

VENTURA COUNTY DEMOCRATIC CENTRAL COMMITTEE STANDING RULES

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VENTURA COUNTY DEMOCRATIC CENTRAL COMMITTEE STANDING RULES

The Standing Rules of the Ventura County Democratic Central Committee supplement the Bylaws of the COMMITTEE. Standing Rules establish policies relating to the details of the administration of the COMMITTEE and may be adopted, amended or rescinded by majority vote at any regular or special COMMITTEE meeting without previous notice.

SR1 Name (ARTICLE I)

SR1-1 The Ventura County Democratic Central Committee (VCDCC) is the governing body of the Ventura County Democratic Party (VCDP).

SR1-2 The ELECTED members of the VCDCC are elected in accordance with the California Elections Code.

SR1-3 All registered Democrats in Ventura County are members of the VCDP.

SR1-4 The official website of the VCDP is www.VenturaCountyDemocrats.com.

SR2 Membership (ARTICLE V)

SR2-1 Member's Duties (V-A)

In all meetings of the COMMITTEE, its sub-committees, and online communications, members shall adhere to the standards of decorum as stated in RONR and as commonly practiced by similar bodies. A member's personal credibility, character, ethics or morals shall not be questioned during aforementioned meetings.

SR2-2 Conflict of Interest (V-B)

A conflict of interest exists if a COMMITTEE member acts in a manner contrary to the mission and purpose of the COMMITTEE. Financial controls are effective in preventing a conflict of interest between the COMMITTEE and its vendors. The following guidelines for transactions with related parties and organizations apply:

SR2-2-1 COMMITTEE members and/or their immediate families who propose entering into transactions with the COMMITTEE shall recuse themselves from discussions and voting on those transactions.

SR2-2-2 All transactions over \$250 are subject to an outside bid process, with a minimum of two additional bids solicited.

SR2-2-3 Approval of related-party transactions requires a majority vote of those members present and voting.

SR2-3 Dues and Membership Status (V-D)

SR2-3-1 Annual dues are payable upon membership in the VCDCC and annually thereafter at the January meeting of the COMMITTEE for

- ELECTED, ASSOCIATE and EX-OFFICIO members in the amount of \$25,
- ALTERNATES \$5.

SR2-3-2 Dues for chartered and associated organizations are payable at chartering or association and are renewed annually on March 1. The amount is \$100 per club.

SR2-3-3 Dues may be waived or reduced by the E-Board for financial hardship.

SR2-4 All members are given an electronic COMMITTEE handbook, which is composed of:

- Bylaws and Standing Rules
- Roster of members
- Copies of all COMMITTEE forms
- FAQ/information
- Map of districts in Ventura County: Supervisory, Assembly, State Senate, and Congressional

SR2-5 Grounds for Termination of Membership or Other Membership Discipline (**V-F**)
For purposes of attendance, regularly scheduled meetings are defined in SR8-2.

SR3 Officers (ARTICLE VI)

SR3-1 An "authorized disbursement" requires a bill from the entity to be paid for the expense or the item to be reimbursed. Depending on the dollar amount, the signature of the Controller, signifying that the amount of the disbursement has received the proper approval, or approved minutes of the Executive Board or General Meeting is required.

SR3-2 In the event the Chair expects to be absent for a single meeting, the Chair may appoint any member of the Executive Board to act as temporary Chair.

SR3-3 Order of Succession (**VI-C**)

SR3-3-1 In the event of the extended absence or termination of the Chair, the First Vice Chair assumes the duties of the Chair until such time as the Chair returns or an election is held.

SR3-3-2 In the event of the absence or termination of the Chair and the First Vice Chair, the Second Vice Chair shall assume the duties of the Chair until such time as either returns or an election is held.

SR3-3-3 In the event of the absence or termination of the Chair and the First and Second Vice Chairs, the Secretary calls the meeting to order and presides until the immediate election of a Chair pro tem. In the absence of the Secretary, a Secretary pro tem is elected; the Secretary pro tem calls the meeting to order and presides until the immediate election of a Chair pro tem.

SR3-4 The Chair makes every attempt to attend: (**VI-E**)

SR3-4-1 Statewide Democratic functions to which the Chair is invited and which are of benefit to the COMMITTEE.

