

**ENDORSEMENT Procedure and Rules
Bylaws, Policies 99-1 and 84-1**

**KITSAP COUNTY DEMOCRATIC CENTRAL COMMITTEE
(Last amended April 21, 2014)**

From KCDCC Bylaws:

ARTICLE XI. CANDIDATE ENDORSEMENT AND APPOINTMENTS

Section 1. ENDORSEMENTS AND APPROVALS. The KCDCC may take action with respect to endorsement and/or approval of candidates seeking elected office as per adopted KCDCC policy:

- a. **Endorsement and full support of the body. Endorsements require a 75% majority of those present and voting.**
- b. **Approval. Approvals require a majority of those present and voting.**
- c. **Non-endorsement with no official support from the KCDCC.**
- d. **No action.**

Section 2. APPOINTMENTS TO PUBLIC OFFICE. (Left out of this document and N/A)

POLICY 99-1 CANDIDATE ENDORSEMENTS/APPROVALS/GRANTING OF CAMPAIGN SERVICES AND POSITIONS ON NON-CANDIDATE BALLOT MEASURES

1. CANDIDATE ENDORSEMENTS AND APPROVALS. The KCDCC may take the following

actions with respect to support for candidates seeking elected office:

- a. **Endorsement and full support of the body. Endorsements are constrained to one candidate in each primary or general election. As per KCDCC Bylaws, endorsements require a 75% majority of those present and voting of the KCDCC.**
- b. **Approval. Approval may be granted to more than one candidate in a primary election or a non-partisan general election. As per KCDCC Bylaws, approvals require a majority vote of those present and voting of the KCDCC.**
- c. **Non-endorsement with no official support from the KCDCC.**
- d. **No action.**

2. ELIGIBILITY FOR VOTING ON CANDIDATE ENDORSEMENTS/APPROVALS AND POSITIONS ON NON-CANDIDATE BALLOT MEASURES. Only Democrats who were members of the KCDCC at least twenty-eight (28) calendar days prior to the KCDCC meeting where voting will take place, are eligible to vote on candidate endorsements/approvals and positions on non-candidate ballot measures.
3. SERVICES AND SUPPORT PROVIDED TO ENDORSED AND APPROVED CANDIDATES.
 - a. Endorsements and approvals allow assistance and support to candidates as the Executive Board feels is prudent, including, but not limited to, financial contributions from the KCDCC, access to lists for mailing, walking precincts, phoning, or raising funds, use of the Party's campaign office, use of a fair/event booth, speaking at KCDCC events, or other resources controlled by the KCDCC.
 - b. Direct financial contributions are reserved for endorsed candidates and non-candidate ballot measures.
 - c. The above services and support are provided to individual candidates at the discretion of the KCDCC Executive Board.
4. **CANDIDATE ENDORSEMENT AND APPROVAL PROCEDURES.**
 - a. **One business day after the close of filing week, the KCDCC Chairperson or the Chair's designee will provide the KCDCC procedures and timeline for endorsement and approval by email to all candidates who did not file as Republicans and who provided an email address when filing. Candidates who did not provide an email address in their filing documents will not receive the information.**
 - b. **Within seven (7) calendar days of the close of filing week, candidates seeking endorsement and approval from the KCDCC shall contact the Chairperson in writing to request such action. The request may be submitted by email or via US mail but must be received within the seven (7) calendar days of the close of filing week.**
 - c. **Within nine (9) calendar days after the close of filing week, the Chair or the Chair's designee will provide application materials including a questionnaire to candidates who are required to submit written application and questionnaire responses. (Examples of exceptions to the written application process can be found in Section 7 below)**
 - d. **Within sixteen (16) calendar days after the close of filing week, candidates who are required to submit a written application and questionnaire responses will return the completed materials to the Chair.**
5. CAMPAIGN SERVICES. Candidates who require services and support of the KCDCC prior to filing week may apply to receive campaign services. (For examples of campaign services, see Section 3)

- a. Candidates seeking campaign services must make a formal request of the KCDCC Chairperson by email or US mail.
- b. The Chair will provide the candidate with application materials including a candidate questionnaire.
- c. The Chair will present the request and completed application at the next immediate KCDCC Executive Board meeting.
- d. The KCDCC Executive Board shall decide whether or not to grant campaign services by a majority vote of those present and voting.
- e. Receiving campaign services does not imply endorsement or approval, nor does it allow candidates to make public statements implying KCDCC support for their candidacy.
- f. Candidates who receive campaign services still must comply with the process outlined in Section 4, parts a and b of this policy to receive endorsement and/or approval.
- g. Candidates who do not apply for endorsement and/or approval shall lose their right to campaign services.
- h. Application materials received for the purpose of granting campaign services will be considered fulfillment of Section 4, part d of this policy, but the KCDCC Executive Board may request candidates provide a campaign update.

