

Calaveras County Democrats

BYLAWS CALAVERAS COUNTY DEMOCRATIC CENTRAL COMMITTEE

**Revised & Adopted
July 9, 2009**

**Amended
March 11, 2010**

TABLE OF CONTENTS

| | |
|---|----|
| Article I. - NAME, PURPOSE, FUNCTIONS | 1 |
| Section 1.01 Name | 1 |
| Section 1.02 Purpose..... | 1 |
| Section 1.03 Functions..... | 1 |
| Section 1.04 Governance | 1 |
| Article II. - MEMBERSHIP | 2 |
| Section 2.01 Members | 2 |
| Section 2.02 Renewal of Membership..... | 2 |
| Section 2.03 Vacancies in Committee Membership..... | 2 |
| Section 2.04 Membership Dues | 3 |
| Section 2.05 Alternate Members..... | 3 |
| Section 2.06 Friend of the Committee (CCDCC)..... | 3 |
| Section 2.07 Ex-Officio Members | 3 |
| Section 2.08 Removal from Membership | 4 |
| Article III. - OFFICERS | 5 |
| Section 3.01 Officers | 5 |
| Section 3.02 Election of Officers..... | 5 |
| Section 3.03 Duties of Officers..... | 5 |
| Section 3.04 Removal of Officers..... | 7 |
| Article IV. - EXECUTIVE BOARD | 8 |
| Section 4.01 Composition..... | 8 |
| Section 4.02 Duties of Executive Board..... | 8 |
| Section 4.03 Executive Board Meetings..... | 8 |
| Section 4.04 Quorum at Executive Board Meetings..... | 8 |
| Article V. - STANDING COMMITTEES (SCs)..... | 8 |
| Section 5.01 Standing Committee Appointments..... | 8 |
| Section 5.02 Consolidation of Standing Committees | 9 |
| Section 5.03 Communication Standing Committee..... | 9 |
| Section 5.04 Membership Services Standing Committee..... | 9 |
| Section 5.05 Voter Services Standing Committee:..... | 9 |
| Section 5.06 Fundraising Standing Committee. | 10 |
| Section 5.07 Issues and Candidates Standing Committee. | 10 |
| Section 5.08 Farm Team Standing Committee. | 11 |
| Section 5.09 Finance-Standing Committee..... | 11 |
| Section 5.10 Bylaws Standing Committee. | 11 |
| Article VI. - MEETINGS..... | 12 |
| Section 6.01 Regular and Special Meetings | 12 |
| Section 6.02 Organizational Meeting | 12 |
| Section 6.03 Quorum | 13 |
| Section 6.04 Proxies..... | 13 |
| Article VII. - Rules of Conduct and Decorum..... | 13 |
| Article VIII. - FISCAL YEAR and AUDIT | 14 |
| Section 8.01 Fiscal Year | 14 |
| Section 8.02 Audit | 14 |

| | |
|--|----|
| Article IX. - ELECTION OF CALIFORNIA STATE DEMOCRATIC CENTRAL COMMITTEE MEMBERS | 15 |
| Section 9.01 Election of State Democratic Central Committee Members..... | 15 |
| Section 9.02 Eligibility / Nomination / Election..... | 15 |
| Section 9.03 Duties and Obligations..... | 15 |
| Article X. - ENDORSEMENTS | 15 |
| Section 10.01 Endorsing Partisan Candidates | 15 |
| Section 10.02 Endorsing Non-Partisan Candidates | 15 |
| Article XI. - RESOLUTIONS..... | 16 |
| Section 11.01 Procedures..... | 16 |
| Article XII. - CHARTERING CLUBS AND VOLUNTEER ORGANIZATIONS..... | 17 |
| Section 12.01 Development..... | 17 |
| Section 12.02 Use of “Democrat or Democratic” Name | 17 |
| Section 12.03 Organization Requirements | 17 |
| Section 12.04 Charters..... | 17 |
| Section 12.05 Policies..... | 17 |
| Article XIII. - AMENDMENTS | 18 |

1 **Bylaws**
2 **Calaveras County Democratic**
3 **Central Committee**

4 **ARTICLE I. - NAME, PURPOSE, FUNCTIONS**

5 **Section 1.01 Name**

6 The name of this organization shall be the Calaveras County Democratic Central
7 Committee (CCDCC) hereinafter may be referred to as the Committee, which is the
8 official representative body of the California Democratic Party in Calaveras County.

