



**ALASKA DEMOCRATIC PARTY**

**PARTY PLAN OF ORGANIZATION**

Amended & Adopted April 19th, 2026 at the Alaska Democratic Party State Convention

# TABLE OF CONTENTS

<b>ARTICLE I: PREAMBLE</b>	<b>1</b>
<b>ARTICLE II: PARTICIPATION</b>	<b>1</b>
(a) PARTICIPATION	1
(b) ELECTIONS AND ENDORSEMENTS	2
<b>ARTICLE III: PRECINCT ORGANIZATION</b>	<b>3</b>
<b>ARTICLE IV: DISTRICT ORGANIZATION</b>	<b>3</b>
(a) OFFICERS	4
(b) SUCCESSION	4
(c) BYLAWS	4
(d) CONSOLIDATION	4
(e) House District Organizational Meetings	5
(f) House District Organizational Meetings PROCEDURES	6
(g) PROCEDURES FOR FILLING A VACANCY OF A STATE HOUSE OR STATE SENATE MEMBER	7
<b>ARTICLE V: STATE PARTY ORGANIZATION</b>	<b>7</b>
(a) PARTY PLAN OF ORGANIZATION	7
(b) STATE CENTRAL COMMITTEE	7
(c) MEETINGS	8
(d) MEMBERSHIP	8
(e) SUCCESSION	8
(f) REGIONS BY ELECTION DISTRICTS	9
(g) TIER ONE ORGANIZATIONS	9
(h) TIER TWO ORGANIZATIONS	9
(i) TIER THREE ORGANIZATIONS	9
(j) ADDITIONAL TIER 1, 2, & 3 REQUIREMENTS	9
(k) APPLYING FOR STATUS AS A RECOGNIZED SUBDIVISION	11
(l) EXECUTIVE COMMITTEE	11
(m) STATE PARTY OFFICERS	12
(n) FINANCE COMMITTEE	12
(o) GRIEVANCE COMMITTEE	13

(p)	RESOLUTIONS COMMITTEE	13
(q)	PARTY PLAN COMMITTEE	13
(r)	PARTY PLATFORM COMMITTEE	14
(s)	STANDING COMMITTEES	14
(t)	REDISTRICTING	14
	<b>ARTICLE VI: STATE CONVENTION</b>	<b>14</b>
(a)	CERTIFICATION OF DELEGATES	15
(b)	DELEGATES & VOTING PROCEDURES	15
(c)	PROCEEDINGS	17
(d)	ADOPTION OF STATE PLATFORM AND PARTY PLAN OF ORGANIZATION	17
	<b>ARTICLE VII: SANCTIONS</b>	<b>18</b>
	<b>ARTICLE VIII: AMENDMENT</b>	<b>19</b>
	<b>APPENDIX A: DEFINITIONS</b>	<b>20</b>
	<b>APPENDIX B: PRECINCT OFFICER DUTIES</b>	<b>22</b>
	<b>APPENDIX C: DISTRICT OFFICER DUTIES</b>	<b>23</b>
	<b>APPENDIX D: STATE OFFICER DUTIES</b>	<b>25</b>
	<b>APPENDIX E: AWARDS AND RECOGNITIONS</b>	<b>27</b>
	<b>APPENDIX F: APPLICATION FOR STATUS OF A RECOGNIZED SUBDIVISION OR ADJUNCT GROUP OF THE ALASKA DEMOCRATIC PARTY</b>	<b>28</b>
	<b>APPENDIX G: ADP ADJUNCT ORGANIZATIONS &amp; SUBDIVISIONS</b>	<b>31</b>
	<b>APPENDIX H: PROPOSED PLATFORM PLANK BY DISTRICT, UNIFIED DISTRICT, OR REGION</b>	<b>32</b>
	<b>APPENDIX I: PROPOSED PLATFORM PLANK BY INDIVIDUALS</b>	<b>34</b>
	<b>APPENDIX J: PROPOSED CHANGE TO PARTY PLAN OF ORGANIZATION BY DISTRICT, UNIFIED DISTRICT, OR REGION</b>	<b>36</b>
	<b>APPENDIX K: PROPOSED CHANGE TO PARTY PLAN OF ORGANIZATION BY INDIVIDUALS</b>	<b>38</b>

## **ACRONYMS**

ADP	Alaska Democratic Party
SCC	State Central Committee
Party Plan	Party Plan of Organization
APOC	Alaska Public Offices Commission

## **ARTICLE I: PREAMBLE**

The Alaska Democratic Party (ADP), an entity recognized under Alaska State Statute and Federal law and by the Democratic National Committee, in order to secure the passage of legislation representative of the basic principles of Democratic government, and to elect representatives pledged to Democratic Party principles, adopts this Plan of Organization.

## **ARTICLE II: PARTICIPATION**

### **(a) PARTICIPATION**

**Section 1)** Participation in the ADP is open to any person registered with the State of Alaska as a Democrat, or a person too young to vote, but is a member of the Alaska Young Democrats.

**Section 2)** Discrimination on the basis of gender, race, age, religion or lack thereof, economic status, sexual orientation, ethnic identity, national origin, disability, or color in the conduct of ADP affairs is prohibited.

**Section 3)** Meetings of the ADP are open to all members of the Party and will be held in a manner accessible to Party members. **Guests and members of the press may also attend meetings at the discretion of the meeting's Chair and in accordance with the ADP's press policy.** No meeting may be held in any building owned or operated by an organization or individual that discriminates against individuals on the basis of any grounds in Section 2. All reasonable efforts will be made to ensure compliance with the Americans with Disabilities Act.

**Section 4)** The time, place, and purpose for all meetings shall be publicized in a way that ensures timely and reasonable notice to all interested persons.

**Section 5)** All meetings authorized by the Party Plan may be held by remote participation, which shall include feasible options for rural access. In times of statewide or regional disaster, health emergency, or any other cause that would render in-person meetings unsafe or impractical, the Party shall conduct business via remote participation.

**Section 6)** Any person holding office in the ADP must be a registered Democrat in the State of Alaska or a member of the Alaska Young Democrats.

**Section 7)** The ADP will publish procedures for selection of Party officers and representatives at all levels. The publication shall be done in such fashion that prospective and current members of the ADP have the opportunity to be fully informed of the pertinent procedures in time to participate in each selection procedure at all levels of the ADP.

**Section 8)** Proxies are recognized at all meetings of Party Committees, provided that in no event a person casts more than four (4) votes, including their own.

**Section 9)** Party Officers will take affirmative steps to encourage members of underrepresented groups to seek election as Party Officers and Delegates to State Conventions, to the end that such groups are represented in reasonable relationship to their presence in the State.

**Section 10)** The ADP strives to achieve gender, age, ethnic, geographic, and kinship balance in leadership positions and activities.

**(b) ELECTIONS AND ENDORSEMENTS**

**Section 1)** The Open Primary in Alaska is not Party specific with eligible candidates from all party affiliations appearing on the ballot for each race. The Primary Election is open to all registered voters in Alaska who may cast one vote for one candidate in each race. The top four candidates in each race advance to the General Election.

The General Election utilizes rank choice voting.

Candidate(s) registered as Democrats, and/or aligned undeclared or nonpartisan candidates, that advanced from the Open Primary to the General Election may serve as the party's nominee(s).

**Section 2)** The ADP may make an endorsement of a candidate in a contested primary, and /or may provide monetary contribution or non-monetary contribution to a candidate in a contested primary, by a three-quarters ( $\frac{3}{4}$ ) vote of the SCC of those present and entitled to vote. Tier One, Tier Two, and Tier Three subdivisions may make endorsements as provided in Section 4.

ADP may make an endorsement of a candidate in a non-contested primary, and/or may provide a monetary contribution or non-monetary contribution to a candidate, in a non-contested primary.

For purposes of this section the definition of "contested Primary" means more than one candidate eligible to serve as the Party's General Election nominee is on the Primary ballot for the same office.

**Section 3)** Local elections in the state of Alaska are administered by the appropriate city, borough, municipality, or other appropriate entities' clerk.

ADP may provide a monetary contribution or non-monetary contribution in a contested or non-contested election to a local candidate registered as a Democrat or an aligned undeclared or nonpartisan candidate that has been endorsed by the appropriate Tier Two or Tier Three Subdivision. Tier One, Tier Two, and Tier Three subdivisions may make endorsements as provided in Sections 4, 5, and 6.

