



## 2021 ADEMs – FAQ SHEET

### 1. What is the purpose of the ADEM Election meetings?

The California Democratic Party (“CADEM”) Bylaws (Article VI) provide that an Assembly District Elections Meeting (“ADEM”) shall be held in each of the 80 Assembly Districts in January of each odd-numbered year to elect representatives (referred to herein as “Assembly District Delegates” or “ADDs”) to the California Democratic Party State Central Committee (referred to in the Bylaws as “This Committee” or DSCC) and a representative to the CDP Executive Board (referred to herein as “E-Board representatives”).

However, in response to the health concerns about in-person voting, during the November 2020 Executive Board meeting, the Rules Committee recommended to the CADEM Executive Board that instead of holding ADEMs throughout California, a system of registration and voting by mail only be implemented.

Through this process, 14 people\* (7 "self-identified female" / 7 “other than self-identified female”) will be elected and represent their Assembly District Delegation (ADD) at the 2021 and 2022 State Conventions. Every AD will elect one representative from among the ADD to represent the district on the State Party’s Executive Board.

**Delegates to the State Party** (DSCC) vote and conduct Party business at the yearly State Convention, including:

- Election of CADEM Officers: Chairman, two Vice-Chairs, Secretary and Controller (in odd-numbered years after presidential elections)
- Election of 16-25 Regional Directors who function as liaisons between the California Democratic Party, County Central Committees, and Democratic Clubs in regions comprised of 3 to 5 Assembly Districts (in odd-numbered years)
- Endorsements by the California Democratic Party for partisan legislative and statewide offices in California
- Positions on Ballot Propositions (as needed)
- Establishment of the official California Democratic State Party Platform (in even-numbered years)
- CADEM Resolutions (in all odd-numbered years)

**Executive Board (E-Board) Representatives of the DSCC**, the Executive Board members, meet at least two additional times each year to conduct business that comes up between conventions. This business may include Standing Committee and Caucus meetings and electing members to the Democratic National Committee (in presidential election years).



## 2. What is new about the 2021 ADEM process?

The new system will incorporate the following features:

- Elimination of all in-person voting for the 2021 ADEMs.
- A deadline to request a vote-by-mail application - Monday, January 11, 2021 at 11:59 pm PST.
- All Voters **MUST** apply for a vote-by-mail ballot by registering to vote or applying to run via an online form.
  - **NOTE:** *If a person does not have the ability to request a vote-by-mail ballot online, they can request a ballot by emailing ([adem@cadem.org](mailto:adem@cadem.org)) or by an ADEM election call-in phone line (#TBD) that will be managed by the Regional Director.*
- The vote-by-mail ballot will be mailed to the residential address or the voter's mailing address that is listed on their voting record.
  - **NOTE:** *If you have a mailing address listed on your voter registration record different from the address you are registered at, we will automatically mail your ballot to the mailing address listed on your voting record. We cannot change your voting record to reflect another mailing address outside of your voting record.*
- All participants must be verified as a California Democrat registered in the Assembly District before receiving a vote-by-mail ballot.
- An alternative method to request a vote-by-mail ballot will be included for unhoused individuals in this process.

## 3. Who May Run for Assembly District Delegate?

ALL California Democrats interested can run to be an Assembly District Delegate and **must file and submit their candidacy with the State Party by 5 pm PST on Tuesday, December 15, 2020.**

The filing fee is \$30.00 to run as an ADEM Candidate, which may be completed online and can be waived if the candidate declares hardship (email [adem@cadem.org](mailto:adem@cadem.org) to request an application fee waiver). **The filing period for the 2021 ADEM opens on Tuesday, November 15, 2020, and closes at 5 pm PST on Tuesday, December 15, 2020.**

Candidates must be registered to vote as a Democrat in the Assembly District by November 3, 2020, unless the candidate turned 18 or was naturalized after the deadline and is registered to vote at the time of candidacy filing.

