

**LOS ANGELES COUNTY DEMOCRATIC PARTY
ENDORSEMENT RECOMMENDATION
SAMPLE NOTICE TO MEMBERS FOR ENDORSEMENT RECOMMENDATION INTERVIEWS**

DATE: _____
Month / Date / Year

TO: All Elected, Ex Officio, Appointed, Alternate, and Associate** Members of the _____ Assembly
District Delegation
All Members of the Candidate Interview Committee / Judicial Interview Committee

FROM: _____, _____
Name Position

SUBJECT: Endorsement Recommendation Meeting Notice

The Los Angeles County Democratic Party (LACDP) _____ Assembly District (AD) Delegation(s) / Candidate Interview Committee / Judicial Interview Committee will convene for Endorsement Recommendation Meeting to consider endorsement recommendations for the elections scheduled for _____.
Election Date

The information for the meeting is as follows:

Subject: LACDP _____ AD Delegation(s) / Candidate Interview Committee / Judicial Interview Committee
Endorsement Recommendation Meeting

Date: _____

Time: ____:____ AM / PM to ____:____ AM / PM (Ending time approximate)

Location: _____

Address: _____

Candidates for the following offices will be considered during the meeting:

Name of Office	Tentative Time Scheduled
_____	____:____ AM / PM
_____	____:____ AM / PM
_____	____:____ AM / PM
_____	____:____ AM / PM

Pursuant to LACDP Bylaws, Alternate Members may participate in the interview but may only vote in the absence or disqualification of their appointing members.

If you have any questions, please contact me by phone at _____ or by email at _____.

**Note: Associate Members are non-voting members of the delegation and do not count toward the quorum of the meeting.