9 **Section 1.02 Purpose**

10 The purpose of this Committee is to:

- 11 1. Conduct the business of the Democratic Party as charged to the County Central
12 Committees by the State Election Code, the bylaws of the California Democratic
13 Party State Central Committee and the bylaws of the Calaveras County
14 Democratic Central Committee.
- 15 2. Conduct campaigns for the Party and its candidates for public office; appoint
16 committees; and conduct such other business as the policies and programs of the
17 Party may require.
- 18 3. Support or endorse selected candidates for nonpartisan Calaveras County office as
19 outlined in Article VIII, Section 3 of the California Democratic Party State
20 Central Committee Bylaws, following procedures outlined in Article IX of these
21 bylaws.
- 22 4. Take positions on selected ballot measures as outlined by the Resolution
23 Procedures contained in Article X of these bylaws.

24 **Section 1.03 Functions**

25 This Committee acts to:

- 26 1. Encourage and promote public interest and participation in political activity.
- 27 2. Register Democrats to vote and to assist voters to the polls.
- 28 3. Monitor and cooperate in election and polling place oversight.
- 29 5. Use every possible means to assure public understanding of the principles and
30 issues involved in national, state, and local elections.
- 31 6. Support the California Democratic Party and Democratic candidates for local,
32 state and federal offices.
- 33 7. Charter, support, assist and guide local Democratic Clubs.
- 34 8. Raise funds for Democratic campaigns.
- 35 9. Promote and maintain an active base of volunteers.
- 36 10. Elect members to the Central Committee as prescribed by the California Elections
37 Code.

38 **Section 1.04 Governance**

39 The COMMITTEE, and any standing committee or sub-committee of the COMMITTEE,
40 shall be governed by the following documents, in the following order of precedence: The
41 Elections Code of the State of California and any other pertinent public law; the bylaws
42 of the California State Democratic Party; these bylaws, and Robert's Rules of Order.

1 **ARTICLE II. - MEMBERSHIP**

2 **Section 2.01 Members**

- 3 1. This Committee shall consist of those members elected and/or appointed in
4 conformance with the Elections Code of the State of California and these bylaws.
5 2. Elected members of this Committee shall be elected by Supervisorial Districts.
6 3. The number of members of this Committee for each Supervisorial District shall be
7 determined by the most recent report of Democrat registration to the Secretary of
8 State. The Secretary of State office shall notify this Committee of registrations
9 and the allocation of members to be elected under provisions of the Elections
10 Code.
11 4. All members of this Committee shall be registered members of the Democratic
12 Party of California and reside in Calaveras County.

13 **Section 2.02 Renewal of Membership**

14 A membership renewal application is required to be filled out by all members of the
15 Committee every two years prior to the December meeting in an election year. The Chair
16 will provide application forms at the November meeting.

17 **Section 2.03 Vacancies in Committee Membership**

- 18 1. A vacancy on this Committee shall be deemed to exist in the event of the
19 following situations:
20 a. Appointment or election of an ineligible person.
21 b. When a member dies or becomes incapacitated to act.
22 c. When a member moves out of the current supervisory district or out of the
23 county.
24 d. When a member resigns.
25 e. When a member is removed from membership pursuant to Section 2.07 of this
26 Article.
27 f. When a member ceases to be a Democrat.
28
29 2. Membership vacancies shall be filled as follows:
30 a. At a regular monthly meeting, the Chair shall declare a vacancy exists.
31 b. Notice of vacancies shall be given as much publicity as possible.
32 c. All members shall be notified of the vacancy prior to the next regular meeting.
33 d. At the next regular meeting, nominations may be made. The vacancy may be
34 filled:
35 i. By a majority vote of the members present.
36 ii. The election of the nominee or nominees shall be held at the following
37 regular meeting.
38 iii. The proposed nominee(s) must be present at the meeting at which the
39 vote is taken.
40

1 **Section 2.04 Membership Dues**

2 No dues or assessments shall be imposed on any member. Any member may contribute
3 money or make in-kind contributions to the Central Committee.

