

## **Policies and Procedures for ADP Caucuses and ADP Councils** **(Adopted Conditionally by the Executive Board, 8/13/19)**

### **PREAMBLE TO THE INITIAL VERSION OF THIS DOCUMENT**

This conditionally approved document is contingent upon anticipated, corresponding revisions to the ADP Bylaws regarding caucuses. These Policies and Procedures may be revised and readopted as required.

Note that many ADP Caucus and Council processes are designed to coincide with the ADP biennial organization schedule. The next Biennial Organization Meeting is scheduled for January 2021. Thus, this policy document includes accommodations for the interim period (“INTERIM MODIFICATIONS”), as appropriate.

### **I. ROLE OF THE EXECUTIVE BOARD**

The ADP Executive Board (EB) shall adopt and execute policies and procedures for Caucuses and Councils that are consistent with the ADP Bylaws. The EB shall make efforts to facilitate the successful establishment and operation of these groups. The EB may designate a person or group within the ADP to assist with the oversight and support of Caucuses or Councils.

### **II. GENERAL DEFINITIONS AND PURPOSE**

An **ADP Caucus** is a subgroup of the State Committee membership that represents, acts on behalf of, or advocates for a specific constituency group.

An **ADP Council** is a subgroup of the State Committee memberships that represents, acts on behalf of, or advocates for a specific issue or cause.

ADP Caucuses and ADP Councils will have a stated mission, activities, goals and purposes consonant with the overall activities, goals and purposes of the ADP and the DNC. A Party caucus or council will be a statewide organization.

### **III. INITIAL APPLICATION**

#### A. Eligibility

##### *1. ADP Caucuses.*

Groups eligible to apply as an **ADP Caucus** will meet these criteria:

- Represent a constituency (identity group) that shares inherent and/or immutable traits which define the Caucus.
- Represent a constituency that comprises a minimum 2% of the State Committee membership, and at least one State Committee Member in at least 4 different counties. (For example, if the Committee includes 820 members, a Disability Caucus would be eligible with 16 State Committee Members identifying as disabled persons, with 4 different counties represented among them.)
- Represent a significant constituency of the ADP that is currently, or has been historically, underrepresented.

To demonstrate eligibility, the application will include a **Constituency Declaration** containing the signatures, clearly printed names, date, and county of residence for a number of constituent State Committee Members that is at least two percent (2%) of the full membership of the State Committee. The signature of each State

Committee Member on such Declaration will affirm that **they share the common identity which defines the Caucus**. The Declaration must include persons from at least four different counties. \*

\*INTERIM MODIFICATION FOR CAUCUS ELIGIBILITY: Some constituency/identity groups may be unable to meet this requirement until December 2020 or January 2021 (when new State Committee members will be elected statewide). In this interim period, such groups may instead prepare a Constituency Declaration with at least 40 people who are *either* State Committee members *or Precinct Committeepersons* from at least four counties, meeting all the other stated requirements of the Declaration.

**NOTE:** The Constituency Declaration **is not a membership roster**. See Membership below.

## 2. ADP Councils.

Groups eligible to apply as an **ADP Council** will meet these criteria:

- Represent and advocate for an issue or cause that is of importance to the Democratic Party.
- Demonstrate support from at least 15% of the State Committee membership, with representation from at least four (4) counties.

To demonstrate eligibility, the application will include a **Council Declaration of Support** containing the signatures, clearly printed names, date, and county of residence of at least 15% of the full membership of the State Committee with representation from at least four (4) counties, affirming by signature their support for the establishment of such an ADP Council.

NOTE: The Council Declaration of Support **is not a membership roster**. See Membership below.

## B. Applications

1. *Application requirements.* Applications should be submitted electronically to the ADP Secretary within two weeks of a Biennial Organization Meeting.\*

The application shall include:

- Proposed name of the Caucus or Council (e.g. The ADP xxx Caucus; The ADP YYY Council)
- Evidence of eligibility (Constituency Declaration or Council Declaration of Support)
- The mission statement
- A description of proposed goals and activities for the next 24 months\*, with a timeline
- An outline of anticipated collaborative support required from ADP
- Names of the Leader and Co-Leader
- Evidence of eligibility (see above)
- An initial membership roster, meeting the membership requirements (below).

