

Bylaws of the  
VENTURA COUNTY  
DEMOCRATIC CENTRAL COMMITTEE

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**ARTICLE I – Name**

The organization is identified as the VENTURA COUNTY DEMOCRATIC CENTRAL COMMITTEE (VCDCC), which is the governing body of the Ventura County Democratic Party (VCDP), hereafter referred to as the COMMITTEE.

**ARTICLE II – Mission**

As the voice of the Democratic Party in Ventura County, the COMMITTEE is organized to support and elect Democratic candidates and to promote Democratic Party principles.

**ARTICLE III – Purpose**

- A) Carry out all official duties of the COMMITTEE as outlined in these Bylaws in accordance with the laws of the State of California and the Bylaws of the California Democratic Party (CDP).
- B) Raise funds to achieve the mission and purpose of the COMMITTEE.
- C) Register Democratic voters.
- D) Recruit Democrats to volunteer their time to help accomplish the Mission and Purpose of the COMMITTEE.
- E) Recruit, develop, endorse and elect Democratic candidates.
- F) Network with other Democratic organizations and related organizations.
- G) Charter and support local Democratic organizations.
- H) Disseminate the Democratic message, acting as a Democratic Information Center.

**ARTICLE IV – Governance**

The COMMITTEE is governed, in order of precedence, by:

- A) The Constitution and laws of the United States and the State of California.
- B) The Bylaws of the CDP and the Democratic National Committee (DNC).
- C) The COMMITTEE Bylaws and Standing Rules.
- D) *Robert's Rules of Order Newly Revised*, current edition.

**ARTICLE V – Membership**

**A) COMMITTEE MEMBERS' DUTIES**

Members support the Mission (ARTICLE II) and Purpose (ARTICLE III) of the COMMITTEE and

- 1) Attend all meetings of the COMMITTEE and all other COMMITTEE functions and events in Ventura County, to the best of their ability.
- 2) Ensure, as far as possible, the election of the Democratic Party nominees and candidates endorsed by this COMMITTEE.
- 3) Represent the Democrats of their district.
- 4) Participate in the work of the COMMITTEE through active membership in a Standing

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and/or Special Committee.

- 5) Participate in the Donate Every Month program (DEM) unless the member requests a financial waiver.
- 6) Uphold the VCDCC Code of Conduct.

**B) CONFLICT OF INTEREST**

Candidates for public office, paid campaign staff, and COMMITTEE members shall recuse themselves from voting on any item in which they have a financial interest. All COMMITTEE members shall adhere to the conflict of interest guidelines and requirements for related-party transactions in the Standing Rules (SR2-2).

**C) MEMBERSHIP AND ELIGIBILITY**

- 1) Membership of the COMMITTEE consists of ELECTED, APPOINTED, EX-OFFICIO, ASSOCIATE and ALTERNATE members, together known as VOTING members.
- 2) ELECTED members are those elected in accordance with the California Elections Code, currently specified for supervisory districts, and take office at the first regular meeting after their election is certified by the Ventura County Clerk.
- 3) APPOINTED members are registered Democrats appointed by the COMMITTEE to fill a vacancy for a Supervisory District in which they reside. APPOINTED members are designated ELECTED members after appointment.
- 4) ASSOCIATE members are:
  - a) Assembly Democrats (ADEMS), elected by their Assembly Districts. They assume office upon the start of the next state convention.
  - b) The Presidents or their designated representatives, one for each Democratic Club and organization chartered by the COMMITTEE.
  - c) DSCC members who reside in Ventura County.
  - d) Entitled to participate fully in the activities of the COMMITTEE, with voting authority, except for procedures as outlined in ARTICLE X – Election to the Democratic State Central Committee (DSCC).
- 5) EX-OFFICIO members of the COMMITTEE are Democrats elected to a public position at the state and national level, or the Democratic candidates who are the top Democratic vote getters for state and national offices in the primary election.
  - a) State Senators, Assembly members and Congressional Representatives, or the Democratic candidates who are the top Democratic vote getters for those offices in the primary election, are EX-OFFICIO members of the COMMITTEE when any portion of their district falls within Ventura County.
  - b) When a non-Democrat is the incumbent, Democratic candidates who are the top Democratic vote getters for those offices automatically become EX-OFFICIO members of the COMMITTEE after certification of the primary election results.
  - c) Democratic incumbents retain their vote as EX-OFFICIO members of the COMMITTEE until a replacement for their office is sworn in or another top vote getter is certified.
- 6) An ELECTED, EX-OFFICIO or ASSOCIATE member may appoint an ALTERNATE by written request, in accordance with California Elections Code, Section 7208.
  - a) ALTERNATES shall be registered Democrats and reside in the same district as the