4 **Section 2.05 Alternate Members**

- 5 1. Any member of the Committee may appoint an alternate, who must meet the same
6 qualifications as the regular member who appointed him/her. Such alternate
7 members shall have the right to vote only with the written authorization of the
8 member who appointed him/her. An alternate member of the Committee shall be
9 subject to the rules and regulations of the Committee and the Elections Code of
10 the State of California.
- 11 2. Alternate members shall be sworn in by the Chair either at the end of the meeting
12 in which they are appointed or at the monthly meeting following his/her
13 appointment.
- 14 3. When signed by a member, the following certification shall be deemed sufficient
15 for appointment of an alternate member with the right to vote: "I hereby appoint
16 (full name of alternate) as my alternate with the right to vote in my absence."
- 17 4. Such appointment becomes valid on the date the appointment is made. The
18 original certification shall be filed with the Secretary at the meeting at which the
19 alternate first holds appointment. The Secretary shall file a copy with the
20 Calaveras County Clerk.
- 21 5. The appointment is automatically revoked when an alternate no longer meets the
22 same qualifications of membership as the member who appointed him/her or
23 when the appointing member ceases to be a regular member of the Committee.
24 The appointment may also be revoked in writing at any time by the appointing
25 member.
- 26 6. Alternates are subject to removal as provided in Article II – Section 2.07.
- 27 7. An Alternate shall be considered a regular member for the provisions of Article II
28 – Section 2.07 a) and c) of these bylaws.

29 **Section 2.06 Friend of the Committee (CCDCC)**

- 30 1. A friend of the Committee must be a registered Democrat, but need not reside in Calaveras County.
31 2. A friend of the Committee may participate on Standing Committees or Sub-Committees in any capacity,
32 with the exception of chairing that Standing Committee, subject to approval of the Committee..
33 3. A friend of the Committee may participate in discussions, but has no Vote regarding actions of the
34 Committee or Standing Committee.
- 35 4. A friend of the committee shall be nominated as such, and approved by a majority vote of the Committee
36 members present at that meeting.

37 **Section 2.07 Ex-Officio Members**

- 38 5. Ex-Officio means "by virtue of one's office." It confers membership in the Committee during the periods
39 such members hold the position(s) named below. Ex-officio members shall be accorded all the rights and
40 privileges of the other Committee members except the right of ballot designation as incumbent member. An
41 Ex-officio member of the Committee may appoint an alternate.
- 42 1. Ex-officio members of the Committee shall include the following:
43 a. All Democratic Party nominees who reside in the county, for partisan public
44 office as set forth in Elections Code sections 7206 and 7207.

- b. The statewide chairs or presidents, who reside in the county, of official or chartered statewide organizations.

Section 2.08 Removal from Membership

- 1. This Committee may remove any member if, during his/her term of membership, such member:
 - a. affiliates with or registers as a member of another party;
 - b. publicly avows preference for another party; publicly advocates that the voters should not vote for the endorsed candidate of the Democratic Party for any office;
 - c. publicly gives support to or avows a preference for a candidate nominated by another party;
 - d. is convicted on criminal charges.
- 2. Removal for absence:
 - a. An absence from the regularly scheduled monthly meeting of the Committee may be excused by the chair for illness or temporary absence from the county, or other reasonable circumstances;
 - b. After three (3) consecutive non-excused absences, the member's name shall be placed on agenda for considerations for removal. Removal can be made at this meeting, or subsequent meeting, by a simple majority vote of those present.
- 3. Removal for Cause
 - a. A member may be removed for cause, such as those listed as Rules of Conduct and Decorum, Article VI.
 - i. At least three (3) members of the Committee must sign and submit to the Secretary of this Committee a written statement of charges containing the grounds for removal.
 - ii. The Secretary of this Committee, upon receipt of the statement of charges, shall send to the accused member by timely certified mail, a copy of the statement of charges and a letter stating that the accused member may have a hearing before the Executive Board of this Committee.
 - iii. The accused shall have 14 calendar days to respond prior to a hearing being scheduled.
 - iv. At this hearing the accused member shall be afforded an opportunity to respond to the statement of charges and to confront the complainants.
 - v. Such hearing shall be conducted in such fashion as to afford the accused member due process. Due process requires, without limitation, adequate notice and opportunity to be heard.
 - vi. After such hearing by the Executive Board, the Executive Board may cancel the "call for removal" if satisfied with the accused member's presentation, or, if not resolved at the hearing, the matter will be brought

1 before the full Central Committee for consideration at the next regular
2 meeting.

- 3 vii. If a motion for removal is made at the next regular meeting, the accused
4 member may be removed by a vote of not less than 2/3 of the members, or
5 their designated alternates, present and voting.

