



2012 Clark County Democratic Party Election Rules

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I. Candidate Eligibility

All candidates must live within Clark County and be a registered Democrat for at least 90 days prior to election.

Candidates may not be a member of the Elections Committee. If an individual on the committee wishes to run for an elected office, he/she must resign their position before filing a declaration of candidacy.

Candidates must be a current member of the Clark County Democratic Central Committee (CCDP) in good standing.

II. Notification Process

The Chair of the Elections Committee shall notify the membership of the CCDP Central Committee of the upcoming election. The announcement will also be posted on the CCDP website and social media networks not less than **sixty (60) days** for a regular election. (*Article IV, Section 4(d) Bylaws*)

The Chair of the Elections Committee shall notify the membership of the CCDP Central Committee of the special election to fill a vacancy. The announcement will also be posted on the CCDP website and social media networks not less than **thirty (30) days** before the day of election. (*Article IV, Section 13 Bylaws*)

Notification of an upcoming election will also be emailed to the chairs of all Clark County Democratic clubs and caucuses.

The Notice shall include the date of the election, deadlines for filing a Declaration of Candidacy, information about the Nominations Meeting, and the location and voting hours of the Election Meeting. It shall also contain these rules and/or a link to where the rules and the Declaration of Candidacy forms may be located.

The notice shall include the times for self-nomination and voting during the Election meeting.

III. Filing Process

Declaration of Candidacy Forms will be available online in a downloadable PDF format at the CCDP website (www.clarkdems.com) and at the CCDP office, located in the Nevada State Democratic Party office, 1210 S. Valley View Blvd., Suite 114, Las Vegas, NV the same day the announcement of an upcoming election is made.



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Individuals wishing to file a Declaration of Candidacy must do so no later than 5:00 p.m. **thirty (30)** days before the date of the election. All declaration forms must have an original signature and be hand-delivered, faxed, or sent by U.S. mail.

Any Declaration of Candidacy form received via U.S. mail must be **received – not merely post-marked – by the deadline**. Forms submitted by email will be accepted **only if they bear the original signature of the candidate and come from the candidate's personal email address**.

It is the responsibility of each candidate to confirm that the CCDP has received his or her Declaration of Candidacy form.

IV. Nomination Process

Candidates who have filed a Declaration of Candidacy will be vetted for eligibility before being announced to the CCDP Central Committee.

Only those candidates who submit a Declaration of Candidacy form to the Chair of the Elections Committee at least **thirty (30) days** prior to the Election Meeting shall have their names printed on the ballots distributed at the Election Meeting.

Individuals who wish to run but do not submit a Declaration of Candidacy (or do not submit one in time) may self-nominate at the Election Meeting. Their names will not appear on the printed ballot but space shall be provided for their names as a write-in candidate.

Candidates who have been successfully vetted will be formally nominated to the CCDP Central Committee no later than **fourteen (14) days** prior to the Election Meeting.

Each candidate must be nominated by a voting member in good standing. The nominating speech may not exceed one minute.

Each candidate must be seconded by a different voting member in good standing. That individual shall second the nomination but no seconding speech will be allowed.

Each candidate will speak for up to **five (5) minutes** after they are nominated and seconded.



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A question-and-answer period shall follow each set of nominations but **shall not exceed fifteen (15)** minutes per office (category).

V. Publication

All Declaration of Candidacy forms submitted within the prescribed time frames will be released to the CCDP Membership no less than **fourteen (14) days** before the Election Meeting. (*Article IV, Section 4(f) Bylaws*)

All Declaration of Candidacy Forms submitted within the prescribed time frames will be posted on the CCDP website and CCDP social media pages by the Elections Committee in the order their nominations are received.

Candidates interested in removing their names from the printed ballot must do so by withdrawing their candidacy **no later than 5:00 p.m. three business (3) days** before the Election Meeting.

VI. Candidate Campaign Activities

Candidates who submit a Declaration of Candidacy form may have access to a list of CCDP central committee membership for the purpose of campaigning. All candidates will be required to sign a user agreement before such information is provided. This list will be provided in Microsoft Excel format.

Candidates will be limited to three direct contacts to membership. Contacts of this kind include phone calls, house calls, emails and U.S. mail campaign letters.

