

## Policies and Procedures for ADP Caucuses and ADP Councils

(Revised by the Rules Committee for use in 2021. Adopted by the Executive Board on 07162021 )

### PREAMBLE

To support the success of ADP Caucuses and Councils, this policy document includes accommodations (“INTERIM MODIFICATIONS”) for an interim period ending February 1, 2023; accommodations may be extended by the Executive Board.

### 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/identity group and the issues that impact it.

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. Definitions

##### 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 (identity group) that includes State Committeepersons from at least four (4) different counties.\*
- Represent a significant constituency of the ADP that is currently, or has been historically, underrepresented.

\*INTERIM MODIFICATION FOR CAUCUS CRITERION: If a constituency group wishing to establish or continue an ADP Caucus does not currently include State Committeepersons from four (4) counties, this requirement may be modified. The Caucus will be required to meet the full requirements by the 2023-24 election cycle.

##### 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 10% 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 10% 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. A group may gather signatures in person or electronically via email, form, or survey.

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 (2) 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 (see above definitions)
- 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
- 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.

## **IV. MEMBERSHIP**

### A. Eligible members

ADP Caucus Members and ADP Council Members shall be State Committeepersons. Groups may choose to include "associates" who are not considered Members; they shall be PCs or other Democrats who are not State Committeepersons. 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 Committeepersons, including persons from at least four (4) different counties.

\*INTERIM ACCOMMODATION FOR CAUCUS MEMBERSHIP REQUIREMENTS: To allow for constituency group members to be included and active within a Caucus that has not met membership requirements per bylaws, the number of members as of June 2021 will be deemed adequate as long as the Co-Leaders are State Committee members. Caucuses must demonstrate membership growth of 25% per election cycle (until such time membership requirements are met) to be eligible for approval or renewal.

### 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 may 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.

### **B. Financial management**

1. *Reporting.* Monthly financial activity, if any, shall be reported to the ADP staff member assigned to the Caucus or Council.

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. *Spending.* Spending is limited to no more than \$500 per year and will be applied to activities supporting the organizing and outreach goals of the ADP and the individual Caucus or Council. Caucuses and Councils wishing to raise and spend more than \$500 per year (including any dues a Caucus or Council may choose to collect) must do so through a new or current PAC to enable support for activities that are statutorily permissible but outside the scope of Caucuses and Councils (political communication, primary candidate endorsement and financial support, etc.). Spending and the reimbursement of funds must be approved by ADP staff in advance. Once the spending or reimbursement is approved, ADP will issue a check within fifteen (15) days.

4. *Existing Funds.* Any former Caucus or Council that is currently designated as a PAC may remain a PAC independent of the ADP and retain funds for its own use but should not have “Arizona Democratic Party” in its PAC name. PACs may donate to the ADP including supporting an ADP Caucus or Council. If a PAC dissolves, it may choose to donate its remaining funds to the ADP for activities that could include financial support of a 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**

*Organizing and 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.
- 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.

#### *Candidates and Education*

- Encourage Democratic candidacy for public office among people in the Caucus constituency or who are advocates or experts in the Council's focus area.
- Sponsor and organize ADP events that highlight speakers or specific issues of importance to the Caucus or Council.

#### B. Expectations

It is expected that 90% of Caucus and Council activities will be focused on organizing and outreach efforts.

### **VII. MEETINGS**

#### A. Meeting frequency

Each Caucus and Council shall meet in the context of each State Committee Meeting. The Council or 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 (2) weeks after each State Committee Meeting. Biennial Reports are due two (2) 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, 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 two (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
- Names of the Leader and Co-Leader for the next term
- *For Caucuses only*: evidence of meeting the eligibility criterion, 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 four (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 and Councils. When an ADP Caucus or Council is approved for renewal and its Biennial Report is found to demonstrate substantive contributions to the organizing and outreach 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.

## **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.