



Los Angeles County
DEMOCRATIC PARTY

**GUIDE TO THE
ENDORSEMENT PROCESS**

**Endorsement Process Guide and Endorsement-Related Documents
Downloadable Online at www.lacdp.org/endorsementprocess**

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INTRODUCTION

The Los Angeles County Democratic Central Committee, also known as the Los Angeles County Democratic Party (LACDP), has the authority to grant the endorsement of the Democratic Party in local, municipal, and nonpartisan elections in Los Angeles County.

A political party's endorsement is one of the principal tools used to influence the outcome of an election. It is the way the Party signals to Democratic voters those candidates or ballot measures it considers most worthy of support.

The endorsement must be the result of a clean, open, and fair process to command the respect of voters. Disappointed candidates may question or challenge an endorsement that goes to an opponent. If the endorsement process is not well-documented, it might not withstand the challenge. The challenge may also nullify the value of the endorsement. While all of us want to see the best Democrats endorsed, we also want our endorsements to "stick."

This guide is designed to assist LACDP Members through the endorsement process. In particular, this guide focuses primarily on the endorsement process for candidate contests. In addition, LACDP has a Political Department with staff and Regional Endorsement Coordinators who can help guide you through endorsing in elections for municipal offices, school and college boards, water boards, special districts, and other local contests.

In elections that involve four (4) or fewer Assembly Districts (AD's), the LACDP AD Delegations from those districts, individually or jointly, recommend who should receive the Party's endorsement. Recommendations require a 60% vote of the delegation and must be adopted or rejected by the LACDP general membership by a vote of 60%.

In elections involving more than four (4) Assembly Districts and for offices of the County of Los Angeles, the City of Los Angeles, the Los Angeles Unified School District, and the Los Angeles Community College District, the recommendation is made by a countywide Candidate Interview Committee. Recommendations for endorsements for judicial offices are made by the Judicial Interview Committee. Recommendations for statewide and local propositions and ballot measures are made by the Ballot Measure Committee. Standing Committee recommendations require a 60% vote and must be adopted or rejected by the LACDP general membership by a vote of 60%.

Additionally, in rare circumstances, LACDP may select certain races and candidates to qualify to be included in a candidate recruitment track, allowing these candidates to receive training, endorsements, and Party support before the close of candidate filing deadline if the given races meet the criteria set in the LACDP Bylaws. In these cases, the endorsement recommendations from the Screening and Early Endorsement Recommendation Committee (SEER Committee) require a 60% vote of the SEER committee and must be adopted or rejected by the LACDP general membership by a vote of 60%.

All LACDP endorsement recommendations must originate from an Endorsement Recommendation Committee as described above.

Timing and fairness are essential. The process must begin at the earliest possible opportunity, with proper notice of the date, time, and location of all proceedings provided to all candidates and participants. Each step of the process must be carefully documented. Please remember that all meetings of the Democratic Party are open to all Democrats and must be held at venues which are accessible for people with disabilities.

If you have any questions or need assistance during your endorsement recommendation process, please contact the LACDP Political Department at endorsements@lacd.org or (213) 382-1211.

Additionally, you can download all LACDP endorsement-related documents at www.lacd.org/endorsementprocess.

OVERVIEW

The endorsement recommendation process is divided into different stages. This guide will assist you through each stage of the process. Below is a summary of the steps involved in each stage.

BEFORE THE ENDORSEMENT RECOMMENDATION MEETING

Your AD Delegation, along with any other appropriate AD Delegations, will prepare for the endorsement recommendation process for a particular race. The AD Delegation(s) conducting this process is also referred to as the Endorsement Recommendation Committee.

- Research all races in your area and determine the AD(s) involved for each race.
- Set up endorsement recommendation meeting location, date, time, and duration.
- Determine those candidates eligible for consideration for endorsement in each race.
- Notify *all candidates* (regardless of party affiliation) by written notice about the endorsement recommendation process/meeting and send the Application for Consideration of Endorsement and Candidate Questionnaire along with the LACDP Bylaws excerpt on endorsement to each candidate. In the notice, note to the candidates that only registered Democrats are eligible for endorsement consideration. Written notice means notice sent via United States Postal Service (USPS).
- Notify all LACDP Members residing in those districts included in each race by written notice about the endorsement recommendation meeting. Keep a copy of the notices sent to all LACDP Members involved and the candidates in the races being considered and submit them to the LACDP Office after the meeting.
- Maintain a list of all candidates and LACDP Members to whom written notices are served and submit it to the LACDP Office after the meeting.
- Begin collecting the Application for Consideration of Endorsement and Candidate Questionnaire and the appropriate administrative fee from each candidate eligible for endorsement.

DURING THE ENDORSEMENT RECOMMENDATION MEETING

This is the meeting during which your AD Delegation, along with any other appropriate AD Delegations, will interview candidates for office and vote on endorsement recommendation(s) for each race.

- Sign-in the LACDP Members and candidates being considered for endorsement. Determine the voting eligibility of the LACDP Members present (see LACDP Bylaws for details).
- Be certain a quorum is present.
- Collect the Application for Consideration of Endorsement and Candidate Questionnaire and the appropriate administrative fee from each candidate eligible for endorsement prior to interviewing. These questionnaires are non-public documents and are safeguarded per the guidelines set by the LACDP Policy Committee.
- Interview the candidates. Note that candidate interviews are the only non-public portions of the endorsement recommendation meetings (see LACDP Bylaws for details).
- Following a discussion of the candidates, conduct the vote on the endorsement recommendation for each race (a 60% vote of those members present and voting is required to make an endorsement recommendation). No attendance restrictions apply. Ballots are recommended for conducting the vote.
- Be sure to understand the options available to the Endorsement Recommendation Committee:
 - Recommendation of a candidate (or group of candidates).
 - Recommendation of “No Endorsement.”

- Recommendation of “No Consensus.” Note that Failure to make a recommendation becomes a recommendation of “No Consensus” by default.
- Finding that a candidate is “Unacceptable” for endorsement (only in rare circumstances).
- Complete the Meeting Process and Race-Specific Information Form for each race considered immediately following the meeting, including the background information about the race, the endorsement recommendation vote counts, and the designated spokesperson who will report on the race(s) at the LACDP Meeting during which the endorsement recommendation(s) will be considered.

BETWEEN THE ENDORSEMENT RECOMMENDATION MEETING AND THE LACDP MEETING

Within twenty-four (24) hours of the Endorsement Recommendation Meeting, you will need to notify the LACDP Chair (LACDP Political Department) of the committee’s recommendation(s) by transmitting the Meeting Process and Race-Specific Information Form(s) to the LACDP Office or electronically to the LACDP Political Department.

Within seventy-two (72) hours of the Endorsement Recommendation Meeting, you will need to submit all relevant documents and notify the LACDP Members involved and the candidates who participated in the endorsement recommendation process of the committee’s recommendation(s). Note that the endorsement recommendation(s) is/are not secret.

- Complete and submit the Meeting Process and Race-Specific Information Form(s), all administrative fees collected, and a copy of the Application for Consideration of Endorsement and Candidate Questionnaire received from each candidate to the LACDP Office. Make sure the documents for each race are kept together.
- Complete the Reimbursement Request Form for any expenses incurred for the meeting and submit it to the LACDP Office.
- Complete and submit all other relevant documents to the LACDP Office.
- Use the Meeting Wrap-Up Final Checklist as a guide to make sure that you have all of the paperwork in place for submission to the LACDP Office.
- Inform LACDP staff of any possible challenges to the endorsement process or contentious endorsement recommendations.