6 **ARTICLE III. - OFFICERS**

7 **Section 3.01 Officers**

8 The elected officers of this Committee shall include:

- 9 1. Chair
10 2. Vice Chair
11 3. Secretary
12 4. Treasurer
13 5. Member at Large

14 **Section 3.02 Election of Officers**

15 Officers shall be nominated and elected by the members of the Committee at the
16 Organizational meeting.

17
18 Each elected officer shall take office as of January 1 and shall serve a two-year term and
19 shall hold office until:

- 20 1. Until he/she is no longer a member of the Committee,
21 2. A successor is elected at a regularly scheduled election defined above.
22 3. The officer's resignation from the position.
23 4. The officer is removed from the position by removal executed by the Committee
24 as described in Article II, Section 2.07 Removal of Membership.
25

26 **Section 3.03 Duties of Officers**

27 All officers shall attend all meetings and executive board meetings unless illness or
28 advance notice of absence is given to the Chair or Secretary of this Committee.

- 29 1. The Chair shall:
30 a. Preside at all meetings of this Committee and of the Executive Board
31 meetings.
32 b. Have the power to call special meetings of this Committee and the Executive
33 Board.
34 c. Decide upon and publish the agenda for all regular, special and executive
35 board meetings.
36 d. Make all necessary appointments to committee positions and conduct Party
37 business with the advice and consent of the Committee.
38 e. Nominate a Parliamentarian who shall serve at the pleasure of the Chair. Said
39 Parliamentarian shall not be considered an officer.
40 f. Nominate a Public Information Officer (PIO). The Public Information Officer
41 shall not be considered an officer of the Committee.
42 g. Be an ex-officio member of all standing and sub-committees.

- 1 h. Appoint such other sub-committees as may be required to accomplish the
2 goals of the Committee.
3 i. Serve as this Committee's representative at the State Party Executive Board
4 meetings, unless he/she declines at which time the membership of this
5 Committee shall elect a member from the Committee voting membership to
6 serve.
7 j. Speak and act as the authorized representative of the Committee to other
8 elements of the Democratic Party and to the public.
9
- 10 2. The Vice Chair shall:
11 a. Preside at meetings in the absence of the Chair.
12 b. Assume the duties of the Chair in the event of his/her legal, mental, or
13 physical incapacity to act as Chair until such time as the Chair can return to
14 office or a new Chair is elected.
15 c. Notify clubs of status regarding charter and necessary yearly responsibilities.
16 d. Arrange for Speakers, in cooperation with the Communications Committee.
17
- 18 3. The Secretary shall:
19 a. Keep minutes of all meetings including special meetings, to include quorum
20 counts, etc.
21 b. Distribute minutes of all Committee members within 14 calendar days of the
22 meeting for which the minutes pertain.
23 c. Send meeting notices to all members and alternates at least 5 days in advance
24 of all regular meetings.
25 d. Issue at least 72 hours notice for all special meetings to all members and
26 alternates by the most effective means possible.
27 e. Keep attendance records of members.
28 f. Assist the Chair with preparation of agendas and with periodic updating and
29 verification of official membership files.
30 g. Maintain a current file of appointed alternates and make sure the alternate
31 changes are forwarded to the County Elections Office.
32 h. Send notes, letters, and other correspondence of a social and/or business
33 nature on behalf of the Committee for events, such as loss of a member or
34 member's family, illness, special acknowledgements, invitations and RSVP's,
35 etc.
36 i. Provide a packet of information to new members that shall contain at least the
37 following:- Bylaws
38
- 39 4. The Treasurer shall:
40 a. Receive all Committee funds and transmit them to the financial entity (bank or
41 other) authorized by the Executive Board and or this Committee. Records of
42 receipts and disbursement shall be made and kept.
43 b. Cause payment to be made for routine and recurring expenditures of less than
44 fifty dollars (\$50) upon receipt of documentation (receipts or cancelled
45 checks). Expenditures of over fifty dollars (\$50) shall be approved by the
46 members of this Committee.

- c. Submit a written treasurer's report monthly.
- d. Cause to have completed all reports required to be filed pursuant to state and federal guidelines.
- e. Close each years books by February 1.

5. The Member-at-Large shall:

- a. Participate as a voting member of the Executive Board.

6. Officer Vacancies

When an office becomes vacant, the office shall be filled as follows:

- a. A declaration of vacancy must be announced by the Chair or acting Chair at the first meeting following the occurrence of the vacancy.
- b. At the next regular meeting following the declaration announcement the position shall be filled by election of voting members present.