For purposes of this section the definition of "contested election" means more than one Democrat, and/or aligned undeclared or nonpartisan candidate, on the ballot for the same office.

**Section 4)** Tier One, Tier Two, and Tier Three subdivisions may make pre-primary or post-primary endorsements of Democratic candidates and/or aligned undeclared or nonpartisan candidates in legislative races if they have adopted procedures covering such endorsements in their Bylaws and those Bylaws are on file with ADP. Procedures must be transparent and any meeting relating to endorsements be held in a manner consistent with Article II (Participation).

**Section 5)** Pre-primary and post-primary endorsements of Democratic legislative candidates and/or aligned undeclared or nonpartisan legislative candidates by Tier Three subdivisions and unified districts are limited to candidates running in their State House or State Senate Districts. Pre-primary and post-primary endorsements of legislative candidates by regional organizations are limited to districts within that region.

**Section 6)** Tier One, Tier Two, and Tier Three subdivisions may endorse Democrats, and/or aligned undeclared or nonpartisan candidates, and participate in local non-partisan elections, subject to the provisions in their Bylaws. Endorsements and participation in local elections shall be consistent with

Article II (Participation).

**Section 7)** Tier One, Tier Two, and Tier Three subdivisions shall notify the party of endorsements and participation in elections.

**Section 8)** For all elections, at the request of a regional vice-chair and with the approval of a majority vote of regional vice-chairs, the ADP will provide access to VoteBuilder or equivalent database to Democratic or aligned non-partisan or undeclared candidates who agree to pay for that access and agree to the ADP terms of service.

The Executive Director or Party Chair may provide Votebuilder access, without a vote, to all Democratic Candidates. This can be overruled by a majority vote of the full Executive Committee.

### **ARTICLE III:   PRECINCT ORGANIZATION**

**Section 1)** Precinct organization within each House District is voluntary; the District Chair must be notified if a Precinct chooses to organize.

**Section 2)** A voting Precinct, as identified by the State of Alaska Division of Elections, is a subdivision of the ADP.

**Section 3)** To be recognized as an organized Precinct, a minimum of three registered Democrats living within that Precinct must elect a Precinct Chair, and may elect a Vice Chair, Secretary, and Treasurer (Secretary/Treasurer may be one person.) The Treasurer is required if the Precinct raises money.

**Section 4)** Any person registered as a Democrat with the State of Alaska or Alaska Young Democrat and living within a voting Precinct is eligible to be elected as an officer. Any person who is registered with the State of Alaska as a Democrat, Undeclared, or Non- Partisan and living within a voting Precinct may be eligible to participate in Precinct meetings.

**Section 5)** Duties of Precinct Officers are outlined in Appendix B.

**Section 6)** In communities with a single voting Precinct, or where the Precinct is not connected by road to other communities in the District, qualified voters in the Precinct may participate remotely in a House District Organizational Meetings by teleconference, internet broadcast or other media. In the event that a Precinct desires to participate remotely in a House House District Organizational Meetings, the Precinct Chair will notify the District Chair by the first day of February prior to the convening of the next biennial House District Organizational Meetings.

**Section 7)** Policies adopted by a Precinct will be consistent with policies of the ADP and the Democratic National Committee.

### **ARTICLE IV:   DISTRICT ORGANIZATION**

**Section 1)** Each State House District is a Tier Three Political Subdivision of the ADP. There are forty (40) House Districts, as identified by the State of Alaska, Division of Elections.

**Section 2)** To be recognized as an organized House District, registered Democrats living within that House District must elect officers: a District Chair, SCC member, Vice Chair (SCC member and Vice Chair may be the same person), Secretary, and Treasurer (Secretary/Treasurer may be the same

person.) The Treasurer is required only if the District raises money. Districts also elect a Young Democrat as a member of the SCC.

**Section 3)** Any person registered as a Democrat with the State of Alaska or Alaska Young Democrat and living within a House District is eligible to participate in House District Organizational Meetings and House District meetings. Any person eligible to vote in the next general election who is registered with the State of Alaska as a Democrat, Undeclared, or Non- Partisan and living within a voting District may be eligible to participate in District meetings.

**Section 4)** The State Chair will appoint a Democrat from any unorganized House District to call a special meeting of Democrats who live in that House District for the purpose of organizing the House District and electing officers.

**Section 5)** Policies adopted by a House District will be consistent with policies of the ADP and the Democratic National Committee.

**Section 6)** A House District promotes and carries out Democratic Party principles and programs; conducts fund-raising activities for the House District; and has general supervision over Democratic affairs within the House District.

**Section 7)** House Districts are encouraged to meet regularly.

**(a) OFFICERS**

**Section 1)** House District officer duties are outlined in Appendix C.

**Section 2)** Officers elected at a biennial House District Organizational Meetings take office immediately and serve for two (2) years or until their successors are chosen.

**Section 3)** Should there be a vacancy in a district chair position, the state chair shall appoint a replacement until the house district meets to elect a new house district chair. The election shall be held within 60 days. A vacancy can be identified through resignation to the state chair or declared vacant by the state executive committee due to non-responsiveness after repeated efforts to contact by the state chair and/or regional vice chairs.

**(b) SUCCESSION**

All Party records and the authority to manage all assets and liabilities will be transferred to the new officers within five (5) working days. Should a District violate the principles of the ADP in the succession of Party officers, the State Chair, with the approval of the Executive Committee, is authorized to act and to take all steps necessary to ensure that the succession is complete.

**(c) BYLAWS**

**Section 1)** A House District may adopt Bylaws at a House District Organizational Meetings or at a regular House District meeting. Adopted Bylaws are provided to the ADP. Any District making a pre-primary endorsement in a contested primary must have Bylaws covering such endorsements on file with the ADP.

**Section 2)** Tier One and Tier Two subdivision may adopt Bylaws at a scheduled meeting with no notice to their membership. Adopted Bylaws are provided to ADP. Any subdivision making a pre-primary endorsement must have Bylaws covering such endorsements on file with the ADP.

**(d) CONSOLIDATION**

**Section 1)** House Districts may choose to consolidate in a UNIFIED DISTRICT or a REGIONAL ORGANIZATION. This consolidation does not alter, in any manner, House District allocation of delegate seats at the State Convention.

**Section 2) UNIFIED DISTRICT**

- Two (2) or more House Districts may consolidate to organize, elect officers, and hold meetings if consolidation is approved by simple majority vote of the assembled Democrats of each House District, meeting either jointly or separately;
- A Unified District shares all governance officers and activities; and
- A Unified District is a Tier Two Political Subdivision of the ADP and holds two votes on the SCC.

**Section 3) REGIONAL ORGANIZATION**

- Two (2) or more House Districts within a region may consolidate to organize, elect officers, meet, and coordinate efforts;
- In a Regional Organization, House Districts retain autonomy.

**Section 4)** A House District may withdraw from a consolidated arrangement with a two- thirds vote of the members present at a meeting of the District.

**(e) STATE HOUSE DISTRICT ORGANIZATIONAL MEETING**

**Section 1)** A Democratic State House District Organizational Meeting is held biennially in each House District no fewer than twenty-seven (27) days prior to the State Convention. A State House District Organizational Meeting is called by the House District Chair to elect officers, amend/adopt bylaws, and conduct other business. House Districts within a Regional Organization may hold their biennial meeting at the same time and place as other House Districts in their region, if feasible. House District Organizational Meeting dates are determined by the House Districts or Regional Organizations, but in Presidential Election years, the date of the Organizational Meetings will be selected in accordance with the procedures required by the DNC.

**Section 2)** Arrangements for the State House District Organizational Meeting are the responsibility of the House District Chair, and, if applicable, the regional organization. Any registration fees collected for the House District are retained by the organizing entity.

**Section 3)** Only those delegates duly credentialed at the State House District Organizational Meeting will be eligible to vote at the meeting.

**Section 4)** District Meetings operate as a committee of the whole, with each at large member entitled to cast one vote.