2. *Review.* Applications shall be reviewed and decided upon by the Executive Board or its designee no later than 30 days following each Biennial Organization meeting. The Executive Board has the final authority regarding eligibility to organize a Caucus or a Council.

\*INTERIM ACCOMODATIONS FOR APPLICATIONS:

- Applications will be accepted October 2019 through March 2020.
- Proposed goals and activities shall be proposed for the period through December 2020.

- Applications will be reviewed and decided upon by the Executive Board or its designee no later than 4 weeks after receipt.

#### **IV. MEMBERSHIP**

##### A. Eligible members

ADP Caucus Members and ADP Council Members shall be State Committee members. Groups may choose to include “associates” who are not considered Members; they shall be PCs or other Democrats who are not State Committee members. Associates may attend meetings and participate in Caucus or Council activities. Associates shall not have voting rights.

##### B. Requirements for number and composition of membership

Each Caucus\* or Council shall maintain a membership of at least twenty-five (25) State Committee Members, including persons from at least four (4) different counties.

\*INTERIM ACCOMODATION FOR CAUCUS MEMBERSHIP REQUIREMENTS: To allow for constituency group members to be included and active within a Caucus in the interim period, the Caucus may request to include up to 12 PCs who are not State Committee members to reach 25 members. The Executive Board or its designee shall review and decide upon such requests.

##### C. Membership Roster

A complete roster of members containing name, county of residence, LD (if applicable), precinct number, phone number, email address, and record of meeting attendance shall be created and kept current. For Caucuses, the roster must also denote which members identify with the caucus constituency.

#### **V. LEADERSHIP AND MANAGEMENT**

##### A. Leadership

Each ADP Caucus and ADP Council shall select a Leader and a Co-Leader who are State Committee Members residing in different counties. Leadership terms shall be two (2) years\* and will correspond with the Biennial Organization Meeting. The Leader and Co-Leader shall not be officers of the ADP, nor shall they be officers of any political action committee.

The Leaders will schedule and conduct meetings, and correspond with ADP leadership and staff, as appropriate. They, or their designees, shall correspond with members, maintain meeting minutes, and track nominal income and expenditures.

\*INTERIM ACCOMODATION: In 2019 or 2020, terms of less than two years will begin with the formation of a Caucus or Council and end with the 2021 Biennial Organizational Meeting (at which time new terms begin).

##### B. Financial management

1. *Reporting.* Monthly financial activity, if any, shall be reported to the ADP Secretary and the ADP Treasurer.
2. *Management of funds.* No Caucus or Council shall maintain its own bank account. Funds shall be collected, maintained and distributed by the ADP.

3. *Dues*. Collection of dues is encouraged and may be applied to offset meeting room rental costs at State Committee meetings and other operating expenses of the Caucus or Council.

4. *Existing Funds*. Any former caucus (currently designated as a PAC) has options pertaining to funds in a bank account. It can choose from among these options:

- a. keep the funds within the PAC for use within the PAC, independent of the ADP (and submit appropriate, timely reports to the Secretary of State's office)
- b. keep a portion of the funds within the PAC and donate another portion of funds to the ADP for activities that could include financial support to a newly eligible ADP Caucus or ADP Council (and submit appropriate, timely reports to the Secretary of State's office)
- c. dissolve the PAC and donate all funds to the ADP for activities that could include financial support to a newly eligible ADP Caucus or Council

## **VI. ADP CAUCUS AND ADP COUNCIL ACTIVITIES**

ADP Caucuses and Councils "shall have a stated mission, activities, goals and purposes consonant with the overall activities, goals and purposes of the ADP and the DNC."

### A. Recommended activities

#### *Community Outreach*

- Propose and help implement voter outreach activities such as voter registration, Get out the Vote, and the recruitment of PCs and other volunteers.
- Propose and help organize Democratic candidate forums or other educational events to inform and engage communities of interest.

