the proceedings of all other committees including the making of motions and voting unless otherwise stated in these rules. He/she shall not be counted in determining the quorum of any committee nor count as one of the specified number of committee members unless otherwise stated in these rules.

C. have general management of all County Party affairs and county election campaigns.

D. have the power to appoint any committees which the Chairperson deems necessary or which the County Central Committee may authorize.

E. apportion the County Central Committee.

F. refrain from using his/her office to advance the cause of any individual candidate, including himself/herself, for office in the Democratic Primary Election.

H. appoint ward officers and County Central Committee members when new wards are created in accordance with New Mexico law and applicable Democratic Party Rules.

5-4. Vice-Chairperson(s) - Powers and Duties.

The Vice-Chairperson shall perform all duties assigned by the Chairperson and shall perform the duties of the Chairperson in his/her absence.

5-5. Secretary - Powers and Duties

The Secretary shall:

A. record and preserve the minutes of all meetings of the County Central Committee.

B. keep records of the County Central Committee Members, of the County Executive Committee, and, when necessary, of County Conventions, and shall perform other duties that may be required by these bodies.

The Chairperson may appoint an Assistant Secretary.

5-6. Treasurer - Powers and Duties

The Treasurer shall:

A. perform such duties as may be required by the Chairperson and by law.

B. keep full and accurate accounts of all receipts and expenditures subject to the supervision and control of the County Central Committee and make such accounts available for examination by all registered Democrats in the county upon request.

C. administer and assist in the preparation of the budget authorized by the County Central Committee and shall deposit all monies in a bank designated by the County Central Committee or the County Chairperson.

D. present a financial report to the County Central Committee at each of its meetings.

The County Chairperson may appoint an Assistant Treasurer.

5-7. Removal of County Officers and State Central Committee Members

A. Reasons. Any County Officer or County member of the State Central Committee may be removed from such office for any of the following reasons:

1. intentional conduct in violation of these rules or the law
2. nonfeasance
3. aiding or supporting any political party other than the Democratic Party.
4. aiding or supporting any candidate opposing a nominee of the Democratic Party.
5. conviction of a felony.

B. Procedures. Any County Officer or member of the State Central Committee shall be removed under the following procedure:

1. A written petition shall be filed by any registered Democrat(s) in the county with the State Central Committee by delivery of the original petition to the highest ranking officer of the County Central Committee not named in the petition, with a copy to the County member of the State Central Committee named as violator in the petition.
2. The petition shall name the alleged and specify the conduct constituting the alleged violation. It shall be signed by the

petitioner and shall be delivered at least fifteen (15) days prior to any regularly scheduled County Central Committee meeting.

3. The officer receiving the original petition shall present the petition or a copy thereof to the County Central Committee at its next meeting. If no County Central Committee meeting is scheduled, the officer shall call for one to be held within forty-five (45) days from the date of delivery of the original petition to the officer.

4. After a hearing, the County Central Committee shall vote by non-secret ballot to determine if a violation has occurred. For purposes of this vote a quorum shall be three-fourths (3/4) of the entire membership. The County Central Committee shall decide by a two-thirds (2/3) vote of all members present. No proxies shall be permitted in determining a quorum nor in voting. If the County Central Committee determines that a violation has occurred, the officer or State Central Committee member shall be considered removed.

5. Upon the removal of an officer or State Central Committee member, the office shall be declared vacant and filled in the manner as provided in Rule 5-8.

5-8. Vacancies in County Offices and State Central Committee

A. A vacancy exists in a county office or in the State Central Committee when the officer or committee member:

1. is removed in accordance with Rule 5-7
2. ceases to reside in the county from which the person was elected
3. resigns or dies or when the office in question had not been filled initially at the scheduled election.

B. A vacancy may also occur in the State Central Committee if a State Central Committee member fails to attend more than one State Central Committee meetings during a term without issuing a proxy and without

good cause. In such cases, the procedures for removal and the filling of the vacancy shall be governed by these Rules.

C. If a vacancy exists in the office of County Chairperson or Vice-Chairperson, the highest ranking county officer shall call a meeting of the County Central Committee within sixty (60) days to fill the vacancy.

