

RULES OF THE DEMOCRATIC PARTY OF SANTA FE COUNTY, NEW MEXICO

Amended March, 2021

PREAMBLE.....	4
ARTICLE I – GENERAL PARTY INFORMATION.....	4
Section 1 – Rules of Order.....	4
Section 2 – Proportional Representation.....	4
Section 3 – Party Rules.....	4
I.3.1 – Scope.....	4
I.3.2 – Filing of Rules and Amendments.....	4
I.3.3 – Changes to Rules – Amendments and/or Corrections.....	4
I.3.4 – Standards for Rules.....	5
Section 4 - Filling Vacancies for Nominees for Public Office.....	6
I.4.1 - Vacancies Filled by State Central Committee.....	6
I.4.2 - Vacancies Filled by County Central Committee.....	6
I.4.3 – Call for a Meeting to Fill a Vacancy.....	7
Section 5 – Elections and Voting.....	7
I.5.1 – Majority Vote.....	7
I.5.2 – Tie Votes.....	7
I.5.3 – Prohibition of the Unit Rule.....	7
I.5.4 – Secret Ballot.....	7
I.5.5 – Elections.....	7
Section 6 – Quorum and Conduct of Meetings.....	12
Section 7 – Conduct of Meetings.....	13
ARTICLE II – [Reserved For DPNM]	13
ARTICLE III – COUNTY PARTY ORGANIZATION.....	14
Section 1 – Notice of Party Actions.....	14
III.1.1 – Method of Notification.....	14
III.1.1.1 – Proof of Publication.....	14
III.1.1.2 – Failure to Comply.....	14
Section 2 – County Central Committee.....	14
III.2.1 – Powers and Authority.....	14
III.2.2 – Assessments.....	15
III.2.3 – Members.....	15
III.2.4 – Meetings and Calls.....	15

III.2.5 – Proxy.....	16
III.2.6 – Election of State Central Committee Members.....	16
Section 3 – County Standing Committees.....	16
III.3.1 – County Credentials and Rules Revision Committee.....	16
III.3.2 – Convention Credentials and Rules Committee.....	17
III.3.3 – Platform and Resolutions Committee.....	17
Section 4 – County Officers.....	18
III.4.1 – Election of County Officers.....	18
III.4.2 – Election of Other Officers as Needed.....	18
III.4.3 – Challenges.....	19
III.4.4 – Powers and Duties of County Officers.....	19
III.4.5 – Removal of County Officers and State Central Committee Members.....	20
III.4.6 – Vacancies in County Offices and State Central Committee.....	21
III.4.7 – Executive Committee.....	21
Section 5 – County Conventions.....	21
III.5.1 – Call.....	21
III.5.2 – Purpose.....	22
III.5.3 – Delegates.....	22
III.5.4 – Order of Business.....	22
III.5.5 – Voting.....	23
III.5.6 – Minority Reports.....	23
III.5.7 – Distribution of Materials.....	23
Section 6 – County-Level Democratic Caucuses and Affiliated Organizations.....	23
III.6.1 – Definition.....	23
III.6.2 – Authorization of County-Level Caucuses and Affiliated Organizations.....	24
III.6.3 – Voting Member on the CCC.....	24
III.6.4 – Bylaws.....	24
III.6.5 – Membership Requirements.....	25
III.6.6 – Reporting Requirements.....	25
III.6.7 – Termination of County-Level Caucus or Affiliated Organization.....	25
ARTICLE IV – WARD AND PRECINCT ORGANIZATION.....	26
Section 1 – Reserved for DPNM.....	26
Section 2 – Election of Ward Officers and County Central Committee Members.....	26
Section 3 – Officers – Powers and Duties.....	26
IV.3.1 – Ward Chairperson.....	26
IV.3.2 – Ward Vice Chairperson.....	26
IV.3.3 – Ward Secretary.....	26
IV.3.4 – Ward Treasurer.....	27
Section 4 – Removal of Ward/Precinct Officers and County Central Committee Members.....	27
IV.4.1 – Reasons for Removal.....	27
IV.4.2 – Procedures for Removal.....	27

Section 5 – Vacancies in Ward/Precinct Officers or County Central Committee Members.....	27
IV.5.1 – Causes of Vacancies.....	28
IV.5.2 – Filling a Vacancy of Ward/Precinct Chairperson.....	28
IV.5.3 – Filling Vacancies in Other Ward/Precinct Offices.....	28
IV.5.4 – Appointing Officers and County Central Committee Members for New Wards/Precincts.....	28
Section 6 – Ward Meetings.....	28
IV.6.1 – Call.....	28
IV.6.2 – Place of Ward Meeting.....	28
IV.6.3 – Conduct of Ward Meetings.....	29
Section 7 – Voting.....	29
IV.7.1 – Proxy.....	29
IV.7.2 – Method.....	29
IV.7.3 – Ballots.....	29
IV.7.4 – Challenged Voters.....	29
IV.7.5 – Preserving Ballots.....	30
Section 8 – Observers.....	30
Section 9 – Election of Ward/Precinct Officers, Central Committee Members and Delegates.....	30
IV.9.1 – Order of Elections.....	30
IV.9.2 – Ward Elections.....	30
IV.9.3 – Precinct Elections.....	30
Section 10 – Violation of Rules.....	31
Section 11 – Failure to Hold Ward or Precinct Meeting.....	31
Section 12 – Reserved for DPNM.....	32
Section 13 – DPSFC Ward Composition.....	32
IV.13.1 Ward Composition.....	32

PREAMBLE

The name of the County Democratic Party organization shall be the Democratic Party of Santa Fe County, New Mexico hereafter abbreviated “DPSFC”.

All Santa Fe County registered Democratic voters are members of the DPSFC. 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 registered to vote as a member of the Democratic Party, as shown on the official list of registered voters of the Clerk of Santa Fe County for at least thirty (30) days prior to said meetings or conventions; and shall physically reside in the political subdivision in which the member wishes to vote or hold office.

ARTICLE I – GENERAL PARTY INFORMATION

Section 1 – Rules of Order

In all meetings and conventions, the current Robert's Rules of Order Newly Revised, shall govern except where the matter is covered by these rules or DPNM rules, or the Charter and Bylaws of the Democratic Party of the United States.

Section 2 – 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.

Section 3 – Party Rules

I.3.1 – Scope

These rules govern the organization and the conduct of business of the DPSFC. Where a subject is covered by these rules, they shall control at all levels of the county party organization except where these rules are in conflict with the rules of the Democratic Party of New Mexico (“DPNM”) or, the Charter and Bylaws, or other Rules of the Democratic Party of the United States. DPSFC may only adopt supplementary rules as it deems necessary provided that they do not conflict with the DPNM Rules, or the Charter and Bylaws of the Democratic Party of the United States, and do not abridge the lawful political rights of any person.