Section 3.04 Removal of Officers

- 1. An officer may be removed from office for nonfeasance, malfeasance, or violation of these bylaws by majority vote of the entire membership of the Central Committee or by two-thirds (2/3) majority vote of those present and voting at a regular meeting, only after completion of the following process:
 - a. At least three (3) members must sign and submit to the Secretary a written statement of each charge containing the grounds for removal. This charge(s) shall remain private to the Committee and not be published outside the Committee before, during, or after such hearings and decisions.
 - b. Within four (4) days of receiving the statement of charges, the Secretary shall send a copy of the statement and a copy of this section of the By-Laws to the accused officer by certified mail.
 - c. If the accused officer does not resign within fourteen (14) days of receiving the statement of charges, the Chair shall schedule a hearing on the charges for the next regular meeting and the Secretary shall send a copy of the statement and notice of the hearing date and time to each member of the Committee.
 - d. At the hearing, the Committee shall examine only the charges contained in the statement of charges. The hearing shall be conducted in a manner as to afford the accused officer due process of law. Due process requires, without limitation, adequate notice and opportunity to be heard.
 - e. Upon conclusion of the hearing, only a motion for removal or a motion to retain the officer shall be in order.
 - f. If the accused officer is the Secretary, the duties assigned to the Secretary shall be performed by the Vice Chair. If the accused officer is the Chair, the duties assigned to the Chair shall be performed by the Vice Chair.
- 2. Members so removed from office may remain Committee members, but are no longer part of the Executive Board.

1 **Section 5.02 Consolidation of Standing Committees**

2 The Committee may consolidate or once done, de-consolidate Standing Committees as
3 deemed appropriate and approved by a majority of those present when such a motion is
4 made.
5

6 **Section 5.03 Communication Standing Committee**

7 This subcommittee shall responsible for:

- 8 1. Providing final approval of Committee communications;
- 9 2. Preparing all Committee communications in conjunction with other subcommittees as
10 needed;
- 11 3. Working with Member Services to distribute communications;
- 12 4. Preparing and distributing all press releases of the Committee;
- 13 5. Preparing and distributing the newsletter for the Committee;
- 14 6. Communicating with other counties and up-party (alliances, caucuses, elected
15 officials, etc.);
- 16 7. All communications are subject to review and approval by a meeting of the Executive
17 Committee.
- 18 8. Shall plan the Committee's communications strategy.
- 19 9. Progress or status report shall be provided to the Committee Chair on the last day of
20 each month. This report will be included in the consent agenda for the next monthly
21 Committee meeting;
22

23 **Section 5.04 Membership Services Standing Committee**

24 This standing committee shall be responsible for:

- 25 1. Recruiting members for this Central Committee;
- 26 2. Budgeting for Member Services Activities;
- 27 3. Establishing membership dues policies;
- 28 4. Maintaining the member data base;
- 29 5. Providing distribution information to the Communications Standing Committee to
30 facilitate distribution of Committee communications;
- 31 6. Recruiting volunteers;
- 32 7. Maintaining Committee's volunteer data base;
- 33 8. Developing member and volunteer recruitment collateral in conjunction with the
34 Communications Standing Committee;
- 35 9. Developing a Neighbor to Neighbor program for recruitment and distribution of
36 information;
- 37 10. Progress or status report shall be provided to the Committee Chair on the last day of
38 each month. This report will be included in the consent agenda for the next monthly
39 Committee meeting;
40

41 **Section 5.05 Voter Services Standing Committee:**

42 This subcommittee shall be responsible for:

- 43 1. Establishing a working relationship with the County Registrar of Voters;
- 44 2. Coordinating all Calaveras County voter registration activities in order to take
45 maximum advantage of the CDP Bounty Program;

- 1 3. Obtaining, distributing and tracking all voter registration forms;
- 2 4. Managing the program for voter registration;
- 3 5. Training of voter registration volunteers;
- 4 6. Follow through on CDP's Bounty Program to assure that revenue is maximized;
- 5 7. Follow-up on voter registrations submitted to the County to assure they get added to
- 6 the County's official voter data base;
- 7 8. Work with the Calaveras County Registrar of Voters to provide poll workers, as
- 8 needed;
- 9 9. Assisting voters to polls, as needed, in conjunction with the Member Services
- 10 Standing Committee;
- 11 10. Calling voters to encourage them to vote;
- 12 11. Working with Issues and Candidates and Communications Standing Committee to
- 13 educate voters (intra-County);
- 14 12. Coordinate all phone banking activities in Calaveras County;
- 15 13. Work with the Member Services Standing Committee for phone banking manpower;
- 16 14. Use Neighbor to Neighbor to distribute information;
- 17 15. Progress or status report shall be provided to the Committee Chair on the last day of
- 18 each month. This report will be included in the consent agenda for the next monthly
- 19 Committee meeting;
- 20