AT THE LACDP MEETING

Endorsement recommendations from your AD Delegation(s) will be presented for consideration at the monthly LACDP General Membership Meeting that immediately follows the Endorsement Recommendation Meeting.

- Work with LACDP staff to resolve any challenges to the endorsement process.
- Report on the results of the endorsement recommendation(s) from your meeting.
- Conduct the LACDP vote on the endorsement recommendation (requires 60% vote for adoption).
- Be sure to understand the LACDP Bylaws and procedures regarding:
 - Severance of motions
 - Debate
 - Order of consideration
 - Percentage required to adopt recommendation
 - Failure of the Endorsement Recommendation Committee’s recommendation

If you have any questions or need assistance during your endorsement recommendation process, please contact the LACDP Political Department at (213) 382-1211 or endorsements@lacdp.org. Additionally, endorsement-related documents and paperwork are downloadable on the LACDP website at www.lacdp.org/endorsementprocess.

LIST OF FORMS AND SAMPLES

The following is a list of items, forms and samples that are necessary for the LACDP endorsement recommendation process. The list indicates which items you need to during each stage of the endorsement process.

BEFORE THE ENDORSEMENT RECOMMENDATION MEETING

- City Clerk Roster/Contact Information
- Elections Schedule/Calendar
- LACDP Leadership List
- Meeting Location Planning Form
- Sample Letter to Candidates for Consideration of Endorsement
- Sample Notice to Members for Endorsement Recommendation Interviews
- List of Candidates Seeking Office for Each Race
- LACDP Membership List for the AD Delegation(s) Involved
- Application for Consideration of Endorsement and Candidate Questionnaire
- California Democratic Party Platform Information
- LACDP Bylaws Excerpt on Endorsement

DURING THE ENDORSEMENT RECOMMENDATION MEETING

- Candidate Sign-In Sheet
- Member Sign-In Sheet
- Guest/Speaker Sign-In Sheet
- Endorsement Recommendation Ballot
- Meeting Process and Race-Specific Information Form

BETWEEN THE ENDORSEMENT RECOMMENDATION MEETING AND THE LACDP MEETING

- Meeting Process and Race-Specific Information Form
- Reimbursement Request Form
- Meeting Wrap-Up Final Checklist
- Meeting Report on Endorsement Recommendation (Script)

AT THE LACDP MEETING

- Endorsement Recommendation Committee Report Script
- Consent Calendar (For Candidate Interview Committee, Judicial Interview Committee, and Ballot Measure Committee use only, at the discretion of the LACDP Chair)

BEFORE THE ENDORSEMENT RECOMMENDATION MEETING

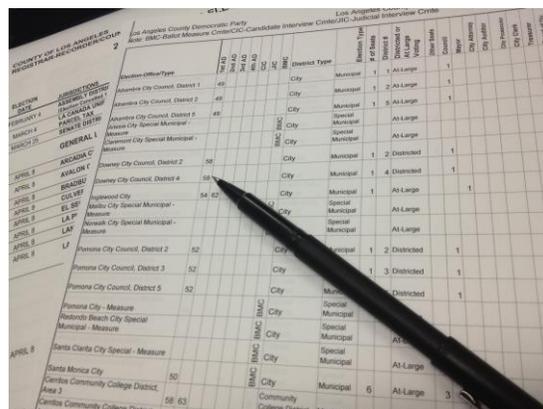
BACKGROUND RESEARCH

You will need the following item(s) for this step:

- City Clerk Roster/Contact Information
- Elections Schedule/Calendar
- LACDP Leadership Contact List
- Los Angeles County Registrar-Recorder Contact

In preparation for the meeting, you will need to:

- **Districts.** Determine which local offices up for election are within your AD and determine which other AD's share the districts with elections; contact the AD Delegation chair(s) of those AD's to coordinate meeting details.¹
- **Offices for Election.** Ascertain the office with which the candidates file their Notice of Intent to run for office (i.e., Los Angeles County Registrar-Recorder, City Clerk, etc.).²
- **Dates.**³ Find out the dates of:
 - First and last day to file “intent to run” (“pulling papers” to run for office).
 - First and last day to file to run for office.
 - Any possible extensions of deadline (i.e., in the event that no incumbent files to run). Typically, such extensions are five (5) days.
 - Primary election date, if applicable.
 - Run-off election date or general election date, if applicable.
- **Candidate Filing Status.** Find out who has pulled papers to run for office and has filed to run for each office. Compile a list of all candidates and their contact information. Do not wait until the filing deadline to obtain the list of candidates whenever possible.
- **Candidate Party Registration.** Only registered Democrats are eligible for LACDP endorsement consideration.⁴
 - **Party Registration Deadline.** Specifically, to be eligible for LACDP endorsement consideration, a candidate must be a registered Democrat by the time of the close of filing or the first consideration by an Endorsement Recommendation Committee, whichever is earlier.⁵
 - **Verification.** Check and verify the party registration of all candidates in each race and determine which candidates are eligible for consideration of endorsement. Do not rely on hearsay regarding the candidates’ party affiliation, as they must be registered Democrats to be considered for endorsement.



¹ LACDP Bylaws Article XI. Section C. 2.

² Ibid.

³ Ibid.

⁴ LACDP Bylaws Article XI. Section A. 7.

⁵ LACDP Bylaws Article XI. Section A. 8. a. (iii.); LACDP Bylaws Article XI. Section E. 2. c.

- Be sure to recheck the final list of candidates to avoid excluding late-filers or including candidates who have dropped out or do not qualify for the ballot otherwise.
- If possible, re-check the party registration of those candidates who have expressed interest in participating in the endorsement process prior to your Endorsement Recommendation Meeting.
- **Verification Source.** The primary source of voter registration verification is the Office of the Los Angeles County Registrar-Recorder/County Clerk (RR/CC); computers available for voter file access are in the Election Information Section on the 2nd Floor of the RR/CC office (12400 Imperial Highway, Norwalk). Secondly, LACDP's voter file via the California Democratic Party's Mobilize, Organize, Elect (MOE) is generally available for voter lookup upon request. All LACDP AD Delegation Chairs, Regional Endorsement Coordinators, and Endorsement Recommendation Committee Chairs/Co-Chairs should have access to LACDP's MOE for voter lookup.

The LACDP Political Department and the LACDP Regional Endorsement Coordinators are available to help you with the above steps, but as the person(s) closest to the offices in question, AD Delegation Chairs, Endorsement Recommendation Committee Chairs, and the other members of your delegation/committee owe it to your constituents to be up-to-speed on these questions. It is part of the duties for which you were elected by the voters of your district.