I.3.2 – Filing of Rules and Amendments

These rules and amendments thereto shall be filed with the Secretary of State of New Mexico. Supplementary county rules and amendments thereto shall be filed with the respective County Clerks, the Secretary of State, the DPNM State Chairperson and the DPNM Rules Chairperson immediately upon adoption.

I.3.3 – Changes to Rules – Amendments and/or Corrections

The County Central Committee may, by a two-thirds (2/3) vote of all of its members, adopt or amend rules for the County Democratic Party not in conflict with DPNM rules. The County Rules Committee may upon majority vote correct typographical errors, align county rules to reflect DPNM rules, or update reference to the current election code.

I.3.4 – Standards for Rules

The following standards, previously adopted by the Democratic National Committee, are adopted as a part of these rules:

I.3.4.1

All public meetings at all levels of the DPSFC are open to all members of the DPSFC regardless of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, gender identity, ethnic identity, or disability.

I.3.4.2

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 sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, gender identity, ethnic identity, or disability.

I.3.4.3

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

I.3.4.4

The DPSFC, at all levels, shall support the broadest possible registration without discrimination on grounds of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, gender identity, ethnic identity, or disability. Discrimination or harassment by any individual within the party structure, at any level, based on the above categories, will be considered a violation of these rules.

I.3.4.5

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 of the county party organization 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. [Chap. 1, Article 7, Paragraph 3, Election Handbook of the State of New Mexico, 2017 Edition]. Publication of these procedures shall be published in such fashion that all prospective and current members of the DPSFC shall be fully and adequately informed of the relevant procedures in time to participate in each selection procedure at all levels.

I.3.4.6

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 DPSFC Article I, Section 3, Rule 3.4.5, shall be

published 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.

I.3.4.7 – Gender Equity and Equal Division by Gender

Membership on the DPNM Executive Committee, State Central Committee, in all DPNM Party Conventions, and on all DPNM committees, commissions, and like bodies shall be as equally divided as practicable between women and men (as determined by each member’s gender self-identification).

Gender-diverse delegates, committee members, or commission members shall be counted as members of the delegation, committee, or commission, but not as a woman or as a man. The remainder of the delegation, committee, or commission shall be equally divided between women and men. Gender alternation for the sake of equal division cannot exclude a gender-diverse person from being elected as a delegate, committee member, or commission member, should they receive the requisite number of votes.

Definitions

- A “woman” is a person who self-identifies as a woman.
- A “man” is a person who self-identifies as a man.
- A “gender-diverse person” is a person who self-identifies outside of traditional gender norms. This person may self-identify as transgender, gender non-conforming, gender non-binary, Two Spirit, gender fluid, gender queer, gender expressive, agender, gender-free, or other evolving identities.
- “Equal division” means that the variance between members in each group who self-identify as a woman or as a man cannot exceed one (1).
- “Equity” is an approach to creating the situation of parity. We seek numerical balance between women and men, and we seek the inclusion of gender-diverse persons.

In these DPNM Rules, personal pronouns shall be written as she/he/they and her/him/them. Possessive pronouns shall be written as her/his/their. Self-references shall be written as herself/himself/themself

Section 4 - Filling Vacancies for Nominees for Public Office

I.4.1 - Vacancies Filled by State Central Committee

If a vacancy on the general election ballot occurs for a federal, state, district, or multi-county legislative district office, the nominee for the office shall be chosen by a vote of those State Central Committee members from the geographical area corresponding to the jurisdiction of the office that has been vacated. The State Chairperson, as presiding officer of the State Central Committee, shall file the name of the nominee selected for the office with the proper filing officer. (Chap. 1, Article 8, Paragraphs 7 & 8, Election Handbook of the State of New Mexico, 2017 Edition)

I.4.2 - 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, Paragraphs 7 & 8, Election Handbook of the State of New Mexico, 2017 Edition)

I.4.3 – Call for a Meeting to Fill a Vacancy

A meeting to fill a vacancy according to DPSFC Article I, Section 4, Rule 4.1 shall be called by the County Chairperson.

Section 5 – Elections and Voting

I.5.1 – 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.

I.5.2 – 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.

I.5.3 – Prohibition of the Unit Rule

Voting by the unit rule, whereby a delegate or committee member is required to cast a vote contrary to the expressed preference of the member, is prohibited in all conventions and meetings.

I.5.4 – Secret Ballot

A secret ballot, for issues and elections, shall be required only at ward and precinct meetings where the elector represents them self only, and may be waived only by unanimous consent. A non-secret ballot shall be required when the elector represents one or more other Democratic Party members.

I.5.5 – Elections

I.5.5.1 – Secret Elections (Ward and Precinct meetings only)

I.5.5.1.1 – Only one person to be elected to office

Each elector votes by secret ballot for only one candidate. In anticipation of run-offs, several different color ballots may be issued, a single color to be used for each round of voting. Acclamation voting may be substituted by unanimous consent for secret ballot voting if, and only if, there is only one candidate running for a specific position.

I.5.5.1.2 – More than one person to be elected to office

Voting shall be conducted according to Appendix A to these rules. Each elector votes by secret ballot for as many candidates as they wish, in ranked order of their preference. Acclamation voting may be substituted, by unanimous consent, for Appendix A voting if, and only if, the number of candidates running for the identical positions is less than or equal to the numbers of positions to be filled.

I.5.5.2 – Non-Secret Elections (County and State Level meetings and conventions)

I.5.5.2.1 – Only one person to be elected to office

Each elector votes by elector-identified ballot for only one candidate (DPSFC Article I, Section 5, Rule 5.1). In anticipation of runoffs, several different color ballots may be issued, a single color to be used for each round of voting. All ballots are individually inscribed in advance by the Party with the name of the elector and the party subdivision they represent; for example, the precinct, 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. Acclamation voting may be substituted, by unanimous consent, for elector-identified non-secret ballot voting if, and only if, there is only one candidate running for a specific position.

I.5.5.2.2 – 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. Acclamation voting may be substituted, by unanimous consent, for Appendix A voting if, and only if, the number of candidates running for the position is less than or equal to the number of positions to be filled.

I.5.5.2.3 – Access for Viewing Non-Secret Ballots

Access for viewing non-secret ballots is always permitted for purposes of vote recounts. For any other purpose, said access is discretionary by the County or State Chair and, if granted, can only be granted after the final completion of elections rather than after an interim or elimination round; further, said discretion only applies to time, place, or any fees to be paid by requester to compensate the party for associated expenses.