D. If vacancies exist among twenty percent (20%) or more of the members of the county's State Central Committee membership, the County Chairperson shall call a meeting of the County Central Committee within sixty (60) days to fill the vacancies for the unexpired terms.

5-9. Executive Committee. The County Central Committee may delegate authority for the conduct of specified business to a County Executive Committee composed of all the Ward Coordinators plus additional county officers as permitted by county rules. The County Chairperson shall preside at meetings of the Committee at which she/he may make motions and vote and be counted in determining the quorum.

Voting by proxy is prohibited.

RULE 6. COUNTY CONVENTIONS

6-1. Call. As directed by a state call, the County Chairperson shall issue a call for a County Convention to be held at a suitable public place on the date and at a time set by the State Chairperson, and shall fix a uniformly proportional number of delegates from each ward (or precinct if wards do not exist), based on a formula consistent with the election of additional State Central Committee members as provided in DPNM Rule 9-2.C.3. Publication of notice shall be according to Rule 2-4.E. Only the State Chairperson may reschedule a state-called County Convention for a particular county if participation would be significantly improved. County-called conventions, for consideration of county matters, may be called by the County Chairperson or by written petition of at least two-thirds (2/3) of the County's Ward Coordinators. A County convention call may be amended only by a three-fourths (3/4) vote of the convention.

6-2. Purpose. County Conventions shall elect delegates to State Conventions, including Pre-Primary Election Nominating Conventions and Post-Primary Election Conventions, adopt resolutions, adopt or amend rules

of the County Party organization, and conduct other business pertaining to the county as provided for in the call.

6-3. Delegates.

A. Certification. Where delegates have been elected at ward meetings the County Secretary shall certify the names and addresses of the delegates from their respective wards. The certification shall be delivered to the County Chairperson and the chairperson of the Convention Credentials/Rules Committee at least twenty-four (24) hours before the County Convention convenes.

B. Challenges. A challenge to a ward's delegates or alternate delegates may be issued only by a registered Democrat within that ward. Any challenge to the certified delegates and alternate delegates to a County Convention shall be made in writing, and delivered to the County Chairperson or the Vice-Chairperson at least twenty-four (24) hours prior to the convention. Challenges shall be referred to the Convention Credentials and Rules Committee. The challenge shall specify the charges and identify by name and address the challengers and those challenged.

C. Adjudication of Challenges. If challenges have been filed, the Convention Credentials and Rules Committee shall convene no more than twenty-four (24) hours before the convention at a site designated by the County Chairperson with notice to all affected parties. After the hearing, the Committee shall report to the convention the names and addresses of delegates and alternate delegates who it believes are entitled to participate in the convention. No challenged delegation may vote upon its own challenge when the convention considers the report of the Committee. Each challenge, recommendation and minority report of the Committee shall be considered separately.

6-4. Order of Business. The order of business shall be set by the call and is suggested as follows:

- (1) Call to order by the County Chairperson
- (2) Reading of the call
- (3) Report of the Credentials Committee and convention vote thereon

(4) Introduction of temporary officers of the convention selected by the County Chairperson and election of permanent officers of the convention

(5) Reports of all committees and votes thereon

(6) Adoption of a platform, if the convention is a Pre-Primary Election Nominating Convention

(7) Selection of delegates and alternate delegates to a State Convention, if required

(8) Other business

(9) Adjournment.

6-5. Voting.

A. Proxy. An accredited participant in the convention may, after having appeared at the convention and having established credentials, give a written proxy to another accredited participant from the same ward, provided that no person may hold more than three (3) proxies at one time.

B. Elections. In the election of delegates and alternate delegates to a state convention, except when delegates and alternate delegates elected at the ward level are merely certified at a County Convention to be delegates and alternate delegates to a state convention, non-secret voting shall be conducted according to Appendix A. The election of delegates and alternates is not subject to the requirement of equal division of men and women. (Appendix A).

C. Alternate Delegates. An alternate delegate elected to a County Convention may vote if the alternate delegate has been designated by a delegate, elected or automatic, who is from the same ward or precinct and is absent from the convention. The delegate is free to designate an alternate delegate of the delegate's choice. If delegates are absent and have not designated alternate delegates, the alternate delegates shall fill the delegates' positions according to DPNM Rule 7-1.D. If the rank ordering of alternate delegates at a County Convention is not determinable, then vacancies that

exist for which there have been no designations by the delegates shall be filled by the drawing of lots.