MEETING SETUP

You will need the following form(s) for this step:

- Meeting Location Planning Form

In order to set up the meeting date, time, and location, you should consider the following:

- **Timeframe.** Look at the window between the last possible filing date for an office and the next LACDP Monthly Meeting. Ideally, this is when you should schedule your Endorsement Recommendation Meeting.
- **Setting Meeting Date.** Confer with the chair(s) of any other AD Delegation(s) involved and set the date and time for your meeting. Find a date that is agreeable among all the AD Delegation(s) involved.
 - If possible, avoid the meeting dates of any of the bodies to which candidates will be seeking election or reelection (i.e., City Council or School Board, etc.).
 - Set a meeting date and time as soon as you know the close of filing date. You do not have to wait until the close of filing to notify your AD Delegation of the meeting. However, you do need to set the Endorsement Recommendation Meeting to occur *after* the close of filing date,⁶ unless the Candidate Recruitment Track and Early Endorsement Procedure is triggered.⁷
- **Find Meeting Location.** Find an appropriate location for the meeting that adheres to the specifications prescribed in the Meeting Location Planning Form (i.e., accessibility for people with disabilities, candidate waiting area, and parking).
 - Whenever possible, visit the meeting location site before you set the meeting and make sure that it meets the specifications prescribed in the Meeting Location Planning Form.
 - If the meeting location requires deposit or fee, please contact the LACDP Political Department prior to posting the deposit or fee.
- **Meeting Location Planning Form.** Transmit the Meeting Location Planning Form to the LACDP Political Department via fax at (213) 382-1278 or email at endorsements@lacdp.org as soon as your meeting details are set.

⁶ LACDP Bylaws Article XI. Section B. 2.

⁷ LACDP Bylaws Article XI. Section B. 6.

- **Bylaws.** Review the provisions of the LACDP Bylaws pertaining to endorsements (Article XI).

NOTIFYING LACDP MEMBERS AND CANDIDATES

You will need the following form(s) for this step:

- Sample Letter to Candidates for Consideration of Endorsement
- Application for Consideration of Endorsement and Candidate Questionnaire
- California Democratic Party Platform Information
- Sample Notice to Members for Endorsement Recommendation Committee Meeting

You must notify LACDP Members from the AD Delegation(s) involved in each race and *all candidates in that race*, regardless of party affiliation, for consideration for endorsement by written notice at least seven (7) days prior to the Endorsement Recommendation Meeting.⁸ Note that only registered Democrats are eligible for endorsement consideration.⁹ Make sure to work together with the AD Delegation Chair(s) of the overlapping AD's for every race to coordinate sending meeting notices and other meeting-related details to candidates and AD Delegation members in the relevant AD's.

You should consider the following steps:

- **Letter to Candidates.**¹⁰
 - Using the Sample Letter to Candidates for Consideration of Endorsement, prepare a letter addressed to *all candidates*, informing them of the eligibility for LACDP endorsement consideration (noting that only registered Democrats are eligible) and the date, time and location of the Endorsement Recommendation Meeting and the subsequent LACDP meeting. The Application for Consideration of Endorsement and Candidate Questionnaire should be included along with the letter. Be sure to date the letter.
 - Make and retain copies of all letters, which will be sent to the LACDP Office after your meeting along with all other meeting paperwork.
 - Send the individualized letters addressed to each candidate, along with an Application for Consideration of Endorsement and Candidate Questionnaire, the relevant sections of LACDP Bylaws on endorsement, and the California Democratic Party (CDP) Platform information by United States Postal Service (USPS) to all candidates.
- **Notice to AD Delegation Members.**
 - Using the Sample Notice to Members for Endorsement Recommendation Interviews, prepare a notice addressed to each LACDP Member in the AD Delegation(s) and make sure to date the notice.
 - The notice should be sent to all LACDP Members in the AD Delegation(s), including Elected Members, Appointed Members, Ex Officio Members, Alternate Members, and Associate Members. Note that Associate Members can participate in the Endorsement Recommendation Meeting as non-voting participants.¹¹
 - Make and retain copies of all letters, which will be sent to LACDP Office after your meeting along with all other meeting paperwork.

⁸ LACDP Bylaws Article XI. Section A. 8.

⁹ LACDP Bylaws Article XI. Section A. 7; LACDP Bylaws Article XI. Section A. 8. a. (iii); and LACDP Bylaws Article XI. Section E. 2. c.

¹⁰ LACDP Bylaws Article XI. Section A. 8.

¹¹ LACDP Bylaws Article II. Section A. 6.

- Send the Notice to Members for Endorsement Recommendation Interviews by USPS to each LACDP Member in the AD Delegation(s) involved in the races being considered for endorsement.
- **Other Notes on Notices.** In addition to sending written notices (as required by LACDP Bylaws), you should also fax, phone, and/or email the candidates and LACDP Members to ensure receipt of the information. Additionally, you should also require RSVP from candidates and LACDP Members to gauge attendance. Please note that RSVP status does not affect the eligibility of a candidate (i.e., even if an eligible candidate as defined by LACDP Bylaws does not RSVP, the candidate is still eligible to participate in the endorsement process provided that the Bylaws requirements are met).

The letter to each candidate should include:¹²

- Eligibility for consideration of endorsement. Only registered Democrats are eligible for LACDP endorsement consideration.¹³ Additionally, only candidates who have timely paid or had properly requested and been granted waiver of the administrative filing fee *and* have timely submitted a completed standard Application for Consideration of Endorsement and Candidate Questionnaire are eligible for endorsement consideration. (Note: “Timely” in this context is defined as no later than the time of the Endorsement Recommendation Meeting.)
- Date, time, location, and duration (if possible) of the Endorsement Recommendation Meeting/candidate interview.
- Details of the endorsement process. The purpose of the Endorsement Recommendation Meeting/interview is to *recommend* endorsement to LACDP, *not* to make the actual endorsement. A recommendation requires a 60% vote of the committee. It must subsequently be adopted at the next LACDP General Membership Meeting with a 60% vote. Abstentions do not count toward the total number of votes cast. Votes for “No Endorsement” do count toward the total.¹⁴
- Request for a \$50 non-refundable administrative fee (or \$100, if conducted by the Candidate Interview Committee or the Judicial Interview Committee), which can be reduced by presentation of proof of registration of Democrats during the three (3) months immediately preceding the Endorsement Recommendation Meeting, at the rate of \$1 per Democratic voter registration.¹⁵
- Information for the LACDP Meeting during which the actual endorsement will be considered. Inform the candidates that they are welcome to attend the meeting but they may only speak if they are LACDP Members or if a LACDP Member yields time to them.
- Your contact information to confirm their participation, to schedule interview time, or if they have any questions.
- Make sure to date the letter.
- Copy of LACDP Bylaws Article XI on Endorsement.
- Copy of the Application for Consideration of Endorsement and Candidate Questionnaire.
- Copy of the California Democratic Party Platform Information.

OTHER RELEVANT STEPS BEFORE THE ENDORSEMENT RECOMMENDATION MEETING

You will need the following form(s) for this step:

- Meeting Process and Race-Specific Information Form(s)
- Endorsement Recommendation Ballot

¹² LACDP Bylaws Article XI. Section A. 8.

¹³ LACDP Bylaws Article XI. Section A. 7; LACDP Bylaws Article XI. Section A. 8. a. (iii.); and LACDP Bylaws Article XI. Section E. 2. c.

¹⁴ LACDP Bylaws Article XI. Section A. 2, 3, and 4.

¹⁵ LACDP Bylaws Article XI. Section B. 3.