I.5.6 – Optional Absentee Balloting for Non-Secret Votes

The following state and county bodies may opt to conduct certain votes and elections using these absentee balloting processes, if absentee balloting is deemed advisable by those persons who are authorized in these Rules to call a meeting of the body:

- State Executive Committee
- State Central Committee
- State standing committees and Judicial Council
- DPNM State and County Caucuses and affiliated organizations
- County Executive Committees
- County Central Committees
- County standing committees
- Wards and precincts when electors are voting on non-secret ballots

The Chair or body that authorizes the absentee balloting shall designate an administrator to manage the absentee balloting process.

This rule provides an optional, alternate process for state and county bodies to conduct certain votes and elections. This rule does not mandate that any such bodies are required to conduct votes or elections by absentee ballot.

Within the context of this rule, “absentee balloting” is defined as “taking action by written ballot outside of a meeting.” Absentee balloting conducted within the context of this rule is by non-secret ballot. No secret ballots shall be conducted within the context of this rule.

At a minimum, the absentee balloting procedures and technology used must provide the following features and safeguards:

- ballot security
- adequate notification to all electors
- adequate education for all electors
- access to the absentee balloting process for all electors

- secure and replicable counting of ballots
- timely certification, reporting, and recording of the absentee balloting results

I.5.6.1 – Ballot Security

The processes and technology used for absentee balloting shall assure the following:

- Only eligible voters (qualified electors) are able to vote.
- No person can vote more than once.
- No proxy voting is allowed or accepted.
- Because absentee balloting is for non-secret votes, each recorded ballot shall include uniquely identifying information for the person casting that vote. Who voted, and who did not vote, is a public record, to be preserved for a minimum of ninety (90) days.
- An elector can change their own vote before it is cast.
- Once a ballot is cast, neither the elector nor anyone else, nor anything else, can change the vote on that ballot.
- Once a ballot is cast, a confirmation receipt of the ballot shall be returned to the elector. The confirmation receipt includes a record of the vote(s) on the ballot.

I.5.6.2 – Adequate Notification to All Electors

No less than 10 days before the voting period opens, the administrator shall send to all qualified electors a notification about the time period for voting (opening and closing dates and times). The primary notification method shall be by email. For those electors who do not have email access, notification shall be by telephone call, or postcard, or other means as necessary.

No less than 24 hours before the voting period closes, the administrator shall, to the best of their ability, make reasonable efforts to notify all qualified electors who have not yet voted that the voting period will be closing (and when).

I.5.6.3 – Adequate Education and Deliberation for All Electors

No less than 20 days before the voting period opens, the administrator shall send to all electors information about the content of the upcoming absentee-balloting procedure:

- List of candidates for election to positions, optionally to include candidate statements
- Proposed Rules amendments, including a copy of the old rule (if it exists) and the proposed amendment for comparison, and optionally including a statement from the Rules committee explaining the reasons for the proposed amendment
- Motions for Judicial Council action(s) or recommendations, including supplementary material deemed to be relevant by the Judicial Council in deliberating a rule interpretation, or a complaint of discrimination or harassment made under Article I, Rule 3.4.4.
- Appeal of a Judicial Council decision to the State Central Committee, including materials used in the original Judicial Council deliberations and materials submitted with the appeal of the Judicial Council's decision.

I.5.6.3.1 – Education and Deliberation on Amendments

For proposed Rules amendments, the administrator shall schedule an online public comment and deliberation/debate period (minimum two weeks long) before the voting period. All electors shall be invited to participate in this online process. All comments, deliberations, and debates shall be made visibly or audibly available to all electors participating in this process.

The appropriate Rules Committee shall review all public comments, deliberations, and debate on proposed Rules amendments before the voting period opens. If specific motions for amendments to the original proposed rule amendment are made and seconded in the public comment, deliberations, and debate period, the administrator shall coordinate with the Rules Committee to establish an additional absentee ballot question to consider those amendments to the original proposal.

The administrator may optionally schedule online workshops to discuss proposed Rules amendments with electors (with telephone call-in capability for those electors who do not have internet access).

All electors shall be invited to participate in this online workshop. All workshop conversation shall be made visibly or audibly available to all electors participating in this process.

I.5.6.3.2 – Education for Elections

For elections of officers or committee members:

1. The administrator shall establish a period of time during which candidates may declare their own candidacy and/or may be nominated by another person.
2. The administrator shall provide a mechanism for all declared or nominated candidates to publish information about their candidacy for electors to review before the voting period opens.
3. The administrator shall provide an option on the ballots for write-in candidates. The administrator may optionally schedule an online forum for candidates to discuss their candidacy (with telephone call-in capability for those who do not have internet access).

All candidates and electors shall be invited to participate in this online forum. All forum conversation shall be made visibly or audibly available to all candidates and electors participating in this process.

I.5.6.3.3 – Education for Other Types of Votes

For other types of votes, the administrator shall schedule an online deliberation/debate period (minimum two weeks long) before the voting period opens. All electors shall be invited to participate in this online process. All comments, deliberations, and debates shall be made visibly or audibly available to all electors participating in this process.

I.5.6.4 – Access to the Balloting Process for All Electors

The primary method for absentee balloting shall incorporate electronic voting by way of a secure internet-based platform.

For those electors who do not have internet access, the secondary method for absentee balloting shall be for the elector to convey their vote(s) to the administrator of the balloting process by telephone conversation.

Electors may choose to vote by paper or FAXed ballot. The elector is solely responsible for contacting the administrator of the balloting process before the voting period opens, in order to request a paper or FAXed ballot. The elector is also solely responsible for returning their signed, voted ballot to the administrator before the voting period closes – by postal service, by FAX, or by other electronic transmission of an image of the voted ballot.

I.5.6.5 – Counting of Ballots

The absentee balloting process shall include a method to assure that every cast vote is counted and, if necessary, can be recounted.

The absentee balloting process shall include a method to assure that the elector can discover if their vote has been changed (or miscounted) and can correct the problem without destroying the security of the balloting process.

An absentee ballot question shall be declared to be approved (the vote is positive) if the number of qualified elector approvals equals or exceeds the number of votes that would be required to approve the question at a meeting at which the same total number of votes was cast.

In an absentee-balloting election where more than one person is to be elected to an office, the results of the election shall be electronically tabulated according to a process analogous to the process described in Appendix A (Article I, Rule 5.5.2.2).

In an absentee balloting election where only one person is to be elected to an office, a candidate shall be declared elected if they receive a majority of all votes cast for that office (Article I, Rule 5.5.2.1). In an absentee balloting election where one person is to be elected to an office, a runoff election is required if no single candidate receives a majority of votes.

