

# 2025 Executive Board Election Rules and Procedures

Democratic Party of Washoe County

## Election Date:

- I. The election will be held at the Washoe County Central Committee (WCCC) meeting on **Wednesday, April 9, 2025**, and will be held in person at 1465 Terminal Way, Suite 1, Reno, NV and online via Zoom.
- II. Each candidate must be a registered Democrat 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. Nomination forms shall be available in a downloadable print format (pdf) and online format (Google form).
- II. Each candidate is required to file a nomination form to run for any executive board position. Along with the nomination form, each candidate may submit an initial statement of qualifications and experience.
- III. Filing for the 2025 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 **Wednesday, March 5, 2025, at 9:00 AM**.
- IV. Closing deadline: Applicants must complete and submit a nomination form to the Elections Committee either through the online form or designated email no later than **Wednesday, March 19, 2025, at 6:00 PM** to be considered a candidate for election.
- V. Additionally, the nomination forms 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 **Wednesday, April 9, 2025**.
- 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)
  - b. Via the online Google form
  - c. Completed candidate nomination forms and statements of intent shall be posted on the DPWC website by **Friday, March 21, 2025**.

## 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 9 meeting.

- a. Email Candidate Messages:
  - i. All e-mail communications to the WCCC member list from candidates shall be sent by DPWC. Candidates will not be provided with contact information for WCCC members, although the list of active members is available online.
  - ii. Email communications shall be limited to ONE (1) message per candidate.
    - 1. Candidate Message must be received by **Friday, March 28, 2025, at 6:00 PM** and will be posted on the website and emailed to the WCCC members on Monday, March 31, 2025.
  - iii. Candidate Messages should be emailed to [nominations@washoedems.org](mailto:nominations@washoedems.org) by the deadline and contain "Candidate Message" in the subject line.
  - iv. The message shall contain the candidate's name and the position the candidate is seeking.
  - v. Candidates may not use the DPWC logo or other DPWC branded materials in their campaign literature.
  - vi. 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.
  - vii. 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 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 non-secret ballot in accordance with the bylaws.
- III. Each voter shall sign a registry.
  - a. In person attendees will sign a paper registry to receive their ballot.
  - b. For Zoom attendees, signing into the Zoom meeting via the individual registration code and link will qualify as “signing the registry”.
    - i. Zoom guests will be removed to the waiting room during voting to ensure only WCCC members cast a vote.
- IV. For any office where there is a single candidate, a voice vote may be taken.
- 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).
  - a. In the event that a candidate is participating via Zoom and is not physically present to draw a card, a member of the Elections Committee shall draw a card on behalf of that candidate.
- 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 may call for a recount and shall advise the commissioner of elections immediately following the ballot count. The WCCC member must submit this request in writing as follows:
  - a. In Person attendees shall submit their request directly to the Commissioner of Elections.
  - b. Online attendees shall submit their request using the chat feature on Zoom to the designated elections moderator.
- II. Any WCCC member may contest the election and shall do so in writing to the Commissioner of Elections after vote totals are announced and before the adjournment of the meeting. The WCCC member must submit this request in writing as follows:
  - a. In Person attendees shall submit their request directly to the Commissioner of Elections.
  - b. Online attendees shall submit their request using the chat feature on Zoom to the designated elections moderator.
- I. 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.