



# SANTA CRUZ COUNTY DEMOCRATIC PARTY

## SANTA CRUZ COUNTY DEMOCRATIC PARTY BYLAWS

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## **ARTICLE I: NAME AND LEGAL BASIS**

The name of this organization is the Santa Cruz County Democratic Central Committee (SCCDCC). It may also be identified as the Santa Cruz County Democratic Party. For the purpose of these Bylaws, it shall be referred to as the "Committee."

## **ARTICLE II: DEFINITION OF TERMS**

The terms "Democrat", "Registered Democrat", "nominee", "Partisan" and "Non-Partisan" shall be defined as defined in the CDP bylaws.

## **ARTICLE III: PURPOSE**

The purpose of this committee is to promote and coordinate the activities of the Democratic Party in Santa Cruz County, including being in charge of election campaigns.

## **ARTICLE IV: MEMBERSHIP AND TERMS OF OFFICE**

### **Sub-Article IV.1: CATEGORIES OF MEMBERSHIP**

Section A: There shall be three categories of membership: 1) Elected, 2) Ex-officio, 3) Club representative. Elected or Ex-Officio members shall appoint an alternate. Chartered clubs shall appoint their own alternates. Members and their alternates shall be registered Democrats, shall be expected to attend meetings regularly, pay annual dues established by the committee, and participate in committee activities.

### **Sub-Article IV.2: ELECTED MEMBERS**

Section A: Elected Committee members are chosen for four (4) year terms in presidential primary elections from within the five (5) supervisor districts by the Democratic voters registered in Santa Cruz County. The number of membership seats per supervisor district is determined by the California Elections Code.

Section B: At the first meeting of the new term, the elected members shall be sworn into office and take their seats as the first order of business.

Section C: If a member is unable to complete the four-year term, the member shall submit written notification to the Committee Chair. A change of residence from the supervisor district from which the member has been elected or appointed constitutes an automatic resignation from the Committee.

Section D: The Committee may appoint members by majority vote to fill vacant seats. Announcement of an opening shall occur at the Committee meeting one month prior to the meeting at which the seat is to be filled. Notice of vacancies shall be publicized for 21 days through submission of notices to local media outlets, including the Committee website. The election to fill a vacant seat shall be the first order of business at any meeting for which the vacancy has been properly noticed unless there are newly elected members waiting to be sworn in, in which case the swearing in shall be the first order of business and the election referenced in this section shall be second. Following their formal appointment by the Committee, appointed members may take their seats after the oath of office has been administered to them immediately following their election.

### **Sub-Article IV.3: EX OFFICIO MEMBERS**

Section A: Ex officio status is defined as those State Assembly, State Senate, and Congressional Representative incumbents and nominees whose political districts include any portion of Santa Cruz County. Ex officio members also include incumbents or nominees of California statewide offices and the U.S. who reside in Santa Cruz County.

Section B: Ex officio member status remains as long as the incumbent is in office. If the ex officio member is a nominee who was not elected in the prior general election, the ex officio status remains until another nominee is elected in the next direct primary or special election and the vote has been certified.

Section C: Ex officio members shall be entitled to all the rights and privileges, including the right to vote, and shall have the same standing in every way as other members of the Committee.

Section D: Ex officio members shall be notified of any endorsement process undertaken by the Committee, including eligible candidates, the date for the endorsement forum and voting procedures.

Section E: If the ex officio member is a nominee who was not elected, the alternate shall serve until the nominee rescinds the appointment or the Democratic Party elects another nominee for that office.

### **Sub-Article IV.4: CLUB REPRESENTATIVE MEMBERS**

Section A: Each chartered Democratic club in good standing may appoint one representative and one alternate who are registered Democrats for confirmation by the Committee.

Section B: The total number of Club Representative members admitted to membership of the Committee shall not exceed one-third (1/3) of the number of Elected members.

Section C: Club Representative members have the rights and responsibilities of elected members, with the exception of participatory votes in the endorsement process and amendment of By-laws.

### **Sub-Article IV.5: ALTERNATES OF MEMBERS**

Section A: Appointment and removal of alternates shall be in writing to the alternate and the Chair. Alternate members shall have the right to vote only in the absence of the appointing member. Members shall notify their alternate prior to the meeting if they will be absent.

### **Sub-Article IV.6: MEMBER ABSENCES**

Section A: A record of attendance shall be taken by the Recording Secretary at each Committee meeting and be included in the minutes of the meeting. The Recording Secretary shall keep a record of members' attendance for reference. Attendance at a Committee meeting is defined as attendance for at least two-thirds (2/3) of the meeting agenda.

Section B: Anticipated absence from the Committee meeting shall be reported to the Chair and/or Recording Secretary prior to the meeting. Members shall also notify their alternate prior to the meeting, if they will be absent.

Section C: If a member has notified the Chair and/or Recording Secretary, prior to the meeting, that he or she will be unable to attend the upcoming meeting due to illness or temporary absence from the County on the day of the meeting, the member's absence shall be considered an excused absence.

