



CALIFORNIA
DEMOCRATIC
PARTY

CHAIRMAN
**SENATOR (RET)
JOHN BURTON**

1830 - 9TH STREET
SACRAMENTO, CA 95811
PH (916) 442-5707
FX (916) 442-5715

www.cadem.org

Memorandum

To: County Chairs, Regional Directors, and Interested Parties
From: Kasey Carlson and Chris Myers
Date: September 11, 2015
RE: Potential Representatives

Now that Rosters and Bylaw/Rule changes for “members in good standing” have been submitted by Chartered Clubs/Organizations (CCOs) to their Chartering Authority and Regional Director, the process for choosing Potential Representatives can begin. All Potential Representatives are to be turned in by CCOs on or before November 20, 2015. Please check the Key Dates section below for upcoming deadlines.

What are Potential Representatives?

Potential Representatives are those 1 of every 20 CCO members within a given AD from the list of “members in good standing” submitted by July 1st. They are deemed ‘potential’ until County Committees have verified that they were from the July 1st list, and Regional Directors have finished establishing eligibility for each representative. CCOs should submit more names than they are allotted in case one or more are found to be ineligible. When this process concludes, those representatives deemed eligible will be among those voting during the Pre-Endorsement conferences.

To be a Potential Representative they must have been on a roster as a member in good standing turned in by July 1st, and may only vote in the districts in which they are resident.

How are the Number of Potential Representatives per CCO Determined?

The Regional Director determines the number of representatives a CCO is allotted. After the County Committees have checked that a CCO’s roster was submitted by July 1st and only includes “members in good standing” as outlined in the CCO’s by-laws, Regional Directors will remove duplicate members found among different CCO rosters, prioritizing which CCO maintains which members to ensure maximum participation.

When this is completed, Regional Directors use the final rosters from each CCO to determine the number of potential representatives allotted.

How are Potential Representatives Chosen?

It is the responsibility of the CCO to have an appropriate process in place for choosing their potential representatives. Every CCO must send the Potential Representative Submission Form and proof that they have added a section to their Bylaws/Rules that govern how representatives are chosen, or, have selected representatives at a duly noticed meeting by those who are in good standing and voting. CCO’s should ensure that their overall list of Potential Representatives submitted to all Pre-Endorsing Conferences be equally apportioned between men and women, to the extent possible.

CDP Endorsement Key Dates

2015

- July 1 Deadline for Chartered Clubs/Organizations to submit roster of members in good standing to Chartering Authority and appropriate Regional Director.
- November 20 Deadline for CCO representatives to be submitted to the both the Chartering Authority and the appropriate Regional Director.
- December 3 (Thu) DSCC Delegate Deadline: Close of all additions or changes to delegate /endorsement voter lists. The roster of eligible voters will be available approximately two weeks later.

2016

- January 20 (Wed) 5:00pm deadline (10 days prior to pre-endorsement conferences) to file a challenge with CDP to object to the automatic endorsement of an incumbent officeholder seeking re-election.
- January 22 (Fri) 5:00pm deadline for receipt by mail of candidate filing fees & signed 2016 Registration Form to CDP. Checks and Registration Forms may be hand delivered to the Pre-Endorsement Conference
- January 30-31 **Pre-endorsement Conferences:** Participating candidates' filing fee & 2016 Reg. form due to the Regional Convener at the conference before voting begins for that particular office
- February 16 Deadline (10 days prior to State Convention) to file a challenge with CDP to remove an endorsement recommendation from consent calendar
- February 26-28 **State Convention:** Endorsing caucuses as necessary, ratification of endorsements
- March 16 (Wed) **Political Party Endorsements:** Deadline to include party endorsements in the official sample ballot
- June 7 (Tues) **California Primary**