**Section 5)** At the State House District Organizational Meeting, each House District shall elect the following:

- Officers listed in Section 2 of this Article who shall take office immediately and serve for two years or until successors are chosen;
- Their allotted delegates and alternates to the State Convention; and

- One (1) delegate to each of the following State Convention committees: State Convention Credentials Committee; State Convention Platform Committee; State Party Plan of Organization (Party Plan) Committee.

**Section 6)** The State Secretary will inform the District Chair of the apportioned number of delegates from each District allotted to attend the State Convention. Delegates must reside in the House Election District upon which the apportionment is based.

**Section 7)** Any Democrat not able to be present at a State House District Organizational Meeting may stand for election as a delegate to the State Convention by submitting their name to the District Chair at least five days prior to the meeting.

**Section 8)** Should a District be unable to fill its delegation to the State Convention from members present at the District Meeting, that District may choose delegates from District Democrats to fill their allotment.

**Section 9)** ASate House District may nominate the following officers at their meeting who will be elected at the State Convention: Convention Chair; Convention Secretary; State Secretary; State Treasurer; and Regional Vice-Chairs. The National Committeeman; National Committeewoman; and, delegates and alternates to the National Convention are nominated in Presidential years.

**Section 10)** The ADP shall conduct a Primary as the first step to determine Alaska Democrats' presidential preference (aka first-determining step), subject to DNC approval. The Party-Run Presidential Primary will be conducted by mail and utilize ranked-choice voting, when appropriate and if feasible. Democrats registered to vote in the State of Alaska will be eligible to cast a ballot. ADP Officers and the State Central Committee shall be responsible for raising the funds to implement the first-determining step. The ADP shall retain the right to modify the methodology for casting a ballot in the Primary based on budget constraints, number of presidential candidates on the ballot, personnel constraints, or other extenuating circumstances, subject to DNC approval.

National Convention Delegates shall be allocated to presidential candidates based on the statewide results of the Party-Run Primary. Delegates to the State Convention, elected at the State House District Organizational Meetings, shall declare their presidential preference at the State Convention. National Convention delegates are elected at the State Convention.

No person may vote in the Democratic presidential selection process who has voted or intends to vote in another party's Presidential selection process in the same cycle.

**Section 11)** Each House District, Unified District, or Region may meet, adopt, and advance for action at the State Convention: 1) proposed changes to the Party Plan; and, 2) proposed changes to the Party Platform.

**Section 12)** The House District Chair shall certify the election or appointment of delegates and alternates to the State Convention and State Convention committees, District officers, and any j proposed changes to the Plan or Platform advanced for action at the State Convention.

**Section 13)** Minutes of the State House District Organizational Meeting are submitted to the State Party Chair no later than fifteen (15) days after the Caucus. The minutes include the date, time, and location of the Caucus; Officers, delegates and alternates elected; and other actions taken. In a Presidential year, minutes shall also include copies of ads or notices used to publicize the Caucus.

**(f) HOUSE DISTRICT ORGANIZATIONAL MEETING PROCEDURES**

**Section 1)** Ten percent (10%) of the participants at a State House District Organizational Meeting may demand a secret ballot or a roll call vote on any issue. The House District Chair shall designate two (2) or more tellers, one (1) of whom shall be from the ten percent (10%) demanding the secret ballot or roll call vote, to count the vote.

**Section 2)** The candidate receiving a majority of the votes of the Meeting shall be declared elected. In the event no candidate receives a simple (>50%) majority, a second vote shall be taken. If there are more than two (2) candidates, the candidate receiving the lowest vote shall be dropped and the election process continued until one candidate has received a majority. In the event two or more candidates tie for the lowest number of votes, that vote shall be retaken.

**Section 3)** Following redistricting of House District boundaries, the State Chair will set a time and date for House District Organizational Meetings in those districts where boundaries have been redrawn. This special call to Caucus will follow the same procedure as the regularly scheduled House District Organizational Meetings.

**(g) PROCEDURES FOR FILLING A VACANCY OF A STATE HOUSE OR STATE SENATE MEMBER**

In the event of a vacancy of a State House Representative or State Senator, the Chair(s) of the local District or Districts will work with the ADP to organize the selection replacement process. The local District will solicit applications, conduct interviews, and select at least three (3) nominees to be forwarded to the Governor no later than 21 days following the vacancy.

**ARTICLE V: STATE PARTY ORGANIZATION**

**(a) PARTY PLAN OF ORGANIZATION**

**Section 1)** The Party Plan is the governing document of the ADP.

**Section 2)** Rules of procedure may be suspended as necessary by a two-thirds vote of the SCC.

**Section 3)** Fundamental governing principles that guarantee participation may not be suspended.

**(b) STATE CENTRAL COMMITTEE**

**Section 1)** The SCC is the governing body of the ADP between biennial State Conventions. The SCC has authority to take all appropriate actions to promote the principles and programs of the ADP between conventions.

**Section 2)** SCC duties include the following:

- Promote, aid, and assist in the election of Democratic candidates for public office;
- Approve a biennial plan of action and annual budget; or
- Adopt resolutions on issues of interest or concern;
- Ratify members of the Finance Committee;

- Act on recommendations from the Grievance Committee;
- Recognize interim Subdivisions and Adjuncts;
- In the event that gender balance is not achieved after SCC elections are held, the SCC will elect at large members in order to achieve gender balance with due regard for regional representation; and
- Select the Democratic nominee in the event of a vacancy in the U.S. House or U.S. Senate.

**(c) MEETINGS**

The SCC will meet at least twice a year. Additional meetings may be called by the State Chair or upon petition of one fourth (1/4) of the members. The ADP will make every effort to make SCC meetings available electronically to provide access to those who are unable to attend in person.

**(d) MEMBERSHIP**

**Section 1)** Membership on the SCC is open to all qualified Democrats.

**Section 2)** A quorum for the SCC is comprised of sixteen (16) House Districts represented, with at least one (1) House District from four (4) of the six (6) Regions.

**Section 3)** The SCC consists of the following members:

- State Chair
- State Vice-Chair
- Immediate Past Chair
- Regional Vice-Chairs (14)
- Secretary
- Treasurer
- Finance Committee Chair
- National Committeeman & National Committeewoman (2)
- Three representatives from each Tier Three Political Subdivision: House District Chairs (40), District SCC members (40), and District Young Democrats (40);
- Two representatives from each Tier Two Political Subdivision;
- One representative from each Tier One Adjunct Organization; and
- At large members, if needed to achieve gender balance.

**(e) SUCCESSION**

**Section 1)** A vacancy in the office of State Chair will be filled by the Vice-Chair. In the event of a vacancy in the office of Vice-Chair, the State Chair will nominate a candidate for Vice-Chair for approval by the SCC.

**Section 2)** Should the Vice-Chair decline, the SCC, at a duly noticed meeting, will elect a new State Chair and Vice-Chair by a majority vote.

**Section 3)** A vacancy in the office of other Party Officers will be filled by a vote of the SCC or by the original appointing agency.

**(f) REGIONS BY ELECTION DISTRICTS**

There will be (14) Regional Vice-Chairs within 6 Regions, each carrying one (1) vote. Two people who have different gender identities will be elected from each of the following Regions, except the Anchorage Region, which will elect four people with no more than two people of any single gender identity:

Districts	1-4	Southeast
Districts	5-8	North Gulf
Districts	9-24	Anchorage
Districts	25-30	Mat-Su
Districts	31-36	Interior
Districts	37-40	Rural

**(g) TIER ONE ORGANIZATIONS**

Adjunct groups that meet to discuss issues related to their interests may be recognized as Tier One Adjunct Organizations. They do not raise and spend money. These Adjuncts may be asked to advise the SCC on relevant issues. Each recognized Adjunct group has one (1) vote on the SCC.

**(h) TIER TWO ORGANIZATIONS**

Unified Districts, Regional Organizations and Election/Constituency Groups that raise money for the ADP may be recognized Tier Two organizations. These organizations are approved by the SCC and have two (2) votes on the SCC.

**(i) TIER THREE ORGANIZATIONS**

House Districts form the foundation of the SCC. Each House District shall have three (3) votes on the SCC. One (1) District Chair; one (1) SCC member; and, one Alaska Young Democrat, each carrying one (1) vote, will be elected from each of the forty (40) House Districts at the biennial House District Organizational Meetings.