SR3-4-2 Meetings of the various chartered and associated organizations. The Chair may call meetings with representatives of these organizations.

SR3-4-3 Conferences, meetings, or events whose purposes are compatible with those of the California Democratic Party.

SR3-4-4 In the event of the inability of the Chair to attend, the Chair may appoint a representative to attend and represent the COMMITTEE.

SR3-5 Reimbursement of expenses to attend conferences, meetings, and events for compatible organizations of which the attendee(s) are not member(s) shall be requested of the COMMITTEE by using the Reimbursement Request Form, which shall be approved by a majority of those present and voting.

SR3-6 The Secretary maintains attendance records for ELECTED members in an electronic spreadsheet for the previous twelve months,

SR4 Executive Board (ARTICLE VII-A)

SR4-1 Regular Executive Board meetings are held monthly. Date, time and location are announced on the agenda of the prior months general meeting.

SR4-2 COMMITTEE members are notified by the Secretary of any changes with seventy-two hours notice.

SR4-3 If a quorum is not present and immediate action is necessary, a majority of Executive Board members present may approve motions, which shall be ratified at the next meeting of the COMMITTEE.

SR4-4 A single expenditure, which promotes the Mission and Purpose of the COMMITTEE, may be approved by the Chair up to \$500 and by the Executive Board up to \$1000. Expenses, which are anticipated to total more than these limits within a twelve-month period, require the approval of the COMMITTEE by a majority of those present and voting.

SR5 Standing Committees are permanent committees (ARTICLE VII-B)

SR5-1 The COMMITTEE Chair appoints Standing Committee chairs, who are registered Democrats residing in Ventura County except as specified in the Bylaws or in these Standing Rules.

SR5-2 Unless otherwise stated in the Bylaws, a Standing Committee chair appoints committee members, who are registered Democrats.

SR5-3 A Standing Committee chair appoints a secretary to take minutes.

SR5-4 A Standing Committee develops its own operating policies consistent with COMMITTEE Bylaws and Standing Rules.

SR5-5 Each Standing Committee chair reports at regular meetings of the COMMITTEE.

SR5-6 Each Standing Committee is responsible for posting meeting dates on the COMMITTEE calendar for access by COMMITTEE members.

SR5-7 The name of each Standing Committee chair is posted on the website.

SR5-8 If a committee chair fails to call a meeting on a timely basis, a majority of its members may do so.

SR6 Duties of the Standing Committees (ARTICLE VII-B)

SR 6-1 Audit Committee (AC)

The chair of the Audit Committee is a former treasurer/controller of a chartered organization, or has similar credentials, and shall not be a current COMMITTEE member, to assure independence.

SR6-1-1 Performs a review of the financial records from the previous year for accuracy and proper authorization.

SR6-1-2 Consists of at least three members with financial experience.

SR6-1-3 Is ratified by a majority of those present and voting at the next regular COMMITTEE meeting after their appointment.

SR6-1-4 Meets following receipt of the financial records from the Controller for the previous year, which shall be no later than April 30. The Audit chair determines the time and frequency of their meetings.

- SR6-1-5 Prepares a written report of the review, signed by the Audit members. The report is presented at the June meetings of the Executive Board and the COMMITTEE for acceptance by a majority of those present and voting. The Secretary files the report electronically.
- SR6-2 Budget Committee (BC)

 - SR6-2-1 Consists of at least five members, who are ELECTED or ASSOCIATE COMMITTEE members. The Controller of the COMMITTEE is a BC member but shall not be the BC chair.
 - SR6-2-2 Is ratified by a majority of those present and voting at the next regular COMMITTEE meeting after their appointment.
 - SR6-2-3 Develops a budget, which the Controller presents to the Executive Board for its February meeting.
 - SR6-2-4 Prepares a report to compare income and expenses to the budget for distribution to the COMMITTEE at least quarterly.
 - SR6-2-5 Acknowledges in writing Financial Information Request Forms (FIRF) received from COMMITTEE members within seventy-two hours. When the information is available, the BC notifies the requestor to make arrangements to review it. The cost of any copies is borne by the requestor.
- SR6-3 Bylaws Committee

