



## MEMORANDUM

**To: County Chairs, Regional Directors, and Interested Parties**  
**From: Kasey Walukones & Chris Masami Myers**  
**Date: March 2019**  
**Re: Potential Representatives from Chartered Clubs/Organizations for CDP Pre-Endorsement Conferences**

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Once the Chartered Clubs/Organizations (CCOs) have submitted their rosters and bylaws/rule changes on members “in good standing” to their Chartering Authority and the appropriate CDP Regional Director(s) for participation in the California Democratic Party (CDP) Pre-Endorsing Conference, the process for choosing potential representatives can begin. All potential representatives are to be turned in by CCOs to their Chartering Authority and CDP Regional Director on or before July 9, 2019. Please check the Key Dates section below for upcoming deadlines.

### **What are Potential Representatives?**

Potential representatives are allocated as 1 representative for every 20 Democratic CCO members within a given Assembly District (AD) from the roster of “members in good standing” as of May 1, 2019, submitted to the Chartering Authority and the Regional Director(s) by May 15, 2019.

To be a potential representative, one must have been on the roster as a member “in good standing” as of May 1, turned in by May 15, and may only vote in the legislative districts (AD, SD, and CD) in which the Potential Representative is registered at the Pre-Endorsing Conference.

The representatives are deemed ‘potential’ until County Committees (Chartering Authority) have verified that they were from the roster submitted noted above, and Regional Directors have finished establishing eligibility for each potential representative. **CCOs should submit more names than they are allotted in case one or more potential representatives are found to be ineligible.** When this process concludes, those representatives deemed eligible will be among those voting during the Pre-Endorsing Conferences.

### **How is the Number of Potential Representatives per CCO Determined?**

The CDP Regional Directors determine the number of representatives a CCO is allotted in their respective Regions. After the County Committees have checked that a CCO’s roster was submitted by May 15 and only includes members “in good standing” as outlined in the CCO’s rules/bylaws, in accordance with CDP By-Laws, Regional Directors will remove duplicate members found among different CCO rosters, prioritizing which CCO maintains which members to ensure maximum participation. If this is not possible, then the duplicate name will be counted toward the CCO who was first to turn in their roster.

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, and are **not also regular members of a Democratic County Committee or a member of the Democratic State Central Committee.**