

APPENDIX A: Candidate Endorsement Procedures

Review by the E-Board

These procedures are an addendum to the Bylaws. They will be reviewed and updated at least biannually in odd-numbered years by the E-Board. Revisions must be approved by a majority vote of the membership voting in a regularly scheduled meeting.

Endorsement Committee

- A. At the beginning of each election cycle which occurs near the beginning of each odd-numbered year, an Endorsement Committee will be approved by the E-Board. The committee will be made up of 3 members of DEMCCO, recommended by the President, who have submitted their name for consideration and are not members of the E-Board, and 2 members of the E-Board.
- B. At its first meeting, the Endorsement Committee will elect the chair of the committee.
- C. Role of the committee:
 - a. determine the races that impact the voters of Carlsbad and Oceanside and request that endorsements be considered for candidates in those races
 - b. review and revise the Candidate Questionnaire(s) as needed
 - c. gather and verify the required information submitted by candidates seeking endorsement,
 - d. formulate a preliminary assessment of candidates' qualifications to ensure that information about the candidates is available to the E-Board and DEMCCO membership prior to their endorsement votes, and
 - e. recommend dates and candidates to be included in endorsement votes to the E-Board.
- D. If there is no Endorsement Committee available to fulfill this role, the E-Board will do so.

Qualifications

When assessing candidates' qualifications for the offices they seek, the Endorsement Committee and E-Board will include the following factors in their consideration of each candidate:

1. verified as a registered Democrat eligible to vote within the district of the office sought,
2. meets or exceeds the minimum requirements established by law for the office sought, evidence of involvement in, support of, and responsiveness to Democratic policies as delineated in the platforms of the national, state and county Democratic Parties,
3. evidence of membership in and demonstrated support of community organizations, including but not limited to, those related to the advancement of Democratic values, and
4. evidence of personal integrity and responsibility.

Determination of Races to be Considered for Endorsement

While races to be considered for endorsement should be those that have an impact on voters within the geographic areas in and near Carlsbad and Oceanside, a decision to hold endorsement votes in specific races will be determined by any one of the following:

1. request of the majority of the Endorsement Committee,
2. request of the majority of the E-Board, and

3. request of the majority of the DEMCCO members voting at any meeting of the general membership.

Scheduling of Endorsement Votes

1. The scheduling of endorsement votes by DEMCCO members at a meeting of the general membership will be done by the E-Board according to the request of the Endorsement Committee, E-Board or DEMCCO members at a date that ensures sufficient time to gather candidate information and notify the membership.
2. Nothing in this procedure is to be construed as a requirement of dates when endorsement votes are held for specific races.

Notifications

After scheduling endorsement votes, the E-Board will:

1. notify the DEMCCO membership and candidates of the date and time of the meeting in which an endorsement vote will be taken not later than 14 days prior to the meeting, and
2. notify all Democrats running in races in which an endorsement vote is being considered not later than 5 days prior to the meeting.

Voting

1. The letter of intent and a written summary of the answers to the questionnaire(s) provided by each candidate will be distributed to DEMCCO members attending the meeting, however, it must be collected after the vote.
2. During the meeting but prior to voting, candidates will be given up to 4 minutes to discuss their qualifications and intentions for the office sought.
3. Questions from members will be allowed, and ample time will be provided for a maximum of 5 member questions to be answered by all candidates. In the event that more than 5 member questions are submitted, time will be allocated for members to coalesce together in order to agree on the appropriate questions to present to the candidates. If more than 5 member questions remain the 5 questions to be presented will be chosen by random draw.
4. After candidate questioning, time will be allocated for members to speak openly for or against the candidate or issue with a maximum of 5 speakers for or against each candidate or issue. At this time, candidates and their campaign staff present will be asked to leave the meeting room area so that members may speak openly.
5. All forms of reporting media are welcome to observe the endorsement process, but reporting media will leave the meeting room along with candidates and their campaign staff during member comments so that members may speak openly.
6. If there is just one candidate being considered for endorsement, voting members will vote by show of hands or written ballot. The choices will be "Endorsement" for the candidate or "No Endorsement" for the candidate. The choice that receives 60% or more of the vote will be the result, however, if neither choice receives 60% or more of the vote, the result will be "No Position."
7. If there are 2 or more candidates being considered for endorsement, voting members will vote by written ballot using the Ranked Choice Voting System. Members mark their ballots with their first choice, second choice, etc. depending on the total number of candidates. No endorsement will also be counted as a choice.

- a. First, the first choice of each ballot will be counted. If one choice receives 60% or more of the first choice votes, that candidate or no endorsement will be declared the winner.
- b. If no winner is declared in the first round of counting, the candidate receiving the lowest number of first choice votes fails endorsement and the failed candidate's second choice votes are distributed as first choice votes among the remaining candidates and no endorsement. If one of the remaining choices receives 60% or more of the combined votes (first choice votes + second choice votes from the failed candidate), that candidate or no endorsement will be declared the winner.
- c. If no winner is declared in the second round of counting, the candidate receiving the lowest number of combined votes fails endorsement. If one of the remaining choices in this round of counting receives 60% or more of the combined votes, that candidate or no endorsement will be declared the winner.
- d. This process will continue for the third choice, fourth choice, etc. until one candidate and no endorsement are the remaining choices. If one of the choices receives 60% or more of the votes, that choice will be the winner. If neither one of the last 2 choices receive 60% or more of the combined votes, the race will be declared as "No position."
- e. One or more candidates may be rated as "qualified" by a majority vote of the members present and voting during the meeting.