**(j) ADDITIONAL TIER 1, 2, & 3 REQUIREMENTS**

**Section 1)** To maintain status as a recognized subdivision of the ADP, Tier One, Two, and Three Organizations will keep a copy of bylaws and a list of current officers, including names, addresses, phone numbers, and e-mail addresses on file with the ADP. Copies of any changes or amendments will be filed with the ADP within thirty (30) days following adoption. The ADP will make this information available upon request.

**Section 2)** Each official Adjunct or Political Subdivision of the Democratic Party recognized under the authority of this Party Plan will adopt and conduct its affairs in accordance with written rules that are consistent with this Plan.

**Section 3)** Additional requirements of Tier Two, Tier Three, and Precinct Organizations that raise and spend money:

- a. Elect Officers, including a Chair, Vice-Chair, Secretary and Treasurer (or Secretary-Treasurer);
- b. Maintain a bank account;
- c. Register as a “group” with Alaska Public Offices Commission (APOC) and provide a copy of the group registration to ADP (Executive Director and Treasurer) within 12 hours of filing;
- d. A group that has been previously registered with APOC as a fund-raising organization, but no longer wishes to raise funds or spend money, must notify ADP within 15 calendar days of notifying APOC.
- e. File required APOC reports in a timely manner.
- f. Provide the ADP (Executive Director and Treasurer) a copy of all APOC reports at the time they are filed;
- g. File required IRS tax return in a timely manner (on interest income, gaming proceeds, if any); file IRS 1099 reports, if applicable;
- h. Notify the ADP (Executive Director and Treasurer) immediately when a contribution is made to a candidate (amount and name of candidate);
- i. Notify the ADP (Executive Director and Treasurer) within 24 hours when a contribution of (cumulative) \$500 (or greater) is received from a donor, including the amount, and name and address of the donor.
- j. Pay the 15% annual net from proceeds raised to ADP by March 1 as outlined in Section 4 of this article.
- k. Tier Two, Tier Three, and Precinct Organizations that raise and spend money must:
  - comply with the above sections to maintain Tiered status
  - notify ADP (Executive Director and Treasurer) if the Organization has not complied and should no longer be recognized as a tiered organization
  - notify APOC that the Organization is no longer a fundraising organization

affiliated with ADP

l. If ADP becomes aware that a fund-raising affiliated entity is not following the requirements of this section, the ADP will notify APOC that the entity is no longer affiliated with ADP.

**Section 4)** Organizations that raise money are required to pay the ADP annually 15% of net proceeds of all funds raised, with some exceptions.

- a. "Net proceeds" means the amount remaining after all costs and expenses directly related to fundraising or operations are deducted from the total amount received from an event or solicitation.
- b. The 15% of net proceeds payment from an event or one-time solicitation shall be paid to ADP within 60 days after funds are received.
- 1) For example, an event raised \$1,000; expenses (room rental, food, drink, invitations) were \$500; net proceeds are \$500; \$75 = balance owed to ADP (15% of net proceeds).
- c. For funds received that are not received as part of an event or one-time solicitation, subdivisions shall calculate all monies received and expenses of operations for the year and pay 15% of the profit to the ADP. Donations to candidates do not count as expenses.
- d. These profits shall be paid by March 1 for the prior year.
- e. During the two years prior to a specified State Convention, monies earned by the host district are exempt from the 15% rule; however, net proceeds from any state convention are subject to the 15 % rule.

**(k) APPLYING FOR STATUS AS A RECOGNIZED SUBDIVISION**

**Section 1)** A club or organization may be recognized as an official Adjunct or Political Subdivision of the ADP upon application to, and approval by, the biennial State Convention. During the interim between state conventions, the SCC may recognize a group as an Adjunct or Subdivision; provided, however, that this action is ratified at the next State Convention.

**Section 2)** Entities that wish to be newly recognized as an Adjunct or Subdivision or change status shall file the application with the ADP Executive Director not less than thirty (30) days prior to the biennial State Convention. Application is Appendix F.

**(l) EXECUTIVE COMMITTEE**

**Section 1)** The Executive Committee of the ADP is responsible to provide oversight and to advise the State Chair and staff on matters related to operation of the organization between meetings of the SCC.

**Section 2)** The Executive Committee is composed of: State Chair, State Vice-Chair, Immediate Past Chair, Secretary, Treasurer, Finance Committee Chair, National Committeeman, National Committeewoman, Regional Vice-Chairs (14), President of the Alaska Young Democrats or designee, one (1) At-large Representative chosen by and from the SCC, and two members of the Alaska Legislature chosen by the Democratic Caucuses.

**Section 3)** Each member of the Executive Committee has one (1) vote. Upon the resignation of a member, a successor will be selected by the original authority to serve the unexpired portion of the term.

**Section 4)** Nine (9) members constitute a quorum.

**Section 5)** Minutes of the Executive Committee and all activities will be available to SCC members within seven days of approval by the Executive Committee.

**Section 6)** The Executive Committee will meet at the call of the State Chair or at the request of nine (9) of the members of the Executive Committee.

**Section 7)** Actions taken by the Executive Committee are binding unless overturned by the SCC at the next meeting.

**Section 8)** When it becomes necessary to hire an Executive Director, the Executive Committee will create a hiring committee, consisting of one Regional Vice-Chair from each region and the State Chair. A majority of the Hiring Committee will make the final decision.

**(m) STATE PARTY OFFICERS**

**Section 1)** The State Chair and Vice-Chair are elected at the first regularly scheduled State Central Committee meeting following a November general election and will serve for two years. For the Chair, in a non-Presidential year. The Chair and Vice-Chair take office immediately following the State Central Committee at which they are elected. The Chair and Vice-Chair shall run together as a ticket and must be of differing gender identities.

**Section 2)** The State Secretary and Treasurer are elected at the biennial State Convention. Regional Vice Chairs may be elected at the State Convention or at Regional Caucuses. These officers serve two (2) years or until a successor is chosen. They take office immediately following the convention at which they are elected.

**Section 3)** The National Committeeman and National Committeewoman are elected at the State Convention during Presidential years and serve four (4) years.

**Section 4)** The State Chair serves as the Chief Executive Officer of the ADP.

**Section 5)** The State Secretary serves as principal recorder at meetings of the SCC and its Executive Committee.

**Section 6)** The State Treasurer oversees the party's finances and compliance with state and federal reporting requirements.

**Section 7)** There are no term limits for Party Officers.

**Section 8)** Officer duties are listed in Appendix D.

**(n) FINANCE COMMITTEE**

**Section 1)** The Finance Committee Chair and members are appointed by the State Chair and ratified by the SCC.

**Section 2)** The Finance Committee has the primary responsibilities for raising funds and, in

coordination with the Treasurer, for providing budget oversight for the ADP. The Finance Committee Chair and the Treasurer will advise and report to the SCC and the Executive Committee on matters of financial management, with the Finance Committee reporting specifically on funds raised by its members. Budget materials generated by the Treasurer and the Finance Committee will be provided to the Executive Committee at least 48 hours before any vote on approval.

**(o) GRIEVANCE COMMITTEE**

**Section 1)** The State Grievance Committee consists of one member from each region, who is elected at the biennial State Convention. The Committee meets upon the call of the State Chair or the membership of the SCC to hear grievances from the House Districts, to hear appeals from Precincts that are not satisfied with House District actions, or any other matters referred to the Grievance Committee. The Committee makes a recommendation to the SCC after hearing both sides of the grievance.

**Section 2)** The SCC makes the final decision on all matters coming before it, subject to the right of further appeal to the Democratic National Committee.

**Section 3)** The Grievance Committee will present to the SCC a recommended process for dealing with grievances annually.

**(p) RESOLUTIONS COMMITTEE**

**Section 1)** The State Resolutions Committee consists of one member from each region elected at the biennial State Convention. The Committee meets upon the call of the State Chair or the membership from the SCC to hear proposed resolutions from House Districts. After debating the resolution, the Resolutions Committee makes a recommendation to the SCC.

**Section 2)** The SCC or biennial State Convention Delegates make the final decision on all resolutions coming before it.