Prospective candidates should use the form on the CADEM website to apply to be a candidate. <https://adem.cadem.org/>

**NOTE:** Gender: *(In keeping with CADEM Policy, Gender shall mean one being either "self-identified female" or "other than self-identified female").*



#### 4. Who is eligible to run for the ADEM Executive Board Representative?

The position of AD Representative to the Executive Board shall be offered to the highest-finishing ADD who has indicated their willingness to serve if elected at the time of filing their application to run.

All prospective candidates must file as an assembly district delegate candidate and indicate their willingness to serve as the Executive Board Representative if elected at the time of filing their application to run.

***NOTE:** The ballot and the listing of candidates on [adem.cadem.org](http://adem.cadem.org) will identify those who have indicated their willingness to serve as E-Board Rep if elected by (\*) next to the candidate's name.*

#### 5. Do I have to submit a Candidate Statement?

A candidate can choose (but is not required) to submit a candidate statement and a link to a 1 minute video statement of their candidacy.

All delegate (ADD) candidate names (to be updated no less than once per week starting the week of November 30, 2020 ) and will be posted on the [adem.cadem.org](http://adem.cadem.org), along with statements by the candidates, with the proviso that such statements be no longer than 2,400 characters (about 416 words including spaces) and shall not mention the name of any other candidate.

***NOTE:** Candidate statements will be published as submitted; no additions, corrections, or other edits shall be made once submitted.*

***NOTE:** Candidates may also provide a link to a video campaign statement as long as such a statement does not mention the name of any other candidate. Please note that the candidate statement video link will be a part of the 2,400 character statement limit and submitted within the same candidate statement form. This video statement may be posted to the medium of the candidate's choice (i.e. YouTube, Facebook, etc.). CADEM staff will post all candidates and their statements on [adem.cadem.org](http://adem.cadem.org).*

#### 6. Who may vote in Assembly District Election Meetings?

Any registered Democrat resident in California is eligible to vote in the Assembly District in which they reside and must file an online application to register to vote in the 2021 ADEM Elections.



## 7. What is the process to Receive a Vote-By-Mail Ballot?

Each registered voter who wishes to participate in the 2021 ADEM in the Assembly District in which they reside may obtain a vote-by-mail ballot by completing a 2021 ADEM Candidate application form or the online application to register to vote in the 2021 ADEM on [adem.cadem.org](http://adem.cadem.org).

Alternatively, a participant may register via a dedicated phone line (916-442-5707) provided by CADEM staff.

In order to qualify for a vote-by-mail ballot, the participant will be verified as a registered Democrat in the assembly district. Upon verification, a participant will be mailed a vote-by-mail ballot appropriate for their Assembly District.

The ballot will be mailed to the participant's mailing address as indicated on their voter registration record. The deadline to request a vote-by-mail ballot (including completing the verification process) is January 11, 2021, at 11:59 pm PST.

After registering, each 2021 ADEM candidate or voter will receive a registration confirmation email that will include their Registration ID.

**ALL candidates** should confirm having received the ADEM Candidate Registration Confirmation - Registration ID xx-x-xxxxxxx email receipt of filing before the **candidate filing deadline ends on December 15, 2020, at 5:00 pm PST.**

**All voters** should confirm having received the ADEM Registration Confirmation - Registration ID xx-x-xxxxxxx email receipt to request a vote-by-mail application by **Monday, January 11, 2021, at 11:59 pm PST.**

Each participant must save the Registration ID number and accept responsibility to provide that number upon receiving a ballot. Candidates or voters must ensure that the Registration ID is entered on the vote-by-mail ballot (to prevent double-voting) before mailing their ballot.

Up to the January 11, 2021 deadline, if a participant is having difficulty completing the online verification process, they may ask for assistance via email ([adem@cadem.org](mailto:adem@cadem.org) or by the CADEM 2021 ADEM phone line, 916-442-5707). Staff will attempt to resolve the verification issue with the participant.

