

## **2023 Executive Board Election Rules and Procedures**

Democratic Party of Washoe County

### **Election Date:**

- I. The election will be held at the hybrid meeting of the Washoe County Central Committee (WCCC) on **Thursday, April 6, 2023**. The meeting will be held in person at 1465 Terminal Way, Suite 1, Reno, NV, and online via Zoom.
- II. Candidates must be registered Democrats residing in Washoe County.

### **Nomination Procedures and Deadlines:**

- I. Prior to the opening of the election, notice of the election and the filing deadline, along with the nomination form will be sent out to members of the WCCC via email.
- II. Each candidate is required to file a nomination form to run for an executive board position. Along with the nomination form, each candidate may submit an initial statement of qualifications and experience.
- III. Filing for the 2023 election of the Democratic Party of Washoe County (DPWC) Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Member-at-Large Dept 1, and Member-at-Large Dept 2, will open on **Thursday, March 2, 2023 at 12:00 PM (noon)**.
- IV. Closing deadline: Applicants shall complete and submit a nomination form to the designated DPWC email no later than **Thursday, March 16, 2023 at 6:00 PM** to be considered a candidate for election.
- V. Additionally, the nomination form shall be available on the WashoeDEMS website: [www.washoedems.org](http://www.washoedems.org)
- VI. There shall not be an opportunity to run as a write-in candidate.
- VII. There shall not be an opportunity to be nominated from the floor except in situations where no one files for one of the open offices by the close of the filing deadline. In those cases, nominations for that office only shall be taken from the floor of the WCCC meeting on **Thursday, April 6, 2023**.
- VIII. All candidates who file before the deadline and are determined by the Elections Committee to be eligible shall be considered nominated candidates.
- IX. Forms shall be submitted:
  - a. By e-mail to [nominations@washoedems.org](mailto:nominations@washoedems.org) only.
  - b. Completed candidate nomination forms and statements of intent shall be posted on the WashoeDEMS website by **Friday, March 17, 2023 at 6:00 p.m.**

### **Campaigning**

- I. Candidates will be given the opportunity to submit one (1) Candidate Message to the WCCC members prior to the election meeting of the WCCC. Additionally, candidates will be given the opportunity to speak live to the WCCC members at the April 6 meeting.

- a. Candidate Messages:
  - i. All *official* e-mail communications from candidates to the WCCC member list shall be sent by DPWC. Other direct communications with WCCC members will be at each Candidate's discretion. Candidates will not be provided with contact information for WCCC members, however a list of members is available at [washoedems.org](http://washoedems.org).
  - ii. Candidates may submit to DPWC an official message supporting their own nomination. Only one (1) message per candidate is permitted.
  - iii. The message shall contain the candidate's name, the position the candidate is seeking, and any supporting information, qualifications, documentation and messaging promoting their respective campaign.
  - iv. Candidate Messages should be emailed to [nominations@washoedems.org](mailto:nominations@washoedems.org) by the deadlines and contain "Candidate Message" in the subject line.
  - v. Candidate messages must be received by **Friday, March 24, 2023** at **6:00 PM** and will be distributed to WCCC members and posted on the DPWC website by **Monday, March 27, 2023**.
  - vi. Candidates may not use the DPWC logo or other DPWC branded materials in their campaign literature.
  - vii. Out of respect for speakers and WCCC members, candidates shall not campaign in the Zoom chat or in the meeting room at Terminal Way once the meeting has been called to order.
  - viii. Candidates are prohibited from harassment or intimidation of the WCCC members or disruption of the business of the WCCC meeting.
- b. Live Speeches:
  - i. There will be no nominating speeches this election.
  - ii. Each candidate will be given equal time to speak to the voting members before the voting begins. (Time allotment to be determined by the Elections Committee at the close of the nominations filing period).

### **Commissioner of Elections and the Elections Committee**

- I. The DPWC Chair shall appoint a Commissioner of Elections with the approval of the Executive Board.
- II. The Commissioner of Elections shall chair the Elections Committee.
- III. No candidate for election shall serve as Commissioner of Elections
- IV. The Elections Committee shall consist of three members appointed by the Executive Board.
- V. The Elections Committee shall accept and verify applications for the Executive Board positions and shall resolve all disputes concerning voter eligibility.

- VI. The Elections Committee shall facilitate the election process and assist the Commissioner of Elections as needed.
- VII. The Elections Committee shall conduct the election and ensure the integrity and orderly operation of the election process.
- VIII. The Elections Committee shall be present at the Terminal Way office to tabulate the votes cast via Zoom poll and paper ballots.
  - a. Any candidate shall be allowed to observe the counting process or have one (1) representative observe for them.

### **Election Process**

- I. There shall be no proxy voting
- II. Only current members of the WCCC in good standing may vote in the election and votes shall be taken by secret ballot, in accordance with the bylaws.
- III. Each voter shall sign a registry.
  - a. *For Zoom attendees that are central committee members in good standing, signing into the Zoom meeting via the individual registration code and link will qualify as "signing the registry".*
  - b. *In person attendees will sign a paper registry to receive their ballot.*
  - c. *Zoom WCCC members will be segregated from meeting guests and will vote via an anonymous Zoom poll to ensure ballot secrecy.*
- IV. For any office where there is a single candidate, the following procedures will suffice in lieu of a paper ballot or multi-candidate poll:
  - a. In person WCCC attendees – a vote by acclamation or voice vote will be taken.
  - b. Zoom WCCC attendees – anonymous Zoom poll indicating majority approval.
- V. A candidate must receive a majority vote (50% plus 1) of those members present and voting. If no candidate receives a majority vote, or if there is a tie, the top two vote getters will participate in a run-off.
- VI. The run-off will occur immediately following the announcement of the report of the Elections Committee.
- VII. In the case of a tie after a run-off, the winner shall be chosen by draw of cards, with aces being high. The suit preference shall be clubs (lowest), followed by diamonds, hearts, and spades (highest).
- VIII. The Commissioner of Elections shall report the results. The Elections Committee tally reports will be placed in the permanent record.

### **Challenges**

- I. Any WCCC member or Candidate may call for a recount and shall advise the Commissioner of Elections **immediately** following the ballot count.
- II. Any WCCC member or Candidate may contest the election by advising the Commissioner of Elections **after vote totals are announced and before the adjournment of the meeting.**

- III. To call for a recount or to contest election results:
  - a. In person: Raise hand and ask to be recognized by the Commissioner of Elections.
  - b. On Zoom: Raise virtual hand and/or indicate in chat that you wish to be recognized by the Commissioner of Elections.
  - c. Once recognized by Commissioner of Elections, indicate request for a recount or stipulate rationale for contesting results.
- IV. In the absence of a challenge, results are final once they have been announced and the Elections Committee report shall be placed in the permanent record of the meeting.

Approved by Elections Committee February 26, 2023

Any questions or concerns regarding information in this document or relating to the nomination process should be directed to the Commissioner of Elections by emailing [nominations@washoedems.org](mailto:nominations@washoedems.org). Your concerns will be promptly addressed.