**Section 3)** The Resolutions Committee will present to the SCC a recommended process for dealing with resolutions.

**(q) PARTY PLAN COMMITTEE**

Those persons who served on the Party Plan Committee at the State Convention may continue to serve on a Standing Committee to review the Party Plan, and propose changes in a markup document to be proposed for consideration by the next Biennial State Party Convention. Districts may fill vacancies from their district. The Standing Committee must include representation from each region; if necessary, regions will elect representatives to the Standing Committee. All communications and all proposals for change shall be circulated to all persons elected to represent their Districts on the Party Plan Committee at the last State Convention. A quorum shall consist of four of six Regions represented and have 10 House Districts represented.

The Standing Committee of the Party Plan Committee will choose co-chairs at the first meeting, which will be called by the convention co-chairs. The convention co-chairs are voting members of the Standing Committee.

Language proposed for removal shall be marked with a Strikethrough. New language proposed for inclusion shall be bolded and underlined.

- Example (~~Language removed~~) (**New language**)

Standing Committee members may resign at any time and are encouraged to do so if they are not participating. The Standing Committee's final report shall be distributed to all members of the Central Committee 90 days prior to the next State Convention, and the Standing Committee is disbanded when the final report is distributed.

The markup document and contact information for all newly elected Committee Members shall be distributed to all newly elected Committee Members as soon as their names and contact information become available.

At the next State Convention, the newly elected Delegates to the Party Plan Committee shall commence their review of the Party Plan by taking up the document passed on to them as proposed by the last Standing Committee.

#### **(r) PARTY PLATFORM COMMITTEE**

Those persons who served on the Party Platform Committee at the State Convention may continue to serve on a Standing Committee to review the Party Platform, and propose platform language for consideration by the next Biennial State Party Convention. Districts may fill vacancies from their district. The Standing Committee must include representation from each region; if necessary, regions will elect representatives to the Standing Committee. All communications and all proposals for change shall be circulated to all persons elected to represent their Districts on the Party Platform Committee at the last State Convention. A quorum shall consist of four of six Regions represented and have 10 House Districts represented.

The Standing Committee of the Party Platform Committee will choose co-chairs at the first meeting, which will be called by the convention co-chairs. The convention co-chairs are voting members of the Standing Committee.

Language proposed for removal shall be marked with a Strikethrough. New language proposed for inclusion shall be bolded and underlined.

- Example (~~Language removed~~) (**New language**)

Standing Committee members may resign at any time and are encouraged to do so if they are not participating. The Standing Committee's final report shall be distributed to all members of the Central Committee 90 days prior to the next State Convention, and the Standing Committee is disbanded when the final report is distributed.

Proposed language for the Party Platform and contact information for all newly elected Committee Members shall be distributed to all newly elected Committee Members as soon as their names and contact information become available.

At the next State Convention, the newly elected Delegates to the Party Platform Committee shall commence their review of the platform by taking up the language passed on to them by the last Standing Committee.

#### **(s) STANDING COMMITTEES**

A list of all Standing Committee members shall be maintained on the ADP website.

**(t) REDISTRICTING**

The ADP will establish and maintain a permanent redistricting account. Each year’s budget will reflect the revenue and expense component of the account. ADP officers and members of the Finance Committee will be responsible for raising appropriate and necessary monies into this account to ensure fair and appropriate redistricting.

**ARTICLE VI: STATE CONVENTION**

**Section 1)** A Democratic State Convention shall be held in Alaska in each even numbered year.

**Section 2)** A Convention Site Committee recommends sites for future State Conventions. The Regional Vice Chairs are the committee members and the First Vice Chair serves as Committee Chair. Each Region will have one vote on the committee.

**Section 3)** The Convention Site Committee recommends a site for the State Democratic Convention to be held in four years. The Convention decides the location.

**Section 4)** No later than ninety (90) days prior to the State Convention, the State Chair ensures that SCC members receive information specifying the date, time, and place.

**Section 5)** Prior to the convening of the State Convention, the State Chair appoints a Chair or Co-Chairs and calls into session the following committees:

- Platform
- Party Plan
- Credentials

The committee Chair or Co-Chairs will be voting members of the committees.

**Section 6)** All arrangements for the State Convention are made by the State Chair and the host House District or Regional Organization. Any profits from the Convention accrue to the organizing entity.

**Section 7)** A registration fee may be charged for all delegates and alternates present at any State Convention. Only those persons present pay registration. No person will be excluded from any stage of the delegate selection process if a person is unable to pay.

**(a) CERTIFICATION OF DELEGATES**

**Section 1)** The Credentials Committee certifies delegates at the State Convention from Minutes of the House District Organizational Meetings.

**Section 2)** The Committee also makes recommendations to the Convention on challenges from House District Organizational Meetings that are presented in writing to the State Convention Credentials Committee. Challenges must be filed with the State Chair within fifteen (15) days after the adjournment of the House District Organizational Meetings. Copies must be sent to the State Chair, House District Chair, and those individuals who have been challenged within fifteen (15) days after adjournment of the House District Organizational Meetings.

**Section 3)** Contests over delegate seats in any Convention and contests concerning voting at the

Convention are decided by the Convention itself.

## **(b) DELEGATES & VOTING PROCEDURES**

**Section 1)** A person elected as a delegate or alternate to a State Convention will be registered upon presenting themselves in person.

**Section 2)** Delegates to the State Convention come from elections held at the preceding House District Organizational Meeting and hold office with the authority to be seated at reconvened Conventions or until their successors are elected and qualified.

**Section 3)** The National Committeeman and National Committeewoman, the State Chair, State-Vice Chair and any elected Democratic Governor, Democratic United States Senator, and Democratic United States Representative shall be entitled to voting seats in any State Convention as Super Delegates. These votes are in addition to the delegates allotted to each subdivision. Super Delegates are not precluded from being elected as regular delegates to the State Convention or National Convention.

**Section 4)** The number of delegates to be seated at the State Convention is determined on the basis of one delegate for each two hundred and fifty (250) votes, or fraction thereof, cast for the Democratic nominee for statewide office receiving the most votes statewide in the previous election, provided the SCC has not changed the divisor. Apportionment is computed and assigned on the basis of House Districts. Incumbent Democratic State House Representatives and State Senators are automatically added to their district's delegate allocation to serve as delegates to the State Convention. Delegates must reside within the House Election District upon which the apportionment is based.

**Section 5)** If the full delegation from any House District is not present, those delegates or alternates elected from that House District who are present may cast the full vote to which the House District is entitled. If there is a division on any issue within the delegation, the House District's vote shall be cast proportionately on the vote of those present from said House District on the issue.

**Section 6)** Any delegate may challenge the poll of the delegation when it is announced. Such a challenge must be made before the roll call is completed and the results announced. In the event of such a challenge, the Convention Secretary shall call the roll of such delegation, or may designate a subcommittee of the Convention Credentials Committee to poll the delegation.

**Section 7)** Ten percent (10%) of the delegates represented from any House District may demand a secret ballot on any issue from their delegation. In the event sufficient delegates demand a secret ballot, ballots shall be distributed to each member of the delegation and provision made for secret balloting.

**Section 8)** The Chair of the delegation shall designate two (2) or more tellers, one (1) of whom shall be from the ten percent (10%) demanding the vote, to count the vote, and deliver the ballots to the Convention Secretary at the time of announcing the delegation vote.

**Section 9)** The candidate receiving a majority of the votes of the Convention is declared elected. In the event no candidate receives a majority, a second roll call shall be taken, but if there are more than two (2) candidates, the candidate receiving the lowest vote shall be dropped and the election process continued until one candidate has received a majority.

**Section 10)** The presence in person of forty percent (40%) of the delegates registered in person (including alternates seated as delegates) constitutes a quorum at the State Convention. If after thirty

(30) minutes notification by the Chair, through a designated representative or the sergeant- at- arms, forty percent (40%) of the delegates are not present, those absent without excuse are deemed to have not registered. Additional alternates will be seated as appropriate and a quorum designated as appropriate of the then-current list of registered delegates, including alternates seated as delegates.

**Section 11)** Delegates and alternates may be temporarily excused by the Chair or designee provided that if such absence endangers the presence of a quorum, such excuse may only be granted by consent of the Convention.

**Section 12)** Ten percent (10 %) of all the delegates present at any Convention held pursuant to this Plan may demand a roll call vote on any question.

**Section 13)** In the event a roll call is demanded, the delegates from each of the House Districts represented delegations have been polled, the Convention Chair shall call the Convention to order and the roll call shall be called by House District. The delegation Chair shall announce the vote when the Secretary of the Convention calls the House District.