6-6. Minority Reports. Upon the vote of ten percent (10%) of the delegates to a convention or members of a committee, a minority report shall be presented to the convention.

6-7. Distribution of Materials. No printed matter shall be distributed at a convention unless it bears the name(s) of the author(s).

RULE 7. WARD ORGANIZATION

7-1. Election of Ward Officers and County Central Committee Members. The County Chairperson shall call a meeting of the ward, pursuant to the call of the State Chairperson, for the selection of ward officers who, in order of rank, are:

- (a) Coordinator
- (b) Vice-Coordinator
- (c) Secretary, and
- (d) Treasurer.

Publication of notice shall be according to Rule 2-4.E.

Qualified electors of the ward shall elect the ward officer(s). County Central Committee members shall also be elected at this meeting. If the County Chairperson determines for good cause that ward and County Central Committee meetings should not be held separately as provided in the call of the State Chairperson, then such meetings may be held the same date and place as the scheduled County Central Committee meeting with the approval of the State Chairperson.

The election of ward officers and County Central Committee members is not subject to the requirement of equal division of men and women (Appendix A).

7-2. Coordinator - Powers and Duties.

The Ward Coordinator shall:

- A. be the chief executive of the ward.
- B. preside over all ward meetings and shall participate in the proceedings of all ward committees including the making of motions and voting unless otherwise stated in these rules. He/she shall not be counted in determining the quorum of any committee nor count as one of the specified number of committee members unless otherwise stated in these rules.
- C. have general management of all ward affairs and election campaigns at the ward level.
- D. have the power to appoint committees.
- E. express a personal preference for candidates in the Democratic Primary Election if she/he so desires.
- F. participate, as a member of the County Executive Committee, in the appointment of ward officers and County Central Committee members when wards are created in accordance with New Mexico law and applicable Democratic Party Rules.

7-3. Vice-Coordinator - Powers and Duties.

The Vice-Coordinator shall perform all duties assigned by the Coordinator, and perform the duties of the Coordinator in the Coordinator's absence.

7-4. Secretary - Powers and Duties.

The Secretary shall:

- A. record and preserve the minutes of all meetings of the ward, such minutes to include the names and addresses of all persons elected at the meetings.
- B. deliver a copy of such minutes to the County Secretary.

C. perform all duties assigned by the Coordinator and as otherwise provided in these rules.

7-5. Treasurer - Powers and Duties.

The Treasurer shall:

A. keep full and accurate accounts of all receipts and expenditures and make such accounts available for examination by all registered Democrats in the ward upon request.

B. present a financial report to the ward at each of its meetings.

C. perform all duties assigned by the Coordinator.

7-6. Removal of Ward Officers and County Central Committee Members.

A. Reasons. Any ward officer or County Central Committee member may be removed from office for any of the following reasons:

1. intentional conduct in violation of these rules.
2. nonfeasance
3. aiding or supporting any political party other than the Democratic Party.
4. aiding or supporting any candidate opposing a nominee of the Democratic Party.
5. conviction of a felony.

B. Procedures. A ward officer or County Central Committee member shall be removed under the following procedures:

1. A written petition shall be filed by any registered Democrat(s) in the ward with the County Credentials by delivery of the original petition to the County Chairperson, with a copy to the officer or committee member named as violator in the petition.

2. The petition shall name the alleged violator, specifying the conduct constituting the violation, and shall be signed by the petitioner(s).

3. The County Chairperson shall call a meeting of the County Credentials Committee within thirty (30) days to consider the petition.

4. After a hearing the County Credentials Committee shall vote to determine if a violation has occurred. For purposes of this vote, a quorum shall be three-fourths (3/4) of the entire committee membership. The County Credentials Committee shall decide by a two-thirds (2/3) vote of all members present. No proxies shall be permitted in determining the quorum nor in voting. If the County Credentials Committee decides that a violation has occurred, the officer or County Central Committee member shall be considered removed.