Section D: An unexcused absence is any absence where the member fails to notify the Chair and/or Recording Secretary prior to being absent for a Committee meeting or any absence after the member has accumulated three (3) excused absences. If a member has more than three (3) unexcused absences in a term year, the member shall be subject to removal by a vote of the full Committee. The Chair shall notify a member of potential removal within twenty-five (25) days after the third (3<sup>rd</sup>) unexcused absence.

Section E: Members may seek a leave of absence for medical reasons or other extraordinary circumstances in a written request to the Chair. The Chair may approve the leave, or submit the request to approve the leave of absence to the Committee Executive Board, providing that an alternate has been appointed and is committed to attend meetings in the member's absence.

Section F: If a member exceeds any of the above absence limits, upon the recommendation of the Chair, the Executive Board may recommend that a motion to remove a member be made at the next Committee meeting. At that general membership meeting, a motion to remove a member for absence, being duly seconded, shall be immediately tabled until the following month's meeting. The member shall be notified within five (5) calendar days of the tabled motion for potential removal. Notice of intent to remove any member shall be listed in the written agenda for the meeting at which removal will be considered.

Section G: The absence limitations described in this Sub-Article do not apply to ex officio members or their alternates.

#### **Sub-Article IV.7: REMOVAL FOR ABSENCES**

If a member, except ex officio members, exceeds any of the above absence limits, upon the recommendation of the Chair, the Executive Board may recommend that a motion to remove a member be made at the next Committee meeting. At that general membership meeting, a motion to remove a member for absence, being duly seconded, shall be immediately tabled until the following month's meeting. The member shall be notified within five (5) calendar days of the tabled motion for potential removal. Notice of intent to remove any member shall be listed in the written agenda for the meeting at which removal will be considered.

#### **Sub-Article IV.8: REMOVAL FOR CAUSE**

Section A: The Committee shall remove any member who:

- 1) Registers as a member of another political party or registers without disclosing a party preference.
- 2) Publicly gives support, or avows a preference for a candidate not registered as a Democrat who is running against a candidate endorsed by the Committee or by CADEM or, who publicly gives an support, or avows a preference for a candidate not registered as a Democrat when a Democrat is on

the ballot. For the purposes of this subsection, 'publicly' means in a public or open manner, including an endorsement or other public action or statement showing support by the individual member even though that member does not identify themselves as a member of the Committee.

- 3) Violates the Code of Conduct as contained in Article XXII of this document.
- 4) When endorsing a candidate, a member, including officers, uses the title Santa Cruz County Democratic Party, Santa Cruz County Democratic Central Committee, Democratic Party of Santa Cruz County, or any similar title, unless the Committee has endorsed that candidate.
- 5) If they are an elected member and moves their primary residence out of their supervisorial district or if they are any non-ex officio member and moves their primary residence outside of the County of Santa Cruz.

Section B: The list in Section is intended as a minimal list, not an exhaustive one, and a member may be removed in accordance with Section D for reasons other than those listed in Section A.

Section C: To the extent that this section permits Committee members to publicly support a candidate other than one endorsed by the Committee, it shall apply only in non-partisan races.

Section D: No member shall be removed until such member has been given an opportunity to be heard by the Committee. This should be done at the next regular meeting. A removal shall require the votes of no less than a two-thirds majority of the members who are present and voting.

#### **Sub-Article IV.9: REPLACEMENT OF MEMBERS**

Section A.

- 1) If an Elected Member is removed, they shall be replaced by election by the members of the committee. Nominations shall occur at the first general meeting following the removal and the election shall be held at the subsequent general meeting.
- 2) If the removed member was a DSCC delegate, then a separate election for their replacement shall occur, with nominations at the first general meeting following removal and elections at the meeting thereafter. Said replacement need not be the person elected to replace the removed committee member, but should be mindful of the DSCC rules on gender equity.

Section B: If a club representative is removed, the club shall appoint a new representative in accordance with their own bylaws.

Section C: If an Ex Officio member is removed, their alternate shall also be removed and the seat will not be filled until a Democrat not removed is elected to that seat. If an alternate is removed, the Ex Officio shall appoint a new one.

Section D: If a member is being retained, but their DSCC delegate status is removed, the election for their replacement shall follow the same procedure as in Section A.1.

#### **ARTICLE V: OATH OF OFFICE**

Section A: Members and alternates of the Committee, whether elected or appointed, shall take and subscribe

to the oath set forth in Section 3 of Article XX of the California Constitution before he/she enters upon the duties of office. The oath required may be taken before any officer authorized to administer oaths with no fee charged.

## **ARTICLE VI: DUES**

Section A: Annual dues for Members and alternate members are payable each July or prorated when office is taken and are non-refundable. The annual dues amounts are specified in the Committee Procedures 1.c.i: Committee Membership: Dues.

Section B: Any member or alternate not paying dues within three (3) months of taking office may be removed from The Committee with a majority vote of The Committee and after due notice has been given to the member concerned and shall be listed in the written agenda.