I.5.6.5.1 – Runoff Procedures for Absentee Balloting

To determine which candidates shall participate in the runoff election, the candidates shall be listed in order of votes received, from highest to lowest number of votes.

- If the sum of the votes received by the top two (2) candidates is greater than 50%, those two candidates shall participate in the runoff.
- If the sum of the votes received by the top two candidates is not greater than 50%, then the sum of the votes received by the top three (3) candidates shall be calculated. If that sum is greater than 50%, those three candidates shall participate in the runoff.
- If the sum of the votes received by the top three candidates is not greater than 50%, then the sum of the votes received by the top four (4) candidates shall be calculated. If that sum is greater than 50%, those four candidates shall participate in the runoff.
- And so on until a sum of votes greater than 50% is calculated.

I.5.6.5.2 – Tie-Breaking Procedures for Absentee Balloting

In an absentee balloting election where one person is to be elected to an office, and two or more candidates are tied for the top number of votes received, the tie shall be broken by lot within 48 hours after the voting period closes. Each of the tied candidates, or their authorized representatives, shall appear in person at a mutually agreed upon location to conduct an administrator-supervised tiebreaking procedure.

I.5.6.6 – Timely Certification, Reporting, and Recording of the Absentee Balloting Results

No later than seven (7) days after the voting closes, the complete results of the absentee balloting shall be verified and certified by two people: the administrator and another person.

No later than three (3) days after the results of the absentee balloting are certified, the administrator shall send the certified results to all qualified electors, to the executive body that oversees that body whose members participated in the vote, and to the appropriate Secretary.

Any changes adopted by an absentee-balloting process shall be read into the minutes of the next meeting of the body whose members participated in that absentee balloting process.

I.5.6.7 – When Absentee Balloting Is Prohibited

The following types of decisions made in the name of a deliberative assembly – namely, the State Central Committee and Judicial Council – cannot be conducted by absentee balloting:

- State Central Committee vote to remove a state officer – Article II, Rule 2.7.2.4
- Judicial Council adjudication of challenges to a county’s election of delegates or alternates to a state convention – Article II, Rule 4.2.3
- State Central Committee election of Democratic National Committee Woman and Democratic National Committee Man – Article II, Rule 8.1
- Judicial Council adjudication of challenges to a county’s election of SCC members or county officers – Article III, Rule 4.3

I.5.6.8 – Quorum for Absentee Balloting Procedures

For an absentee balloting process to be valid and certifiable, the number of qualified electors participating in the balloting process must equal or exceed the number of qualified electors required to establish quorum for that body and for the type of vote or election undertaken. For an absentee balloting process conducted by the State Central Committee, the quorum of participating counties must also be met for quorum to be established (Article II, Rule 1.3).

If the number of votes received does not constitute a quorum two hours before the voting period closes, the administrator may extend the voting period by up to three (3) consecutive 48-hour periods, or until a quorum is reached, whichever occurs first. If a quorum is still not reached after three such extensions, the motion is withdrawn and no decision will have been made.

Section 6 – 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 standing 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.

Notwithstanding quorum being initially established and announced at any meeting, quorum must also continue to be met at levels specified elsewhere in these Rules when ANY action, other than adjournment, will be voted on by the respectively authorized memberships.

Section 7 – Conduct of Meetings

I.7.1 – Meetings Held In-Person

Except as provided otherwise in these Rules, State conventions and mandatory State Central Committee meetings shall be held in person.

In the event of extenuating circumstances, a State convention or a mandatory State Central Committee meeting may be conducted via an online platform if the DPNM Chair, DPNM Vice Chair At Large, DPNM Secretary, and DPNM Treasurer reach a unanimous decision approving the alternative meeting method.

I.7.2 – Meetings Held by Telephone or Video Conference

Meetings of the following state and county bodies may be held by telephone or video conferencing if deemed advisable by the respective chairs of these committees, or by those persons who are authorized in these Rules to call a meeting of the body:

State Executive Committee

State Central Committee

State standing committees and Judicial Council

County Executive Committees

County parties

County Central Committees

County standing committees

Wards and precincts

At a minimum, the telephone or video conferencing technology used must allow simultaneous aural communication among all participating members. ← Required by Roberts Rules of Order, Newly Revised pg. 98, ll. 25-26)

ARTICLE II – [Reserved For DPNM]

[Reserved]

ARTICLE III – COUNTY PARTY ORGANIZATION

Section 1 – Notice of Party Actions

III.1.1 – Method of Notification

Each 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 and precinct 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 to the ward meeting or county convention or meeting, and the second publication shall not be more than ten (10) days prior to the ward meeting or county convention or meeting. [Election Handbook of the State of New Mexico, Chap. 1, Article 7, Section 3, Paragraph I,] 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; and
5. times in which challenges must be presented to the credentials committee.

In counties with newspapers aimed at minority group readership, the County Party shall also publish the notices in those newspapers serving minority readership. Each County Party shall be financially responsible for such publication.

III.1.1.1 – Proof of Publication

A copy of the page of the newspaper including the notices of ward meetings, County Conventions and County meetings 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 member of the Democratic Party.

III.1.1.2 – 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 time(s) designated by the State Chairperson, and reasonable notice of such meetings shall be specified by the State Chairperson.

Section 2 – County Central Committee

III.2.1 – Powers and Authority

The County Central Committee is the governing body of the County Democratic Party 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 DPNM rules, the Charter and Bylaws, or other rules of the Democratic Party of the United States.

III.2.2 – Assessments

The County Central Committee shall have the authority to levy dues or assessments upon the various recognized Democratic Party caucuses and affiliated organizations on an equitable basis.

III.2.3 – Members

The County Central Committee shall be composed of the following members:
(Membership on the Committee is not subject to the requirement of equal division of men and women (Appendix A).)

III.2.3.1 – Ward Chairpersons

III.2.3.2 – Precinct Chairpersons

III.2.3.3 – Additional Committee Persons

Additional committee persons shall be apportioned to the wards on the basis of the average of votes cast in each ward for the Democratic candidate in the most recent presidential or gubernatorial election. The apportionment for the DPSFC shall be one County Central Committee person for each 100 votes cast in each ward in the most recent presidential or gubernatorial election. One additional CCC position shall be awarded to the ward chair.

III.2.3.4 – County Chairperson, First Vice Chairperson, Second Vice Chair Person

III.2.3.5 – Any or All of the Following Shall Serve on the County Central Committee

III.2.3.5.1 – Other County Party Officers

III.2.3.5.2 – State Legislators who reside within the County

III.2.3.5.3 – County Commissioners

III.2.3.5.4 – Two members selected by and from the New Mexico Young Democrats, should such an organization exist in the county.