5. Upon the removal of an officer or County Central Committee member the office shall be declared vacant and filled in the manner as provided in Rule 7-7.

7-7. Vacancies in Ward or Precinct Offices or County Central Committee

A. A vacancy exists in a ward office or County Central Committee when a ward officer or County Central Committee member:

1. is removed in accordance with Rule 7-6.
2. ceases to reside in the respective ward or precinct.
3. resigns or dies.

or when the office in question had not been filled initially at the scheduled election.

B. If a vacancy exists in the office of ward coordinator, the ward vice-coordinator shall succeed to the respective office. If a vacancy exists in any other ward or precinct office or in the County Central Committee, the vacancy shall be filled by the Ward Coordinator within thirty (30) days; if

not, by the County Chairperson. Appointments to fill vacancies shall be for the unexpired term, and in accordance with the residency requirements of Rule 3.

C. When new wards are created in accordance with New Mexico law and applicable Democratic Party Rules, ward officers and County Central Committee members shall be appointed by the County Executive Committee within thirty (30) days. A meeting called with reasonable notice for that purpose shall be conducted by the County Chairperson who shall not make motions nor vote nor be counted in determining the quorum. The appointments shall serve until the next election of ward officers and County Central Committee members.

7-8. Ward Meetings.

A. Call. The County Chairperson shall issue a call for ward meetings to be held at suitable public places on the date and at a time set by the State Chairperson. The call shall be furnished to each Ward Coordinator and Vice-Coordinator at least thirty (30) days in advance of the meeting. The call shall specify the date, hour, place and purpose of each ward meeting. Publication of notice shall be according to Rule 2-4.E. If the purpose includes election of delegates and alternates to a convention, the call shall specify the number of delegates to which each ward is entitled on the basis of a formula giving equal weight to the vote for Democratic candidates in the most recent presidential and gubernatorial elections as specified in these rules. The election of delegates and alternates is not subject to the requirement of equal division of men and women (Appendix A). A ward meeting may be called by the Ward Coordinator for consideration of matters pertaining to the ward.

B. Place of Ward Meeting. A ward meeting shall be held in a public building located within the ward, if possible. The County Chairperson shall have the authority to designate clusters of wards to consolidate ward meetings if greater efficiency and economy are likely.

C. Conduct of Ward Meetings.

1. Convening. A minimum of two electors are required for a meeting to be convened. The meeting shall be called to order by the Coordinator, or in Coordinator's absence or upon the Coordinator's

refusal to act, by the Vice-Coordinator, Secretary or Treasurer. If none of the above officers is present, any elector of the ward may convene the meeting.

2. Presiding Chairperson. The Ward Coordinator shall be the presiding officer of the ward meeting except that the coordinator shall give the electors the opportunity to elect an acting coordinator.

3. Order of business. The order of business, as applicable, for any ward meeting shall be:

- (1) Call to order
- (2) Reading of the call.
- (3) Election of acting presiding officer if requested.
- (4) Appointment of Credentials Committee and presentation of challenges.
- (5) Report of Credentials Committee and vote thereon.
- (6) Election of ward officers and County Central Committee members, or election of delegates to a County Convention when either is required.
- (7) Adoption of resolutions if required or desired.
- (8) Remaining business for which the meeting is called.
- (9) Adjournment.

7-9. Voting.

A. Proxy. Voting by proxy is prohibited.

B. Method. In selecting members of the County Central Committee or delegates and alternate delegates to a County Convention the ballots shall be counted according to DPNM Rules 18-5 and 18-6.A.2. The balloting shall be secret unless waived by unanimous consent.

C. Ballots. Prior to the beginning of the meeting, the Ward Coordinator shall appoint checkers to verify that the persons present are qualified electors. Each elector shall be verified during the meeting. No ballots or other identification shall be issued prior to the time of check-in at the meeting. In the election of ward and/or precinct officers, convention delegates and alternate delegates, and other County Central Committee

members, no ballots shall be cast until the report of the credentials committee has been voted upon except as provided in DPNM Rule 12-11.