## **ARTICLE VII: RIGHTS OF MEMBERS, EX-OFFICIO, CLUB REPRESENTATIVES AND ALTERNATES**

Section A: All categories of membership may hold office in the Committee and serve as a delegate to the California Democratic Party, express views, make motions or propose resolutions in meetings.

Section B: Neither members nor alternates may make public statements, speak to the press or comment in writing in any media on behalf of the Committee or its Subcommittees without the authorization of the Chair.

## **ARTICLE VIII: REPRESENTATION TO THE CALIFORNIA DEMOCRATIC PARTY DEMOCRATIC STATE CENTRAL COMMITTEE (DSCC)**

Section A: Selection of Committee representatives to the DSCC shall be held in accordance with CDP Bylaws. Representatives/delegates shall be one half self-identified females and one half members of other genders.. The selection of these representatives shall occur prior to the State Democratic Convention in odd-numbered years and will serve a two year term.

Section B: The Committee shall elect, from its Regular or Alternate members, one member for each 10,000 registered Democrats or fraction thereof who shall serve as representatives to the DSCC. Said members may be removed by same causes and procedures as in IV.8 above noting that removal of status as a representative to the DSCC does not automatically remove membership in the Committee itself.

## **ARTICLE IX: REMOVAL OF MEMBERS FOR NON-PARTY AFFILIATION**

Section A: The Committee may remove any member other than an ex officio member, who registers as a member of another party, publicly advocates that the voters should not vote for the nominee of the Democratic Party, or gives support to a candidate of another party. Said member shall have all of the Constitutional due process rights in this process including, but not limited to, reasonable notification of the date of the vote, the right to face their accusers and the right to present evidence in their defense. Removal of a member under this clause requires a two-thirds majority of the Committee to approve.

## **ARTICLE X: ELECTION AND REMOVAL OF OFFICERS**

Section A: Each officer shall be a member or alternate member of this Committee.

Section B: The officers of the Committee shall consist of a Chair, Vice-Chair, Recording Secretary, Corresponding/Legislative Secretary, Treasurer, an Assistant Treasurer, Representative to the California Democratic Party Executive Board, and such other officers as may be approved as necessary by the Committee. The Chair, Treasurer and Assistant Treasurer shall not be related by blood or marriage or reside in the same household. No officer shall hold more than one elected Committee office at one time.

Section C: A proposal for a new officer position shall be announced at the meeting prior to a vote of approval for a new officer. A two-thirds (2/3) vote of Committee members present is necessary to approve the new officer position.

Section D: The term of office for officers of the Committee shall be for two years. Officers may seek re-election at the end of their term.

Section E: Election of officers shall take place at the regularly scheduled meeting of The Committee in January of odd numbered years. Officer elections are public and voting shall be conducted by written ballot and not by secret ballot. The new officers shall take office immediately following the election.

Section F: Any officer can be removed for just and sufficient reason at any time by a motion and vote of the Committee. A motion to remove an officer, being duly seconded, shall be immediately tabled until the next meeting. Notice of intent to remove an officer shall be listed in the written agenda for the meeting at which removal will be considered. A vote to remove an officer shall be by two-thirds (2/3) vote of the Committee members present, provided a quorum is present. The Chair shall notify the officer of intent to remove twenty-five (25) days prior to the meeting at which removal will be considered.

Section G: In the event of a resignation by, or removal of an officer, or if the officer is not re-elected to The Committee in the Primary Election the position shall be filled by vote of the Committee. Notice of such election and a call for candidates shall precede the election by at least one meeting.

## **ARTICLE XI: DUTIES OF OFFICERS**

### **Sub-Article XI.1: CHAIR**

Section A: The Chair shall represent the Committee and act on its behalf with the California Democratic Party, Democratic elected officials, organizations, and the community. The Chair shall be the primary spokesperson for the Committee with the press and other media outlets. The Chair shall act as a signatory for the dispersal of funds for Committee activities.

Section B: The Chair shall file notices with the county election official and the CDP Chair: 1) within five (5) days after the Committee elects officers, and 2) when a person is appointed to fill a Committee vacancy. The notices shall contain the name and address of the person appointed and the name of the person replaced, and indicate



the date of the appointment.

**Sub-Article XI.2: VICE-CHAIR**

Section A: In the absence of the Chair, the Vice-Chair shall preside at meetings of the Committee and the Executive Board and act on behalf of the Chair in all matters concerning the Committee.

Section B: The Vice-Chair shall chair the Committee Ad Hoc Endorsement Subcommittee and serve on the United Democratic Campaign Committee.

**Sub-Article XI.3: RECORDING SECRETARY**

Section A: The Recording Secretary shall keep minutes of the regular monthly Committee meetings that include each member's attendance. The Recording Secretary shall keep a record of members' excused and unexcused absences during a membership term year (February 1 to January 31), for reference, if needed.