III.2.3.5.5 - Two members selected by and from the membership of the Federation of Democratic Women of Santa Fe County.

III.2.3.5.6 - Any other such members of approved caucuses and affiliated organizations as may be provided for in accordance with DPSFC rule, Article III, Section 6.

III.2.4 – 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 DPSFC Article I, Section 3, Rule 3.4.5. The call may be amended only by a three-fourths (3/4) vote.

III.2.5 – 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 Democratic Party member of the same ward (or precinct where wards do not exist) as the person giving the proxy, provided that no person may hold more than three (3) proxies at one time.

III.2.6 – Election of State Central Committee Members

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 committee persons shall be elected in accordance with DPNM Article II, Section 1, Rule 1.2.2. All elections shall be by non-secret ballot in accordance with DPNM (Article I, Section 5, Rule 5.5.2.2).

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 respective County Chairpersons within seventy-two (72) hours after the election.

Section 3 – County Standing Committees

III.3.1 – County Credentials and Rules Revision Committee

III.3.1.1 – Members

The County Chairperson shall appoint ten members to jointly serve on the Rules and Credentials Committee, from recommendations submitted by Ward Chair. 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. Membership on the Committee is not subject to the requirement of equal division of men and women.

III.3.1.2 – Chairperson

The Santa Fe County Chairperson shall appoint a Chairperson of the Committee from among the members. The Committee Chairperson shall participate in the proceedings of the Committee including the making of motions and voting and shall be counted in determining the quorum (Article I, Section 6).

III.3.1.3 – Secretary

A Secretary shall be appointed by the Committee Chairperson.

III.3.1.4 – Powers and Authority

Unless otherwise provided by DPSFC rules, the Committee shall hear challenges to the election of ward and precinct officers, act to remove officers in accordance with DPFSC rule, Article IV, Section 4, and deliberate the credentials of all ward/precinct officers, including County Central Committee members, except that no member of a ward or precinct 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, serve the County Chairperson and Executive Committee as a rules interpretation committee.

III.3.1.5 – Meetings

The Committee shall meet prior to the County Central Committee meeting at a time specified in DPSFC rules or, in the absence of a rule, by direction of the County Chairperson. If a member cannot attend a meeting, they may designate a proxy from among the qualified electors from his/her ward or precinct.

III.3.2 – Convention Credentials and Rules Committee

III.3.2.1 – Members

Members of the County Credentials and Rules Committee will serve as the members of the Convention Credentials and Rules Committee.

III.3.2.2 – Chairperson

The County Chairperson shall appoint a Chairperson of the Committee from among the members. The Committee Chairperson shall participate in the proceedings of the Committee including the making of motions and voting and shall be counted in determining the quorum.

III.3.2.3 – Secretary

The Committee Chairperson shall appoint a Secretary.

III.3.2.4 – Powers and Authority

Unless otherwise provided by DPSFC rules, the Convention Credentials and Rules 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 or precinct 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. 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.

III.3.2.5 – 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 from among the elected delegates from his/her ward or precinct.

III.3.3 – Platform and Resolutions Committee

III.3.3.1 – Members

The County Chairperson shall appoint between (7) and (12) members to the Platform Committee from recommendations submitted by Ward Chair. 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. Membership on the Committee is not subject to the requirement of equal division of men and women.

III.3.3.2 – Chairperson

The County Chairperson shall appoint a Chairperson of the Committee from among the members. The Committee Chairperson shall participate in the proceedings of the Committee including the making of motions and voting and shall be counted in determining the quorum.

III.3.3.3 – Secretary

The Committee Chairperson shall appoint a Secretary.

III.3.3.4 – Powers and Authority

The Committee shall consider resolutions and platform planks reported to it from ward/precinct meetings and formulate resolutions for presentation to the County Central Committee, and resolutions and platform planks to a convention.

III.3.3.5 – Meetings

The Committee shall meet prior to each County Central Committee meeting or convention at a time specified in the 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 from among the qualified electors from his/her ward or precinct.

Section 4 – County Officers

III.4.1 – 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 DPFSC Article I, Section 3, Rule 3.4.5. Officers in order of rank are;

- (a) Chairperson,
- (b) a Vice-Chairperson of the sex opposite that of the Chairperson,
- (c) a Second Vice-Chairperson of the sex the same as that of the Chairperson,
- (d) Secretary,
- (e) Treasurer

The County Central Committee shall elect the Chairperson, First Vice-Chairperson, and Second Vice Chair Person. 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 DPFSC Article I, Section 5, Rule 5.5.2.1.

III.4.2 – Election of Other Officers as Needed

The County Central Committee shall be empowered to elect other officers as needed following the publication of notice according to DPSFC Article I, Section 3, Rule 3.4.5. If an officer shall be responsible for a political subdivision (such as a County Commissioner district) consisting of a subset of precincts of the county, then only those County Central Committee members residing in that political subdivision shall be eligible to vote. If an officer shall be responsible for representing either all of the county or a peer group (such as labor or veterans) then elections shall be done at large with the entire County Central Committee eligible to vote. All candidates nominated for an office shall be members of the political subdivision or peer group as appropriate. Voting for each of these officers shall be conducted by non-secret ballot according to DPSFC Article I, Section 5, Rule 5.5.2.1.

Each officer shall serve for two years or less if their duties are completed. At the end of two years the County Central Committee shall decide whether each officer is still needed or not. Each officer shall perform such duties as are fitting for the title and as assigned by the County Chairperson. Each of these officers is not a member of the County Executive committee unless the County Rules or County Central

Committee directs otherwise. Each officer shall report as directed by the County Chairperson or the County Executive Committee.

III.4.3 – Challenges

A challenge to a county'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 Article II, Section 4, Rule 4.2.2. The DPNM Judicial Council shall adjudicate the challenge.

III.4.4 – Powers and Duties of County Officers

III.4.4.1 – County Chairperson

The County Chairperson shall:

1. be the chief executive of the County Party.
2. 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 (Rule 20) of any committee nor count as one of the specified number of committee members unless otherwise stated in these rules.
3. have general management of all County Party affairs and county election campaigns.
4. have the power to appoint any committees which the Chairperson deems necessary or which the County Central Committee may authorize.
5. apportion the County Central Committee in accordance with DPSCF Article III, Section 2, Rule 2.3.3.
6. refrain from using their office to advance the cause of any individual candidate, including himself/herself, for office in the Democratic Primary Election.
7. appoint ward and/or precinct officers and County Central Committee members when new precincts or wards are created in accordance with New Mexico law and applicable Democratic Party Rules ([Article IV, Section 5, Rule 5.4](#)).