D. Challenged Voters. Persons who are challenged as electors shall have the right to appear before a Credentials Committee appointed by the presiding officer of the meeting. The Credentials Committee shall consist of two or more ward electors, and shall hear any challenge to the voting qualifications of any person present. No sooner than thirty minutes after the start of the meeting, the Credentials Committee shall report its findings and recommendations to the electors who shall vote to accept or reject each recommendation. Those persons accepted by the electors shall be issued ballots or identification. The presiding officer shall thereupon announce the total number of sets of ballots or identifications that have been issued, and no more shall be issued.

E. Preserving Ballots. The presiding officer of the meeting shall cause all ballots cast in all elections to be preserved for ninety (90) days after the meeting. Failure to do so shall result in the meeting being re-held if there is a challenge to any election held in the meeting.

7-10. Observers. Upon the request of the Ward Coordinator or two (2) other electors in the ward, the County Chairperson shall 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 ward coordinator of the observer's ward prior to the meeting the observer's ballot concerning all matters specified in the call.

7-11. Elections.

A. Ward Elections. If ward elections are to be held, they shall be held according to DPNM Rules 19-5 and 19-6.A.1. Nominations and election of ward officers shall be in order of descending rank; e.g., Coordinator, Vice-Coordinator, Secretary, Treasurer, and Standing Committee members. The Ward Coordinator is an automatic member of the County Central Committee. (The election of ward officers is not subject to the requirement of equal division of men and women).

7-12. Violation of Rules. If these rules or the rules of the DPNM are violated at a ward meeting, and such violation(s) are of a nature as to materially change the outcome of the meeting, the meeting shall be re-held

under the supervision of unbiased representatives of the County Central Committee appointed by the County Chairperson.

7-13. Failure to Hold Ward Meetings. If a ward meeting is not held pursuant to a call to elect ward officers and County Central Committee members, the County Chairperson shall reschedule one. If the meeting is again not held, the County Central Committee shall elect the officers and members according to DPNM Rule 19-6.A.1 and/or DPNM Rule 19-6.A.2. If a ward fails to hold a meeting pursuant to a call to elect convention delegates, the County Chairperson shall reschedule one. If the meeting is again not held, no delegates shall be elected from that ward. However, any automatic delegates from that ward shall be entitled to participate in the convention.

RULE 8. WARD COMPOSITION

8-1. The precincts of the County shall be organized into wards, and grouped into ward districts, which shall be compact, contiguous and as equal in population as is possible.

8-2. The basis for ward districts is the Santa Fe County Commission Districts.

8-3. Within a ward, all precincts must be grouped with other precincts in the same Commission district.

8-4. Immediately after redistricting of the County Commission in accordance with the federal decennial census, the County Chairperson shall appoint a committee to reorganize the precincts into wards. The proposed ward plan shall be subject to approval by the County Central Committee at a meeting called for that purpose.

8-5. The County Secretary shall file the approved plan with the DPNM Secretary immediately after adoption by the County Central Committee.

RULE 9. FILLING VACANCIES FOR NOMINEES FOR PUBLIC OFFICE

9-1. Vacancies Filled by County Central Committee. If a vacancy on the general election ballot occurs for a magistrate, county, or a legislative

district office where such district is entirely within the boundaries of a single county, the nominee for the office shall be chosen by a vote of those County Central Committee members from the geographical area corresponding to the jurisdiction of the office that has been vacated. The County Chairperson, as presiding officer of the County Central Committee, shall file the name of the nominee selected for the office with the proper filing officer. (Chap. 1, Article 8, Election Handbook of the State of New Mexico, 2005 Edition.)

9-2. Call for a Meeting. A meeting to fill a vacancy according to Rule 13-1 shall be called by the County Chairperson.

RULE 10. PROPORTIONAL REPRESENTATION

The policy of the DPSFC is to preserve equitable minority representation at all levels of the convention and meeting processes, and to that end committees and delegations to conventions shall be selected, insofar as reasonably possible, to represent proportionally any vote. Except as otherwise provided in these rules or in rules governing a National Convention there shall be no automatic delegates to any convention.

RULE 11. ELECTIONS AND VOTING

11-1 Majority Vote. Unless otherwise provided in these rules, all issues and elections shall be decided by majority vote. If runoffs are required in an election, they shall be among those candidates with the greatest number of votes, the sum of which is the smallest majority of all the votes cast.