Below are additional preparation tips for this stage of the process:

- **Copies.** Make sure you have a copy of the Meeting Process and Race-Specific Information Form for every race considered. You will need this form during and after the meeting.
 - For the purposes of using this form, “each race” is defined as (1) one specific seat with district number or seat number in a jurisdiction, or (2) one group of at-large seats in the same race (i.e., non-districted city council or school board races).
 - Thus, for example, if City A has City Council District 1 and City Council District 2 on the same ballot, you would complete separate Post-Meeting Checklists, one for Council District 1 and another for Council District 2. And, if School Board X has 2 at-large seats, you would complete one Post-Meeting Checklist for that school board race for both at-large seats.
- **Ballots.** Paper ballots, but not secret ballots, may be used. LACDP Rules & Legal Committee’s Subcommittee on Endorsements & Chartering suggests that all Endorsement Recommendation Committees (AD Delegations, Candidate Interview Committee, Judicial Interview Committee, and Ballot Measure Committee) utilize a ballot system. Using the Endorsement Recommendation Ballot template provided, prepare a sufficient number of identical ballots for each race considered. Ballots should include the names of all eligible candidates and the option of “No Endorsement.” Ballots must contain the printed name of the LACDP Member and a space for the member to sign.¹⁶
- **Provisional Ballots.** Print ballots in a different color to use as provisional ballots; each ballot should have the printed name of the LACDP Member and a space for the member to sign; label ballots clearly as “provisional ballots.” Make sure to save the ballots and seal them in an envelope after the meeting.
- **Candidate Application and Fees.**¹⁷ As early as possible, but not later than the time of the Endorsement Recommendation Meeting/interview, collect the Application for Consideration of Endorsement and Candidate Questionnaire and the appropriate administrative fee (by check, cash or credit card for the appropriate amount) from each candidate. Make sure the checks are made payable to the Los Angeles County Democratic Party. Submit the administrative fees along with a copy of each Application for Consideration of Endorsement and Candidate Questionnaire from each candidate to the LACDP Office. See “Between the Endorsement Recommendation Meeting and the LACDP Meeting” section for details.
- **Candidate Interview Questions.** With the help of other members of the AD Delegation(s), prepare a set of questions in advance to ask each candidate for a given office. In the interest of fairness, each candidate for a given office should generally be afforded the opportunity to respond to the same questions.
- **Candidate Interview Scheduling.** Whenever possible, it is recommended that each candidate participating in the endorsement process be scheduled for a specific interview time slot to streamline the Endorsement Recommendation Meeting.
- **Other Notes.** Even though the LACDP Bylaws do not specifically require candidate interviews for Endorsement Recommendation Meetings conducted by AD Delegations, candidates are highly encouraged to be interviewed whenever practicable. A candidate may send a surrogate speaker on his or her behalf to the Endorsement Recommendation Meeting if absolutely necessary. However, a candidate should not be disqualified from endorsement consideration if he/she has met all the requirements in the LACDP Bylaws.

¹⁶ LACDP Bylaws Article XI. Section A. 3.

¹⁷ LACDP Bylaws Article XI. Section B. 3.

DURING THE ENDORSEMENT RECOMMENDATION MEETING

SETTING UP THE MEETING

You will need the following item(s) for this step:

- Candidate Sign-In Sheet
- Member Sign-In Sheet
- Guest/Speaker Sign-In Sheet
- LACDP Bylaws
- Endorsement Recommendation Ballots
- Meeting Process and Race-Specific Information Form



After you arrive at the meeting location and prior to the meeting, complete the following:

- **Sign-In.** Set up a sign-in table for candidates, guests/speakers, and LACDP Members involved in the meeting. As LACDP Members sign in, make sure they indicate their eligibility to vote in accordance with the LACDP Bylaws. Make sure that the Sign-In Sheets are on the table and ensure that each person signs in as they arrive. Keep these Sign-In Sheets and submit them to the LACDP Office after the meeting, along with other meeting-related paperwork. Set up a waiting area for candidates who have arrived prior to their assigned interview time.
- **Candidate Application and Fees.**¹⁸ As the candidates sign in, collect the Applications for Consideration of Endorsement and Candidate Questionnaire along with their appropriate administrative fees.
 - **Payment.** If candidates are paying by check, ensure that the checks are made payable to the Los Angeles County Democratic Party. If candidates are paying by credit card, make sure the credit card information only appears on the original/master copy of the Application submitted to the meeting Chair and not on the copies distributed to the LACDP Members (the original copy with credit card information should be submitted to the LACDP Office).
 - **Timeliness.** Remember: Only candidates who have timely paid or had waived the administrative fee *and* have timely submitted a completed Application for Consideration of Endorsement and Candidate Questionnaire are eligible for endorsement consideration.¹⁹
 - **Copies Submitted.** Each candidate (or candidate's designee) should submit at least ten (10) copies of the completed Application for Consideration of Endorsement and Candidate Questionnaire.²⁰ For Standing Endorsement Recommendation Committees (Candidate Interview Committee and Judicial Interview Committees), it is recommended that each candidate prepares at least 25-30 copies.
 - **Confidentiality.** Completed Applications for Consideration of Endorsement and Candidate Questionnaires may contain details on electoral strategy. Thus, the Chairs of the relevant Endorsement Recommendation Committees and those persons with custody of these Applications should take steps to safeguard the confidentiality of these complete applications, with guidance from the LACDP Policy Committee.²¹

¹⁸ Ibid.

¹⁹ LACDP Bylaws Article XI. Section B. 5.

²⁰ LACDP Bylaws Article XI. Section B. 4.

²¹ Ibid.

- **Quorum.**²² Determine the quorum necessary to conduct the meeting. Only Regular Members are counted toward a quorum. Regular Members are defined as all Elected, Appointed, and Ex Officio members. In calculating a quorum, determine the number of Regular Members in the delegation and then subtract any disqualified members (see Conflict of Interest provision²³). Associate members do not count toward a quorum. Alternate members only count toward the quorum if their appointing member are not present or have been disqualified. Quorum requirements are as follows:
 - In the case of one (1) AD Delegation, a majority of the filled positions of all Regular Members, with a maximum quorum requirement of 6;
 - In the case of two (2) AD Delegations meeting jointly, a majority of the filled positions of all Regular Members, with a maximum quorum requirement of 9;
 - In the case of three (3) AD Delegations meeting jointly, a majority of the filled positions of all Regular Members, with a maximum quorum requirement of 12; and
 - In the case of four (4) AD Delegations meeting jointly, a majority of the filled positions of all Regular Members, with a maximum quorum requirement of 15.

Check the LACDP Bylaws provision on quorum requirement for additional information.

CONDUCTING THE MEETING, INTERVIEW AND VOTE

Considerations for this step:

- **LACDP Bylaws.** Make sure a copy of the LACDP Bylaws is available at all times during the meeting and refer to the Bylaws if you are unsure about any part of the endorsement recommendation process.
- **Member Voting Eligibility.** All Regular Members who do not fall into one of the “Conflict of Interest Provisions” listed below may fully participate in an AD Delegation Endorsement Recommendation Meeting. Regular Members include all Elected, Appointed and Ex-Officio members.
 - **AD Delegations.** In AD Delegation Endorsement Recommendation Meetings, Alternate members may participate in the interview and debate, but can only vote or make recommendation motions if their appointing member is not present or is disqualified from voting.²⁴ Associate Members may also participate in the interview and debate, but may not vote nor make motions for recommendation.
 - **Standing Committees.** In Standing Committee Endorsement Recommendation Meetings (i.e., Candidate Interview Committee, Judicial Interview Committee, and Ballot Measure Committee) and Screen and Early Endorsement Recommendation (SEER) Committee meetings, only the committee members who serve on those respective committees may vote.²⁵
 - Thus, Alternate members serving on Endorsement Recommendation Committees that are Standing Committees (such as the Candidate Interview Committee, Judicial Interview Committee and Ballot Measure Committee), have the same rights and privileges on that committee as Regular Members.
- **Conflict of Interest Provisions.**²⁶ LACDP Member may not vote nor make a motion concerning a recommendation for endorsement of a candidate if:
 - The member is a candidate for the office under consideration; or
 - The member is a paid employee or independent contractor of the controlled committee of a candidate for the office under consideration; or

²² LACDP Bylaws Article XI. Section A. 12.