21 **Section 5.06 Fundraising Standing Committee.**

22 This Standing Committee shall be responsible for:

- 23 1. Budgeting of all fundraising to meet the needs of the Committee;
- 24 2. Initiating all fundraising events;
- 25 3. Appointing event coordinators for all events;
- 26 4. Working with the Finance Standing Committee to develop the budget plan for each
- 27 event;
- 28 5. Developing all fundraising programs for the Committee;
- 29 6. Assuring that the proceeds of all fundraising activities are turned over to the Finance
- 30 Standing Committee in a timely manner;
- 31 7. Working with the Finance Standing Committee to reconcile the results of all
- 32 fundraising activities;
- 33 8. Progress or status report shall be provided to the Committee Chair on the last day of
- 34 each month. This report will be included in the consent agenda for the next monthly
- 35 Committee meeting;
- 36

37 **Section 5.07 Issues and Candidates Standing Committee.**

38 This standing committee shall be responsible for:

- 39 1. Studying and researching issues and candidates;
- 40 2. Recommending items to be included in voter education materials;
- 41 3. Contributing to Committee newsletters, and any other marketing collateral;
- 42 4. Identifying items of urgency to stimulate phone calls, letters, emails, petitions etc.
- 43 5. Working with volunteers to write meaningful letters and emails regarding issues and
- 44 candidates;
- 45 6. Initiating and coordinating letters-to-the-editor campaigns
- 46 7. Researching and recommending to the Committee what position to take on issues;

- 1 8. Initiating and proposing resolutions and endorsements of the Committee;
- 2 9. Working with Communications, and Issues and Candidates Standing Committees to
- 3 develop messages for phone banking efforts;
- 4 10. Responding to requests for any and all of the above in a timely manner;
- 5 11. Progress or status report shall be provided to the Committee Chair on the last day of
- 6 each month. This report will be included in the consent agenda for the next monthly
- 7 Committee meeting;
- 8

9 **Section 5.08 Farm Team Standing Committee.**

10 This standing committee shall be responsible for:

- 11 1. Searching vigilantly for Democrats to fill all elected and appointed positions in
- 12 Calaveras County, and beyond;
- 13 2. Learning how to identify, vet and recruit potential candidates;
- 14 3. Grooming, educating, training and supporting, as needed, campaigns to get candidates
- 15 elected and appointed.
- 16 4. Working with the Fundraising Standing Committee, as needed, to help fund local
- 17 Democratic campaigns;
- 18 5. Keeping the Communications Standing Committee apprised of potential candidates
- 19 for regional, state and federal elective or appointed positions so they can
- 20 communicate up-party;
- 21 6. Progress or status report shall be provided to the Committee Chair on the last day of
- 22 each month. This report will be included in the consent agenda for the next monthly
- 23 Committee meeting;

24 **Section 5.09 Finance-Standing Committee.**

25 This standing committee shall be responsible for:

- 26 1. Budgeting;
- 27 2. Maintaining the accounting records of the Committee;
- 28 3. Filing of all required reports;
- 29 4. Assuring that the Committee is abiding by all campaign finance laws and rules;
- 30 5. Assuring that proposed current expenditures don't jeopardize the Committee's
- 31 budgeted priorities;
- 32 6. All financial records shall be subject to an Annual Audit;
- 33 7. Collection of all funds due to the Committee;
- 34 8. Reconciling and timely banking of all event and other revenues
- 35 9. Developing the periodic Treasurer's reports to the Committee;
- 36 10. Analyzing budgets for all events and presenting the event budget to the Committee
- 37 for consideration and approval for the event to move forward;
- 38 11. Progress or status report shall be provided to the Committee Chair on the last day of
- 39 each month. This report will be included in the consent agenda for the next monthly
- 40 Committee meeting;
- 41

42 **Section 5.10 Bylaws Standing Committee.**

43 This committee shall have the following responsibilities:

- 44 1. Periodically reviewing the Committee's bylaws for necessary updates or
- 45 corrections;

1 **Section 6.03 Quorum**

2 A quorum at Committee meetings shall consist of at least one member from three of the
3 five supervisory districts plus at least two officers OR more than 50% of the Committee
4 membership.