 - SR6-3-1 Reviews COMMITTEE Bylaws and Standing Rules for possible changes.
 - SR6-3-2 Presents amendments or revisions, which represent the minutes of the Bylaws Committee, to the COMMITTEE.
 - SR6-3-3 Oversees orientation for new members and preparation of electronic COMMITTEE handbooks.
 - SR6-3-4 Reviews bylaws and/or standing rules of chartered or associated organizations for compliance.
- SR6-4 Communications Committee

 - SR6-4-1 Disseminates the Democratic message throughout Ventura County and coordinates all press releases with the COMMITTEE Chair.
 - SR6-4-2 Maintains COMMITTEE website and current contact list.
 - SR6-4-3 Publicizes Democratic candidates, campaigns, and events.
 - SR6-4-4 Periodically prepares and distributes an electronic newsletter.
- SR6-5 Field Operations/Activist and Candidate Training Committee

 - SR6-5-1 Develops a countywide schedule and plan for voter activities, which includes organization, registration, Get Out The Vote (GOTV), and local elections.
 - SR6-5-2 Coordinates voter activities with the COMMITTEE'S chartered clubs as well as access to the Mobilize, Organize, Elect (MOE) voter file system.
 - SR6-5-3 Recruits, trains and guides Democratic activists and candidates.
 - SR6-5-4 Develops a larger volunteer base for Democratic activities.
- SR6-6 Fundraising Committee

 - SR6-6-1 Schedules and conducts annual fundraising events, such as the Spring Fling and Kennedy Legacy Dinner.

SR6-6-2 Prepares a budget for each COMMITTEE event, which is distributed to COMMITTEE members. Monitors expenses and receipts.

SR6-6-3 Recommends recipients of Chris Lanier Award for activism and other annual awards to Executive Board for approval.

SR6-7 New Volunteers Committee

Schedules and conducts meetings as needed.

SR6-8 Platform Committee

Meets every four years or as needed.

SR6-9 Resolutions Committee

Considers issues including resolutions, ballot measures and legislation.

Endorsements must be in accordance with the CDP and with the COMMITTEE

Bylaws Article XII -Endorsements.

SR6-9-1 Is composed of at least three members, the majority of whom are COMMITTEE members.

SR6-9-2 Meets monthly at a stated time if there are issues to be considered.

SR6-9-3 Sends resolutions to the chair of the committee in the following format:

- Is typed on one side of one 8 ½” x 11” page.
- Limits “whereas” clauses to three or fewer and “resolved” clauses to two or fewer.
- Contains an “action.”

SR6-9-4 May combine similar resolutions by rewriting.

SR6-9-5 May reject resolutions that repeat past positions already considered.

SR6-9-6 Approves resolutions by a two-thirds affirmative vote of committee members present and voting.

SR6-9-7 Sends approved text to the COMMITTEE Secretary in time to be distributed to COMMITTEE members with the notice of the next COMMITTEE meeting.

SR6-10 Social Events Committee

Organizes informal events whose purpose is more “friend-raiser” than “fundraiser.”

SR6-10-1 Plans events such as a movie night and holiday parties, and arranges for participation in various community functions.

SR6-10-2 Prepares an annual budget and submits it to the Budget Committee. Manages expenses and receipts.

SR7 Special Committees (ARTICLE VII–D)

Procedures for special committees are written by the committee, reviewed by the E-Board, and filed electronically by the Secretary with the COMMITTEE’S records.

SR8 Meetings, Agendas and Business (ARTICLE IX)

SR8-1 Executive Sessions (closed) (IX-A)

SR8-1-1 An Executive Session (closed) is limited to COMMITTEE members only and is called when topics under discussion shall not be made public. The Chair may request the attendance of the Parliamentarian.

SR8-1-2 Minutes for an Executive Session (closed) are approved prior to adjournment and retained by the Secretary in a separate file.

