



2025 Reorganization Guide

Contents

I.	Reorganization Timeline:	Page 2
II.	Rules and Procedures on Reorganization:	Page 4
III.	Additional Resources:	Page 7
IV.	Rules Clarifications on Quorum, Voting, etc.:	Page 9
V.	Future Planning Tools for County Parties:	Page 13

I. REORGANIZATION TIMELINE: Deadlines and Dates

January 2025

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January IDP scheduled Zoom conferences to discuss reorganization processes with party organizations around the state

January 30 County Precinct Lists must be finalized and turned into the IDP by NOON EDT
Send to Dayna Colbert (dayna@indems.org), Neil Koglin (neil@indems.org), and District Chair

NOTES:

1. *No precinct lists may be changed within 30 days before the county reorganization meeting (there is a 30-day cutoff window before the meeting prohibiting changes to the list in Party Rules).*
2. *Precinct committee elections do not occur until the May 2026 primary election.*
3. *Counties are encouraged to keep a record of to whom meeting notices are sent to verify this was done in a timely fashion.*
4. *Precinct lists will only be released from the IDP upon request or approval from/by the county or district chair.*

February 14 County reorganization notices must be sent to observe 15-day notice under Rule 13(e)2 (check IDP Rules for filing notice procedures)

February 26 District reorganization notices must be sent to observe 10-day notice rule under Rule 14(d)2 (check IDP Rules for filing notice procedures)

NOTE: Notices are usually sent to existing Chairs and Vices, understanding that some officers may change on March 1. In addition, additional notices may be sent to others if desired.

March 1 County Reorganization meetings (must be scheduled by 1 p.m. local time)

March 3 (not later than 1 p.m.) Election results sent to IDP and District – Rule 13g

March 8 District Reorganization meetings (must be scheduled by 1 p.m. local time)

Election results should be communicated to IDP immediately – Rule 14(d)6

March 15 State Central Committee Reorganization meeting (10:30 AM EDT at IBEW Local 481)

II. RULES AND PROCEDURES ON REORGANIZATION

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Introduction

This document is designed to provide formal and informal guidance to county and district Democratic party organizations ahead of the March 2025 party reorganization. **The information outlined here was approved by the State Central Committee on January 27, 2025.**

Reorganization meetings MUST:

- Be accessible to Indiana Democrats in accordance with reorganization meeting notice requirements and IDP Rule 10 (Party Access).
 - NOTE: Party meetings are not required to be noticed to the general public and are closed to press unless the local/district party decides otherwise.
- Have a quorum of voting members (unless all elections will be done by acclamation)
- Have a presiding officer and a method of tracking attendance to verify who is voting in the election.
- Observe proper procedure under Robert's Rules.
- Be in accordance with IDP Rules unless otherwise outlined in this document.
 - NOTE: IDP Rules state that the reorganization meeting must take place in the county seat
 - See IDP Rule 13 (County Committees) for specific rules, including location and notification requirements, electorate and voting procedures, and more
- Ensure votes are cast securely and with accountability of record.

Secret Ballots (IDP Rule 23)

- Secret ballots for county and district elections are, in fact, not required by IDP Rules, although most elections are held in this manner. State Central Committee Officer elections are prohibited to be conducted by secret ballot.
- It is recommended that county and district meetings have a method to preserve ballot secrecy if that is decided by the body.

Frequently Asked Questions

1. Have there been rule changes that would impact the process since the 2021 reorganization?

No, there have not been substantive rule changes that impact the reorganization process since the 2021 reorganization. Those who are organizing meetings should carefully review rules concerning reorganization meetings or contact IDP staff with questions - and be sure you are reviewing the most current version of the rules on the IDP website.

2. Can a filing deadline be set at the county level?

January 2025

Yes, the county chair can set a filing deadline at least ten (10) days prior to the organization meeting. If a filing deadline is imposed, the name and address of the secretary as well as the date and time of the filing deadline shall be stated in the meeting notice.

3. Is there a form I have to fill out to run as an officer? Can I email my intent to run as an officer?

IDP does not have an official form that needs to be filed to run as an officer; however, the outgoing County Chair could make a form if they so choose. Notification of intent to run as an officer can be emailed to the outgoing County Chair and Secretary.

4. How do I notify IDP of results in a timely manner?

In addition to the requirements in Rule 13 (g) of sending results via certified mail by one p.m. on the Monday following reorganization, please email the list of county officers to secretary@indems.org, dayna@indems.org, and neil@indems.org so we can notify the District Committee in a timely manner ahead of their election.

