



CALIFORNIA  
DEMOCRATIC  
PARTY

## Memorandum

**To:** County Chairs, Regional Directors, and Interested Parties  
**From:** Kasey Walukones and Clark Lee  
**Date:** August 2017  
**RE:** Potential Representatives from Chartered Clubs/Organizations for CDP Pre-Endorsing Conferences

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Now that Chartered Clubs/Organizations (CCOs) have submitted their rosters and bylaws/rule changes on members “in good standing” to their Chartering Authority and the appropriate CDP Regional Director(s) for participation in the California Democratic Party (CDP) Pre-Endorsing Conference, the process for choosing potential representatives can begin. All potential representatives are to be turned in by CCOs to their Chartering Authority and CDP Regional Director on or before November 2, 2017. Please check the Key Dates section below for upcoming deadlines.

### **What are Potential Representatives?**

Potential representatives are allocated as 1 representative for every 20 Democratic CCO members within a given Assembly District (AD) from the roster of “members in good standing” as of July 1, 2017, submitted to the Chartering Authority and the Regional Director(s) by July 15, 2017. (CDP By-Laws Art. VIII, Sec. 3 g (5)(c)1(a)iv; Art. VIII, Sec. 3 g (5)(c)1(b))

To be a potential representative, one must have been on the roster as a member “in good standing” as of July 1, turned in by July 15, and may only vote in the legislative districts (AD, SD, and CD) in which the Potential Representative is registered at the Pre-Endorsing Conference. (CDP By-Laws Art. VIII, Sec. 3 g (5)(c)1(a)iv)

The representatives are deemed ‘potential’ until County Committees (Chartering Authority) have verified that they were from the roster submitted noted above, and Regional Directors have finished establishing eligibility for each potential representative. CCOs should submit more names than they are allotted in case one or more potential representatives are found to be ineligible. When this process concludes, those representatives deemed eligible will be among those voting during the Pre-Endorsing Conferences.

### **How is the Number of Potential Representatives per CCO Determined?**

The CDP Regional Directors determine the number of representatives a CCO is allotted in their respective Regions. After the County Committees have checked that a CCO’s roster was submitted by July 15 and only includes members “in good standing” as outlined in the CCO’s rules/bylaws, in accordance with CDP By-Laws, Regional Directors will remove duplicate members found among different CCO rosters, prioritizing which CCO maintains which members to ensure maximum participation. If this is not possible, then the duplicate name will be counted toward the CCO who was first to turn in their roster. (CDP By-Laws Art. VIII, Sec. 3 g (5)(c)1(c))

When this is completed, Regional Directors use the final rosters from each CCO to determine the number of potential representatives allotted.



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### **How are Potential Representatives Chosen?**

It is the responsibility of the CCO to have an appropriate process in place for choosing their potential representatives. (CDP By-Laws Art. VIII, Sec. 3 g (5)(c)1(a)v) Every CCO must send the Potential Representative Submission Form and proof that they have added a section to their bylaws/rules that govern how representatives are chosen, or, have selected representatives at a duly noticed meeting by those who are in good standing and voting. CCO's should ensure that their overall list of potential representatives submitted to all Pre-Endorsing Conferences be equally apportioned between men and women, to the extent possible, and are not also regular members of a DCC (Democratic County Committee) or a member of the DSCC (Democratic State Central Committee). (CDP By-Laws Art. VIII, Sec. 3 g (5)(c)1(a)iv)

1830 - 9TH STREET  
SACRAMENTO, CA 95811  
PH (916) 442-5707  
FX (916) 442-5715

[www.cadem.org](http://www.cadem.org)



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## CDP Endorsement Key Dates

### 2017

- July 1 (Sat)**      **Deadline by which members of a Chartered Club/Organization (CCO) must be “in good standing” in order for them to be included on the roster submitted to the Chartering Authority and appropriate Regional Director.**
- July 15 (Sat)**      **Deadline for Chartered Clubs/Organizations to submit roster of “members in good standing” to Chartering Authority and appropriate Regional Director.**
- November 2 (Thu)**      **Deadline for CCO potential representatives to be submitted to the both the Chartering Authority and the appropriate Regional Director.**
- November 30 (Thu)**      **DSCC Delegate Deadline: Close of all additions or changes to delegate /endorsement voter lists. The roster of eligible voters will be available approximately two weeks later.**

### 2018

- January 17 (Wed)**      **5:00pm deadline (10 days prior to Pre-Endorsing Conferences) to file a challenge with CDP to object to the automatic placement of an incumbent officeholder seeking re-election on the consent calendar of the State Convention.**
- January 19 (Fri)**      **5:00pm deadline for receipt by mail of candidate filing fees & signed 2018 Registration Form to CDP. Checks and registration forms may be hand delivered to the Pre-Endorsing Conference.**
- January 27-28 (Sat-Sun)**      **Pre-Endorsing Conferences: Participating candidates’ filing fee & 2018 registration forms due to the Regional Convener at the conference before voting begins for that particular office**
- February 13 (Tues)**      **Deadline (10 days prior to State Convention) to file a challenge with CDP to remove an endorsement recommendation from consent calendar**
- February 23-25 (Fri-Sun)**      **State Convention: Endorsing Caucuses as necessary, ratification of endorsements**
- March 14 (Wed)**      **Political Party Endorsements: Deadline to include party endorsements in the official sample ballot**
- June 5 (Tues)**      **California Primary**

**The CDP By-Laws supersede any information provided by staff regarding the endorsement process. A current copy can be found on our website at [www.cadem.org](http://www.cadem.org).**