**Section 14)** Minority reports to any Convention report are in order when they are submitted in writing to the Convention Chair prior to or during the report in question. Such reports must be signed by at least ten percent (10%) of the members of the Committee in question.

**(a) PROCEEDINGS**

**Section 1)** The State Convention is called to order by the State Chair at the time and place specified in the call. The Convention shall thereupon proceed to the business of the Convention.

**Section 2)** The Convention will elect a Convention Chair and Convention Secretary.

**Section 3)** The Convention will elect a State Secretary, a State Treasurer, and Regional Vice Chairs, except that Regional Vice- Chairs may be elected at a consolidated regional caucus.

**Section 4)** Officers named in Section 28 will take office immediately following the Convention at which they are elected and shall serve for two (2) years or until successors are chosen. There shall be no term limits for these party officers.

**Section 5)** The National Committeeman and National Committeewoman are elected in years of a Presidential election and serve four years or until a successor is chosen. The National Committeeman and National Committeewoman take office on the day the National Convention adjourns. Their terms end on the day the next National Convention adjourns. A vacancy in either office will be temporarily filled by a vote at the next SCC meeting until the next State Convention.

**Section 6)** In years of a Presidential election, the Convention will elect delegates and alternates to the Democratic National Convention; the number is prescribed by the Democratic National Committee or its designee.

**Section 7)** In years of a Presidential election, the Convention will elect the Party's State Electors for the National Electoral College.

**Section 8)** The officers of the State Convention shall sign and issue suitable credentials for Party officers and delegates selected to attend the Democratic National Convention and the Electoral College.

**(b) ADOPTION OF STATE PLATFORM AND PARTY PLAN OF ORGANIZATION**

**Section 1)** Each regular State Convention shall formulate and adopt a State Platform that reflects the values and principles of the ADP.

**Section 2)** A House District, Unified District, or Region may meet and adopt proposed changes to the Party Platform, which shall be submitted at least fourteen (14) days prior to the Convention. However, this shall not restrict the committee from taking up issues they deem appropriate, with priority given to those submitted before the fourteen (14) days. Proposed changes from individuals will be treated if they came from a district if they have at least 50 signatures from Democrats registered with the State of Alaska.

**Section 3)** The Party Platform Committee will review proposed revisions to the Party Platform as submitted by Districts and make recommendations to the Convention.

**Section 4)** A House District, Unified District, or Region may meet and adopt proposed changes to the Party Plan, which shall be submitted at least fourteen (14) days prior to the convening of the State Convention. The Party Plan Committee chairs may accept amendments received after this deadline. Proposed changes from individuals will be treated if they came from a district if they have at least 50 signatures from Democrats registered with the State of Alaska.

**Section 5)** The Party Plan Committee will review proposed revisions to the Party Plan as submitted by Districts and make recommendations to the Convention.

**ARTICLE VII: SANCTIONS**

**Section 1)** An officer of the ADP may not publicly endorse or support the election of a candidate from another political party against a Democratic candidate in a Primary Election or General Election, or publicly denounce a Democratic Party nominee. Violation of this provision may result in the officer's automatic removal from office by the Grievance Committee.

**Section 2)** A candidate running for election as a Democrat, or a candidate registered as undeclared or nonpartisan who is running for election with the support or endorsement of the ADP may not publicly endorse or support the election of a candidate from another political party against a Democratic candidate in a Primary Election or General Election, or publicly denounce a Democratic Party nominee. Violation of this provision may make the person ineligible to receive any funds or campaign services from the Democratic Party until after the next State Convention.

**Section 3)** An elected government official on the state or federal level may not join a legislative organization not approved by the Democratic Party caucus (a majority of Democrats) in that legislative body. Violation of this provision shall make the person ineligible to receive any funds or campaign services from the Democratic Party while participating in the non-approved organization.

**Section 4)** Except for reasons set forth in Sections 1, 2 and 3 of this article, no person's right to participate in ADP can be taken away without a two-thirds (2/3) vote of the SCC.

**Section 5)** If in a primary or first round election, a candidate commits to ADP or adjunct organization that they will endorse the party nominee or supported candidate in the subsequent round, and then, having received the endorsement, refuses to do so, that candidate is ineligible to receive any funds or campaign services from the Democratic Party for a period of 24 months after the certification of the election. The candidates shall be notified of this during the endorsement process. The organization that

made the endorsement may negate this sanction with a two-thirds ( $\frac{2}{3}$ ) vote.

**Section 6)** The Executive Committee may impose appropriate sanctions if a Party Subdivision or Adjunct fails to comply with the requirements of the Party Plan.

**Section 7)** Should an Adjunct of the ADP violate the principles of the ADP in the succession of Party officers, the State Chair with the approval of the Executive Committee is authorized to act and to take all steps necessary to ensure that the succession is completed.

Section 8) The Executive Committee shall develop a process for implementing sanctions under this article.

## **ARTICLE VIII: AMENDMENT**

**Section 1)** The Party Plan shall be effective upon its adoption by the Democratic State Convention and may be amended by a majority vote of the State Convention.

**Section 2)** Amendments to the Party Plan adopted at any State Convention shall take effect upon adjournment of the Convention at which they are adopted.

## APPENDIX A: DEFINITIONS

- Agenda:** A list or program of things to be done or considered.
- Alaska Democrat:** A person registered as a member of the Democratic Party with the Alaska Division of Elections or a person too young to register to vote but is a member of the Alaska Young Democrats.
- Alaska Democratic Party:** Throughout this document, the **Alaska Democratic Party (ADP)** includes its Districts, Subdivisions, and Adjunct organizations.
- APOC:** The Alaska Public Offices Commission regulates political organizations and candidates.
- Biennial:** Occurring every two years.
- Caucus:**
- o A group within a legislative or decision-making body seeking to represent a specific interest or influence a particular area of policy;
  - o A party, coalition, or other organized group of members within a legislative body acting collectively for purposes of leadership, organization, or policy; or
  - o A recognized Adjunct Organization, Political Subdivision, or other party-affiliated group whose official name includes the word ‘Caucus.’
- Democratic National Committee:** The Democratic Party’s national governing body.
- House District Organizational Meeting:** A biennial meeting to elect officers and prepare for the Democratic State Convention.
- Executive Session:** A session of a meeting closed to non-voting members of the body to take up personnel, legal, or strategic issues. No votes may be taken in Executive Session except to end Executive Session. Non-voting members may be present if approved by the voting body prior to entering Executive Session.
- Net Proceeds/Profit:** The amount remaining after all costs and expenses directly related to fundraising or operations are deducted from the total amount received by a subdivision from all sources.
- Platform:** A document stating the aims and principles of a political party.

**Proxy:** A person who is given the power or authority to do something (such as vote) for someone else. A proxy may be given to any Democrat registered in the Region of the committee member who needs another to act in their stead. The person carrying the proxy of the committee member is authorized to act as if they are the identified member of the committee.

**Quorum:** The smallest number of people who must be present at a meeting in order for decisions to be made.

**Regional Organizational Meeting** A meeting held within a Regional Organization to elect Regional Vice-Chairs or conduct other business authorized by this Plan.

**Robert's Rules of Order:** Common rules and procedures for deliberation and debate. Unless otherwise provided in the Party Plan, the most recent edition of Robert's Rules of Order shall govern the conduct of business of the ADP.

**State Central Committee (SCC):** The governing body for the ADP.

**State Convention:** The biennial meeting of the ADP

**Young Democrat** Any individual who has not yet turned 36 years old, identifies as a member of the Democratic Party, and is a member in good standing of their chartered unit, as defined by the Charter of the Young Democrats of America.  
The current YDA Charter's definition appears in Article III, Section 1. (<https://yda.org/documents/charter/>)

## **APPENDIX B:   PRECINCT OFFICER DUTIES**

**Section 1) Precinct Chairs** organize and preside over the activities of a Precinct.

Precinct Chair:

- Calls and presides at meetings of the Precinct;
- Represents the Precinct at House District meetings;
- Works with other Precinct officers to ensure that all ADP rules and state and federal laws are followed;
- Engages in voter outreach and encourages people to become volunteers for ADP and local and statewide Democratic campaigns;
- Serves as a point of contact with the district chair.
- Ensures that the treasurer complies with requirements for Party subdivisions that raise and spend money.

