

Procedures for 2021 Assembly District Election Meetings (Promulgated November 15, 2020 by CDP Rules Committee Pursuant to CDP Bylaws Article VI Section 2)

Special Pandemic Edition Vote-by-Mail Ballots Due at CDP-Designated Post Office Box(s) by January 27, 2021

Introduction

The California Democratic Party ("CDP") Bylaws (Article VI) provide that an Assembly District Elections Meeting ("ADEM") shall be held in each of the 80 Assembly Districts in January of each odd-numbered year in order to elect representatives (referred to herein as "Assembly District delegates" or "ADDs") to the California Democratic Party State Central Committee (referred to in the Bylaws as "This Committee") and a representative to the CDP Executive Board (referred to herein as "E-Board representatives").

In July 2020, the Executive Board approved a wide-ranging set of changes to dramatically improve the ADEMs, including procedures to eliminate the problem of ineligible votes.

Due to the current COVID-19 pandemic, CDP staff, in cooperation with CDP Rules Committee ADEMs Subcommittee Chair Coby King and Lead Co-Chairs Garry Shay and Kathy Bowler, recommended a hybrid system of voting by mail and outdoor in-person sites.

However, at the November 2020 Executive Board meeting, in response to concerns about the safety of in-person voting, the Rules Committee recommended to the CDP Executive Board that instead of holding ADEMs throughout California, a system of pre-registration and voting by mail only be implemented.

The new system will incorporate the following features:

- 1) Elimination of all in-person voting for the 2021 ADEMs.
- 2) A revised deadline for vote-by-mail applications of Monday, January 11, 2021 at 11:59 pm
- 3) The ability to apply for a vote-by-mail ballot via an online form, telephone, or email.
- 4) The vote-by-mail ballot will be mailed to the voter's mailing address, if the technology is not feasible for a person to request a ballot online then there

will be a dedicated phone number the voter can call to apply and request a ballot.

- 5) All participants must be verified as California registered Democrats before receiving a vote-by-mail ballot.
- 6) If feasible, staff will include unhoused individuals in the process.
- 7) Ballots will be mailed to voters through January 2021. The ballot must arrive at the designated PO Box in either Los Angeles or Sacramento no later than January 27, 2021. No other ballot will be collected after this date.

Section I

The ADEM Process, Voter Verification and Balloting, and Vote Counting

Who is Eligible to Vote

Any registered Democrat resident in California is eligible to vote in the Assembly District in which they reside. There are no other eligibility requirements.

How to vote:

- 1) By January 11, 2021, register and get verified through one of the following methods:
 - a. an online form
 - b. via email
 - c. by telephone
- 2) agree in writing to abide by the Code of Conduct
- 3) receive a vote-by-mail ballot and
- 4) return the ballot via the mail so that the CDP receives it at the designated PO Box by no later than January 27, 2021

Vote-by-Mail Participants (Deadline: 1/11/2021)

Registered Democrats who wish to participate in the ADEM for the Assembly District in which they reside may obtain a vote-by-mail ballot by registering with the ADEM system at a form accessed from the CDP ADEMs page. Alternatively, a participant may register via phone (916-442-5707) or email (adem@cadem.org).

In order to qualify for a vote-by-mail ballot, the participant must be verified as a registered Democrat in California. Upon verification, a participant will be mailed a vote-by-mail ballot appropriate for their Assembly District. If feasible, the ballot will be mailed to the participant's mailing address as indicated on their voter registration record. The deadline to request a Vote-by-Mail ballot (including completing the verification process) is January 11, 2021, at 11:59 pm.

Return of Vote-by-Mail ballots: Participants who receive their vote-by-mail ballot must fill it out and return it by mail so that it is received by the CDP at the one or more designated addresses by January 27, 2021. All ballots

received by that date will be counted.

Difficulties in completing the verification: Up to the January 11, 2021 deadline, if a participant is having difficulty completing the online verification process, they may ask for assistance via email (adem@cadem.org) or phone (916-442-5707). Staff will attempt to resolve the verification issues.

Ballots

The ballots will be machine-readable and shall contain the names of all qualified candidates, a place to enter a Registration ID, whether they identify as a "Self-Identifying Female" or "Other than Self-Identifying Female," and shall indicate which candidates have agreed to serve as representative to the executive Board if they are offered the position under the Bylaws.