Candidates may submit up to three campaign messages to the Elections Chair for dissemination to CCDP central committee members. The Elections Chair will post those messages to the CCDP website, CCDP Facebook page and the CCDP Facebook Precinct Captain page as well. Candidates are not permitted to post their own campaign messages to these sites.

Candidates may create their own website or social media page to promote their campaign.



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Candidates who exceed three direct contacts and/or three email messages may be disqualified from the race if it is determined by a majority of the CCDP Executive Board that their efforts have created an unfair advantage.

Candidates who do not submit a Declaration of Candidacy form will not receive a list of CCDP central committee membership for campaign purposes.

Candidates will be allowed to hand out flyers and materials on premises of the Election Meeting but will also be responsible for removing all materials at conclusion of the day.

No write-in candidate may be included in any of the CCDP election materials. .

Candidates are encouraged to tout their own skills instead of focusing negatively on their opponent.

Candidates may not use the CCDP logo or other branded materials in their campaign literature.

VII. Credentials Committee

The Credentials Committee will resolve all election disputes concerning eligibility to vote, and such resolutions will occur upon a majority vote of the Committee.

Each Democratic club and caucus in Clark County will be allowed to designate one individual to serve on the Credentials Committee. That individual may not be a candidate for office.

Individuals serving on the Credentials Committee must agree to serve for the entire time voting is underway.

All representatives must be a confirmed member of the CCDP in good standing.

The name of the representative must be sent to the Election Chair no later than **ten (10) days** before the Election Meeting.

All decisions of the Credentials Committee are final.



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VIII. Tellers Committee

The Tellers Committee shall be assigned by the Election Chair to assist in elections at the same time as the Elections Committee is determined.

Tellers must be members of the CCDP Central Committee in good standing, may not be a candidate for office, and must be prepared to work throughout the entire Election Meeting, first to distribute ballots then to count the vote.

Tellers who choose to run for an office must notify the Elections Chair and resign their position on the committee before declaring their candidacy.

IX. Voter Eligibility

Only current members of the CCDP Central Committee in good standing may vote in the election.

Proxy votes are not permitted. Members must be physically present to vote.

Attendees who believe they are central committee members but are not listed on the roster of committee membership will be referred to the Credentials Committee for their membership status to be determined.

No individual who becomes a member of the central committee on the day of election will be able to vote on any order of business until the next regularly scheduled central committee meeting to allow for customary vetting process.

X. Observers

Each candidate will be allowed to have one observer watch the distribution, casting, and counting of ballots. The observer can be themselves or a designated representative.

XI. Ballots

The Election Chair will bring a sealed envelope containing ballots prepared in advance. The ballots will be sequentially numbered. Ballot numbers will not be recorded in any way that would identify the persons casting them.

Each ballot shall have a space on them to provide for the name of a self-nominated and/or write-in candidate.



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The Tellers will observe the seal on the ballot envelope and verify that it is intact. The Election Chair will then open the envelope in the presence of the Tellers and the Observers. The Tellers will count the number of ballots to verify the total number in the envelope and their sequential numbering.

If the number of pre-printed ballots is not sufficient to allow all eligible people to vote, the Election Chair will produce a second sealed envelope of additional sequentially numbered ballots, which will once again, be opened in the presence of the Tellers and the Observers. The Tellers will count the additional ballots to verify the total number in the envelope and their sequential numbering.

The Election Chair and Tellers, in the presences of the Observers, will examine the ballot boxes immediately before the voting commences and verify that they are empty. The Election Chair will then direct a Teller to secure the ballot boxes.

If the election includes a race for County Commission Members at Large, each eligible voter shall receive two ballots. The first will contain the names of those running for constitutional office. The second shall contain the names of those running for member at large in the county commission district they reside.

If the election does not include a race for County Commission Members at Large, each eligible voter shall receive a single ballot containing the names declared individuals running for constitutional office.

Ballots will be distributed to the voting members by the Teller Committee once directed to do so by the Elections Chair.

Lost or misplaced ballots will not be reissued.

Cast ballots may not be altered, changed, or re-cast.

XII. Election Meeting Process

Each potential voter must check in at Table 1 to determine their membership status. If their name is on the membership list they will be given a ballot. A tic will be placed beside their name to indicate they received their ballot. Those whose names are not on the list will be sent to Table 2.

Table 2 will be staffed by the Credentials Committee to review the eligibility of those who are not on the membership list. Those approved will receive a ballot and proceed to voting area.