- SR8-1-3 Details of the Executive Session (closed) shall not be made public. An official statement of the proceedings may be released.
- SR8-2 Regular general meetings are held on the fourth Tuesday of each month, except November which is dark and December which is the second Tuesday. Exceptions will be announced by the Executive Board at the general meeting prior to the new meeting date.
- SR8-2-1 Reports from chartered organizations and candidates start at 6:25 p.m., and the business meeting begins at 6:45 p.m. and adjourns at 8:45 p.m.
- SR8-2-2 All regular meetings are held at the Ventura County Democratic Party Headquarters, currently at 816 Camarillo Springs Road, Camarillo CA 93012.
- SR8-2-3 COMMITTEE members are notified by the Secretary of any unforeseen changes with at least seven (7) days written notice of meetings by first class mail or five (5) days electronic notice prior to the meeting if possible.
- SR8-3 Time guidelines are assigned to agenda items. **(IX-G)**
- SR8-4 If a quorum is not present and immediate action is necessary, a majority of members present may approve motions, which shall be ratified at the next regular meeting of the COMMITTEE.
- SR8-5 Cell phones shall be turned off or to vibrate mode. All necessary calls shall be taken or made outside the meeting room. SR8-5 applies to all general, special and executive board meetings.
- SR8-6 It is recommended that all motions over ten words be in writing. Motion forms are available online for access to COMMITTEE members or from the Secretary at the meeting. One copy of the motion shall be given to the Chair, a copy to the Secretary and a copy remains with the maker of the motion.
- SR8-7 The next Reorganization meeting shall be held in January 2019. Thereafter Reorganization meetings are held every two years in January in odd numbered years.

SR9 Electronic Communication (ARTICLE IX-L)

- SR9-1 COMMITTEE business is defined as the promotion of the mission and purpose of the COMMITTEE.
- SR9-2 Written notice is satisfied by e-mail or text message.
 - SR9-2-1 The sender and receiver have both consented, in writing, to sending and receiving notice in this manner,
 - SR9-2-2 The notice was 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 sender or receiver,
 - SR9-2-3 The obligation to inform and procedure for informing of any change in email address has been specified in writing, and
 - SR9-2-4 There is an opportunity to opt out of such consent at an appropriate time.
- SR9-3 The Executive Board may hold telephonic or email meetings in an emergency, which is defined as a situation in which lack of action or a decision would adversely affect progress toward the Mission and Purpose (Articles II and III) of the COMMITTEE.

SR9-4 Standing or Special Committees may hold telephonic or email meetings, as needed.

SR9-5 Procedures for holding meetings by telephone for Standing or Special Committees or the Executive Board are:

SR9-5-1 The chair or secretary notifies all members by email or telephone twenty-four hours prior to the meeting, except in an emergency. An agenda is sent together with the minutes of the previous meeting, if applicable.

SR9-5-2 Members state their names when they join the meeting. Members who have to leave the meeting before its close inform the chair.

SR9-5-3 When a quorum is established, the chair announces the names of all members present and calls the meeting to order. The secretary takes minutes.

SR9-5-4 When seeking recognition, members address the chair, stating their names.

SR9-5-5 All votes are by polling.

SR9-6 Procedures for holding meetings of Standing or Special Committees by email:

SR9-6-1 The subject line reads: "Meeting of the (Name of) Committee."

SR9-6-2 The meeting is limited to one topic at a time.

SR9-6-3 The chair sends the topic or motion to the committee members with any supporting rationale.

SR9-6-4 The format includes the total time for debate or discussion.

SR9-6-5 Members participate by using "reply all."

SR9-6-6 The chair puts any motion to a vote by restating the motion, noting a time limit for voting, and including a voting form showing "____ In favor" and "____ Opposed".

SR9-6-7 Although members vote by using "reply all," the chair announces the results of the vote.

SR9-6-8 The secretary of the committee prints the entire thread of the meeting and retains it until the minutes of the meeting have been approved.

SR9-7 Procedures for holding Executive Board meetings by email:

SR9-7-1 The email meeting is held in Executive Session (closed) with a quorum present.

SR9-7-2 The subject line reads: "Confidential Meeting of the Executive Board."

SR9-7-3 The meeting is limited to one topic.

SR9-7-4 Non-voting members of the Executive Board may participate without vote.

SR9-7-5 The original main motion is submitted to the Chair.

SR9-7-6 The Chair sends the motion to the members. The format includes who recommended the motion, the rationale, and the question, "Is there any discussion?"

SR9-7-7 The total time allowed for debate is announced by the Chair.

SR9-7-8 Members debate by using "reply all."