5. What other paperwork do I need to file?

If a new Chair and/or a new Treasurer is elected, an amended [Statement of Organization](#) (CFA-3) needs to be filed. In addition, if a new Treasurer is elected, then an [Outgoing Treasurer Campaign Finance Report](#) (CFA-4) must be filed.

III. ADDITIONAL RESOURCES

January 2025

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As the 2025 IDP Reorganization commences, it is important to know that existing and prospective county and district party officers know about the resources available to them from the Indiana Democratic Party. As a part of this process, the State Central Committee is recommending that local and district parties consider utilizing the following resources both as needed, and for proper planning for the 2025 party-building year.

IDP Website Resources

- IDP Staff Contacts: <https://indems.org/our-party/staff/>
- Party Rules: <https://indems.org/wp-content/uploads/2024/12/IDP-Rules-December-2024.pdf>
- County party information: <https://www.indems.org/our-party/county-parties/>
- Party Platform: <https://indems.org/where-we-stand/>
- Frequently Asked Questions: <https://indems.org/our-party/resources/faqs/>
- State Central Committee information: <https://indems.org/our-party/party-leadership/>
- Constituency Caucus information: <https://indems.org/our-party/constituency-caucuses/>

IV. RULES CLARIFICATIONS ON QUORUM, VOTING, ETC.

January 2025

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Issues Concerning Quorum and Voting of Executive Officers at County and District Levels

There has been much discussion about reorganization v. filling officer vacancies, as well as a question about whether the Chair, Vice Chair, Treasurer and Secretary count toward a quorum at county and district committee meetings.

- The rules separate the procedures for reorganization and simply filling officer vacancies under Rules 13 (County Committees) and 14 (District Committees). Where a guideline is not specifically laid out in the rules, the officer has discretion in how the procedure is conducted. This has come up sometimes in vacancy notice timing. In addition, the term “reorganization” refers to the quadrennial reorganization of the county, district and state committees. This will be particularly important moving into the quadrennial reorganization in 2025.
- During a reorganization procedure, only precinct committee officers or County Chairs/Vices vote because the rules specify that. The incumbent Chair presides over that reorganization. Executive Officers would not vote for those offices unless they are already a PC officer, County Chair or Vice. This could also hold true for quorum, as the only voting members of a body for reorganization are the PC officers, County Chairs and Vices.
- In all other procedures, Rules 13(u) and 14(i) should be referenced. Both concern duties of the other officers of the county or district committee and say:
 - *“The vice chair, secretary, and treasurer of the county/district committee shall, in addition to any powers and duties specified in this Rule, have the same powers and duties with respect to the county/district committee as the same officer of State Committee.”*
- Using Rules 13(u) and 14(i) as guides, an interpretation can be made that the county or district chair would only vote in the case of a tie, and that the other officers are voting members of the body, as this is the case on the State Committee.
 - All of the officers would also count toward a quorum, except in reorganization if that is the interpretation made locally.
- It is not the current intention of the Rules Committee that the rules mentioned in this section need to be formally changed, but rather guidance should be given to those seeking it at the district and county level.

January 2025

IDP Rule Clarifications – County Committees

County Committees (Rule 13)

- “County Committee” = the body made up by duly elected/appointed Precinct Chairs & Vices
- “County Central Committee” = the Chair, Vice Chair, Secretary & Treasurer

Quadrennial Reorganization of County Committee (Rule 13e)

Who counts toward quorum?

- Only duly elected or appointed Precinct chairs and vices (Rule 13b), since they are the voting members in this case.
- The Chair, but not the other three officers UNLESS they are already PC officers.

Who votes?

- Only duly elected or appointed Precinct chairs and vices (Rule 13b).

Who presides?

- The existing County Chair, or another one of the executive officers if the County Chair designates them (Rule 13e5). The presiding officer shall preside over the meeting until a new Chair is elected.

Who breaks a tie?

- The existing County Chair breaks a tie for the election of the Chair, and then the newly elected Chair breaks ties for the other three officers during those elections (Rule 13e5, e6). This is the case even if the Chair has already voted as a PC Chair or Vice.

January 2025

IDP Rule Clarifications – District Committees

District Committees (Rule 14)

- “District Committee” = the body made up by the County Chairs & Vice Chairs of each Congressional District.
- “District Central Committee” = the Chair, Vice Chair, Secretary & Treasurer of the District

Quadrennial Reorganization of District Committee (Rule 14d)

Who counts toward quorum?

- Only the Chairs and Vice Chairs of the District’s counties (Rule 14b), since they are the voting members in this case.
- The existing Chair, but not the other three officers UNLESS they are already a County Chair or Vice (this is consistent with county committee rules).

Who votes?

- Only County Chairs and Vices (Rule 14b).

Who presides?

- The existing District Chair presides until the election of a new Chair (Rule 14d4A).