²³ LACDP Bylaws Article XI. Section A. 11.

²⁴ LACDP Bylaws Article XI. Section A. 13.

²⁵ LACDP Bylaws Article XI. Section A. 12.

²⁶ LACDP Bylaws Article XI. Section A. 11.

- The member is an employee who serves or works in paid employment at the pleasure of a person standing for election to the office under consideration; provided, however, that nothing in this rule shall preclude any person serving on a non-salaried basis as an appointee to a public panel, board or commission from voting on such a recommendation for endorsement.
- Disqualified members may participate in discussion and debate.
- **Interview, Deliberation, and Open Meetings Rule.**²⁷ AD Delegations, Endorsement Standing Committees, and SEER Committees must interview each candidate individually. Note that Endorsement Recommendation Meetings are public meetings with exceptions. See below for explanation.
 - You may prepare a set of questions in advance. In the interest of fairness, each candidate for a given office should generally be afforded the opportunity to respond to the same questions.
 - Candidate interviews, reviews of candidate questionnaires, and discussions of candidate interviews and/or candidate questionnaires are non-public portions of such meeting. Thus, only members of the relevant Endorsement Recommendation Committee, officers of LACDP, and LACDP Chair’s designee may attend.²⁸
 - Additionally, any candidate under consideration and any other persons serving in paid employment at the pleasure of such candidate may only attend the non-public portion of the meeting for the purpose of that candidate’s own interview.²⁹ (i.e., John Doe running for XYZ City Council may only attend the non-public portion of the meeting during the candidate interviews for the XYZ City Council race for the purpose of being interviewed. John Doe may not stay in the meeting room during the candidate interview of any other candidate for the XYZ City Council race, regardless of whether John Doe is a LACDP Member of the Endorsement Recommendation Committee considering that race or would otherwise be entitled to be in that meeting under LACDP Bylaws.)
 - Deliberations for a particular race should occur after all interviews for that race are completed. Deliberations on races are public; no attendance restrictions apply.³⁰
- **Voting Process.**³¹ Only LACDP Members eligible to vote may do so. Voting processes on races are public; no attendance restrictions apply.³²
 - **Ballots.** Any member can request paper ballots for voting, but secret ballots are not permitted. LACDP Rules & Legal Committee’s Subcommittee on Endorsements & Chartering suggests that all Endorsement Recommendation Committees (AD Delegations, Candidate Interview Committee, Judicial Interview Committee, and Ballot Measure Committee) utilize a ballot system. Use the Endorsement Recommendation Ballot template provided to prepare sufficient identical ballots for each race; ballots should include the names of all eligible candidates and the option of “No Endorsement.”³³ Paper ballots must contain the printed name of the LACDP Member and a space for the member to sign.³⁴ Written ballots without printed name or signature are invalid.
 - **Voting By Using Vote Tally Sheet.** In lieu of ballots, you can also choose to use the Endorsement Recommendation Vote Tally – LACDP Member Vote Record sheet on the second page of the Meeting Process and Race-Specific Information Form. Make sure that each member indicates his/her vote and signs in the spaces provided on the sheet.
 - **Recording Votes Received By Candidates.** Make sure to record the voting results and the votes received by each candidate in the Endorsement Recommendation Vote Tally – Votes Received By Candidates portion on the second page of the Meeting Process and Race-Specific Information Form. This portion is mandatory.

²⁷ LACDP Bylaws Article XI. Section A. 10.

²⁸ LACDP Bylaws Article XI. Section A. 10. a. (i).

²⁹ LACDP Bylaws Article XI. Section A. 10. a. (ii).

³⁰ LACDP Bylaws Article XI. Section A. 10. b.

³¹ LACDP Bylaws Article XI. Section C. 3.

³² LACDP Bylaws Article XI. Section A. 10. b.

³³ LACDP Bylaws Article XI. Section C. 3.

³⁴ LACDP Bylaws Article XI. Section A. 3.

- **Attendance.** There is no requirement for LACDP Members to attend any portion of the candidate interview or the deliberation for a given race in order to cast a vote for that race.
- **Voting.** Since the threshold that a candidate needs to reach is 60% of ballots cast, not 60% of the number of votes cast, cumulative voting is not allowed. In other words, a voter cannot cast multiple votes for one candidate on the same ballot when more than one seat is voted on, such as at-large elections.
- **Recommendation Options.**³⁵ The committee may not endorse more candidates for an office than the number of persons to be elected for that office.³⁶ In determining endorsement recommendations, the Endorsement Recommendation Committee has four options:
 - Recommendation of a candidate (or group of candidates).
Only registered Democrats may be endorsed and only those candidates who have (1) timely paid their appropriate administrative fee or received a fee waiver and (2) submitted a completed Application for Consideration of Endorsement and Candidate Questionnaire are eligible for endorsement.
 - Recommendation of “No Endorsement.”
This recommendation states that your committee affirmatively believes that none of the candidates in a race deserves the Democratic Party endorsement.
 - Voting Result in “No Consensus.”
This position states that your committee could not achieve a 60% vote for any candidate. Hence, if a committee fails to make a recommendation, the committee’s default position is “No Consensus.”
 - Finding that a specific candidate is “Unacceptable” for endorsement.
This recommendation should only be used in rare circumstances where your committee agrees that a specific candidate (or group of candidates) is unacceptable. This recommendation may be used in conjunction with other recommendations above.
- **Percentage Necessary for Recommendation.**³⁷ A motion requires 60% of the valid votes cast to become the endorsement recommendation. First, determine the total number of valid votes by subtracting any void or blank ballots or abstentions. Then, determine the number of votes required to meet the 60% threshold required for a recommendation. When determining the votes required, round up to the next whole number.
 - For example, if you have 6 valid votes, you would multiply by 0.6 to get 3.6, and round up to determine that it would take 4 valid votes to make an endorsement recommendation.
 - Similarly, if you have 9 valid votes, you would multiply by 0.6 to get 5.4, and round up to determine that it would take 6 valid votes to make an endorsement recommendation.
- **Challenges to the Process.**³⁸ An alleged violation of the endorsement process may only be challenged by an LACDP Member or the candidate whose race is being considered. Challenges should be made at the earliest possible point in time. If you receive a challenge at any point in the endorsement process, please immediately alert LACDP Political Department.
 - **Provisional Ballots.** If there is a challenge to your ruling regarding an LACDP Member’s eligibility to vote, the Endorsement Recommendation Committee Chair must provide that member with a provisional ballot. When the Committee Chair informs the members and candidates of the results of the recommendation vote, be sure to note that the results are pending adjudication of the challenge. The provisional ballots should be a different color from the regular ballots and should be clearly labeled as a “provisional ballot.”

³⁵ LACDP Bylaws Article XI. Section C. 3.

³⁶ LACDP Bylaws Article XI. Section A. 5.

³⁷ LACDP Bylaws Article XI. Section A. 4.

³⁸ LACDP Bylaws Article XI. Section E.