11-2 Proxy Voting. Except as otherwise provided in these rules, voting by proxy is prohibited.

11-3 Tie Votes. For any election required under these rules which results in a tie between two or more candidates, the winner shall be determined by lot.

11-4 Prohibition of the Unit Rule. Voting by the unit rule, whereby a delegate or committee member is required to cast a vote contrary to her/his expressed preference, is prohibited in all conventions and meetings.

11-5 Secret Ballot. A secret ballot, for issues and elections, shall be required only at ward meetings where the elector represents himself/herself only, and may be waived only by unanimous consent. A non-secret ballot shall be required when the elector represents one or more other Democrats.

11-6 Elections.

A. Secret Elections (Ward Meetings).

1. Only One Person to be Elected to Office. Each elector votes by secret ballot for only one candidate (DPNM Rule 19-1).

2. More than One Person to Be elected to Office. Each elector votes by secret ballot for only one candidate as when voting for County Central Committee members from precincts or wards (Rule 12-12.B). The candidate with the most votes is declared elected. The candidate with the next most votes is then declared elected and so on until all positions are filled.

The candidate with the next most votes is then declared elected and so on until all positions are filled.

B. Non-Secret Elections.

1. Only One Person to be elected to Office. Each elector votes by elector identified ballot for only one candidate (DPNM Rule 19-1). In anticipation of runoffs, several differently colored ballots are issued, a single color to be used for each round of voting. All ballots are individually inscribed in advance by the Party with an elector's name and the party subdivision she/he represents; for example, the ward or county. The ballots, including the similarly inscribed ballots of electors voting by proxy, are issued at the time of registration for the meeting or convention.

2. More than One Person to be elected to Office. Voting shall be conducted according to Appendix A including, if required by these Rules, conformance with the requirement of equal division of men and women. A non-secret ballot as described above may not be waived in favor of a secret ballot under any circumstances.

RULE 12. QUORUM AND CONDUCT OF MEETINGS

Unless otherwise specified in these rules, a quorum of a body, including written proxies when permitted, shall be 40% of the county body's membership. Meetings of committees excluding, all conventions and central committee meetings, may be held by telephone or video conferencing if deemed advisable by the respective chairpersons of these committees. Elected or appointed persons affected by reason of any challenge who are also members of the body that shall adjudicate the challenge shall not vote in any contest until those persons' credentials are approved. In such cases, for the purpose of quorum, the body adjudicating the challenge shall be deemed reduced in size by the number of positions being challenged.

RULE 13. RESOLUTIONS

Resolutions from the floor of a County Central Committee meeting or County Convention shall require written submission to the chairperson prior to the report of the Resolutions Committee. Before the resolution may be debated, the meeting or convention shall approve by two-thirds (2/3) vote consideration of the resolution. Resolutions from the floor shall be presented after the report of the Resolutions Committee. Rules with respect to limitations as to time allotted for debate, number of speakers, etc. shall be addressed in the standing rules of the meeting or convention.

RULE 14. ROBERT'S RULES OF ORDER

In all meetings and conventions the current Robert's Rules of Order, Revised shall govern except where the matter is covered by these rules or the respective county rules.

RULE 15. DEMOCRATIC CLUBS AND AFFILIATED ORGANIZATIONS

15-1. Authorization. A county-wide organization wishing to be identified as a Democratic Club or affiliated organization of the DPSFC may do so only upon the authorization of the County Central Committee. Authorization shall be granted by the County Central Committee upon the approval of the by-laws of the organization which shall not conflict with The

Charter & Bylaws of The Democratic Party of the United States, the state party or the DPSFC, or the laws of the United States and the State of New Mexico.

The by-laws of each such organization shall contain at least:

- (1) the purpose(s) of the organization,
- (2) a description of the membership,
- (3) the officers of the organization and a procedure for electing them and filling vacancies, and
- (4) a statement that the organization shall abide by the Rules of the Democratic Party of the United States, the State of New Mexico and the DPSFC. Approval of the by-laws by the County Central Committee shall not automatically entitle the organization to representation on the central committee.