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Individuals whom the Credentials Committee has determined are not eligible to vote must leave the premises or sit in the designated “observers/guests” seating area of the assembly separate from voting members.

The CCDP Chair shall call the Meeting to order at the designated and properly noticed time. If there is any general business to conduct, the chair will conduct it before the election take place.

Once completed, the CCDP Chair will adjourn or recess the business portion of the meeting. The Elections Chair will then convene the Election Meeting. . If the CCDP Chair recesses the business meeting, he/she can reconvene it to receive the election outcome and declare the results.

The Elections Chair will call for the attendance and determine that a quorum of at least 15% of the voting membership is in attendance if this has not already been established in a business meeting.

The Elections Chair will announce each group of candidates who were nominated at the Nominations Meeting .The Chair will ask if there are any self-nominations and hear them at that time before proceeding to the next category.

Self-nominating candidates may be nominated at the beginning of the Election Meeting **ONLY**. Nominations will be closed after all the candidates have been announced. Self-nominating candidates will be permitted to address the voting body for one minute.

Following the close of nominations for officers, no additional nominations shall be permitted, except for an office for which no person has been nominated prior to the close of nominations or for which all persons nominated have withdrawn.

No vote for any person shall be counted unless the person has been duly nominated for, and has accepted the nomination for the office which such vote is cast.

In the event only one person is nominated for any office and such person accepts the nomination, the Party Secretary (or other CCDP officer) shall be directed to cast a ballot in favor of that individual.



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XIII. Voting

The Chair shall announce the number of eligible voters and determine that quorum has been met.

Voters may only vote for commission members at-large in the district they reside.

The votes shall be tabulated by a Teller Committee appointed by the Chair.

Tellers will be required, and Observers will be allowed, to watch the distribution and casting of ballots.

The ranking of candidates shall be announced in accordance with the number of votes received.

In the event of a tie, a deck of cards shall be utilized. In alphabetical order, each candidate shall select a card from the deck, one that is upside down so the value cannot be seen. The candidate who chooses the card with the highest value shall be declared the winner.

At the conclusion of the voting, the Secretary shall take custody of the ballots and destroy them in the presence of at least one other executive board member.

XIV. Counting

The Election Chair and Tellers will be allowed to vote immediately after concluding the voting session.

After the Election Chair and Tellers have voted, ballots which have not been distributed will be arranged by ballot number and counted separately by the Election Chair and Tellers to make sure there is an accurate count of ballots not cast. After the count is verified, the unused ballots will be sealed in another envelope for later destruction.

The Election Chair will take the ballot boxes to the designated counting area accompanied by the Tellers and Observers. ***Observers are not permitted to handle the ballots or the ballot box.***

The Election Chair will open the ballot box and ask the Tellers to arrange the ballots in numerical order before counting the number of ballots cast and checking for missing sequence numbers or other irregularities. This count must match the difference between the initial number of ballots and the number remaining when voting stopped.



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Tellers and the Election Chair will also check the list of ballot numbers marked as having been distributed. These numbers should agree with the numbers on the ballots cast. Some members may have chosen not to vote, lost their ballot, etc. If any discrepancy is found, the Election Chair will decide how to resolve it.

The Election Chair will designate one Teller at each ballot box to read off the votes cast on each ballot while another Teller marks the response on the tally sheet. After each 20 ballots are read, the Tellers will compare their tallies. If there is a discrepancy, the batch will be read again and the Tellers will tally them a second time. If the tallies still do not agree, the process will be repeated until agreement is reached.

The Tellers will be solely responsible for accepting or rejecting improperly marked ballots. This decision will be made by majority vote. If the Tellers are unable to decide or cannot agree, the matter shall be put to the assembly for a final decision.

When all ballots have been counted and the tallies agree with each other, the results will be certified by the Election Chair then announced to candidates and members present.

XV. Challenges

Challenges to the vote count and/or ballot objections should be raised immediately during the tabulation process or at the completion of counting but **before** the results have been announced to the general assembly.

Challenges after the election results have been announced will not be permitted.

XVI. Results

Once the votes have been tallied Candidates, Tellers, Observers, and members of the Elections Committee shall not reveal the outcome. The Election Chair shall present the results to the CCDP Chair who will announce them to the general assembly.

XVII. Oath of Office

An officer-elect shall take possession of his or her new office immediately even if there will be a swearing ceremony at a later date.