III.4.4.2 – Vice Chairperson(s)

The First Vice-Chairperson shall perform all duties assigned by the Chairperson and shall perform the duties of the Chairperson in their absence. The Second Vice-Chairperson shall perform all duties assigned by the Chairperson and shall perform the duties of the First Vice-Chairperson in their absence. County Vice Chairpersons shall refrain from using their office to advance the cause of any individual candidate including themselves for office in the Democratic Primary Election.

III.4.4.3 – Secretary

The Secretary shall:

- A. record and preserve the minutes of all meetings of the County Central Committee;
- B. keep records of the County Conventions and of the County Executive Committee and shall perform other duties that may be required by these bodies. The Chairperson may appoint an Assistant Secretary.

III.4.4.4 – Treasurer

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 Democratic Party members 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.

III.4.5 – Removal of County Officers and State Central Committee Members

III.4.5.1 – 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.

III.4.5.2 – Procedures for Removal

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 Democratic Party member(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 a majority 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 or 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 DPSFC Article III, Section 4, Rule 4.6.

III.4.6 – Vacancies in County Offices and State Central Committee

III.4.6.1 – Causes of Vacancies

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 DPSFC Article III, Section 4, Rule 4.5.
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.

III.4.6.1.1 – State Central Committee

A vacancy may also occur in the State Central Committee, if county rules so provide, if a State Central Committee member fails to attend more than one State Central Committee meeting without issuing a proxy. In such cases county rules shall govern the procedures for removal.

III.4.6.2 – County Chairperson or First Vice-Chairperson

If a vacancy exists in the office of County Chairperson or First Vice-Chairperson, the highest-ranking county officer shall call a meeting of the County Central Committee within sixty (60) days to fill the vacancy, which shall be filled only by election rather than by automatic succession. In the case of a vacancy in the position of Chairperson, if the newly elected Chairperson is of the opposite gender of the outgoing Chairperson, the gender balance requirements of DPSFC Article III, Section 4, Rule 4.1 will be waived to allow both the newly elected Chairperson and incumbent Vice-Chairperson At-Large to serve the remainder of the term.

III.4.6.3 – Second Vice Chairperson, Secretary, or Treasurer

If a vacancy exists in the office of Second Vice-Chairperson, Secretary, or Treasurer, the Chairperson shall appoint a replacement within thirty (30) days.

III.4.6.4 – State Central Committee

If vacancies exist among the lesser of twenty percent (20%) or 10 of the members of the county's State Central Committee delegation, the County Chairperson shall call a meeting of the County Central Committee within sixty (60) days to fill the vacancies for the unexpired terms according to DPNM rule(s), Article II Section 1, Rule 1.2.2.2 and Article II Section 1, Rule 1.2.2.3.

III.4.7 – Executive Committee

The County Central Committee may delegate authority for the conduct of business to a County Executive Committee composed of all the Ward Chairpersons (or Precinct Chairpersons where wards do not exist) plus additional county officers as permitted by county rules. The County Chairperson shall preside at meetings of the Committee at which they may make motions and vote and be counted in determining the quorum (Article I, Section 6). Voting by proxy is prohibited.

Section 5 – County Conventions

III.5.1 – Call

As directed by a state call, the County Chairperson shall issue a call (DPSFC Article III, Section 1, Rule 1.1) 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 County Central Committee members as provided in DPSFC Article III, Section 2, Rule 2.3. Publication of notice shall be according to DPSFC Article I, Section 3, Rule 3.4.5.

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 a county's Ward Chairpersons (or Precinct Chairpersons where wards do not exist). The scheduling shall be determined by county rules. A County Convention call may be amended only by a three-fourths (3/4) vote of the convention.

III.5.2 – 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. If permitted by county rules, all County Convention delegates selected at the ward and precinct levels may, at the County Convention, be certified to be delegates to a forthcoming State Convention without standing for formal election at the County Convention.

III.5.3 – Delegates

III.5.3.1 – Certification

Where delegates have been elected at ward or precinct meetings the County Secretary shall certify the names and addresses of the delegates from their respective wards or precincts. The certification shall be delivered to the County Chairperson and the chairperson of the Convention Credentials and Rules Committee, at least twenty-four (24) hours before the County Convention convenes, or such earlier time as county rules may provide.

III.5.3.2 – Challenges

A challenge to a ward's (or precinct's) delegates or alternate delegates may be issued only by a registered Democratic Party member within that ward (or precinct if wards do not exist). 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 any of the Vice-Chairpersons at least twenty-four (24) hours prior to the convention or such earlier time as county rules may provide. 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.

III.5.3.2.1 – 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.

III.5.4 – 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.

III.5.5 – Voting

III.5.5.1 – Credentials

An accredited participant in the convention may, after having appeared at the convention and having established credentials, give said credentials to another accredited participant from the same ward (or precinct), provided that no person may hold more than three (3) credentials plus their own at one time.

III.5.5.2 – Elections

In the election of delegates and alternate delegates to a state convention, except when delegates and alternate delegates elected at the ward (or precinct) 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).

III.5.5.3 – 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 Article II, Section 4, Rule 4.1.3.2. 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.

III.5.6 – 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.

III.5.7 – Distribution of Materials

No printed material shall be distributed at a convention unless it bears the name(s) of the author(s).

Section 6 – County-Level Democratic Caucuses and Affiliated Organizations

III.6.1 – Definition

A DPNM county caucus or affiliated organization is a group of ten (10) or more individuals registered as Democratic Party members in the State of New Mexico and domiciled within the county in which the proposed caucus or affiliated organization is based, who are united in a cause or in a group of issues that reflect, embody, or support the goals, beliefs, and values of the DPNM and the Democratic Party of the United States.

III.6.2 – Authorization of County-Level Caucuses and Affiliated Organizations

A county-wide organization wishing to be identified as a DPNM county caucus or affiliated organization may do so only upon:

III.6.2.1 – Bylaws Approved

Confirmation by the County Rules Committee with majority vote that the proposed caucus or affiliated organization has submitted proposed bylaws that are consistent with this rule; and

III.6.2.2 – Bylaws Received by County Central Committee

Confirmation by the County Central Committee that it has received the bylaws approved by the County Rules Committee; and

III.6.2.3 – Approved by the CCC

Approval by the County Central Committee with two-thirds vote that the proposed caucus or affiliated organization meets the definition of a DPNM county caucus or affiliated organization.

III.6.2.4 – Existing Organizations Retain Authorization

Any organization already authorized as a DPNM county caucus or affiliated organization as of the date of passage of this rule (10/13/2018) will retain that authorization, provided that the caucus or affiliated organization meets the membership requirements (Article III, Section 6, Rule 6.5) and reporting requirements (Article III, Section 6, Rule 6.6) within 15 months of the date of passage of this rule (by 1/13/2020). When all county caucuses and affiliated organizations are in compliance with DPNM rule, Article III, Section 6, or have been terminated due to lack of compliance, this rule 6.2.4 will be deleted.