15-2 Termination and Revocation. An authorized Democratic Club or affiliated organization may terminate its affiliation with the DPSFC by majority vote of its membership or as otherwise provided in its by-laws. An organization's affiliation may also be revoked upon a majority vote of the County Central Committee upon a showing of good cause.

APPENDIX A

PROPORTIONAL REPRESENTATION BY PREFERENTIAL BALLOTING

This appendix describes the method for implementing Rule 19-6.B.2: Elections; Non-Secret Elections; More than One Person to be Elected to Office. Proportional representation (Rule 17) provides a way of conducting elections that insures the accommodation of different points of view in proportion to the numbers of electors reflecting such viewpoints. The preferential ballot further promotes such fairness. When more than one person is to be elected to office, the individual candidates need only gather a certain number of votes (the allocation) to guarantee election as described in detail below. The allocation number is calculated and announced by the presiding officer for the election of the required number of delegates or committeepersons when the total number of electors present is established.

Allocation and Balloting. In anticipation of the need for more than one election, several differently colored ballots are issued, a single color to be used for each round of voting. All ballots are individually inscribed in advance by the party with an elector's name and the party subdivision she/he represents; for example, ward or county. The ballots, including the similarly inscribed ballots of electors voting by proxy, are issued at the time of registration for the meeting or convention. Each elector may list as many candidates, men and/or women, he/she wishes in descending order of the elector's preference. To maximize the effect of proportional representation the elector is encouraged to list many rather than few candidates. To guarantee election a candidate requires a number of votes equal to the allocation **A** defined as **V** divided by **(N+1)**, increased to the next-higher whole number whether **V** divided by **(N+1)** is itself a whole number or fractionally larger than a whole number. **V** is the number of electors present including proxies (not the number of those actually voting), and **N** is the required number of people to be elected to the office. The allocation is therefore:

A = **V**, increased to the next higher whole number

N+1

35

Examples:

(a) If 250 electors are to elect 15 people, $250 = 15.6$. The increase to **16** yields allocation **A**.

15+1

(b) If 220 electors are to elect 10 people, $220 \div 10 = 22$. The increase to **21** yields allocation **A**.

10+1

All candidates' names are prominently posted. The chairperson announces the allocation based on **V** and **N** and voting begins. As ballots are filled out they are deposited in a single container. When all ballots are so deposited, they are randomized as, for example, by a shaking of the container. In the presence of observers ballots are withdrawn one at a time, a number is written on each ballot in consecutive order, and the top candidate name along with the name of the elector are announced. A tally mark is placed next to this candidate's name on the ballot and on the posted candidate list and the ballot is set aside, not to be tallied again. A ballot which does not bear a party-inscribed elector's name and party subdivision, or bears an altered or defaced elector's name or party subdivision shall not be counted. (The numbering of the ballots in the order in which they are tallied permits a recount, if necessary, under identical conditions.)

When the accumulated vote for a candidate reaches the allocation, that candidate is declared elected and the result is recorded on the posted list. No further votes shall be accepted for that candidate on subsequent ballots. The process continues with each top choice among those still in contention being counted until all the ballots are tallied.

If all the available positions have not been filled by candidates who have reached the allocation, those with the largest numbers of votes short of the allocation shall be declared elected to the remaining positions.

A non-secret ballot as described above may not be waived in favor of a secret ballot under any circumstances.

Equal Division of Men and Women. In elections where equal numbers of men and women must be elected as specified in these rules or as required by Democratic National Committee Rules for a national convention, the tallies of votes for women and men are considered separately. If **N** is an even number, each sex is entitled to half the positions regardless of how many, or whether any, candidates of either sex achieve the allocation. If **N** is an odd number each sex is entitled, at minimum, to half of **N-1** positions with the one remaining position being filled by the candidate with the highest number of votes among all those not yet elected (men and women together). In the event of a tie Rule 19-3 applies. The result is equal division of women and men within a variance of not more than one.

Additional Elections. If in any of the above cases of elections of more than one person to an office all the positions are not filled, another similarly

conducted election is held to fill the remaining positions, the number of which being a smaller value of N than in the previous election; V might be different as well. A recalculation of A is required for such an additional election.