**Section 2) Precinct Vice Chair:**

- In the temporary absence of the Precinct Chair, the Vice Chair carries out the duties of the Chair; and
- Assists the Precinct Chair in performing their duties.

**Section 3) Precinct Secretary:**

- Serves as the principal recorder at Precinct meetings and distributes minutes of the proceedings in an appropriate manner; and
- Maintains Precinct files.

**Section 4) Precinct Treasurer (when a Precinct raises and spends money):**

- Administers the Precinct bank account;
- Keeps a detailed account of all contributions, other receipts, and disbursements;
- Submits all necessary APOC reports with a copy to the State Treasurer; and
- Complies with requirements for Party subdivisions that raise and spend money.

## **APPENDIX C: DISTRICT OFFICER DUTIES**

**Section 1) District Chairs** are the Chief Executive Officers of their House Districts, with authority to exercise the powers provided in the Party Plan.

District Chair:

- Represents the District on the SCC;
- Calls and presides at meetings of the House District;
- If the district is within a Regional Organization, represents the District at regional meetings;
- Works with other District officers to ensure that all ADP rules and state and federal laws are followed;
- Encourages people to become volunteers for ADP and local and statewide Democratic campaigns;
- Supports the campaigns of Democratic candidates running in the District;
- Works with the ADP to organize the nomination process for the replacement of a State Senate or House member who resigns or dies; and
- Organizes and publicizes a House District Organizational Meetings every other year, at which District officers are elected or assists in organizing Regional Organizational Meetings within a Regional Organization.

As the leader of a local District, the District Chair organizes volunteers to:

- Raise funds;
- Engage and organize voters in the district through voter outreach;
- Become proficient in Votebuilder;
- Help spread the Democratic message through traditional and social media; and
- Recruit candidates and encourage Democrats to run at all levels, including community councils, civic organizations, Boards and Commissions, School Board, Assembly, City Council, State Representative and Senator, Statewide offices, and federal offices.

**Section 2) House District Vice Chair:**

- In the temporary absence of the District Chair, the Vice Chair carries out the duties of the Chair; and
- The Vice Chair assists the District Chair in performing their duties.

**Section 3) SCC Member:**

- Represents the District at SCC meetings;
- Assists the District Chair in performing their duties; and
- Reports information to District members at regular meetings.

**Section 4) House District Secretary:**

- Serves as the principal recorder at House District meetings and distributes minutes of the proceedings; and
- Maintains district files.

**Section 5) House District Treasurer (when a District raises and spends money):**

- Administers the District bank account; distributes funds as directed by actions of the House District;

- Keeps a detailed account of all contributions, other receipts, and disbursements;
- Submits District financial reports to District meetings;
- Submits all necessary APOC reports with a copy to the State Treasurer; and
- Complies with all requirements for Tier Three Organizations

**Section 6)** Young Democrat member of the SCC:

- Attends meetings of the SCC;
- Reports to local chapter of the Young Democrats; and
- Assists in recruiting Young Democrats into District and Regional activities.

## APPENDIX D: STATE OFFICER DUTIES

**Section 1)** The **State Chair** is the Chief Executive Officer of the ADP. The State Chair, with the approval of the Executive Committee, shall exercise authority to ensure that the business of the ADP is conducted in a manner consistent with the Party Plan and sound business practices.

The State Chair:

- Calls and presides at meetings of the SCC and Executive Committee;
- Calls meetings of the Grievance Committee, as needed;
- Oversees the Executive Director;
- When it becomes necessary to hire an Executive Director, participates on a hiring committee with Regional Vice Chairs appointed by the Executive Committee;
- Represents the ADP at meetings of the DNC and the Association of State Democratic Chairs;
- Raises funds;
- Appoints members of the Finance Committee, and submits their names to the SCC for ratification;
- Submits to SCC for approval biennial plans of action and annual budgets;
- Represents the ADP to the public and media;
- Appoints a Democrat from any unorganized House District to call a special meeting to organize the District and elect officers;
- Ensures that succession of party officers does not violate the principles of the ADP in the succession of party officers, and that all party records and assets, and the authority to manage assets and liabilities, is transferred to the newly elected officers within five (5) working days;
- Makes arrangements for the State Convention in conjunction with the Host District or Regional Organization;
- Prior to convening of the State Convention, appoints Convention committee chairs;
- Ensures that SCC members and delegates receive information specifying the date, time and place of the Convention;
- Following redistricting of House District boundaries, sets a time and date for District Organizational Meetings in those districts where boundaries have been redrawn; and
- Ensures institutional memory by maintaining a public wall of honor that includes past award winners and officers and shall invite past award winners and officers to events; and
- Maintains standing Resolutions, Party Platform, and Party Plan committees.
- Ensures development of training materials and Standard Operating Procedures.

**Section 2)** Regional Vice Chairs serve as liaisons between their regions and the Alaska Democratic Party, providing information and support to both.

First Vice Chair:

- Serves as Chair of the Convention Site Selection Committee;
- Represents the ADP at meetings of the DNC and the Association of State Democratic Chairs;
- Provides updated information to the SCC members on National Democratic issues;
- Becomes State Chair if the office becomes vacant.

Regional Vice Chairs:

- Communicate with their districts and regions, especially with Chairs regarding actions of the SCC and its committees, the ADP and its staff;
- Serve as members of the Executive Committee;
- Participate as members of Executive Director hiring committee;
- Organize and support the Districts within their Regions and throughout the state;
- Lend help, support and information Districts may require; and
- Assist and advise the State Chair.
- Unexcused absences from two or more consecutive Executive Committee meetings or two or more consecutive regional meetings may result in removal by the Executive Committee. An unexcused absence is defined as any meeting missed without communication with the Chair of the applicable body.

**Section 3)** The **State Secretary** is the chief recorder of meetings of the SCC and Executive Committee.

The State Secretary:

- Establishes quorum and prepares and distributes minutes of meetings of the SCC and Executive Committee;
- Maintains a current list of SCC members; and
- Calculates number of State Convention delegates and alternates to be elected by each District at the biennial District Organizational Meetings.

**Section 4)** The **State Treasurer** oversees the Party's finances and ensures compliance with state and federal reporting requirements.

The State Treasurer:

- Provides oversight of the financial operations of the ADP, and ensures that assets are properly maintained;
- Ensures that compliance reports are timely filed with the APOC, the Federal Election Commission, the IRS and any other applicable local, state or federal authorities;
- Works closely with the Executive Director, monitors income and expenses and ensures that proper accounting procedures are followed;
- Organizes a committee of up to three (3) people approved by the Executive Committee to perform, in non-election years, an internal audit of the Party's books and records, and furnish a report of the results to the SCC;
- Monitors APOC filings of Party subdivisions to ensure timely compliance; and
- Monitors the "15% of net proceeds" payments by party subdivisions to ensure timely compliance;

**Section 5)** The **National Committeeman and National Committeewoman** represent the Alaska Democratic Party at the national level, attending meetings of the Democratic National Committee and its sub-groups

National Committeeman and National Committeewoman:

- Are members of the Democratic National Committee;
- Attend Democratic National Committee meetings and follow Democratic National Committee rules:
- Report to the SCC and the State Convention on DNC activities;
- Consult with the State Chair and other officers and members of the SCC on matters important to the effective functions of the Alaska Democratic Party.

## **E: AWARDS AND RECOGNITIONS**

Awards Committee – The State Chair will appoint an Awards Committee of no fewer than three (3) persons and will also appoint a chair of this committee. The Awards Committee will identify each year’s awardees and oversee the presentation of awards at the State Convention.

### **The James (Jim) Doogan Lifetime Achievement Award**

Purpose: The James (Jim) Doogan Lifetime Achieve Award is presented to no fewer than two individuals at each convention based on merits of service provided to advancing the values and principles of the Alaska Democratic Party and the Democratic National Committee. Awardee must have been an active member of the Alaska Democratic Party with fifteen (15) or more years’ participation in party activities over the past twenty (20) years. Awardee must be at least 60 years of age. Each recipient shall be presented with a plaque. A plaque identifying the recipients will be maintained at Party Headquarters and updated following each convention.