SR9-7-9 Members submit any amendments to the Chair, who:

- States the motion as amended.
- Lets the members know the amount of time allotted to debate the amendment.

SR9-7-10 The Chair puts the question to a vote by:

- Writing the motion as amended.
- Stating the time limit the members have to vote.
- Providing a voting form as follows:
_____In favor _____Opposed

SR9-7-11 To close the meeting, the Chair announces the results of the vote and indicates any parts of the meeting that are not confidential.

SR9-7-12 The Secretary prints the entire thread of the meeting and retains it until the minutes of the meeting are approved.

SR10 Democratic State Central Committee (DSCC) (ARTICLE X)

SR10-1 Election Procedures

SR10-1-1 The Secretary prepares a list of members eligible for election to the DSCC and notifies the membership at the November regular meeting. Eligible members who wish to be elected to the DSCC contact the Secretary prior to the regular or special meeting during which the election is to be held.

SR10-1-2 If a vote is necessary, the Secretary lists the candidates' names on a ballot in alphabetical order by last name, leaving space for additional nominees. A line for the signature of the voter is at the bottom.

SR10-1-3 At the time of the DSCC election, ballots are distributed to eligible voters (ELECTED Members). The Chair asks if there are further eligible candidates who wish to have their names placed on the ballot, and voters write the candidates' names in the space provided on the ballot.

SR10-1-4 Nominees have one minute to speak on behalf of their candidacy.

SR10-1-5 Voters have fifteen minutes to mark their ballots. Only signed ballots which have no more than the eligible number of vacancies checked are counted. If an error is made, a new ballot may be requested from the Secretary. The voided ballot is so noted.

SR10-1-6 A committee composed of three non-eligible members who have been appointed by the Chair in advance tally the results. In the event of a tie, COMMITTEE business is interrupted and a new ballot taken. When the final results are tallied, the committee gives the results to the Chair who reads the list of elected DSCC members prior to adjournment.

SR10-1-7 The Secretary holds completed ballots and any voided ballots for a period of six months, after which they are shredded.

SR10-2 Two DSCC members of opposite gender are elected to the DSCC Executive Board at the first general meeting following the state convention in odd-numbered years.

SR10-3 The Secretary is responsible for submitting the names of the DSCC members in the format provided by the CDP before the CDP deadline, currently February 7 at 5:00 p.m. of the odd-numbered years. The Secretary sends any changes to the CDP before the CDP deadline in the even-numbered years.

SR10-4 Proxies

SR10-4-1 The Secretary maintains a list of eligible members who are interested in becoming a proxy.

SR10-4-2 Thirty days prior to the start of the DSCC convention, the Secretary polls the DSCC members for confirmation of their intentions to attend.

SR10-4-3 DSCC members shall notify the COMMITTEE Chair in writing if they will be unable to attend a DSCC convention.

SR10-4-4 The delegate may designate a proxy from the Secretary's list in a timely manner or the Chair appoints a proxy from the Secretary's list.

SR10-4-5 The Secretary notifies the CDP of the proxy.

SR10-5 Once a person is no longer eligible to be a DSCC or DSCC Executive Board member, a new member is elected at the next meeting of the COMMITTEE.

SR11 Procedures for Chartered and Associated Democratic Organizations (ARTICLE XI)

SR11-1 Organization bylaws shall meet the criteria in Addendum A.

SR11-2 Non-compliant bylaws are referred to the organization for changes.

SR11-3 Charter/Recharter Protocols Acceptance Form (Addendum B) shall be completed and signed by the club president or presiding officer.

SR12 Endorsement Procedures (ARTICLE XII)

SR12-1 Candidates may request endorsement, per relevant sections of Article VIII of the CDP Bylaws and Article XII of the COMMITTEE Bylaws.

SR12-2 The EC:

SR12-2-1 Verifies party registration with the Ventura County Registrar.

SR12-2-2 Establishes procedures for requesting information from candidates.

SR12-3 Upon recommendation of the EC, a special meeting may be called, as described in Article VIII-B of the COMMITTEE Bylaws.

SR12-3-1 Notice of the regular or special meeting is sent to the candidates if they are invited to speak.

SR12-3-2 The agenda lists each candidate and establishes a time limit for each speaker.