#### *Party Building*

- Propose and help implement activities to make the ADP more welcoming and relevant to the electorate, to Democratic PCs, and to State Committee members who identify with the goals of the Caucus or Council.
- Build the State Committee membership with people in the Caucus constituency or who are advocates or experts in the Council's focus area.
- Build the Party leadership, at the state and local level, with people in the Caucus constituency or who are advocates or experts in the Council's focus area.
- Formulate proposals for consideration by the ADP Resolutions Committee.
- Contribute to the activities of the ADP Platform Committee.
- Propose ADP bylaws or policy changes that will support the goals of the Caucus or Council.

#### *Candidates*

- Encourage Democratic candidacy for public office among people in the Caucus constituency or who are advocates or experts in the Council's focus area.

#### *Fundraising*

- Co-sponsor ADP fundraising events that highlight speakers or specific issues of importance to the Caucus or Council.

## B. Expectations

Within each renewal cycle, Caucuses and Councils are expected to conduct activities within at least 3 of the 4 categories noted above.

## **VII. MEETINGS**

### A. Meeting frequency

Each Caucus and Council shall meet in the context of each State Committee Meeting. The Caucus will hold additional meetings, including remotely, as required to pursue its mission and implement its goals.

### B. Attendance

Attendance must be taken at every meeting of a Caucus or Council. Members are strongly encouraged to attend all meetings held in concert with the State Committee Meetings.

## **VIII. REPORTS**

### A. Submission and frequency

All reports shall be submitted electronically to the ADP Secretary. Interim progress reports are due two weeks after each State Committee Meeting. Biennial Reports are due two weeks after each ADP Biennial Organizational Meeting.

### B. Content

1. *All Reports.* All reports, including Biennial Reports, will include:

- Name of Caucus or Council
- Name of Leader and Co-Leader
- Current mission statement
- Date of approval of application or of most recent renewal
- Current roster of members
- Attendance lists for all meetings held since previous report
- Summary of activities, progress and challenges since the last report
- Metrics demonstrating advancement (e.g., voters registered, funds raised, events held, PCs recruited)

2. *Biennial Reports.* Biennial Reports shall also include a review of activities and progress since the last Biennial Report (or since Caucus or Council establishment, when applicable).

## **IX. RENEWAL**

### **A. Renewal Applications**

Renewal applications should be submitted to the ADP Secretary no later than 2 weeks after a Biennial Organization Meeting.

The application shall include:

- A Biennial Report with all its required contents (see above, VII)
- The mission statement (it may be revised for the renewal)
- A description of proposed goals and activities for the next 24 months, with a timeline
- An outline of anticipated collaborative support required from ADP
- Names of the Leader and Co-Leader for the next term
  
- *For Caucuses only:* a current Constituency Declaration, based on the new State Committee membership

### **B. Review**

Applications for renewal will be reviewed and decided upon by the Executive Board or its designee no later than 4 weeks following each Biennial Organization meeting. In the intervening period, the Caucus or Council is encouraged to continue operating as usual.

## **X. STATE EXECUTIVE COMMITTEE MEMBERSHIP**

Executive Committee membership may be available to Caucuses. When an ADP Caucus is approved for renewal and its Biennial Report is found to demonstrate substantive contributions to the goals and purposes of the ADP (as determined by the Executive Board or its designee), the Caucus shall be entitled to select one of its Members to serve on the Executive Committee of the ADP. (Thus, the earliest EC membership would begin in February 2021.)

## **XI. REVOCATION EVENTS**

The Executive Board has the final authority regarding dissolution of a Caucus or a Council. Dissolution of a group may occur if an ADP Caucus or ADP Council does any of the following:

- a. fails to remain in compliance with eligibility or membership requirements.
- b. fails to comply with current policies and procedures.
- c. fails to follow the bylaws of the ADP.
- d. makes a public statement that conflicts with a position, rule, or procedure of the ADP.
- e. endorses any candidate for public office during the pre-primary or primary period.
- f. endorses or devotes effort on behalf of candidates other than Democratic candidates.