Section B: After consultation with the Executive Board, the Recording Secretary shall prepare an agenda for each regular meeting and send the agenda, the minutes of the previous meeting and other pertinent information to all members at least seven (7) days prior to the next scheduled meeting.

Section C: The Recording Secretary shall be responsible for the development of a Democratic Club Chartering application and the renewal notification for chartered clubs on a biennial basis, as specified in Article XVII: Chartering Democratic Clubs.

Section D: The Recording Secretary shall manage the access and contents of the Committee electronic listserve/group site for official Committee communications for current members. (See Procedures 6.0: Committee Communications, for further information.)

**Sub-Article XI.4: CORRESPONDING /LEGISLATIVE SECRETARY**

The Corresponding/Legislative Secretary shall be responsible for monitoring incoming communications to the Committee through all available Committee means of contact: postal mail, telephone, E-mail address, website and social media. The Corresponding/Legislative Secretary shall either respond to the inquiries directly or forward them to the appropriate Committee member for a response.

**Sub-Article XI.5: TREASURER**

Section A: The Treasurer shall be the primary member and signatory authorized to receive and disburse funds of the Committee. In the event of resignation, illness or absence, the Assistant Treasurer or Chair shall act as Treasurer.

Section B: The Treasurer shall be responsible for the Committee's compliance with federal and state campaign finance laws and for filing all required federal and state campaign finance registration forms, reports and statements in a timely manner. The Treasurer shall maintain all financial records, including monitoring contributions and depositing receipts. The Treasurer shall chair the Finance Subcommittee.

Section C: All dues and other income received by the Committee shall be deposited in Santa Cruz County

financial institutions.

Section D: The Committee's calendar year shall run from January 1 through December 31. At the end of each calendar year, the Treasurer shall make an annual financial report to the Committee which includes gross receipts and disbursements for the year.

#### **Sub-Article XI.6: ASSISTANT TREASURER**

Section A: In the absence of the Treasurer, the Assistant Treasurer shall act on behalf of the Treasurer. The Assistant Treasurer shall serve as the Vice-Chair of the Finance Subcommittee.

Section B: The Assistant Treasurer shall support the Treasurer in fulfilling all federal and state campaign finance requirements, including being a signatory on reports and statements. The Assistant Treasurer may be a signatory for the dispersal of Committee funds. Section C: The Assistant Treasurer is not a member of the Committee Executive Board, but may represent the Treasurer and Finance Subcommittee to the Executive Board in the Treasurer's absence.

#### **Sub-Article XI.7: CALIFORNIA DEMOCRATIC PARTY (CDP) EXECUTIVE BOARD REPRESENTATIVE**

Section A: The Committee shall elect a member to be its representative to the CDP Executive Board in accordance with CDP Bylaws (Article VII, Section 2.b). The Representative shall be elected from the Committee's CDP representatives/delegates.

Section B: The term of office for the State Executive Board Representative shall be for two years. The election shall occur at the first regular Committee meeting following the CDP convention in odd-numbered years.

Section C: The Representative should attend all scheduled CDP meetings. The Representative shall report to the Committee regarding CDP Executive Board activities. The Representative should appoint a proxy to attend the CDP meetings when he/she is unable to attend said meeting.

#### **ARTICLE XII: EXECUTIVE BOARD**

Section A: The Executive Board shall consist of 1) the officers of the Committee (except for the Assistant Treasurer), 2) the Chair of each Standing Subcommittee (see Article XIV, Section C) and 3) three "At Large" members. The "At Large" members shall be elected by the Committee with due attention to geographical representation.

Section B: The Executive Board shall meet two weeks before the regularly scheduled Committee meeting and shall prepare an agenda for the Committee meeting.

Section C: When issues concerning the Bylaws and/or Procedures are being discussed at the E-Board, the Parliamentarian shall be present.

## **ARTICLE XIII: PARLIAMENTARIAN**

Section A: A Parliamentarian shall be appointed by the Chair with the approval of the Committee to make rulings in accordance with the sources specified in Section B below.

Section B: The Parliamentarian shall be knowledgeable regarding “Roberts Rules of Order,” the Bylaws and Procedures of this Committee, as well as the Bylaws, rules, regulations and policies of the State Democratic Party and the California Election Code in reference to county central committees.

## **ARTICLE XIV: MEETINGS**

Section A: The Committee shall meet on the fourth Wednesday of each month, unless otherwise approved by a majority vote of the Committee. If the Chair fails to call the monthly Committee meeting, the Vice-Chair or majority of the Executive Board shall call a meeting of the Committee.

Section B: The Chair may call other meetings with at least seven (7) days advance notice to Committee members.

Section C: All Committee meetings and E-Board meetings are open to the public and notices of these meetings shall be publicized through local media outlets or on a prominent location on the Committee website by the Chair of the Public Communications Subcommittee and by notification of Committee members at least seven (7) days in advance of the meeting by the Recording Secretary of the Committee.

Section D: The candidates for endorsement of the Committee shall receive notices at least seven (7) days in advance of all meetings related to endorsement including meetings of the ad hoc Endorsement Subcommittee and the Endorsement Forum.