IMMEDIATELY FOLLOWING THE VOTE

You will need the following item(s) for this step:

- Endorsement Recommendation Ballot(s)
- Meeting Process and Race-Specific Information Form

Considerations for this step:

- **Vote Tally of LACDP Members.** Use the Endorsement Recommendation Vote Tally – LACDP Member Vote Record portion on the second page of the Meeting Process and Race-Specific Information Form to tally the votes cast by LACDP Members in every race. All votes must be recorded. If written ballots are used, the written ballots can attach all ballots to the form instead of filling out the form.
- **Vote Tally by Candidates.** On the second page of the Meeting Process and Race-Specific Information Form, tally the votes received by each candidate under the Endorsement Recommendation Vote Tally – Votes Received By Candidates portion.
- **Challenges.** If you receive a challenge to the endorsement process at any point in your process, please immediately alert LACDP Political Department.
- **Meeting Process and Race-Specific Information Form.** Begin filling out the Form(s) before the meeting and be sure to complete them as soon as the meeting is over.
 - Complete one Form for each race considered.
 - As noted earlier, for the purposes of using this form, “each race” is defined as (1) one specific seat with district number or seat number in a jurisdiction, or (2) one group of at-large seats in the same race (i.e., non-districted city council or school board races).
 - Thus, for example, if City A has City Council District 1 and City Council District 2 on the same ballot, you would complete separate Post-Meeting Checklists, one for Council District 1 and another for Council District 2. And, if School Board X has 2 at-large seats, you would complete one Post-Meeting Checklist for that school board race for both at-large seats.
 - Retain a copy of the Application for the Consideration of Endorsement and Candidate Questionnaire from each candidate and attach the corresponding administrative fees received to them. See “Between the Endorsement Recommendation Meeting and the LACDP Meeting” and “At the LACDP Meeting” sections for more details.
 - Make a copy of the Form for use by your designated spokesperson (see below) who will be presenting the results of the Endorsement Recommendation Meeting.
 - Be sure to transmit the form to the LACDP Office within twenty-four (24) hours of the meeting by email at endorsements@lacdp.org or by fax at (213) 382-1278.

Endorsement Recommendation Report Presenter. Designate a member of the delegation to present the delegation’s endorsement recommendation report at the LACDP Meeting. Please see the “Between the Endorsement Recommendation Meeting and the LACDP Meeting” section for important steps and notes in preparing the endorsement recommendation report.

BETWEEN THE ENDORSEMENT RECOMMENDATION MEETING AND THE LACDP MEETING

ENDORSEMENT RECOMMENDATION NOTIFICATION

You will need the following item for this step:

- Meeting Process and Race-Specific Information Form
- Reimbursement Request Form
- Meeting Wrap-Up Final Checklist (As a guide to complete this portion)

After the Endorsement Recommendation Meeting, you need to notify the LACDP Chair (LACDP Political Department), the LACDP Members involved, and candidates whose races have been considered of the endorsement recommendation results:

- **Notifying the LACDP Chair (LACDP Political Department).** The decisions of the Endorsement Recommendation Committee should be transmitted within twenty-four (24) hours of the said meeting by transmitting the Meeting Process and Race-Specific Information Form(s) to the LACDP Office at (213) 382-1278 or electronically to the LACDP Political Department at endorsements@lacd.org. If the Endorsement Recommendation Meeting is held within twenty-four (24) hours of the LACDP Monthly Meeting at which the endorsement recommendations are to be considered, notify the LACDP Political Department immediately following the Endorsement Recommendation Meeting.
- **Notifying the LACDP Members and Candidates Involved.** The decisions of the Endorsement Recommendation Committee shall be transmitted to the LACDP Members involved, and all candidates in a given race who participated in the endorsement recommendation process within seventy-two (72) hours of the decision, but no later than twenty-four (24) hours prior to the LACDP Meeting at which the endorsement recommendations will be presented.³⁹
 - You may provide the notice orally, in writing, telephonically, or electronically, or by any other form of actual notice.⁴⁰
 - Please note that the results of the endorsement recommendation are public information and are not to be kept secret.⁴¹
- **Completing Reimbursement Requests.** If you have incurred any expenses for the purposes of the Endorsement Recommendation Meeting, make sure to complete a Reimbursement Request Form and submit it along with other endorsement process-related paperwork to the LACDP Office. *Only expenses with receipts are reimbursable.* Expenses other than postage and photocopies need preapproval from the LACDP Office; please contact LACDP Political Department for details.
- **Meeting Wrap-Up Final Checklist.** Use this checklist to make sure that all of the paperwork and documents from the Endorsement Recommendation Meeting are in order for submission to the LACDP Office. This checklist is for a guide and is not necessary to turn in to the LACDP Office.

³⁹LACDP Bylaws Article XI. Section A. 10. b.

⁴⁰ Ibid.

⁴¹ Ibid.

- **Possible Challenges or Other Anticipatory Issues.** Additionally, inform the LACDP Political Department the name of the person your delegation has assigned to give the committee’s report and whether there are any possible procedural challenges or contentious recommendations.

DOCUMENT SUBMISSION

You will need the following items for this step:

- Meeting Process and Race-Specific Information Form
- Reimbursement Request Form
- Meeting Wrap-Up Final Checklist (As a guide to complete this portion)
- All other relevant documents pertaining to the endorsement recommendation process

Following the meeting, you will need to submit all documents and fees as prescribed in the LACDP Bylaws. Please follow these steps:

- **Administrative Fees and Candidate Applications.** Immediately after the Endorsement Recommendation Meeting, make a copy of each Application for Consideration of Endorsement and Candidate Questionnaire received and attach the corresponding administrative fees received to the Application copies. For candidates who submitted credit card information for administrative fee purposes, be sure to include the Application copy with credit card information.
 - *Do not mail cash.* You can bring the cash to the LACDP Monthly Meeting or the LACDP Office and submit it along with the paperwork to the LACDP.
 - Retain all copies made for the “Document Submission” step below.
- **Reimbursement Request.** If you have incurred any expenses for the Endorsement Recommendation Meeting, please complete the Reimbursement Request Form and attach all receipts for each itemized expense. Submit these along with all other documents described below. Please note that any expenses other than postage and photocopying need to be pre-approved; please contact the LACDP Political Department for details.
- **Document Submission.** Using the Meeting Wrap-Up and Final Checklist as a guide, compile all relevant documents you need to submit to the LACDP Office.
 - Please do not throw away any documents or notes used during the Endorsement Recommendation Meeting. Include those items in the document submission package.
 - Within forty-eight (48) hours of your Endorsement Recommendation Meeting, send all endorsement-related and meeting-related documents by USPS Priority Mail (or hand delivery) to:

Los Angeles County Democratic Party
Attention: Political Department
3550 Wilshire Blvd. Suite 1203
Los Angeles, CA 90010
 - If your meeting precedes the next LACDP Monthly Meeting by three (3) calendar days or less, you may bring your documents to the LACDP Monthly Meeting and hand them to LACDP staff.