5 **Section 6.04 Proxies**

6 With the exception of alternate members as covered in Article II, proxies shall not be
7 permitted at any regular meeting of the Committee.

8 **ARTICLE VII. - RULES OF CONDUCT AND DECORUM**

9 1. Meetings

- 10 a. For all CCDCC meetings, the Chair will provide the agenda either before or at
11 the opening of the meeting. (See “agenda” in the By-Laws.) For a Special
12 Meeting (for which the topic is restricted) the Chair shall enforce adherence to
13 the agenda.
- 14 b. After calling the meeting to order and declaring a quorum (or none), the Chair
15 may introduce the topics of the agenda for discussion. Following any
16 introductory remarks by the Chair, the Chair shall call for comment, and
17 members at the meeting may then ask to be recognized to address the
18 Committee, by raising hands. The Chair will recognize a first speaker (and
19 later, subsequent speakers). There shall be only one recognized speaker at a
20 time. The recognized speaker may stand to speak or may speak from his/her
21 seat.
- 22 c. The Chair may, at any time, impose time limits for the recognized speakers if
23 necessary.
- 24 d. A member when speaking must confine himself to the topic or question before
25 the meeting.
- 26 e. A member shall address comments to the Chair, and not to any other member
27 present or absent.
- 28 f. A member shall avoid personalities. “It is not allowable to arraign the motives
29 of a member”...it is not the person but the nature or consequences of
30 suggested actions that may be supported, condemned, added-to, or subject to
31 proposed modifying.
- 32 g. If the speaking member strays from the question before the meeting, the Chair
33 may rule the member out of order and request that the member return to and
34 conclude remarks about the topic or question. If the speaker refuses, the Chair
35 may gavel the member to silence and rescind permission to speak.
- 36 h. In event the Chair rules the speaking member out of order and requires that
37 the member take his/her seat, and the member violates the Chair’s call, the
38 Chair may ask the members present to affirm the call for the speaking member
39 to be silent and sit down. In event of a refusal of the member to cooperate, the
40 Chair may call on the members present to present and vote a censure for the
41 record.
- 42 i. The Chair will recognize each member in turn, who will have the floor
43 exclusively. The Chair shall call a member who disturbs the meeting by

1 interrupting the speaker, engaging in side conversations, or other disruptive
2 behavior, to order. If the disrupting member continues the disruption, the
3 Chair may request the member to absent him/herself from the meeting. If the
4 member will not leave, the members present will be invited to move that
5 member to the door.

6 j. If one or more members engage in intrusive, divisive and/or inappropriate
7 behavior during a Committee meeting, the Chair shall require of them that
8 they remove themselves from the meeting.

9 k. The Chair may at any time declare the meeting adjourned with the matters of
10 the agenda tabled.

11 2. Conduct required for membership on the Committee

12 a. Members of the CCDCC shall not engage in personal attacks against each
13 other, verbal or physical. This shall include intimidating, browbeating,
14 insulting, harassing and manipulating behavior.

15 b. During meetings of the Committee or of its subcommittees;

16 c. Sent out by email with multiple-address distribution, or through other methods
17 of publishing or broadcasting.

18 d. In public, including especially in interviews with or correspondence to
19 publications or media.

20 e. In private, face-to-face confrontations interfering with the CCDCC members'
21 efforts to move programs forward.

22 f. By sabotaging the efforts of other members in their Committee activities or
23 positions.

24 g. By withholding cooperation with other members in Committee matters.

25 3. Members shall cooperate with and support the assigned, Committee-based,
26 Democratic activities and efforts of other members within subcommittees and
27 across committees, Democratic organizations or project boundaries.

28 4. In the event that issues of contention cannot be resolved by decorum, the Chair
29 may establish an ad hoc subcommittee and select a chair, to permit opponents to
30 be heard in an effort to negotiate and resolve the issues creating the disruptive
31 contentions.

32 5. These rules of conduct and decorum do not restrict the constitutional rights of
33 members to be heard—these rules are promulgated so that the rights of all
34 members can be respected, and so that disrupting activities that interrupt the
35 business of the Committee need not be tolerated.