SR13 Non-Discrimination Policy (ARTICLE XIII)

All public meetings of the COMMITTEE may be photographed, videotaped, and/or audio-recorded only for personal use.

SR13-1 The video and audio records shall not be published or distributed in any form without the approval of a majority of COMMITTEE members present and voting.

SR13-2 Still photographs may be used on the official COMMITTEE website or in VCDCC publications.

SR14 Amendments (ARTICLE XIV)

These Standing Rules may be amended or revised at any regular or special meeting of the COMMITTEE without notice by two-thirds of the members present and voting.

SR14-1 Proposed amendment(s) may be sent to COMMITTEE members prior to the meeting together with a version clearly marked to show the change(s) from the current version.

SR14-2 Notice of any proposed changes to the Standing Rules shall be accompanied by a statement as to why the change is necessary.

Addendum A COMMITTEE Check List for Bylaws of Chartered Clubs

Club Name: _____ **Date:** _____

Checklist Template

Club Comments:

I: Name	
II: Object or Purpose	
III: Governance	
A. Adherence to VCDCC Bylaws	
B. Parliamentary Authority	
IV: Members	
A. Qualifications for membership	
B. Required fees or dues, when payable	
C. Hardship clause	
V: Officers	
A. Elected	
B. Term of Office	
C. Method of filling vacancies	
D. Duties	
VI: Meetings	
A. Meeting schedule	
B. Regular; Special	
C. Quorum	
D. Secret ballots allowed	
VII: Executive Board	
A. Composition	
B. Powers	
C. Meeting schedule	
D. Quorum	
E. No secret ballots	
VIII: Committees	
A. Standing	
B. Special	
IX: Non-Discrimination Policy	
A. Open public meetings	
B. Timely meeting notices	
C. No test for membership or oath	
D. Non-discrimination clause	
X: Amendment of Bylaws	
Notes:	
• 12-point font	
• Numbered pages (at bottom)	
• Necessary dates: Bylaws origin or revision; latest amendment	
• Have Bylaws available to members	

Addendum B Charter/Recharter Protocols Acceptance Form

A club member is defined as an individual who:

- Is a registered Democrat or intends to register as a Democrat when eligible, and
- Has paid club dues or requested a hardship waiver, and
- Has completed a membership form, providing personal contact information, including employer and occupation in accordance with federal campaign law, and
- Understands the information may be used for Democratic Party member communication.

Charter/Recharter Requirements

1. The organization seeking charter/recharter submits electronically to the COMMITTEE Secretary a signed copy of this form, a completed application, a list of officers, a membership roster, names of ASSOCIATE and ALTERNATE COMMITTEE members, and organization bylaws; and submits the charter fee to the COMMITTEE Controller.
2. The membership roster is sent in an Excel spreadsheet with columns for title (Mr., Ms. etc.); first, middle and last name; name registered to vote under, if different; registration street address, city, state, zip; mailing address, if different, city, state, zip; phone number(s); email; date of birth; occupation; employer and Vote By Mail status.
3. The club verifies the member’s information and registration as a Democrat in MOE.
4. The COMMITTEE Bylaws Committee reviews club bylaws and ensures compliance with COMMITTEE Bylaws, ARTICLE IV – Governance. Templates for club bylaws and standing rules are available.
5. The club’s member contact information is added to the COMMITTEE’S list for the purpose of Democratic Party member communication.
6. Nonpayment of the charter/recharter fee, or noncompliance by April first, may be cause for the COMMITTEE to revoke the charter. The charter fee is defined in SR2-3-3.
7. An organization may submit a written request to the COMMITTEE Chair that fees be deferred or waived. The request is kept on file by the COMMITTEE Controller.
8. As club membership grows or there are changes in members’ contact information, the club sends the updates or an updated roster to the COMMITTEE Secretary quarterly.
9. Any change in club officers is reported to the COMMITTEE Secretary upon election or appointment.
10. The organization provides the FPPC number or records showing that expenditures do not exceed \$1000 in any 12-month period.

As the President or presiding officer, I hereby agree to the above protocol in consideration of the charter/recharter by the Ventura County Democratic Central Committee of the designated Democratic club.

Club Name: _____ **Date:** _____

Signed by Name: _____ **Office:** _____