ENDORSEMENT RECOMMENDATION COMMITTEE REPORT PREPARATION

You will need the following items for this step:

- Meeting Process and Race-Specific Information Form(s)
- Meeting Report on Endorsement Recommendation (Script)

The presenter of the Endorsement Recommendation Committee report at the LACDP Meeting should prepare a written script to accompany the report before the LACDP Meeting. Here are some important points about the report:

- **Consent Calendar.**⁴² LACDP Chair may use the consent calendar at his/her discretion.
 - It can only be used for reports from the Candidate Interview Committee, Judicial Interview Committee, and Ballot Measure Committee.
 - It is *not* used for Endorsement Recommendation Committee reports from AD Delegations.
 - When consent calendar is used, it must be in writing and distributed at or before the LACDP Meeting at which the consent calendar is considered.
- **Endorsement Recommendation Reports Not on Consent Calendar (i.e., All AD Delegation Endorsement Recommendation Reports).**⁴³ Using the Endorsement Recommendation Committee Report Script Template as a guide and using the information from the Meeting Process and Race-Specific Information Form(s), the following should be included in the endorsement recommendation report:
 - **Description.** Brief description of the endorsement recommendation process with the reason for the recommendation for each race presented (i.e., “the AD Delegation met on (date) at (location) to consider the candidates for City Council A, School Board X, and Water District Y...”). Please see “Presenting the Endorsement Recommendation Committee Report” portion under “At the LACDP Meeting” section on page 20 for more details.
 - **Presentation of Races.** Each contest (endorsement recommendation for each race) will be presented and voted on individually. Here are two important points about presenting and voting:
 - Different jurisdictions are presented and voted on separately.
 - Example: If the endorsement recommendations for City Council A and School Board X are to be reported, the City Council A endorsement recommendation would be presented and voted on. Then, the School Board X endorsement recommendation would be presented and voted on.
 - At-large offices should be presented and voted on separately from all other offices.
 - Example: In a city with multiple City Council Members elected in separate districts (whether districted by voting population or districted with seat numbers but with at-large voting), plus an elected Mayor and an elected Treasurer, all of these offices would be presented together in one motion.
 - Example: In a city with multiple City Council Members elected at-large, plus an elected Mayor and elected Treasurer, there would be two motions: first, endorsement recommendations for the City Council would be presented and voted on as one motion; then, endorsement recommendations for the Mayor and the Treasurer would be presented and voted on as one motion.

⁴² LACDP Bylaws Article XI. Section D. 1. a.

⁴³ LACDP Bylaws Article XI. Section D. 1. b.

AT THE LACDP MEETING

DOCUMENT SUBMISSION

You will need the following items for this step:

- Any previously un-submitted documents or administrative fees

Immediately upon arrival at the LACDP Meeting, submit all previously un-submitted documents and administrative fees to the LACDP Political Department staff. Inform said staff of the name of the person that your delegation has assigned to give the committee's report.



PRESENTING THE ENDORSEMENT RECOMMENDATION COMMITTEE REPORT

You will need the following items for this step:

- Meeting Report on Endorsement Recommendation (Script)

At the LACDP Meeting, your delegation's designated spokesperson will report the results of your meeting. Please see "Endorsement Recommendation Committee Report Preparation" portion of the "Between the Endorsement Recommendation Meeting and the LACDP Meeting" section on page 18 for details on preparing your report and how to present your report when there are multiple races in the same jurisdiction.

Please be sure the report for each jurisdiction includes the following:⁴⁴

- **Description of the Race.** Number of seats on the electoral body being considered (i.e., 5 seats on the City Council), number of seats up for election, and current partisan breakdown.
- **Description of Candidates.** Number of candidates running, partisan breakdown of candidates, number of candidates who participated in the endorsement recommendation process, and whether or not candidates are incumbents.
- **Description of Recommendation Process.** Briefly describe the Endorsement Recommendation Meeting and the key points that led the committee to make its recommendation.
- **Recommendation Results.** Include vote totals.
- **Other.** A short explanation of positives for the recommendation of particular candidates, or reasons for recommendations of "No Endorsement," "No Consensus" or a finding of "Unacceptability."
- **Note.** Remember, consent calendar can only be used by the Candidate Interview Committee, Judicial Interview Committee, and Ballot Measure Committee⁴⁵ at the discretion of the LACDP Chair.⁴⁶ It is not used for AD Delegation endorsement recommendation reports.⁴⁷

⁴⁴ LACDP Bylaws Article XI. Section D. 1. b.

⁴⁵ LACDP Bylaws Article XI. Section D. 1. a. (i).

⁴⁶ LACDP Bylaws Article XI. Section D. 1. a.

⁴⁷ LACDP Bylaws Article XI. Section D. 1. a. (ii).

CONDUCTING THE VOTE



After presenting the Endorsement Recommendation Committee’s report, the designated spokesperson will be responsible for conducting the vote on the committee’s recommendation.

Although we encourage to you seek advice or direction from the LACDP Chair or LACDP Parliamentarian if you are uncertain of any part of the procedures at any time during the vote, it is helpful for you to understand the basic principles and procedures.

- **Presenting the Motion.** As previously noted, only the Candidate Interview Committee, the Judicial Interview Committee, and/or the Ballot Measure Committee may use consent calendar, at the discretion of the LACDP Chair. For presenting motions (reports) not on the consent calendar, as previously noted, each jurisdiction (endorsement recommendation for each race) will be presented and voted on individually. Here are two important points about presenting and voting:
 - Different jurisdictions are presented and voted on separately.
 - Example: If the endorsement recommendations for City Council A and School Board X are to be reported, the City Council A endorsement recommendation would be presented and voted on; then, the School Board X endorsement recommendation would be presented and voted on.
 - At-large offices should be presented and voted on separately from all other offices.
 - Example: In a city with multiple City Council Members elected in separate districts (whether districted by voting population or districted with seat numbers but with at-large voting), plus an elected Mayor and an elected Treasurer, all of these offices would be presented together in one motion.
 - Example: In a city with multiple City Council Members elected at-large, plus an elected Mayor and elected Treasurer, there would be two motions: first, endorsement recommendations for the City Council would be presented and voted on as one motion; then, endorsement recommendations for the Mayor and the Treasurer would be presented and voted on as one motion.
- **Severance of Motions.**⁴⁸ In sum, candidates, at-large offices and/or ballot measure positions may be severed from a consent calendar or from a motion presented during an Endorsement Recommendation Committee report (1) upon request of a credentialed LACDP Member and (2) seconded by twenty (20) LACDP Members who show their credentials at the time that the motion is in order.
 - No written petitions are required for this process.
 - **At-Large Races.** If an at-large race is severed, then all endorsement recommendations in that race are severed and considered separately and individually. For example, if candidates A, B, and C are all recommended for endorsement for the XYZ School Board race, the effect of a severance to this race would result in each of these three recommended candidates be considered individually; thus, candidates A, B, and C would be each be considered separately.
 - **No Consensus and Severance.** A “No Consensus” endorsement recommendation result in a race has the effect of having been automatically severed.⁴⁹ These “No Consensus” endorsement recommendation results are considered under a separate procedure detailed below.
- **Debate.** Except when the recommendations are presented as a consent calendar (see LACDP Bylaws), LACDP Members may debate the recommendation presented by the Endorsement Recommendation Committee.⁵⁰

⁴⁸ LACDP Bylaws Article XI. Section D. 2.

⁴⁹ LACDP Bylaws Article XI. Section D. 1. b. (v) and LACDP Bylaws Article XI. Section D. 2.