III.6.3 – Voting Member on the CCC

III.6.3.1 – Number of Voting Positions

Upon approval by the County Central Committee, the caucus or affiliated organization will receive two voting positions on the County Central Committee, unless provided otherwise by county rules.

III.6.3.2 – Existing Organizations Attain or Retain CCC Voting Membership

Any organization already authorized as a DPNM county caucus or affiliated organization as of the date of passage of this rule (10/13/2018) will retain or attain voting positions on the CCC, provided that the caucus or affiliated organization meets the membership requirements (DPSFC Article III, Section 6, Rule 6.5) and reporting requirements (DPSFC Article III, Section 6, Rule 6.6) within 15 months of the date of passage of this rule (by 1/13/2020). When all DPNM county caucuses and affiliated organizations are in compliance with DPSFC Article III, Section 6, or have been terminated due to lack of compliance, this rule, DPSFC Article III, Section 6.3.2, shall be deleted.

III.6.4 – Bylaws

The bylaws for any DPNM county caucus or affiliated organization formed or authorized after the date of passage of this rule must include, at a minimum, the following sections:

III.6.4.1 – Mission Statement

A Mission Statement must reflect, embody, or support the goals, beliefs, and values of the county Democratic Party, the DPNM, and the Democratic Party of the United States.

III.6.4.2 – Membership

The Membership section must provide a description of who can be a member, according to the membership requirements of this rule (DPNM Article III, Section 6, Rule 6.5) including a dues requirement if applicable.

III.6.4.3 – Leadership Structure

Leadership structure must include a President or Chair, a Vice-President or Vice-Chair, a Secretary, and a Treasurer. The bylaws must define the roles of each office, the procedure for elections of officers and filling vacancies, and the term of office. These positions must be filled by the time the County Central Committee reviews the bylaws.

III.6.4.4 – Reporting

The bylaws must define a process by which to fulfill the reporting requirements of this rule and must designate the officer or officers who shall be responsible for reporting.

III.6.5 – Membership Requirements

In order to attain and retain status with the DPNM as an authorized county caucus or affiliated organization, the caucus or affiliated organization must maintain a minimum of the (10) members domiciled in the county in which the caucus or affiliated organization is based. All members must be individuals registered as Democratic Party members in the State of New Mexico.

III.6.6 – Reporting Requirements

In order to attain and retain status with the DPNM as an authorized county caucus or affiliated organization, the caucus or affiliated organization must file a report with the Secretary of the County Party twice a year – on or before January 31 and July 31 – listing its members and their addresses and confirming its active status by reciting its activities in the preceding six months which were in fulfillment of its Mission Statement or Purpose.

III.6.7 – Termination of County-Level Caucus or Affiliated Organization

III.6.7.1 – Written Warning

If a caucus or affiliated organization fails to file two (2) consecutive required reports, the Secretary of the County Party shall issue a written warning to the caucus or affiliated organization at least three months before the third report is due that its status as an authorized county caucus or affiliated organization is in danger of termination if it does not file the third report due.

III.6.7.2 – Termination

If a caucus or affiliated organization fails to file three (3) consecutive required reports and the County Secretary has issued a warning to the caucus or affiliated organization, then the County Secretary can terminate the caucus or affiliated organizations' affiliation with the County Democratic Party.

III.6.7.3 – Restoring Good Standing

Before a caucus or affiliated organization can restore good standing with the County Party, all missing required reports for the caucus or affiliated organization must retroactively be filed with the County Secretary.

ARTICLE IV – WARD AND PRECINCT ORGANIZATION

Section 1 – Reserved for DPNM

Section 2 – 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) Chairperson
- (b) Vice-Chairperson
- (c) Secretary, and
- (d) Treasurer.

Publication of notice shall be according to DPSFC Article I, Section 3, Rule 3.4.5. Qualified electors of the ward shall elect the ward officer(s). County Central Committee members shall also be elected at this meeting. If a County Chairperson determines for good cause that precinct, ward and County Central Committee meetings should not be held separately as provided in the call notice 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).

Section 3 – Officers – Powers and Duties

IV.3.1 – Ward Chairperson

The Ward Chairperson 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. They shall not be counted in determining the quorum (DPSFC Article I, Section 6) 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 they so desire; and
- F. participate, as a member of the County Executive Committee (DPSFC Article III, Section 4, Rule 4.7) in the appointment of ward and/or precinct officers and County Central Committee members when new precincts or wards are created in accordance with New Mexico law and applicable Democratic Party Rules (DPNM Article IV, Section 5, Rule 5.4).

IV.3.2 – Ward Vice Chairperson

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

IV.3.3 – Ward Secretary

The Secretary shall:

- A. record and preserve the minutes of all meetings of the ward, such minutes shall include the names and addresses of all persons elected at the meetings;

- B. deliver a copy of such minutes to the County Secretary; and
- C. perform all duties assigned by the Chairperson and as otherwise provided in these rules.

IV.3.4 – Ward Treasurer

The Treasurer shall:

- A. keep full and accurate accounts of all receipts and expenditures and make such accounts available for examination by all registered Democratic Party members in the ward upon request;
- B. present a financial report to the ward at each of its meetings; and
- C. perform all duties assigned by the Chairperson.

Section 4 – Removal of Ward/Precinct Officers and County Central Committee Members

IV.4.1 – Reasons for Removal

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.

IV.4.2 – Procedures for Removal

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 Democratic Party member(s) in the ward with the County Credentials and Rules Revision Committee 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 and Rules Revision Committee within thirty (30) days to consider the petition.
4. After a hearing the County Credentials and Rules Revision Committee shall vote to determine if a violation has occurred. For purposes of this vote, a quorum shall be a majority of the entire committee membership. The County Credentials and Rules Revision Committee shall decide by a two-thirds (2/3) vote of all members present. No proxies shall be permitted in determining the quorum or in voting. If the County Credentials and Rules Revision 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 DPSFC Article IV, Section 5.

Section 5 – Vacancies in Ward/Precinct Officers or County Central Committee Members

IV.5.1 – Causes of Vacancies

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

1. is removed in accordance with DPSFC Article IV, Section 4;
2. ceases to reside in the respective ward or precinct; or
3. resigns or dies or when the office in question had not been filled initially at the scheduled election.

IV.5.2 – Filling a Vacancy of Ward/Precinct Chairperson

If a vacancy exists in the office of ward or precinct chairperson, the ward or precinct vice-chairperson shall succeed to the respective office.

