



Guidance on Maintaining Compliance for DPCA Country Committees

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The DPCA Charter defines a set of responsibilities and compliance requirements for its constituent Country Committees (CCs), Transnational Committees (TCs), and Committees-in-Formation (CiFs).

These requirements stem from the mission of Democrats Abroad, provide guidance and are intended to ensure that:

- local Country Committees, Transnational Committees, and Committees-in-Formation have active and committed leaders who have been democratically and transparently chosen by the body of local members
- local membership records are as up-to-date and accurate as possible
- regular local activities and events take place
- members are being regularly reached and communicated with by local leaders
- members are being personally informed of important voter registration/ballot request deadlines, and election dates
- elected Country Committee leaders are engaged and participating in the global and regional organization and relevant DPCA activities, so that shared resources and knowledge benefit all local committees and DA members.

In this document, any reference to a “Country Committee” shall similarly apply to a Transnational Committee and a Committee-in-Formation as defined in Article Five of the DPCA Charter. Elected leaders of Country Committees, Transnational Committees, and Committees-in-Formation must see that compliance requirements are fulfilled to be considered in compliance and additionally, for Country Committees and Transnational Committees, to earn/retain their DPCA voting privileges.

A. Compliance requirements for a Country Committee or Transnational Committee to cast allocated votes; compliance requirements for a Committee-in-Formation:

Requirement:	Charter Reference:
1. CONDUCT AN ANNUAL GENERAL MEETING (AGM) IN THE FIRST HALF OF THE YEAR to meet the requirements of the DA Charter ¹ and the Country Committee’s bylaws.	1. Section 5.4(a)
2. CONDUCT ELECTIONS for all Country Committee officers ² and an appropriate number of voting representatives ³ no later than June 30 of the most recent odd-numbered year. ⁴	2. Sections 5.2(d) & 5.4(c) 3. Section 3.6(g) 4. Section 5.4(c)
3. PUBLICIZE ELECTIONS with “reasonable notice to United States citizens in [the] defined geographical area” of the Country Committee ⁵ . Elections must be held according to guidelines set forth by the DPCA Executive Committee (ExCom) ⁶ .	5. Section 5.2(c) 6. Section 2.3
4. The Secretary of a Country Committee shall send MINUTES of the Country Committee ELECTION MEETING and certification of the election results (including full address and contact information of office-holders) to the International Secretary within 15 days of the election meeting ⁷ . For CC admission , the minutes should be attested to by the Country Committee Chair and at least one other elected officer ⁸ . The distribution of votes among voting representatives must be set at the time of the election ⁹ and communicated to the International Secretary with the foregoing documents ¹⁰ .	7. Section 5.4(c) 8. Section 5.2(d) 9. Sections 2.3 & 3.6(g) 10. Sections 5.4(a) & 5.4(c)
5. Send up-to-date Country Committee BYLAWS to the International Secretary, International Counsel, and Regional Vice Chair by February 20 of each year ¹¹ . For CC admission , the Bylaws should be attested to by the Country Committee Chair and at least one other elected officer ¹² .	11. Section 5.4(b) 12. Section 5.2(b)

<p>6. Have at least 150 U.S. citizens of voting age with their principal residence in the geographic area of the Country Committee ¹³ (regardless of verified or unverified status in the database) on your Country Committee MEMBERSHIP LIST. See exemption for CiFs and CCs prior to May 2021.</p>	<p>13. Sections 5.2(a), 5.4(f) & 5.9(c)</p>
<p>7. Successfully complete MEMBERSHIP CERTIFICATION using the forms and procedures distributed by the International Secretary¹⁴ in accordance with the policies adopted by the DPCA ExCom, within the deadlines set by the DPCA ExCom or January 31, whichever is later¹⁵. This form must be signed by the Chair or Secretary of the Country Committee.</p>	<p>14. Section 5.4(f) 15. Section 5.4(e)</p>
<p>8. In the absence of any of the above requirements, submit a written application for, and receive approval of, a DISPENSATION (waiver) from the DPCA ExCom¹⁶. The DPCA ExCom will consider waivers on a case by case basis and is under no obligation to grant waivers based on precedent. A waiver¹⁷ is not in effect until it is certified by the International Secretary and sent directly to the elected Chair or Acting Chair of the Country Committee Such a waiver enumerates and sets a deadline or separate deadlines to meet all of the requirements not yet met. A written waiver for one requirement does not eliminate other requirements for compliance.</p>	<p>16. Section 5.4(d) 17. Section 5.4(g)</p>
<p>9. ATTEND (a DPCA Voting Member from the Country Committee) at least one of the three previous global meetings of the DPCA, either in-person or electronically¹⁸.</p>	<p>18. Section 2.4(b)</p>
<p>10. The Country Committee must not be under SUSPENSION ¹⁹.</p>	<p>19. Section 5.9</p>
<p>11. COMPLY “WITH APPLICABLE LAWS, including without limitation the laws and regulations of the United States of America and the several States applicable to political parties and contributions to them (notably to the U.S. Federal Election Commission)” ²⁰.</p>	<p>20. Section 5.1</p>