- Speakers are limited to no more than three (3) in favor and three (3) opposed, with a time limit of no more than one (1) minute per speaker.
- The number of speakers or time allotted may be extended by a majority vote of those present and voting.
- Note that a candidate or a speaker cannot address the LACDP unless s/he is a LACDP Member or a LACDP Member yields time to him/her.
- **Order of Consideration.** During the presentation of the Endorsement Recommendation Committee reports, the order of endorsement recommendation consideration for voting on the Committee’s recommendations is as follows:
 - All parts of a consent calendar, or Endorsement Recommendation Committee’s motion (from the report) which has not been severed;⁵¹
 - The candidates or positions (i.e., ballot measures) severed from a consent calendar or Endorsement Recommendation Committee recommendation, with the first vote being on the Endorsement Recommendation Committee’s recommendation.⁵²
 - In at-large races where severance is requested and twenty (20) LACDP Members have seconded the severance (i.e., by showing their credentials), balloting for each seat should take place separately and individually to consider each recommended candidate or position, one (1) at a time, by last name. Each of the Endorsement Recommendation Committee’s recommendation should be considered before any other balloting.⁵³
 - Example: If severance is requested in an at-large City Council race in which candidate A and candidate B are the recommended candidates for endorsement, then the order of consideration would be the vote on candidate A’s endorsement recommendation first, followed by the vote on candidate B’s endorsement recommendation, in alphabetical order.
 - One (1) or more written ballot(s) including all eligible candidates not already endorsed and the option of “No Endorsement” on the ballot.⁵⁴
 - Consideration of races or seats under the separate procedure for addressing a “No Consensus” result.⁵⁵
 - Ballot measure positions other than “No Consensus” result.⁵⁶
 - Consideration of ballot measures under the separate procedure for addressing a “No Consensus” result.⁵⁷
- **Procedure for Consideration of “No Consensus” Endorsement Recommendation Result.**⁵⁸ As previously noted, “No Consensus” result from the Endorsement Recommendation Meeting is, in effect, automatically severed and is subject to a separate procedure.
 - **Candidates.** “No Consensus” is considered after all other endorsement recommendations on candidates are completed in a given race.⁵⁹
 - The race with “No Consensus” result should have one (1) ballot, notwithstanding the Endorsement Recommendation Committee’s failure to reach a consensus; the ballot should

⁵⁰ LACDP Bylaws Article XI. Section D. 4.

⁵¹ LACDP Bylaws Article XI. Section D. 3. a.

⁵² LACDP Bylaws Article XI. Section D. 3. b.

⁵³ Ibid.

⁵⁴ LACDP Bylaws Article XI. Section D. 3. c.

⁵⁵ LACDP Bylaws Article XI. Section D. 3. d.

⁵⁶ LACDP Bylaws Article XI. Section D. 3. e.

⁵⁷ LACDP Bylaws Article XI. Section D. 3. f.

⁵⁸ LACDP Bylaws Article XI. Section D. 6.

⁵⁹ LACDP Bylaws Article XI. Section D. 6. a.

include all eligible candidates who have not yet been endorsed in that race and the option of “No Endorsement.”⁶⁰

- There should be no presentations by the candidates or their designees or other debate unless LACDP authorizes them by an affirmative vote.⁶¹ If any candidate or his/her designee is afforded the opportunity to address the LACDP, then all other eligible candidates must be afforded the same opportunity.⁶²
- **Ballot Measures.** When the Ballot Measure Committee has considered a ballot measure and failed to reach a consensus, it should so report the “No Consensus” result.⁶³
 - LACDP should proceed to vote on an endorsement on that particular ballot measure.⁶⁴
 - There should be only one (1) ballot. The ballot should include the options of support (“Yes”), oppose (“No”), and “No Endorsement.”⁶⁵
- **Adoption of or Failure to Adopt the Recommendation.** An endorsement recommendation needs to receive 60% vote of the LACDP Members present and voting for adoption. If the recommendation is not adopted, LACDP shall consider the endorsement by written ballot.⁶⁶
 - **Waiver of Written Ballot.** The written ballot requirement may be waived at any stage of the proceedings by a majority vote of the LACDP Members present and voting.⁶⁷
 - **AD Delegation Recommendations.** After the defeat of an AD Delegation endorsement recommendation, there shall be only one (1) ballot.⁶⁸
 - The ballot should include all eligible candidates who have not yet been endorsed and the option of “No Endorsement.”
 - In at-large races, each LACDP Member may vote for up to the number of seats available for the election in which LACDP has not taken positions.⁶⁹ For example, if a City Council race has three seats up for election, and LACDP has already endorsed one candidate previously in the endorsement process, then LACDP Members may vote for up to two candidates in this round of balloting.
 - The candidates with the highest number of votes up to the number of seats available for endorsement are endorsed, provided that each endorsed candidate must receive the 60% minimum ballot threshold of valid ballots cast.⁷⁰
 - If there is a tie among the candidates, the tie should be broken by lot.⁷¹
 - **Candidate Interview Committee and Judicial Interview Committee Recommendations.** After the defeat of an endorsement recommendation from the Candidate Interview Committee or the Judicial Interview Committee, there shall be up to three (3) ballots.⁷²



⁶⁰ Ibid.

⁶¹ Ibid.

⁶² Ibid.

⁶³ LACDP Bylaws Article XI. Section D. 6. b.

⁶⁴ Ibid.

⁶⁵ Ibid.

⁶⁶ LACDP Bylaws Article XI. Section D. 5.

⁶⁷ LACDP Bylaws Article XI. Section D. 7.

⁶⁸ LACDP Bylaws Article XI. Section D. 5. b.

⁶⁹ Ibid.

⁷⁰ Ibid.

⁷¹ Ibid.

- The ballot should include “No Endorsement” as an option for balloting.
 - First Ballot: The first ballot should include all eligible candidates.⁷³
 - Second Ballot: If no candidate receives the 60% majority required for endorsement on the first ballot, any candidate who receives less than 20% would be dropped and a second ballot would be conducted.⁷⁴ If no candidate receives the 60% majority required but all candidates receive at least 20% of the vote, then balloting ceases.
 - Third Ballot: In the same fashion described above, if no candidate receives 60% majority required on the second ballot, any candidate who receives less than 20% would be dropped and a third ballot would be conducted.⁷⁵ If no candidate receives the 60% majority required for endorsement on the second ballot, but all candidates receive at least 20% of the vote, then balloting ceases.⁷⁶
 - If no candidate is endorsed, the LACDP position shall be “No Consensus.”⁷⁷
- **No Consensus.** In the event that LACDP fails to endorse, the position shall be “No Consensus.”⁷⁸
 - **Ballot Measures.** If the endorsement recommendation of the Ballot Measure Committee is defeated, there should be one (1) ballot, which includes the option of “Yes” (support), “No” (oppose), and “No Endorsement.”⁷⁹

CHALLENGES

An alleged violation of the endorsement process may only be challenged by a member of LACDP or the candidate whose race is being considered.⁸⁰ Challenges should be made at the earliest possible point in time.⁸¹ All challenges are subject to review and adjudication by the Appeals Committee.⁸² The Appeals Committee shall determine the validity of any challenge and has authority to resolve the challenge and to order such remedy as may be just, equitable and appropriate.

NOTE: ENDORSEMENT PROCEDURES FOR SPECIAL CIRCUMSTANCES

In addition to the important endorsement process outlined in this Guide, the LACDP Bylaws also prescribes other endorsement procedures for special circumstances. For more information, please consult the LACDP Bylaws or contact the LACDP Political Department.



⁷² LACDP Bylaws Article XI. Section D. 5. c

⁷³ Ibid.

⁷⁴ Ibid.

⁷⁵ Ibid.

⁷⁶ Ibid.

⁷⁷ LACDP Bylaws Article XI. Section D. 5. c. (iii).

⁷⁸ LACDP Bylaws Article XI. Section D. 8.

⁷⁹ LACDP Bylaws Article XI. Section D. 5. d.

⁸⁰ LACDP Bylaws Article XI. Section E. 1. a.

⁸¹ LACDP Bylaws Article XI. Section E. 1. b.

⁸² LACDP Bylaws Article XI. Section E. 2.