Section E: All meetings of the Committee shall be held in quarters which conform to accessibility standards of the Americans with Disabilities Act.

Section F: The Committee shall conduct general meetings using “Robert's Rules of Order” (most recent version) insofar as they do not conflict with and are not contrary to the laws set forth in the Elections Code of the State of California, the provisions of the California Democratic Party and the provisions of the Bylaws of the Committee.

Section G: All votes in the meetings shall be cast by members who are present and those alternates present in lieu of their absent members. Voting by proxy is prohibited. No vote, including vote on endorsement, shall be taken by secret ballot.

Section H: A quorum of the Committee is a majority of the total current voting membership. A quorum shall be determined by the number of members or their alternates present at the meeting who are eligible to vote.

Section I: The Committee may provide any notice to its members via electronic mail (email) if:

1. The Committee and the member have both consented, in writing, to sending and receiving notice in this manner.
2. The notice is sent to or from the email address specified when giving consent, or most

recent email address specified on a subsequent notice of change of address by the Committee or the member.

3. The obligation to inform and procedure for informing of any change in email address has been specified in writing, and

4. There is an opportunity to opt out of such consent at an appropriate time.

## **ARTICLE XV: SUBCOMMITTEES**

Section A: The Committee may create such Standing Subcommittees as deemed appropriate for carrying out the objectives of the Committee. Current Standing Subcommittees are: Ways and Means; Public Communications; Voter Registration and Education; Events; Finance; Legislation, and Community Engagement.

Section B: Members and their alternates are expected to serve on at least one (1) Standing Subcommittee. If members or alternates do not choose a specific Standing Subcommittee, the Chair shall appoint them to a Subcommittee with openings for additional members.

Section C: Chairs and other officers of the Subcommittees may either be appointed by the Committee Chair or elected by the membership of the Committee.

Section D: The specific function and responsibilities of all Standing Subcommittees are outlined in the Committee Procedures: 4.0: Standing Subcommittees.

## **ARTICLE XVI: CHARTERING DEMOCRATIC CLUBS**

Section A: The Committee shall have the authority to charter organizations in Santa Cruz County which include, in any part of their name, the terms “Democrat” or “Democratic” and have as their objective the advancement of the Democratic Party.

Section B: Chartered organizations are intended to be independent of the Committee. The Committee shall not engage in any activities that directly or indirectly establish, finance, maintain, or control any organization chartered under this Article. The Committee shall encourage club participation in Democratic Party activities, as permitted by law.

Section C: Chartered clubs are expected to have a minimum of three (3) public meetings in a 12 month calendar year. Chartered clubs may announce upcoming meetings at the monthly Committee meetings, as well as have them posted on the Committee website.

Section D: The Committee shall have the power and authority to revoke a charter for cause by a two-thirds (2/3) majority vote and shall notify the club in writing of the results of a vote. No charter may be revoked for cause without thirty (30) days written notice of grounds for revocation sent to the Chair of the organization. The notification must include the date the Committee revocation vote will be held.

A finding of any one or more of the following is cause for a denial or revocation of a club charter:

1. Having fewer than twenty (20) members who are registered Democrats in the State of California;

2. Failure to grant membership to any registered Democrat in Santa Cruz County;
3. The knowing enrollment of a person registered as anything other than a member of the Democratic Party as a voting member of the organization;
4. The endorsement of a non-Democrat for public office;
5. The endorsement of any candidate for state or federal public office running against an endorsed candidate of the California Democratic Party or the Democratic National Committee by any organization granted a charter by this Committee;
6. Transferring of the organization's assets, including funds, from the organization's accounts to a non-Democrat running for elective office or the candidate's committee(s);
7. Having acted in violation of local, state, or federal laws or regulations; and/or
8. Having acted in a manner adverse or detrimental to the best interests of the Democratic Party.
9. Chartered Democratic clubs shall not enter into coalitions or contribute money to them, for the purpose of endorsing or supporting Democratic candidates at the State or Federal level which are contrary to endorsements made by the CDP or DNC.

## **ARTICLE XVII: REQUESTS FOR RESOLUTIONS, FUNDING & SUPPORT**

### **Sub-Article XVII.1 RESOLUTIONS (Based on CDP Bylaws Article IV, Section 8 and Article VII, Section 7)**

Section A: Resolutions may be submitted to the Committee by any member or alternate according to the stipulations contained in this Article. If a resolution originates from any source outside of the Committee, it must be sponsored and presented to the Committee by a member or alternate.

Section B: Resolutions shall first be submitted in writing to the Executive Board for review to determine whether the resolution is in compliance with Committee bylaws. Copies of the resolution and relevant background information shall be distributed to the Executive Board membership at least two (2) days prior to the Executive Board Meeting in a form compliant with the CDP Bylaws.