***NOTE:** The CADEM staff will not be responsible for failed, delayed, unreadable, or corrupted filings, whether by hardcopy delivery or electronic filings such as faxes or emails or the editing of candidate statements.*

***NOTE:** If you are running as a candidate, your application to run will also generate a Registration ID to place on the vote-by-mail ballot.*



***NOTE:** All participants, voters, and candidates alike are encouraged to use the online application to run or vote if feasible.*

The 2021 ADEM participant information that is collected from the registration process will be used for California Democratic Party outreach purposes, including the participants' willingness to volunteer for one or more precincts within the district or to assume another specified organizational responsibility for the CADEM.

## **8. What is the process to Return the Vote-by-Mail Ballot?**

Participants who receive their vote-by-mail ballot must fill it out and return it by mail so that it is received by the CADEM Los Angeles or Sacramento PO BOX address no later than January 27, 2021. All ballots received by that date will be counted.

Each participant who receives a vote-by-mail ballot may vote for between 1 and 14 persons and may distribute the votes as they wish between self-identified female and other than self-identified female candidates, though they may only vote once for a candidate.

Ballots must be completed by bubbling in each candidate the participant is voting for with either **blue or black ink**.

Ballots marked with **more than 14 choices are invalid**.

Ballots where the voter **Registration ID is not bubbled-in or is destroyed or unreadable will be considered invalid**.

## **9. What is the Balloting Process?**

Due to the COVID-19 pandemic, the CADEM staff has contracted [Scantron Assessment Solutions](#) to assist in an all vote-by-mail process for the 2021 ADEMs.

**Ballots will arrive** at the voter's address listed on their voting record between **January 6 - 18, 2021**. Some ballots will arrive before and after this period depending on the USPS.

Each ballot shall contain the names of all qualified candidates, a place to enter the voter's Registration ID number, whether the candidate listed identifies as a Self-Identifying Female or Other than Self-Identifying Female, and shall indicate which candidates have agreed to serve as representative to the Executive Board (\*) if they are offered the position under the CADEM Bylaws (Article VI).

**REMINDER:** Participants can vote for up to 14 candidates, distributed as the voter wishes. If more than 14 candidates are selected, the ballot will be considered invalid.

An instruction sheet will be included with the ballot. For vote-by-mail balloting, verified participants will return the completed ballot in an envelope provided by CADEM.



The participant will mail their vote-by-mail ballot to the designated CADEM Sacramento or Los Angeles P.O. Box address. ALL ballots MUST be delivered to either the CADEM Sacramento or Los Angeles P.O. Box address no later than January 27, 2021. Ballots received after this date will not be counted.

Upon close of balloting, ballots will be shipped by CADEM staff to the counting facility.

At the conclusion of the counting process Scantron will provide images of all scanned ballots to CADEM staff who will post images of the ballots on the ADEM website for 30 days.

#### **10. When will the 2021 ADEM results be posted?**

The results will be promptly posted on the CADEM website once the ballot counting process has been completed and verified.

#### **11. How do I fix a mistake on my ballot?**

Please put an “X” through mistake(s) and continue to vote for the correct candidates.

#### **12. Do I have to pay for postage to return my ballot?**

No, ballots will be sent with a prepaid Business Return Envelope.

#### **13. Why was my ballot not counted?**

Your ballot will be invalid for any of the following reasons:

1. If it is missing the voter Registration ID
2. If the ballot has an incorrect or incomplete voter Registration ID
3. If there are 15 or more votes on your ballot
4. If two or more ballots are submitted with the same voter Registration ID, ALL ballots with that voter Registration ID will be voided
5. It was received after January 27th

#### **14. What if there are less than 14 candidates filed in a district?**

All eligible candidates who applied will be elected by acclamation, however the Assembly District will not have 14 delegates.

#### **15. What if there aren't enough candidates to fill the seven designated gender positions?**

Timely filers of the opposite gender will fill the remaining slots.



If after all timely filers have been accommodated, and there are still slots open; these may be filled by nominations, giving priority to balancing the delegation by gender.