Who was Jim Doogan? Jim Doogan was a long-time Democratic leader and leader of the Alaska State Constitutional Convention that convened in Fairbanks in 1955 to prepare for Alaska statehood in 1959. An activist in both Territorial and statehood years, Jim exemplified the essence of the Democratic Party. He was a progressive thinker who kept Alaska and its people always first in his heart. Those who knew him said he was tough when it was necessary but always a most gentle spirit. Doogan was born on Douglas Island in 1914 and died in Fairbanks in 1997.

### **The Queen Bess Award**

Purpose: The Queen Bess Award is given to honor a Democratic woman who has selflessly given her time and energy to the success of the Alaska Democratic Party. The award is given to one recipient at each convention and can be won only once. This award is not awarded to women serving in public office, as the purpose is to acknowledge non-elected service to the Party.

Who was Queen Bess? The award is given in memory of Elizabeth Chamberlin Cross who was a volunteer for the Democratic Party during her many years in Alaska. She came to Alaska in 1916 and left just before her death in 1970. She earned the nickname “Queen Bess” when she was living in Kotzebue with her husband John Cross. Bess operated the radio and was the first contact as planes flew into the community. She served in the 1945 legislature and headed the committee that created the Alaska Department of Health. She also voted in favor of the creation of the Alaska Human Rights Commission. After leaving office, she was the Clerk of the House in Juneau and worked on campaigns for such notable Democrats as Bill Egan and Ernest Gruening.

### **Hugh Malone Award**

Purpose: The Hugh Malone Award is presented to a current or former Alaska legislator for exemplary public service as a Senator or Representative in the Alaska Legislature.

Who was Hugh Malone? Hugh Malone served as a leader in the Alaska House from 1972-1984. Malone came to Alaska in 1958 when he was 14. He became a land surveyor in Kenai and served on both the Kenai City Council and the Kenai Peninsula Borough Assembly. In 1972 he was elected to the State House where he served until 1984. He chaired the House Finance Committee and was House Speaker in 1977-78. He also served as Commissioner of Revenue under Governor Cowper. As a legislator, he fought to make sure Alaska was being fairly compensated for its natural resources and was instrumental in creating the Alaska Permanent Fund.

**APPENDIX F: APPLICATION FOR STATUS OF A  
RECOGNIZED SUBDIVISION OR ADJUNCT  
GROUP OF THE ALASKA DEMOCRATIC  
PARTY**

**Name of Group:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Our Group is seeking:**

- New recognition
- Change of status

**Type of Group** as identified in Party Plan (select one):

- Precinct
- House District (Tier Three Political Subdivision)
- Tier Two Political Subdivision (groups that raise money)
  - Unified District
  - Regional Organization
  - Election/Constituency Group
- Tier One Adjunct Organization (groups that meet to discuss issues to their interests; they do not raise money)

**OFFICERS**

**CHA  
IR** \_\_\_\_\_

**E-M  
AIL** \_\_\_\_\_

**ADD  
RESS** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_

**MOB  
ILE** \_\_\_\_\_

**VICE-CHAIR** \_\_\_\_\_

**E-M** \_\_\_\_\_

**AIL**

**ADD  
RESS**

**HOME PHONE**

**MOB  
ILE**

**SECRETARY**

**E-M  
AIL**

**ADD  
RESS**

**HOME PHONE**

**MOB  
ILE**

**TREASURER\***

**E-M  
MAIL**

**ADD  
RESS**

**HOME PHONE**

**MOB  
ILE**

\* If your group raises/spends money, you **MUST** have a Treasurer.

**FUNDRAISING STATUS:** Our group will ( ) will not ( ) raise/spend money.

If your group will raise/spend money, name of **Bank or Credit Union** where you have an account:

\_\_\_\_\_

**BY-LAWS:** A copy of the Group's By-Laws are attached to this application:

( ) YES

( ) They may be found at (web address):

\_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

## **APPENDIX G: ADP ADJUNCT ORGANIZATIONS & SUBDIVISIONS**

### **TIER ONE ADJUNCT ORGANIZATIONS**

- Alaska Democratic Native Caucus
- LGBTQIA2S+ Caucus
- Veterans and Military Families Caucus
- Faith Caucus
- Black Caucus of the Alaska Democratic Party
- Alaska Climate Caucus

### **TIER TWO ORGANIZATIONS**

- House Democratic Campaign Committee
- Senate Democratic Campaign Committee
- Anchorage Democrats
- Mat Su Democrats
- Interior Democrats
- Tongass Democrats
- Alaska Democratic Labor Caucus
- Alaska Democratic Progressive Caucus
- Alaska Young Democrats
- Mary McKinnon Fund
- Gulf Coast Democrats

### **TIER THREE ORGANIZATIONS**

All House Districts are Tier Three Organizations.

**APPENDIX H: PROPOSED PLATFORM PLANK BY DISTRICT,  
UNIFIED DISTRICT, OR REGION**

DISTRICT/REGION: \_\_\_\_\_

SUBJECT/TITLE: \_\_\_\_\_

IS THIS:

A NEW PLANK

AN AMENDMENT TO EXISTING PLANK:

\_\_\_\_\_

TEXT OF PROPOSED PLANK:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the preceding Platform Plank was adopted by

\_\_\_\_\_ (date) according to the Party Plan of  
in an open and public meeting held on  
Organization and Robert's Rules of Order.

Submitted by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

For Committee use only: Assign proposed change to section \_\_\_\_\_  
Combine proposed change into section \_\_\_\_\_  
Transfer proposed change to the Party Platform Committee \_\_\_\_\_

**APPENDIX I: PROPOSED PLATFORM PLANK BY INDIVIDUALS**

SUBJECT/TITLE:

---

IS THIS:

A NEW PLANK

AN AMENDMENT TO EXISTING PLANK:

---

TEXT OF PROPOSED PLANK:

---

---

---

---

---

---

---

---

---

---

We certify that the preceding proposed Platform Plank was sponsored by no fewer than 50 Democrats registered in Alaska according to the Party Plan of Organization.

Submitted by:

---

**Name, Contact Information**

---

Date

Attach names and voting addresses of 50 or more Democrats registered in Alaska.

For Committee use only: Assign proposed change to section \_\_\_\_\_  
Combine proposed change into section \_\_\_\_\_  
Transfer proposed change to the Party Platform Committee \_\_\_\_\_

**APPENDIX J: PROPOSED CHANGE TO PARTY PLAN OF ORGANIZATION BY DISTRICT, UNIFIED DISTRICT, OR REGION**

DISTRICT/REGION: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

IS THIS:

- AN ADDITION TO THE PARTY PLAN
- AN AMENDMENT TO THE PARTY PLAN

CITE ARTICLE AND SECTION \_\_\_\_\_

TEXT OF PROPOSED CHANGE TO PARTY PLAN:

---

---

---

---

---

---

---

---

---

---

I certify that the preceding proposed change/addition to the Party Plan of Organization was adopted by

\_\_\_\_\_

in

in an open and public meeting held on  
Organization and Robert's Rules of Order.

(date) according to the Party Plan of

Submitted by:

\_\_\_\_\_

---

Chair

---

Date

For Committee use only: Assign proposed change to section \_\_\_\_\_

Combine proposed change into section \_\_\_\_\_

Transfer proposed change to the Party Plan Committee \_\_\_\_\_

**APPENDIX K: PROPOSED CHANGE TO PARTY PLAN OF ORGANIZATION BY INDIVIDUALS**

SUBJECT: \_\_\_\_\_

IS THIS:

- AN ADDITION TO THE PARTY PLAN
- AN AMENDMENT TO THE PARTY PLAN

CITE ARTICLE AND SECTION \_\_\_\_\_

TEXT OF PROPOSED CHANGE TO PARTY PLAN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We certify that the preceding proposed change/addition to the Party Plan of Organization was sponsored by no fewer than 50 Democrats registered in Alaska according to the Party Plan of Organization.

Submitted by:

\_\_\_\_\_  
Name, Contact Information

\_\_\_\_\_  
Date

Attach names and voting addresses of 50 or more Democrats registered in Alaska.

For Committee use only: Assign proposed change to section \_\_\_\_\_

Combine proposed change into section \_\_\_\_\_

Transfer proposed change to the Party Plan Committee \_\_\_\_\_