Section C: After review by the Executive Board, the resolution shall be placed on the Committee agenda with the Board's recommendation. The sponsor of the resolution shall provide a copy of the resolution and relevant background information to the Recording Secretary for distribution to the Committee membership at least seven (7) days prior to the meeting at which the resolution will be presented for Committee action.

### **Sub-Article XVII.2 FUNDING REQUESTS AND APPEALS FOR SUPPORT**

Section A: Requests for Committee funds and/or appeals for support for any candidate, event or cause shall proceed according to the stipulations in this Article. Approval for any funding request and/or support must meet state and federal election law requirements.

Section B: The request for funds, including the solicited amount, or support shall first be submitted in writing to the Executive Board for review to determine whether the request is in compliance. Copies of any relevant background information concerning the request shall be distributed to the Executive Board membership at least two (2) days prior to the Executive Board Meeting.

Section C: After review by the Executive Board, the request will be placed on the Committee agenda with the Board's recommendation. The person presenting the request shall provide a copy of any relevant background information to the Recording Secretary for distribution to the Committee membership at least seven days prior to

the Committee meeting at which the request for funds will be presented for action by the Committee.

Section D: No grant or funding may be given to a candidate, measure or cause that has not been endorsed by either this Committee or the CDP.

## **ARTICLE XVIII: ENDORSEMENTS**

Subject to the requirements of the State Party Bylaws, and the laws of the State of California, the Committee may endorse candidates for office and take positions on ballot measures according to the stipulations in this Bylaw Article. The endorsement Bylaw Article must be adopted at least five months prior to the election in question in order for the Committee to proceed with an endorsement process.

### **Sub-Article XVIII.1: PARTISAN OFFICES**

Section A: Democratic candidates for partisan state and federal offices who have been endorsed by the California Democratic Party are also the endorsed candidates of the Committee. The Committee shall not endorse any Democratic candidate running for partisan office in opposition to a candidate endorsed by the CDP, nor shall the Committee endorse candidates for county committees.

Section B: In those instances in which the CDP has not endorsed a Democratic candidate for a partisan office, the Committee shall not endorse any candidate for that office.

### **Sub-Article XVIII.2 NON-PARTISAN OFFICES**

Section A: In order to promote the interests of the Democratic Party in Santa Cruz County, the Committee, its members and alternates, shall make every reasonable effort to recruit and encourage qualified, registered Democrats as candidates for each local nonpartisan office within the county.

Section B: The Committee may conduct an endorsement process for local non-partisan offices in accordance with the stipulations of this Bylaw Article, as described below.

### **Sub-Article XVIII.3: COMMITTEE ENDORSEMENT PROCESS FOR CANDIDATES**

Section A: To be eligible for endorsement, a candidate shall be a registered Democrat for a period of not less than three (3) months prior to the final filing date for that office. The procedure shall be open to all Democrats who are seeking the Committee's endorsement for offices identified in the Endorsement Plan approved by the Committee. Endorsements shall not be considered until after the filing deadline for candidates for the office in question. The Committee shall not endorse more candidates than there are offices available to be filled.

Section B: The Chair shall establish an Ad Hoc Endorsement Subcommittee which will be responsible for the Committee endorsement process for candidates and ballot measures. The Ad Hoc Endorsement Subcommittee shall consist of at least five (5) Committee members or alternates, including the Committee Vice-Chair who shall act as Chair of the Ad Hoc Endorsement Subcommittee.

Section C: The Chair of the Ad Hoc Endorsement Subcommittee shall not endorse or publicly support any candidate eligible for Committee endorsement until the Committee endorsement process has been concluded.

Section D: No member of the Ad Hoc Endorsement Subcommittee shall receive payment from or be a member of a campaign committee for any candidate eligible for Committee endorsement until the Committee endorsement process has been concluded.

Section E. The Ad Hoc Endorsement Subcommittee shall develop an Endorsement Plan for each election (primary and general) that must be adopted by the Committee. The Endorsement Plan shall include these elements:

1. Timelines for all endorsement procedures;
2. Recommended list of offices for which Democratic candidates will be invited to seek the endorsement of the Committee;
3. Verification that candidates are registered Democrats and are listed as qualified candidates by the County Registrar of Voters;
4. Development of a Request for Endorsement Questionnaire to be sent to qualified candidates; and
5. Recommendations regarding the establishment of one or more public Endorsement Forums in which those candidates who met the Committee endorsement requirements will have the opportunity to address the Committee in equal time allotments.

Section F: The Endorsement Plan shall be submitted in writing to the Executive Committee for review to determine whether the Plan is in compliance with the Committee bylaws. Copies of the Endorsement Plan shall be distributed to the Executive Board membership at least two (2) days prior to the Executive Board meeting. After review by the Executive Board, the Endorsement Plan shall be placed on the Committee agenda with the Board's recommendation. Following its adoption, the Committee Endorsement Plan, including all procedures and timelines, shall be made public to any interested party.