B. Other items regularly requested by the International Secretary and Regional Vice Chairs, but not bearing directly on compliance.

Regularly Requested Items (not compliance related)
1. Up-to-date contact information for officers who move or fill vacancies in Country Committees and Chapters.
2. Designated Country Committee and/or Chapter Press Contacts, Social Media Contacts, VR-GOTV Contacts and Fundraising Contacts.
3. Field Plans, GOTV Plans, and other documents relating to Country Committee and Chapter activities.
4. Administrative access to local DA Country Committee websites and social media accounts (e.g. Facebook, Twitter, etc.).
5. Copies of earned media coverage and paid advertisements.

See also:

Democrats Abroad Country Committee Election Procedures (DA-CCEP)

The DPCA Executive Committee, in consultation with DPCA Voting Members, has adopted and distributed a set of minimum standards for Democrats Abroad Country Committee elections. These are provided in the Democrats Abroad Country Committee Election Procedures (DA-CCEP) document which is available in the DA Wiki at:

<https://wiki.democratsabroad.org/display/ccBylaws/CC+Election+Procedures>

In the event that a Country Committee is In-Formation, or is out of compliance without current DPCA recognized elected officers, elections must be closely coordinated with and carried out under the guidance of the Regional Vice Chair.

D. Charter References for Guidance on Maintaining Compliance for DPCA Country Committees

1. Section 5.4(a):

Each Country Committee shall hold an Annual General Meeting on or before June 30th of each calendar year and shall provide minutes of the Annual General Meeting to the International Secretary and the Regional Vice Chair at such time as determined under paragraph (c) of this section.

2. Section 5.2(d):

To be admitted to Democrats Abroad as a Country Committee, a group must make application to the International Chair containing the following information:

A copy of the minutes attested to by the Chair and another elected officer of the applicant committee for the meeting(s) in which officers were elected who (i) at the time of their election and thereafter have their principal residence in that defined geographical area; (ii) have been elected for a term of office not exceeding two (2) years; (iii) are eligible to serve in the same office no more than two (2) consecutive terms; and (iv) include a Chair and Vice Chair (or First Vice Chair) of different sex.

Section 5.4(c):

Country Committees shall hold their elections no later than June 30th of odd- numbered years. Within fifteen (15) days of any election held by a Country Committee, the Secretary of such Country Committee shall certify the results of the election to the International Secretary and forward the minutes of the election meeting, with full address and contact information of the office holders so elected.

3. Section 3.6(g):

Each Country Committee shall be required to elect at least the minimum number of Voting Representatives necessary to enable it to cast all of its votes. Elections shall be held nationally at the same time as the election of the Country Committee Chair and Vice Chair. If a Country Committee has more than one (1) Voting Representative, gender balance shall apply to that Country Committee's delegation of Voting Representatives.

4. Section 5.4(c):

See point 2. above

[Note] Only those elected under these conditions may use the title "Chair" or any other variation, except as specifically granted by the DPCA Executive Committee (e.g. "Acting Chair") or under the bylaws of the country committee itself.

5. Section 5.2(c):

To be admitted to Democrats Abroad as a Country Committee, a group must make application to the International Chair containing the following information:

Copies of publicity providing reasonable notice to U.S. citizens in that defined geographical area of the organization and election meeting(s) of the applicant committee, as well as a list of officers elected and their full contact information.

6. Section 2.3 (a)(b):

(a) DPCA Members shall be elected in accordance with the standards set forth in the Charter and Bylaws of the Democratic Party through processes that assure full, timely, and equal opportunity to participate. All elections shall be public and all ballots open to inspection.