36 **ARTICLE VIII. - FISCAL YEAR AND AUDIT**

37 **Section 8.01 Fiscal Year**

38 The fiscal year shall be January 1 through December 31.

39 **Section 8.02 Audit**

40 1. The books shall be audited once a year, no more than 45 days after the year-end
41 closing.

- 1 e. If the COMMITTEE wishes the California Democratic Party to recognize and
2 support a candidate for non-partisan office that the COMMITTEE has or will
3 endorse, the following requirements as stated in the California Democratic
4 Party By-Laws and Rules apply:
5 i. A Democratic County Central Committee endorsement shall be extended
6 only to registered Democrats.
7 ii. Endorsement shall not be given to more candidates than there are seats
8 open for the office in question.
9 iii. All endorsements shall be made in accordance with the Committee By-
10 Laws provisions duly adopted at least six months prior to making such an
11 endorsement.
12 iv. No vote on endorsement shall be taken by secret ballot.

13 **ARTICLE XI. - RESOLUTIONS**

14 **Section 11.01 Procedures**

- 15 1. Resolutions in support of state or federal Democratic positions.
16 a. Resolutions must be received by the Chair and the Secretary of this
17 Committee at least 15 days prior to the regular meeting at which the resolution
18 shall be considered.
19 b. The sponsor of each resolution shall provide the Secretary with sufficient
20 copies of each resolution for each member and alternate member of this
21 Committee. The Secretary shall include the above copies of the resolution
22 with the notice of the next regular meeting of this Committee.
23 c. Any resolution failing to meet the 15-day notice must have the signatures of a
24 minimum of 10 voting members of this Committee and presented to the Chair
25 for qualification by the day before the regular meeting at which the resolution
26 is to be considered. Sufficient copies for all members and alternates shall be
27 provided by the sponsor.
28 d. All members and alternate members of this Committee shall be given the
29 opportunity to express themselves on the proposed resolution prior to any
30 action being taken.
31 e. Resolutions may be approved by a majority vote of the voting members
32 present.
33 2. Resolutions pertaining to county events, needs, and issues. These resolutions
34 shall be passed by majority vote of members present at a meeting.
35 3. Resolutions expressing support for political movements, positions, or issues.
36 These resolutions may be introduced by motion from the floor and passed by
37 majority vote.

1 **ARTICLE XII. - CHARTERING CLUBS AND**
2 **VOLUNTEER ORGANIZATIONS**

3 **Section 12.01 Development**

- 4 1. The Committee shall encourage the development of organizations for the purpose
5 of furthering the ideals of the Democratic Party.
6 2. All organizations operating in Calaveras County must obtain charters from the
7 COMMITTEE prior to use of the “Democratic” name.

8 **Section 12.02 Use of “Democrat or Democratic” Name**

- 9 1. The Elections Code of the State of California and several court decisions dictate
10 that the Democratic Party has sole ownership of its name, and the Democratic
11 Party has delegated to each county the sole responsibility for granting permission
12 to use the word Democrat or Democratic name within the county through the
13 chartering process.
14 2. No organization without a Charter may use the name Democrat or Democratic in
15 order to raise funds, including dues, in accordance with the Elections Code of the
16 State of California.
17 3. The COMMITTEE will actively pursue all legal means available to prevent un-
18 chartered organizations from using the word Democrat or Democratic in their
19 name.

20 **Section 12.03 Organization Requirements**

- 21 1. Members must be registered Democrats in order to be counted.
22 2. Such organizations shall meet the following requirements:
23 a. Fill out and submit a “Request to Charter” form to the Committee.
24 b. Provide to this Committee a copy of its bylaws or organizational rules and
25 provide a copy of any and all revisions.
26 c. Appoint, if affirmed by members, one of its members to act as a liaison to this
27 Committee.
28 d. Provide the Committee with a roster of its officers and all members. (Roster
29 must include name, address, phone numbers, and if possible e-mail addresses
30 of its members.) As membership changes, provide updates.

31 **Section 12.04 Charters**

- 32 1. The Committee shall grant a charter by a majority vote of the Committee, at
33 which time a Charter Certificate will be executed and given to the charter
34 organization or club.
35 2. Charters may be revoked by majority vote of this Committee.

36 **Section 12.05 Policies**

- 37 1. Chartered Organizations or Clubs shall not publicly endorse or give support to a
38 candidate who is not a Democrat.
39 2. Chartered Organizations or Clubs may endorse a candidate different from the
40 “endorsed candidate of the Party” if said candidate is a Democrat.