Section G: Following the adoption of the Endorsement Plan by the Committee, the Ad Hoc Endorsement Subcommittee shall attempt to notify all Democratic candidates in those offices identified in the Endorsement Plan of the opportunity to seek the endorsement of the Committee. The notification shall include a Request for Endorsement Questionnaire and instructions regarding the return of the required information.

Section H : The Ad Hoc Endorsement Subcommittee shall make a follow-up attempt to contact to all candidates who were sent the Request for Endorsement Questionnaire to determine if the candidate understands the process and is planning to seek the Committee's endorsement. The Ad Hoc Endorsement Subcommittee shall review candidate submissions to determine that all required information has been provided and make the submitted information available to Committee members and alternates at least seven (7) days prior to the Endorsement Forum.

Section I: The Ad Hoc Endorsement Subcommittee shall develop an Endorsement Forum protocol.

Section J: The Endorsement Forum may take place either at a regular Committee meeting or a separate special endorsement meeting and shall be publicized and open to the public.

Section K: A quorum must be present for any endorsement vote. Only Committee members or their alternates may vote to endorse. The vote shall be public, either by a roll call with a record of each member's vote or signed

ballot. No absentee ballots or proxy vote shall be allowed.

Section L: Results of endorsement votes for each candidate must meet the following voting thresholds:

1. A fifty-five (55%) percent vote of those present and voting is required to endorse a candidate, or candidates, if there are no more Democrats seeking election than there are seats available; and
2. A sixty (60%) percent vote of those present and voting is required to endorse a candidate in a contest where there are more Democrats seeking office than there are seats available.

Section M: The endorsement vote for each identified office shall allow for a 'No Endorsement' option. For offices that have more than one seat, a 'No Endorsement' vote applies to all seats in that election. A member may vote to endorse one or more eligible candidates, vote 'No Endorsement' for all candidates, or abstain. A seventy (70%) percent 'No Endorsement' vote of those present and voting for any office shall be considered a 'No Endorsement' decision by the Committee.

Section N: A member may abstain by not voting in a race. The member will not be counted as "present and voting" in that race for the purpose of establishing voting threshold percentages but is still counted as present for purposes of quorum.

Section O: In the event the Committee fails to endorse for a given office on the first ballot per the above stipulations, and does not have a seventy (70%) percent 'No Endorsement' vote, no further votes shall be taken and the position of the Committee in that race shall be 'No Consensus.'

#### **Sub-Article XVIII.4: STATE AND LOCAL BALLOT MEASURES**

Section A: The official CDP position on state ballot measures (propositions, initiatives, referendum and/or recall) shall be the endorsed position of the Committee.

Section B: In those instances in which the CDP has not taken a Support or Oppose position on state ballot measures, the Committee may conduct an endorsement process to take a position on those state measures, as described in this Bylaw Sub-Article.

Section C: The Committee may conduct an endorsement process to take a position on local ballot measures, as described in this Bylaw Sub-Article.

Section D: A registered Santa Cruz County Democrat who is either in support or opposition to a local ballot measure or state ballot measure (as defined in Section B above) in an upcoming election may request the Committee's endorsement for that position. The Ad Hoc Endorsement Subcommittee shall attempt to contact representatives from organizations or committees that support and oppose the ballot measure to participate in the Committee endorsement process.

Section E: A member may abstain from voting for a ballot measure by not voting in that specific race. The member will not be counted as "present and voting" in that race for the purpose of establishing voting threshold percentages but is still counted as present for purposes of quorum.

Section F: In order for the Committee to adopt a position on a ballot measure, a motion to support or oppose the



ballot measure shall require a sixty percent (60%) majority vote of those members or their alternates present and voting. The vote shall be public, either by a roll call vote or signed ballot. No absentee ballots or proxy vote shall be allowed. In the event a sixty percent (60%) majority for either the support or oppose position fails to be achieved, the position of the Committee on that ballot measure shall be, 'No Position.'

## **ARTICLE XIX: GENERAL ELECTION CAMPAIGNS**

Section A: For every federal, state or local general election, the Committee Chair shall appoint a United Democratic Campaign (UDC) Subcommittee. The United Democratic Campaign Subcommittee shall include at least five (5) SCCDCC Committee members: the Committee Chair, Vice-Chair, Treasurer, Chair of the Voter Registration and Education Subcommittee and Chair of the Public Communications Subcommittee.

Section B: The Committee Chair shall serve as the United Democratic Campaign Subcommittee Chair and direct the election campaign. Additional members of the UDC Subcommittee are determined by the Chair, based on the specific needs of the campaign. The UDC Committee meetings are called by the Chair, as necessary.

Section C: The Committee Vice-Chair shall act on the Chair's behalf, in the Chair's absence. The Chair of the Voter Registration and Education Subcommittee shall coordinate voter registration activities with UDC campaign staff. The Treasurer shall monitor the campaign budget.

Section D: The United Democratic Campaign Subcommittee shall develop an Election Campaign Plan that includes voter registration and campaign goals, a description of proposed operations and implementation strategies, volunteer coordination and budget. The Election Campaign Plan shall be presented to the Executive Board for review and placed on the Committee agenda with the E-Board's recommendations. The Election Campaign Plan shall be approved by the Committee.

