

To Do List Required: Out of Compliance CC (Dec 1, 2021)

This document lists the minimum requirements necessary for a CC to come back into compliance. The requirements are broken into two distinct and independent groups: the Acting Country Committee/Formation Committee and the Nominations and Elections Committee. In order to protect the NEC and CC as it comes back into compliance, all activities must be under the supervision of the RVC. Links to useful documents are included at the end of this spreadsheet.

Done	Bylaws / Guidelines	Date	What	Responsible person/committee	Task Notes
Acting Country Committee/Formation Committee – Compliance Checklist for CC AGM					
<input type="checkbox"/>			Contact your RVC – let them know you are organising and to discuss the process	Acting ExCom/Formation Committee	
<input type="checkbox"/>			Create a schedule/plan for months up until the AGM	Acting ExCom/Formation Committee	Send to RVC
<input type="checkbox"/>			Establish point person for communications/coordination	Acting ExCom/Formation Committee	Communicate who this is to RVC
<input type="checkbox"/>	DA Charter (August 2021) Section 5.4		Dispensation: Send a written request to the DPCA ExCom if needed	Request to be made by either CC Chair (former/acting), NEC, or RVC	If a change in a CCs ByLaws is needed in order to hold an AGM and/or Election – “upon written application, and for good reason, a dispensation from Section 5.2”
<input type="checkbox"/>	DA Charter (August 2021) Section 5.4(f)	January 31 is membership snapshot; February 20 is certification submission	Membership Certification	RVC	Successfully complete membership certification using the forms and procedures distributed by the International Secretary This form must be signed by the RVC in case CC is out of compliance.
<input type="checkbox"/>	DA Charter (August 2021) Section 5.4(b)	By February 20 of each year	Send up-to-date Country Committee Bylaws to the International Secretary and International Counsel by January 31 of each year.	Acting ExCom/Formation Committee	
<input type="checkbox"/>	DA-IE ByLaws Section 15.2	At least two months prior to the AGM	Approve appointment the Nominations and Elections Committee (NEC)	Acting ExCom/Formation Committee with RVC approval	NEC members cannot run for an elected position. Once appointed, the NEC is an independent body and solely tasked with planning and running the elections.
<input type="checkbox"/>	DA-IE ByLaws Section 15.2	At the meeting where the NEC is appointed	Decide how election will be held	Acting ExCom/Formation Committee with RVC approval	
<input type="checkbox"/>	DA-IE ByLaws Article 18	[30 days = XX]	Notify members at least 30 days before meeting	Acting ExCom/Formation Committee (with regional team)	Two meetings are being held: first, the Elections with notification by the NEC and, second, the AGM with notification by the Acting ExCom/Formation Committee (with regional team)
<input type="checkbox"/>	DA-IE ByLaws Section 19.1		Conduct an AGM no later than March 31st of each year	Acting ExCom/Formation Committee with RVC oversight	
<input type="checkbox"/>	DA-IE ByLaws Section 19.4		AGM Quorum: Have at least 12 members in attendance at the AGM for quorum	Acting ExCom/Formation Committee	
<input type="checkbox"/>	Confirm these requirements in your CC's ByLaws		https://democratsabroad.atlassian.net/wiki/spaces/ccBylaws/pages/5285216800/EMEA+Region+Bylaws		
NEC – Compliance Checklist for CC Elections					
<input type="checkbox"/>	DA-IE Section 15.1	NEC Formation Committee Meeting [>2 months = XX]	Name and confirm Nominations and Elections Committee (NEC)	Acting ExCom/Formation Committee with RVC approval	NEC members cannot run for an elected position. Once appointed, the NEC is an independent body and solely tasked with planning and running the elections.
<input type="checkbox"/>		Prep for Email Blasts	Request a CC Elections email acct on NB – CC_elections@democratsabroad.org	NEC to IT Helpdesk	Emails from the NEC should be different than the Formation Committee's email address and maintained by the NEC. If the NEC does not want to get certification, the RVC team can post and send emails of content prepared by the NEC.
<input type="checkbox"/>			Call for candidates	NEC (with NB assistance if needed)	It is suggested the NEC make a call for candidates 45 days in advance. It gives people more time to think about whether or not to run and learn more about the organisation. It also gives the NEC time to recruit candidates for any open positions if necessary.
<input type="checkbox"/>	DA-IE Section 15.3 – NEC notification no less than "1 month prior" to AGM/election	Email Blast & website post [at least 30 days = XX]	Election announcement -- Arrange for RSVP system -- confirm attendees are CC members via database	NEC (with NB assistance if needed)	
<input type="checkbox"/>	at least 17 days before an election	XX	Candidate may self-nominate	NEC	
<input type="checkbox"/>			Confirm via database all candidates are eligible (CC member, living in CC, not termed out)	NEC	
<input type="checkbox"/>	no earlier than 17 days and no later than 14 days before the AGM	XX Newsletter [14 days = XX]	Create & distribute ballot to membership CC_elections@democratsabroad.org	NEC	
<input type="checkbox"/>	Absentee ballots received 1 day prior to the meeting	23:59:59 [1 day =XX]	Include candidate statements with ballot	NEC	
<input type="checkbox"/>			Check for anyone who has already voted electronically/ absentee	NEC	Only if allowing absentee ballots
<input type="checkbox"/>			Confirm attendees are DAA members via database	NEC (with RVC NB assistance if needed)	
<input type="checkbox"/>			Send ballot (link) to participants	NEC	Only if meeting is held by electronic means
<input type="checkbox"/>			Count the ballots – an observer from the membership should be in attendance	NEC	
<input type="checkbox"/>	At the Election Meeting	XX	Confirm ballot is valid • No secret ballot	NEC	
<input type="checkbox"/>	Confirm these requirements in your CC's ByLaws and the DA CC Elections Procedure document		https://democratsabroad.atlassian.net/wiki/spaces/ccBylaws/pages/5285216800/EMEA+Region+Bylaws		
<input type="checkbox"/>			https://democratsabroad.atlassian.net/wiki/spaces/ccBylaws/pages/5289574862/CC+Election+Procedures		
Useful Document Links –					
Maintaining CC Compliance	https://democratsabroad.atlassian.net/wiki/spaces/ccBylaws/pages/5291574001/Maintaining+Country+Committee+Compliance				
CC Election Procedures	https://democratsabroad.atlassian.net/wiki/spaces/ccBylaws/pages/5289574862/CC+Election+Procedures				
DPCA Charter	https://democratsabroad.atlassian.net/wiki/spaces/OrgLeaders/pages/3595370991/DPCA+Charter+and+Reference+Documents?preview=/3595370991/6944031115/Democrats%20Abroad%20Charter%20-%20Revised%20August%202021.pdf				
EMEA CC ByLaws	https://democratsabroad.atlassian.net/wiki/spaces/ccBylaws/pages/5285216800/EMEA+Region+Bylaws				