

Procedures for the Nomination of Candidates for Filling Vacancies in Single or Multiple County Legislative Districts

1. If the Legislative District vacancy occurs in a single county Legislative District, the County Democratic Chair shall call a special caucus of the District Precinct Committee Officers (PCOs) for the purpose of filling Legislative District or County office vacancies. The County Democratic Chair, or the Chair's designee, shall preside over all such meetings.

If the Legislative District vacancy occurs in a joint senatorial or representative district, the State Democratic Chair shall call a special caucus of the District Precinct Committee Officers (PCOs) for the purpose of filling Legislative District vacancies. The State Democratic Chair, or the Chair's designee, shall preside over all such meetings.

2. A position shall be considered vacant when the office holder indicates a date certain at which the position will be vacated due to resignation, the date the position-holder is removed from office, or the date of the position-holder's death. In addition, if the potential result of filling a vacancy is the selection of a current holder of another office in the jurisdiction the position held by the selectee is considered conditionally vacant. Where applicable, and if the notice of the meeting so provides, a conditionally vacant office may be filled at the same meeting as the associated vacant office
3. Candidates must be registered voters residing in the district where the vacancy exists, and must be otherwise qualified for office.
4. Only duly elected and appointed PCO's within the the district where the vacancy exists are eligible to vote. To be eligible to vote, appointed PCO's must have been appointed by the County Chair as of the most recent regular County central committee meeting prior to the occurrence of the vacancy. No proxies or absentee ballots are allowed.
5. If the vacancy occurs in November during the year Precinct Committee Officers are elected, the special caucus to fill the vacancy shall occur after

December 1 of the same year, and shall consist solely of the newly elected Precinct Committee Officers.

6. The applicable Democratic Party Chair must call a meeting to fill the vacancy within thirty (30) days of the vacancy and send the call to the meeting a minimum of ten (10) days prior to the meeting. Email shall satisfy this requirement, but the Chair shall send the call to the meeting by U.S. mail for those PCOs who do not have email. The call to the meeting shall include the purpose of the meeting, the vacancy to be filled, time, place, agenda, and date of the meeting, and a copy of these procedures.

If there is a vacancy in a senatorial district, the applicable Democratic Party Chair may include in the call to the meeting notice that a conditional vacancy in one of the representative districts (if applicable) will be filled at the same meeting.

7. The agenda for the meeting shall be the following:
 - I. Call to Order
 - II. Appointment of Parliamentarian, Secretary, Tally Chair & Committee, Timekeeper, and Sgt. at Arms
 - III. Selection of Election Process
 - IV. Nominations
 - V. Lot Drawing for Candidate Order of Declarations of Candidacy
 - VI. Declarations of Candidacy
 - VII. Balloting
 - VIII. Announcement of Results of Rankings
 - IX. Adjourn

If the call to the meeting includes the filling of multiple vacancies, the agenda shall repeat steps III - VIII, if appropriate.

8. Only a PCO eligible to vote at the caucus may nominate a candidate, which does not require a second.
9. A declaration of candidacy, not to exceed five minutes, shall be made from the floor by the candidate and/or someone speaking on their behalf. No person ineligible to be appointed may be nominated. When there are no further declarations of candidacy the issue shall come to a vote.

10. By a vote of the caucus, balloting shall proceed by one of the following methods:

a. METHOD ONE:

Nominees shall be selected in three independent elections for the first, second, and third ranked positions. The list of candidates shall stand for all three elections.

The first election shall be for the first ranked position with each PCO casting one recorded vote on the ballot provided. After the balloting, the votes shall be tabulated and the totals shall be announced. If no candidate receives a majority of the votes cast, there shall be a recorded vote between the two candidates receiving the greatest number of votes. The candidate receiving the majority of votes cast in this balloting shall be the number one ranked nominee in the caucus election and shall be stricken from the list of candidates.

The second election shall be for the second ranked position with each PCO casting one recorded vote on the ballot provided. After the balloting, the votes shall be tabulated and the totals shall be announced. If no candidate receives a majority of the votes cast, there shall be a recorded vote between the two candidates receiving the greatest number of votes. The candidate receiving the majority of votes cast in this balloting shall be the number two ranked nominee in the caucus election and shall be stricken from the list of candidates.

If there is only one candidate remaining after the second election, that candidate shall be the number three ranked nominee in the caucus election. If however, there are two or more remaining candidates, a third election shall be held for the third ranked position with each PCO casting one recorded vote on the ballot provided. After balloting, the votes shall be tabulated and the totals announced. If no candidate receives a majority of the votes cast, there shall be a recorded vote between the candidates receiving the greatest number of votes. The candidate receiving the majority of votes cast in this balloting shall be the number three ranked nominee in the caucus election.

b. METHOD TWO:

Nominees for the first, second, and third ranked positions shall be selected in a single election. After the first ballot, the votes shall be tabulated and the ranking of the candidates by vote totals shall be announced. If there are more than three candidates the top three shall be retained and the others stricken from the ballot and another vote taken. Again, each voter shall cast one vote for the one of the remaining three candidates. Again votes shall be tabulated, totals announced and a ranking established by the number of votes each candidate receives. If no candidate receives a majority of the votes cast, there shall be a recorded vote between the candidates ranked one and two. The candidate receiving the majority of votes cast in this balloting shall be ranked one.

11. The list of nominees shall consist of three names in rank order.
12. Voting on candidates shall be by signed ballot. Ballots not signed or having more than one vote cast will not be counted. Voting on the preferred voting method shall be by showing of credentials.
13. The applicable Democratic Party Chair shall retain custody of the ballots for a minimum of three months.
14. For vacancies in single County Legislative Districts, the County Democratic Chair (or designee) shall transmit the candidates' names and their vote totals to the County Central Committee for ratification, and subsequent to ratification, to the Chair of the County Council or Board of County Commissioners, if applicable.

For vacancies in a joint senatorial or representative district, the State Democratic Chair (or designee) shall transmit the candidates' names and their vote totals to the State Central Committee for ratification, and subsequent to ratification, to the Chairs of the County Councils or Boards of County Commissioners.

15. In all matters not specifically covered herein, Robert's Rules of Order, Newly Revised shall prevail.