Section E: Following the election, the Ad Hoc Campaign Election Subcommittee shall prepare an Election Summary Report of campaign operations, along with recommendations for future efforts, and present it to the Executive Board for review and presentation to the Committee.

## **ARTICLE XX: BYLAW AMENDMENTS**

Section A: Any member or alternate may submit a proposed amendment to the Bylaws of the Committee according to the stipulations in this Article.

Section B: The proposed Bylaw amendment shall be submitted in writing to the Ad Hoc Bylaw Subcommittee, when one has been appointed by the Chair. Any Ad Hoc Bylaw Subcommittee shall also include, as part of its responsibilities, any revisions or additions to the Committee Procedures. If an Ad Hoc Bylaw Subcommittee is not currently in operation, Bylaw amendments may be submitted initially in writing to the Committee Parliamentarian for presentation to the Executive Board for discussion and placement on the agenda of a future meeting of the Committee.

Section C: Wording of the proposed Bylaw amendment shall be distributed to the membership at least seven (7) days prior to the Committee meeting at which the amendment is scheduled to be presented for a first

reading and discussion. The wording of the proposed Bylaw amendment may be revised pursuant to the discussion at the first reading.

Section D: A vote on the Bylaw amendment shall take place at the second reading which shall occur at the next Committee meeting. Any change in the wording to the proposed amendment, as presented at the first reading, shall be distributed to the membership at least seven (7) days prior to the meeting at which a vote is to be taken.

Section E: If the Committee determines that a significant Bylaw revision process is required whereby amendments are proposed to at least four (4) Bylaw Articles or Sections, the Committee may adopt modifications to the process outlined above. The modified process must include requirements that: a) members are given a thirty (30) day notice of any proposed amendments for which a vote is scheduled; and b) specific amendment language is given to members at least seven (7) days prior to a vote on that language.

Section F: Bylaws can be amended by a two-thirds (2/3) vote of the members or alternates present and voting at a regularly scheduled or special meeting provided a quorum is present.

## **ARTICLE XXI: COMMITTEE PROCEDURES**

Section A: The Committee shall establish a Procedures document that will contain specific rules and procedures for various Committee activities and tasks.

Section B: The Procedures shall be adopted by the Committee by a majority vote. Language in the Procedure document may be amended by a majority vote at any general meeting of the Committee, following a review of the proposed amendment at the previous meeting.

Section C: Any proposed amendment or revision that affects a procedure that is based on a Committee bylaw must not conflict with the bylaw language or intent. If a conflict does exist, the Bylaw must first be amended pursuant to the Bylaw amendment process which requires a 2/3 majority vote.

Section D: Any proposed revisions or additions to the Procedures must follow the same process as that described above for revising Committee Bylaws. The Committee Parliamentarian is responsible for bringing proposed changes to the Executive Board and to the Committee for discussion at first reading and voting at 2nd reading.

## **ARTICLE XXII: CODE OF CONDUCT**

Section A: Members and Alternates shall conduct themselves at meetings of and events sponsored by the Committee, and in the public and non-public dealings with other Members and Alternates, in a manner that is consistent with our values as Democrats, including without limitation a respect for people of all genders, races, creeds, national origin, immigration status, gender identification, sexual orientation, or any other personal attribute or group identification. Conduct prohibited by the CDP Code of Conduct will be considered to violate the Committee's Code of Conduct, and Committee Members and Alternates shall sign an acknowledgement of the CDP Code of Conduct upon becoming a Member or Alternate of the Committee and at least once during each two year

organizational term of the Committee.

Section B: Members and Alternates shall avoid *ad hominem* attacks on other Members or Alternates or toward any person when acting in their capacity and role as a Member or Alternate of the Committee.

Section C: Members and Alternates shall not engage in sexual harassment or any other form of harassment or personal abuse either at meetings of the Committee or when acting in their capacity and role as a Member or Alternate of the Committee.

Section D: Members or Alternates who violate the Committee's Code of Conduct may be censured under the procedures in this Section D.

1. Any Member or Officer of the Committee may bring a complaint against a Member or Alternate requesting censure. The complaint shall provide factual details and any related evidence demonstrating the grounds for censure pursuant to Sections A, B, and C of this Article XXII.

2. Any Member or Alternate who is to be censured shall have the right to be heard and to call witnesses to testify on their behalf prior to the vote. Such hearings shall be placed on the agenda of a regular or special meeting of the Committee.

3. Any Member or Alternate who is to be censured shall be sent written notice, no fewer than ten days prior to the hearing, the receipt of which by the Member or Alternate is confirmed by certified return receipt requested mail or otherwise, specifying the charges and the time and place of the hearing.

4. A two-thirds (2/3) majority vote of Members present and voting is required for the censure of a Member or Alternate.

5. A record of public censures shall be kept with the minutes of the meeting at which the censure is approved, which minutes shall be available to the public.