Balloting

For vote-by-mail balloting, verified participants will return the completed ballot in an envelope provided by the CDP.

Vote Counting

After the January 27, 2021 deadline has passed, CDP staff shall collect all remaining ballots from the P.O. Box(es) that were received by the deadline and ship all ballots to a third-party vendor for counting.

Once the final ballot tally is reported the staff will promptly post the final results on the CDP website. Scans of the ballots will be posted on the CDP website as well.

Ties: Only ties that create a situation where more persons are tied for the last place(s) than there are slots available shall be resolved. In such cases, the tie breaker shall be by lot. CDP staff will provide a COVID-19-friendly method to implement such tiebreakers.

Representative to Executive Board: As provided in the Bylaws, the position of AD Representative to the Executive Board shall be offered to the highest-finishing ADD who has indicated their willingness to serve if elected at the time of their application for ADD. CDP Staff shall follow the procedure outlined in the Bylaws, including the process to be followed if the person offered the position declines it. Additional details are provided below.

Section II Publicity of the ADEM Process

The relevant Regional Director and the Chair of This Committee shall make every reasonable effort to make known to all registered Democrats the details of the Election Meeting, the rules for participation in the Election Meeting, and the filing deadlines and rules for candidates for delegate, by transmitting notice of the Election Meeting no later than December 3 of the year preceding the holding of the ADEM Process.

The Notice of the ADEM Process must, at a minimum, be sent to:

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

Proof of compliance with the provisions of the preceding subsection shall create a rebuttable presumption of compliance with the notice requirements in the CDP By-laws. In addition, it is recommended that notice be sent, via press release, to at least one newspaper serving the area, and that e-mail notice on list serves known to be frequented by interested persons, be given with a link to the CDP website page noticing the meeting. Finally, the notice shall be posted to CDP social media sites.

Section III Candidate Eligibility and Selection of E-Board Representative

Who May Run for Assembly District Delegate to the California Democratic State Central Committee (DSCC) and How to Apply

The qualifications for running for Assembly District Delegate (ADD) to the California State Central Committee are the same as those for participating in the ADEM, with three important caveats: **1)** the candidate must file their application to the CDP during a filing period opens November 15, 2020, and ends on December 15, 2020, so that they can be checked for eligibility, **2)** the candidate must pay a \$30 filing fee to the CDP (which will be waived if the candidate declares a hardship); and **3)** the candidate must be registered to vote as a Democrat in the Assembly District in which they are applying to run as of the preceding general election (for 2021, November 3, 2020), unless the candidate turned 18 or was naturalized after that deadline, and is registered to vote at the time of candidacy filing.

Prospective candidates should use the form on the CDP website to apply to be a candidate.

For 2021, the filing period will open on Sunday, November 15, 2020 and close at 5 pm PST on Tuesday, December 15, 2020.

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

Requirements to Run for Assembly District Representative to the Executive Board

As provided in Section 1(j), the position of AD Representative to the Executive Board shall be offered to the highest-finishing ADD who has indicated their willingness to serve if elected at the time of their application for ADD. The form by which a candidate shall file for ADD shall include a place to indicate that the candidate would serve the E-Board representative if selected. As the bylaws provide, *[i]f that person declines to serve as Executive Board Representative, then the opportunity shall be offered to each E-Board candidate in the order of votes received. If all E-Board candidates decline the opportunity, then a caucus of those members of This Committee resident in the Assembly District (except those elected by a county committee pursuant to Article II, section 4), shall meet at the next meeting of This Committee to elect an Assembly District Representative to the State Executive Board.*

Publicity of candidacy on CDP Website

The CDP shall post eligible delegate (ADD) candidate names (to be updated no less than once per week) on the Party's website, along with statements by the candidates, with the proviso that such statements be no longer than 2400 characters (about 416 word including spaces) and shall not mention the name of any other candidate. **NOTE:** Statements shall be otherwise published as submitted; no additions, corrections, or other edits shall be made once submitted.

Further, as Section 1(h) now provides, *"Candidates may also provide a link to a video campaign statement as long as such statement does not mention the name of any other candidate."* This video statement may be posted to the service of the candidate's choice. The video statement link will take up part of the 2,400 characters allotted for the candidate statement.