6. **EXECUTIVE BOARD RESPONSIBILITY. The Executive Board shall act as a screening committee for candidates seeking support from the KCDCC.**

- a. **At the first Executive Board meeting following the completion of the process defined in Section 4, the Executive Board will review all requests for endorsement and approval.**
- b. **Upon review, the Executive Board may make recommendations to the Chair as to which candidates should appear in person before the Executive Board.**
- c. **The Chair or the Chair's designee will select a time and place to conduct interviews prior to the next immediate KCDCC membership meeting and supply candidates and Executive Board members with this information.**
- d. **The Chairperson may request the Executive Board to make a recommendation to the Central Committee regarding the candidates.**
- e. **The Executive Board will use the same voting percentages for endorsement and approval as required of the general membership.**
- f. **Upon such recommendation from the Executive Board, the KCDCC shall take one of the actions in Section 1 of this policy.**

7. **EXAMPLES OF EXCEPTIONS TO POLICIES.**

- a. **At the discretion of the chair previously endorsed incumbent candidates may not be required to submit written applications and/or appear in person for interviews.**
- b. In cases of vacancies and/or special elections that do not fit the timeline, the Executive Board may make recommendations to the KCDCC

- concerning endorsements and approvals when and as it deems appropriate.
- c. **In the event of primary results that may dictate a change in the endorsement and approval positions of the KCDCC, the Executive Board may make recommendations to the KCDCC regarding endorsements and approvals that do not conform to the timelines of this policy.**
 - d. **In consultation with the Executive Board, the Chair may identify extenuating circumstances that result in recommendations of endorsements and approvals to the KCDCC membership that do not conform to this policy.**
8. **NON-CANDIDATE BALLOT MEASURES.**
- a. Support or opposition to non-candidate ballot measures (initiatives, referendum, propositions, levies, bonds, etc.), once determined to be on an upcoming ballot, will be considered at the next Executive Board meeting.
 - b. Support or opposition to non-candidate ballot measures requires a simple majority vote by both the Executive Board and KCDCC.
 - c. The Chair may call a special Executive Board meeting to discuss such ballot measures due to exceptional timeline restraints.
9. **WITHDRAWAL/TERMINATION OF CANDIDATE ENDORSEMENTS AND APPROVALS.**
- a. **Endorsements may be withdrawn by a 75% majority of those present and voting of the KCDCC.**
 - b. **Approvals may be withdrawn by a majority vote of those present and voting of the KCDCC.**
 - c. **All KCDCC endorsements and approvals terminate at the end of the election cycle for which they were granted.**
10. **CAMPAIGN/CANDIDATE RESPONSIBILITIES. Those campaigns and candidates who receive approval and/or endorsement shall:**
- a. **Use any data provided to them by the KCDCC only for the purposes of assisting candidates who have the endorsement or approval of the KCDCC, identifying voters as to party preferences and affiliations, and mobilizing those voters who will support issues or candidates approved by the KCDCC.**
 - b. **Protect this data at all times from unauthorized release, copying, transfer, access, or other use.**
 - c. **Undertake to verify, correct, and update all original data that it receives from the KCDCC and provide those corrections to the KCDCC. In addition, the endorsed or approved campaign/candidate shall provide the KCDCC with such donor lists and voter identifications as may be useful to future campaigns. Exceptions may be granted by the Executive Board.**

Adopted by KCDCC February 16, 1999
Amended by KCDCC April 21, 2014

POLICY 84-1 ALLOCATION OF CAMPAIGN MONIES

IN ORDER TO SPEND THE GREATEST AMOUNT OF MONEY FOR THE MOST DEMOCRATIC CANDIDATES, THE POLICY OF THE KITSAP COUNTY DEMOCRATIC CENTRAL COMMITTEE FOR DISBURSING MONEY TO CANDIDATES OR THEIR CAMPAIGN COMMITTEES SHALL BE AS FOLLOWS:

1. Consideration shall be given to utilize campaign monies for joint newspaper and/or radio advertisements for all Kitsap County Democratic candidates as determined by the Executive Board and approved by the Central Committee.
2. Monies disbursed directly to candidates or their campaign committees shall be allowed only by following prescribed procedures:
 - a. PRIMARY AND SPECIAL ELECTIONS. No monies will be given to a candidate or campaign committee unless requested in writing and approved by a 2/3rd vote of both the Executive Board and Central Committee.
 - b. GENERAL ELECTION. Successful Primary candidates shall be allocated monies as determined by the Executive Board. The County Chairperson shall call a meeting of the Executive Board by the first week In October to determine distribution.

THE FOLLOWING SHALL BE CONSIDERED FOR ALLOCATION OF MONIES TO CANDIDATES AND/OR THEIR CAMPAIGN COMMITTEES: (NOT IN PRIORITY ORDER)

1. The candidate's need for money.
2. Access or lack of access to other Party sources (State, Caucus, LD, CD, County, etc.).
3. Incumbent or Non-Incumbent candidate (non-incumbent candidates usually have more difficulty in securing contributions).
4. Length of active service candidate has contributed to the Democratic Party in Kitsap County.
5. Residency of the candidate (within or outside Kitsap County).
6. The candidate's commitment to the race.
7. The importance of the office being sought.
8. The possibility of success.

Adopted by KCDCC September 17, 1984 (Revised from 1980 copy)