Who breaks a tie?

- The existing District Chair breaks a tie for the election of the Chair, and then the newly elected Chair breaks ties for the other three officers during those elections (Rule 14d4A). This is the case even if the Chair has already voted as a County Chair or Vice.

V. FUTURE PLANNING TOOLS FOR YOUR COUNTY PARTY

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Thank you for stepping up to be a leader in our party. We appreciate your commitment to our ideals, our state, and our democracy. If you're still considering running for a county committee position, are running to be a new chair, or have been a chair in the past, we wanted to provide steps that are either required or recommended for you to take in the first three months of being in your new role. *Required items will be italicized and followed with an asterisk.*

1. *Make sure notification of your County Committee Officers is sent to IDP.* *

Per IDP Rules, the county chair or retiring secretary shall send by certified mail to the State Committee secretary the names of the newly and elected officers by one p.m. the Monday following the organization meeting (Rule 13 (g)). In addition, please send an email to the Secretary (secretary@indems.org), Executive Director (dayna@indems.org), and Voter File Administrator (neil@indems.org).

2. *Be prepared to attend the District Reorganization meeting the following week.* *

Per IDP Rules, the county chair and vice chair will vote on their district leadership at the District Reorganization meeting the following Saturday (March 8) (Rule 14). The District Committee should provide information about that meeting.

3. *File any necessary paperwork per state law and approve of the Democrat on your Election Board.*

If there is a new county chair or county treasurer, then a new Statement of Organization must be filed. In addition, if a new treasurer is elected, then an Outgoing Treasurer Campaign Finance Report must be filed. The county chair also selects the Democrat who serves on your County Election Board. You can choose to keep the current member, or change to someone else (it can even be the county chair). It is recommended that this person is an attorney.

4. *Schedule a meeting with the outgoing County Committee (if applicable).*

If there are changes in your County Committee, scheduling a meeting with the outgoing members to get context of where the party is at upon their departure will help catch you up to speed. You should also get any materials from them, switch any tools/subscriptions they have in their name or email, schedule time to switch the bank account, and other logistics.

5. *Schedule a meeting with your current County Committee (and PCs).*

January 2025

You may have already met with your current County Committee as you met with the outgoing County Committee. This is where you should make sure everyone is on the same page, understands their roles and responsibilities, and begin to plan how to execute your goals. If you have not already had a PC meeting at your reorganization meeting, having a meeting with them as well will help introduce them to you and your working style, and help establish responsibilities and expectations.

6. Read IDP Rules, County Handbook, and PC Handbook.

We are working on updating the Rules document to fix the formatting issues, but there is a lot of good information in there for you to begin to familiarize you with. In addition, all county chairs will receive an electronic copy of our County and PC handbooks. These have a lot of great information on what to expect and go more in depth than this document.

7. Establish, re-establish, or check in on committees to help accomplish your goals.

You will likely come into your role with a lot of ideas on how to improve Democrats' standing in your counties; but the four of you are likely not going to be able to execute all of your ideas on your own. Establishing committees for your various initiatives or core focuses will help execute your plan and hopefully help minimize burnout. Some example committees you could create include: Communications; Data and Organizing; Events; Fundraising; Training; Legislative; Voter Registration; Voter Protection.

8. Have an event on the books to get Democrats involved in your county.

This event doesn't need to be anything big or fancy - it could be meeting at a park or the library; it could be scheduling a coffee session; it could be beginning to plan a fundraiser; it could be a book club; it could be a Zoom meeting. You might need to reintroduce your county party to the public, roll out your initiatives to your County Committee and Precinct Chairs, or just continue to do the work that had been set in motion previously.

9. Make connections.

Make connections with a variety of people, especially if you are new: the super volunteer(s) in your county; your county clerk; the state party staff; the state party chair; any elected Democrats in your county; top donors in your county.

10. Finalize and communicate your plans for 2025 (and beyond).

There is a chance that you campaigned on one plan, and once you became a county officer you realized those plans would need to change. Or maybe you had a concept of a plan and now have enough information after being elected chair, vice, secretary, or

January 2025

treasurer to finalize them. Once they have been finalized, communicate them to the rest of your committee, your PCs, and other volunteers. Ask for their input and help to execute your plan. Some areas to consider in your plan include: fundraising; communications; recruiting for 2026 candidates; party building.

There are many other things that a county committee can and likely will be working on in the first three months of their term. We hope that providing this information can help get you on the right foot. Once elected, be on the lookout for additional information from the state party.

And as always, thank you for being a Democrat and volunteering your time with our organization. We rely on you to help get the word out to Hoosier Democrats, and are deeply appreciative of all that you do.