#### **16. What is the process for tiebreakers?**

Only ties that create a situation where more persons are tied for the last place(s) than there are slots available shall be resolved. In such cases, the tiebreaker shall be by lot. CDP staff will provide a COVID-19-friendly method to implement such tiebreakers.

#### **17. I am in the process of moving to another district. Can I run in that district?**

In order to be an eligible candidate, you must be a registered Democrat on or before November 3, 2020, in the AD that you are running in.

#### **18. When is the last day to withdraw as a candidate? Will my name still be on the ballot?**

The last day to withdraw your name from being on the ballot without it showing up on the ballot is December 18, 2020, at 5pm PST.

#### **19. Can I get a waiver on the candidate registration fee?**

To request to have the 2021 ADEM candidate registration fee waived prospective candidates should use the form on the CADEM website to apply to be a candidate <https://adem.cadem.org> and click the “Apply to Run for 2021 ADEM” application.

Once you get to the point where the application asks you to pay, you should receive an email that tells you, you still need to do so. Please forward that email to [adem@cadem.org](mailto:adem@cadem.org) and request that you would like to have your candidate application fee waived. Please include your full name, the email you applied with and the assembly district you are running in.

Once staff receives the request they will send you an email confirming the waiver, your AD Registration ID and link to submit your candidate statement. The candidate will need to include the AD Registration ID on the candidate statement form.

#### **20. Can I get a refund?**

There are no refunds.



## 2021 ADEMs – DEADLINES

<b>Tuesday, November 3, 2020</b>	<b>GENERAL ELECTION</b>
<b>Wednesday, November 11, 2020</b>	<b>VETERANS DAY</b>
<b>Sunday, November 15, 2020</b>	2021 ADEM Application Open 2021 ADEM Voter Registration Open
<b>Thursday, November 26, 2020</b>	<b>THANKSGIVING</b>
<b>Tuesday, December 15, 2020</b>	2021 ADEM Candidate Application for ADD & E-Board Filing Deadline Closes @ 5:00pm
<b>Friday, December 11, 2020</b>	<b>HANUKKAH BEGINS</b>
<b>Friday, December 18, 2020</b>	Deadline to withdraw a candidates name from the ADEM ballot
<b>Thursday, December 24, 2020</b>	<b>CHRISTMAS EVE</b>
<b>Friday, December 25, 2020</b>	<b>CHRISTMAS DAY</b>
<b>Saturday, December 26, 2020</b>	<b>KWANZAA</b>
<b>Thursday, December 31, 2020</b>	<b>NEW YEARS EVE</b>
<b>Friday, January 1, 2021</b>	<b>NEW YEARS DAY</b>
<b>Wednesday, January 6, 2021</b>	<b>Ballots will begin to be mailed</b> to the voter's address listed on their voting record. Some ballots will arrive before and after this period depending on the USPS
<b>Monday, January 11, 2021</b>	2021 ADEM Voter Registration to request a Vote- By-Mail Ballot Closes @ 11:59pm





**Friday, January 15, 2021**

**Administrative DSCC** Deadline for Elected Official, Top Dem Endorsed Candidates, and Democratic County Central Committee to begin submitting 2021-23 DSCC Delegate Member (voting body in the 2021 State Convention) to the CADEM staff

**Wednesday, January 27, 2021**

Final Deadline to return 2021 ADEM Ballot - to the designated CADEM Sacramento or Los Angeles P.O. Box - **NO EXCEPTIONS TO THIS DEADLINE**

**Monday, February 8, 2021**

Final DSCC Delegate Submittal Deadline for Elected Official, Top Dem, Democratic County Central Committee and 2021-23 ADEM DSCC Delegates to be finalized submitted to the CDP staff by 5:00 pm - **NO EXCEPTIONS TO THIS DEADLINE**

**April 2021**

Administrative Pre-Registration to 2021 Convention  
Pre-Approved 2021 Proxy Deadline

**Monday, April 26 - Sunday, May 2, 2021**

2021 California Democratic Party Virtual State Convention