(b) The DPCA Executive Committee may adopt such rules for elections as it deems necessary from time to time. Such rules shall also apply to elections conducted by the Regions and the Country Committees

7. Section 5.4(c):

See point 2. above

8. Sections 2.3 & 5.2(d):

Section 2.3:

See point 6. above

Section 5.2(d)

To be admitted to Democrats Abroad as a Country Committee, a group must make application to the International Chair containing the following information:

A copy of the minutes attested to by the Chair and another elected officer of the applicant committee for the meeting(s) in which officers were elected...

9. Section 2.3:

See point 6. above

Section 3.6(g):

See point 3. above

10. Section 5.4(a):

See point 1. above

Section 5.4(c):

See point 2. above

11. Section 5.4(b):

By February 20th of each year, each Country Committee shall furnish to the International Counsel, International Secretary, and Regional Vice Chair a copy of the Country Committee's **Bylaws**, indicating any amendments made during the year.

12. Section 5.2(b):

To be admitted to Democrats Abroad as a Country Committee, a group must make application to the International Chair containing the following information:

a copy of the Bylaws of the applicant committee adopted in conformity with the Charter and Bylaws of the Democratic Party of the United States of America, the DNC, and the Charter of Democrats Abroad and certified by the duly elected Chair and another duly elected officer of the applicant committee.

13. Sections 5.2(a), 5.4(f) & 5.9(c)

Section 5.2(a):

A **membership list**, certifying that the group is composed of at least one hundred fifty (150) U.S. citizens of voting age having their principal residence in that defined geographical area and who adhere to the principles of the Democratic Party of the United States of America. Any Country Committee in existence as of May 14, 2021 shall not be deemed out of compliance due solely to having fewer than 150 members after that date.

[Note] Although a Committee-in-Formation is not able to vote in the DPCA and does not have votes allocated to it, it is still required for a CiF to participate in the annual membership cleanup.

Section 5.4(f):

By February 20th of each year, the Secretary or Chair of each Country Committee shall certify to the International Secretary of the DPCA that, as of January 31st, the membership database containing the names and such other information as the DPCA Executive Committee shall require is current and correct for **certification of the number of members** of Democrats Abroad, and such certification must be attested to by the Secretary or Chair of such Country Committee....

Section 5.9(c):

Country Committees may be suspended upon unanimous vote of the DPCA Executive Committee if the Country Committee's certified membership in Democrats Abroad falls significantly due to actions or failure to act objectively attributable to the Country Committee.

14. Section 5.4(f)

See point 13. above

15. Section 5.4(e)

The Executive Committee shall establish from time to time the methods and procedures to be used by the Country Committees to verify and certify membership in Democrats Abroad for all purposes under this Charter, with the maximum accuracy reasonably possible for an association such as Democrats Abroad, provided that the methods and procedures require verification at least every four (4) years.

[Note] For this reason, a Country Committee granted a specific waiver for a specific requirement may still fail to be in compliance.

16. Section 5.4(d):

Without limitation of the foregoing, Country Committees shall at all times be in keeping with Sections 5.2 and 5.4; provided, however, that by a 4/5 majority vote of the Executive Committee of the DPCA or, by a majority vote of the DPCA at a regular meeting, upon written application, and for good reason, a **dispensation** from Section 5.2 (d) may be granted for a period not to exceed 2 years.

17. Section 5.4(g):

Each Country Committee shall provide within the required time such documents or information concerning the activities of the Country Committee as may be reasonably required by the International Chair or the Executive Committee.

18. Section 2.4(b):

A DPCA member who ... (ii) has missed three (3) consecutive meetings of the DPCA shall be deemed to have resigned from the DPCA, including from any DPCA office...

19. Section 5.9:

A Country Committee or Committee-in-Formation may be suspended from full membership by a seven-eighths (7/8ths) vote of the DPCA Executive Committee or by a two-thirds (2/3rds) vote of the DPCA, which suspension shall be promptly communicated in writing to the Chair and Vice Chair of the affected Country Committee.

20. Section 5.1:

Country and Transnational Committees shall be responsible for their own internal management, including governance of their Chapters, and compliance with applicable laws, including without limitation the laws and regulations of the United States of America and the several States applicable to political parties and contributions to them (notably to the U.S. Federal Election Commission).