



## Memorandum

**To:** County Chairs, Regional Directors, and Interested Parties  
**From:** Emma Harper, Director of Operations  
**Date:** December 2021  
**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 January 18, 2021 at 5:00pm. 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 27, 2021, who may be among those voting at the Pre-Endorsement Conferences in February of 2022.

They are deemed 'potential' until County Committees have verified that they were from the July 27, 2021 club 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.

Eligibility of voters is based on current/old districts, however all voters will vote in new districts for endorsement purposes. The list of eligible voters must be submitted and locked by January 18, 2022 and will be finalized within approximately one week after that date.

Again, the number of AD Representatives for a Club/Organization within each AD is calculated as 1 Representative per 20 members registered to vote in the district, based on the current (pre-redistricting) AD boundaries. All eligible voters will vote in the new (post-redistricting) district based on where they are registered as Democrats to vote. If they cannot participate in the pre-endorsement conferences, Vote-by-Mail (VBM) or electronic voting by emailing the pre-endorsement ballot to the regional director or convener is allowed, but proxy voting is not. VBM and electronic voting is allowed in part because a voter's conference for two or three districts may be happening on February 12, 2022 at the same time.

### **How are Potential Representatives Chosen?**

It is the responsibility of the CCO to have a process in place for choosing their potential representatives. The Regional Director determines the number of representatives a CCO is allotted. That number is based on the final number of members in good standing after a thorough check of all rosters in their region is complete.

Every CCO must send the Potential Representative submission form and proof that they have added a section to their By-laws/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.

Again, each CCO should submit more potential representatives than they are allotted, prioritized in order.

### **What is the Regional Director's role in this process?**

After the County Committees have checked that members submitted by CCOs are within a given AD and are in good standing, Regional Directors will check for duplicates and prioritize them for maximum participation.

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

### **2022 Endorsement Process Key Dates**

<b>December 1<sup>st</sup></b>	<b>Candidate Registration Opens</b> This is the first possible date to fill out the Candidate Registration Form.
<b>December 27<sup>th</sup></b>	<b>Last day for Final Redistricting Maps to be made public</b> California Citizens Redistricting Commission is required to release maps prior to this day.
<b>January 3<sup>rd</sup></b>	<b>Delegate Lists Shared with Campaigns</b> After this date, Legislative Candidates will receive a Google Sheet with the eligible voters for their Pre-Endorsement Conference elections. Statewide Candidates will receive a Google Sheet with the full DSCC List. All lists are subject to change and it is the responsibility of the Candidates and their Campaigns to check the Google Sheet for changes.
<b>January 18<sup>th</sup></b>	<b>Voting Body Lists Locked (At 5 PM)</b> All Delegates to the Democratic State Central Committee (DSCC) and voters to the Pre-Endorsement Conferences must be submitted by this date at 5 PM.
<b>January 25<sup>th</sup></b>	<b>Target date for Voting Body Lists to be finalized (At 5 PM)</b>

	<p>CADEM Staff will finish their audit of the Voting Body Lists by 5 PM on this day.</p>
<b>February 2<sup>nd</sup></b>	<p><b>Deadline for Object to Automatic Endorsement of an Incumbent (At 5 PM)</b>  A Legislative Candidate challenging an incumbent has until 5 PM on this day to submit a petition consisting of 20% of the Pre-Endorsement Conference Voters to remove an incumbent from automatic consent.</p>
<b>February 3<sup>rd</sup></b>	<p><b>Deadline to Register as a Candidate for Legislative Endorsement and receive a copy of the voting body list (At 5 PM)</b>  A Legislative Candidate must register by 5 PM on this day to be eligible for endorsement and receive a copy of the Pre-Endorsement Conference voter list. Any applicant that registers after this time will not receive a Pre-Endorsement Conference voter list, unless they meet the criteria on February 11<sup>th</sup>.</p> <p><b>Deadline to Register as a Candidate for Statewide Endorsement (At 5 PM)</b>  To be eligible for consideration in the Statewide Primary Endorsing Caucus, a Candidate must fill out the Candidate Registration Form by 5 PM on this day.</p> <p><b>Deadline to Request a ballot to be Mailed via USPS to Voter (At 5 PM)</b>  This is the last day for a Pre-Endorsement Conference voter to request that a ballot be mailed to them via USPS. All other ballots will be emailed.</p>
<b>February 4<sup>th</sup></b>	<p><b>Ballots e-mailed to voters</b>  Ballots will be emailed to the Pre-Endorsement Conference voters.</p> <p><b>Ballots mailed out to voters</b>  Ballots will be mailed via USPS to the Pre-Endorsement Conference voters, who requested it.</p>
<b>February 11<sup>th</sup></b>	<p><b>Deadline to Register as a Candidate for Legislative Endorsement, in a district where no one registered by February 3<sup>rd</sup>, and receive a copy of the voting body list (At 5 PM)</b>  If no Legislative Candidate registered for a specific district by the February 3<sup>rd</sup> deadline, the filing period is extended to 5 PM on this day to file and receive a copy of the voting body list.</p>
<b>February 12<sup>th</sup></b>	<p><b>Pre-Endorsement Conference Meetings</b>  All Pre-Endorsement Conference Meetings will occur on this day. All meetings will be virtual. Times are TBD.</p>
<b>February 17<sup>th</sup></b>	<p><b>All Pre-Endorsement Conference Results Released and Certified</b>  Public posting of votes will occur by this day.</p>
<b>February 22<sup>nd</sup></b>	<p><b>Consent Calendar Objection Deadline (At 5 PM)</b>  This is the deadline to contest a pre-endorsement conference recommendation from being added to the consent calendar.</p>

<p><b>March 5<sup>th</sup></b></p>	<p><b>Statewide Endorsing Caucus 4 PM to 6 PM</b>  CADEM Staff is requesting to add an electronic voting option for this vote. The E-Board will decide in February.</p> <p><b>Legislative Endorsing Caucus 4 PM to 6 PM</b>  CADEM Staff is requesting to be able to consolidate the Legislative Endorsing Caucuses with the Statewide Endorsing Caucus, so everyone will have one ballot. The E-Board will decide in February.</p> <p><b>Endorsing Caucus Election Results posted 7 PM</b>  With Electronic Voting, CADEM Staff projects it could post the final results of the endorsing caucus votes by 7 PM.</p> <p><b>Pre-Primary Endorsement Review Committee. Deadline 8 PM</b>  Any petitions to the Pre-Primary Endorsement Review Committee are due by 8 PM on this day.</p> <p><b>Legislative Endorsing Caucus Petition Deadline 11 PM</b>  Any petitions to collect signatures and pull an endorsement recommendation off of the consent calendar is due by 11 PM on this day.</p>
<p><b>March 6<sup>th</sup></b></p>	<p><b>General Session votes to ratify Consent Calendar</b>  The General Body will vote to ratify the Consent Calendar. This action is when CADEM is approving all Legislative Endorsements made over the last 2 months. Statewide Endorsements are automatically approved.</p>
<p><b>March 14<sup>th</sup></b></p>	<p><b>CADEM Endorsement Information sent to County Election Offices</b>  CADEM Staff will notify County Election Offices on March 14<sup>th</sup> of its 2022 Primary Endorsements.</p>