IV.5.3 – Filling Vacancies in Other Ward/Precinct Offices

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 Chairperson 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 stipulated in the Preamble of the rules of the Democratic Party of Santa Fe County.

IV.5.4 – Appointing Officers and County Central Committee Members for New Wards/Precincts

When new precincts or wards are created in a county in accordance with New Mexico law and applicable Democratic Party Rules, ward and/or precinct 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 and/or precinct officers and County Central Committee members.

Section 6 – Ward Meetings

IV.6.1 – 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 Chairperson and Vice-Chairperson 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 DPSFC Article I, Section 3, Rule 3.4.5.

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 or gubernatorial election 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 Chairperson for consideration of matters pertaining to the ward.

IV.6.2 – 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 collocate ward meetings if greater efficiency and economy are likely.

IV.6.3 – Conduct of Ward Meetings

IV.6.3.1 – Convening

A minimum of two electors are required for a meeting to be convened. The meeting shall be called to order by the Chairperson, or in Chairperson's absence or upon the Chairperson's refusal to act, by the Vice-Chairperson, Secretary or Treasurer. If none of the above officers is present, any elector of the ward may convene the meeting.

IV.6.3.2 – Presiding Chairperson

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

IV.6.3.3 – 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 chairperson 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; and
- (9) Adjournment.

Section 7 – Voting

IV.7.1 – Proxy

Voting by proxy is prohibited. A ballot issued to a member and cast by anyone but that member shall be included in the definition of voting by proxy in ward elections. An exception is made for DPSFC Rule IV.8.

IV.7.2 – 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 DPSFC Article I, Section 5, Rule 5.4 and DPSFC Article I, Section 5, Rule 5.5.1.2. The balloting shall be secret unless waived by unanimous consent.

IV.7.3 – Ballots

Prior to the beginning of the meeting, the Chairperson 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 DPSFC Article IV, Section 8.

IV.7.4 – Challenged Voters

Persons who are challenged as electors shall have the right to appear before a Credentials Committee appointed by the acting chairperson 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 acting chairperson shall thereupon announce the total number of sets of ballots or identifications that have been issued, and no more shall be issued.

IV.7.5 – Preserving Ballots

The chairperson 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.

Section 8 – Observers

Upon the request of the Ward Chairperson 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 chairperson of the observer's ward prior to the meeting the observer's ballot concerning all matters specified in the call.

Section 9 – Election of Ward/Precinct Officers, Central Committee Members and Delegates

IV.9.1 – Order of Elections

Election of Precinct, Ward, and County Central Committee members will be held in the following order:

- 1) Ward Officers
- 2) Precinct Officers
- 3) Precinct County Central Committee members, up to the precinct allotted number of members

IV.9.2 – Ward Elections

IV.9.2.1 – Election of Ward Officers

Ward elections shall be held according to DPFSC Article I, Section 5, Rule 5.4 and Article I, Section 5, Rule 5.5. Ward elections will be decided by majority vote. Voting shall be by secret ballot, which may be waived only by unanimous consent. Nominations and elections of Ward Officers shall be in order of descending rank: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Standing Committee members. The elected Ward Chairperson is an automatic member of the County Central Committee. The Ward Chairperson's seat on County Central Committee will not count against the total number of seats allocated to the Ward the Chairperson is from. The election of ward officers is not subject to the requirement of equal division of men and women.

IV.9.3 – Precinct Elections

IV.9.3.1 – Election of Precinct Officers

Election of Precinct Officers shall be held as the first order of business when the Precinct meets for the purpose of holding elections. Elections shall be decided by majority vote (DPSFC Article I, Section 5, Rule 5.1). Voting shall be by secret ballot, which may be waived only by unanimous consent (DPSFC Article I, Section 5, Rule 5.4) Nominations and elections shall be in order of descending rank:

Chairperson, Vice-Chairperson, Secretary, Treasurer, and Standing Committee members. The elected Precinct Chairperson is an automatic member of the County Central Committee. Election of Precinct Officers does not require equal division of men and women.

IV.9.3.2 – Election of Central Committee Members

a) County Central Committee Members – Based on DPSFC Article III, Section 2, Rule 2.3, the calculation of each precinct’s apportionment on the County Central Committee could result in one of three possible scenarios. The method for electing County Central Committee members to positions in each of those three scenarios is as follows:

- i. If a precinct is entitled to only one County Central Committee member then the precinct chairperson will be the precinct’s sole representative on the County Central Committee.
- ii. If a precinct is entitled to two County Central Committee members then the precinct chair and the one additional County Central Committee member will be elected in two separate elections, with the precinct chair being elected first. Both elections will be conducted using single-line secret ballots, in accordance with DPSFC Article I, Section 5, Rule 5.5.1.1.
- iii. If a precinct is entitled to three or more County Central Committee members then the precinct chair will first be elected using a single-line secret ballot, in accordance with DPSFC Article I, Section 5, Rule 5.5.1.1. After the precinct chair is elected the additional County Central Committee members will be elected using multi-line secret ballots (Appendix A) in accordance with DPSFC Article I, Section 5, Rule 5.5.1.2.

b) Precinct Chair – The membership of the Precinct Chair on the County Central Committee is included in the total number of members allotted to the precinct. The votes for precinct chair and additional CCC members from the precinct by secret ballot may be waived only by unanimous consent if, and only if, the number of candidates for a given position is less than or equal to the number of positions to be filled. Election of precinct chairs and additional County Central Committee members does not require equal division of men and women.

IV.9.3.3 – Election of County Convention Delegates

With the exception of county and state certified automatic delegates (DPNM Article II, Section 4, Rule 4.1.3.3) all delegates to a County Convention at the ward/precinct level will be elected using Appendix A voting (proportional representation) with a secret multi-line ballot.

Section 10 – Violation of Rules

If these rules or rules of a county 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.

Section 11 – Failure to Hold Ward or Precinct Meeting

If a ward or precinct meeting is not held pursuant to a call to elect ward or precinct officers and County Central Committee members, the County Chairperson shall reschedule the meeting. If the meeting is again not held, the County Central Committee shall elect the officers and members according to DPSFC Article I, Section 5, Rule 5.5.1.1 and/or DPSFC Article I, Section 5, Rule 5.5.1.2. If a ward fails to hold a meeting pursuant to a call to elect convention delegates, the County Chairperson shall reschedule the meeting. 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.

Section 12 – Reserved for DPNM

Section 13 – DPSFC Ward Composition

IV.13.1 Ward Composition

The following shall govern the composition of DPSFC Wards.

IV.13.1.1

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.

IV.13.1.2

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

IV.13.1.3

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

IV.13.1.4

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.

IV.13.1.5

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