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- appointing member.
- b) If a MEMBER wishes to appoint more than two (2) ALTERNATES in a calendar year, a written request is submitted to the EXECUTIVE BOARD for approval at the next EXECUTIVE BOARD meeting.
  - c) A COMMITTEE member may not appoint an ALTERNATE who is already an ALTERNATE or a COMMITTEE member.
  - d) ALTERNATES have voting authority only in the absence of their assigning member and do not have the right to be elected to COMMITTEE office.
  - e) ALTERNATES shall pay dues at the time of presentation of appointment papers, which are kept on file by the Secretary.
  - f) Presentation of appointment papers shall be presented a minimum of 30 minutes prior to first order of business in a meeting.
  - g) The appointing member's dues shall be paid before the ALTERNATE can represent the member.
  - h) An ALTERNATE serves at the will of the appointing member, and any written authority to serve is voided by a subsequent appointment.
- 7) When an EX-OFFICIO member ceases to hold the position that entitles such membership, that membership terminates automatically.
  - 8) Members who choose to note their position on this COMMITTEE in any communication, not reflecting an official business or position of this COMMITTEE, shall append the acronym (FIPO) signifying "For Identification Purposes Only."
  - 9) If the President of a Democratic Club is an ELECTED member of the COMMITTEE, the Club may elect or appoint a club representative as its ASSOCIATE member of the COMMITTEE.
  - 10) Upon election, the Regional Director becomes an EX-OFFICIO member of the COMMITTEE, and, if applicable, shall resign as an ELECTED member of the COMMITTEE.

**D) DUES AND MEMBERSHIP STATUS**

- 1) Each ELECTED, APPOINTED, EX-OFFICIO, ASSOCIATE and ALTERNATE member is required to pay dues and agree to the VCDCC Code of Conduct in advance of any meeting in which that member can vote.
- 2) The annual fee paid by a chartered organization includes dues for an ASSOCIATE and an ALTERNATE member.
- 3) A new member is able to participate fully on the date of dues payment, including the day of election or appointment.
- 4) The amount of the dues is defined in the Standing Rules.
- 5) A member may submit a written request to the Chair that dues be deferred or waived. The request is kept on file by the Controller.

**E) FILLING A VACANCY BY APPOINTMENT**

- 1) Upon termination of the membership of any ELECTED member because of death, resignation, incapacity, or any other reason, the seat of the member is immediately vacant.

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- 2) At the next regular meeting that occurs at least fifteen days following written notification to the members of a vacancy, nominations to fill the vacancy are made, an election is held, and the vacancy is filled by majority vote of those present and voting.
- 3) If an insufficient number of candidates is on the Primary Election Ballot for the Democratic Party in a supervisorial district, a vacancy is created. At the reorganization meeting following certification of election results by the Ventura County Clerk, nominations are made to fill the vacancy, and the vacancy is filled by majority vote of those present and voting.
- 4) Only a person residing in the same County supervisorial district shall be nominated to fill a vacancy in that district.
- 5) Prior to the vote, the nomination of any person seeking to fill an ELECTED member position may be challenged for conflict of interest. A majority vote of the COMMITTEE members present and voting affirms the nomination.
- 6) All candidates for appointment to the COMMITTEE shall attend at least one prior COMMITTEE meeting before their nomination.
- 7) An ASSOCIATE member representing a Democratic club or organization serves at the will of the appointing group. Vacancies are filled in accordance with the bylaws of the appointing club or organization.

**F) GROUNDS FOR TERMINATION OF MEMBERSHIP OR OTHER MEMBER DISCIPLINE**

The membership of an ELECTED, ASSOCIATE or ALTERNATE member is terminated by:

- 1) Written resignation of the person delivered to the Chair or the Secretary and effective upon receipt.
- 2) Failure to pay dues within two months of qualification as a member, followed by a written notice by the Controller of the delinquency and failure to pay by the next meeting, unless deferred or waived by the executive board.
- 3) Absence by an ELECTED member from four regularly scheduled meetings in a twelve-month period.
  - a) Attendance of a member's ALTERNATE constitutes the member as present for up to two meetings in a twelve-month period.
  - b) Members terminated for lack of attendance shall not be eligible for appointment to the COMMITTEE for six months after removal.
- 4) Failure to perform ELECTED members' duties as indicated in these Bylaws, ARTICLE V – Membership, A, or working against the mission and purpose of the COMMITTEE.
- 5) Moving out of the district.
- 6) Supporting publicly any non-Democratic candidate for office who is running against an endorsed Democratic candidate.
- 7) Registration without declaring a political party or with a political party other than the Democratic Party, as specified in the California Elections Code, Section 7215.
- 8) Obligating the COMMITTEE to unauthorized expenditures.
- 9) Death or legally-declared mental incapacity.
- 10) Conviction of a felony or violation of the oath of office.
- 11) Receipt of written notice from the chair of the appointing body of an ASSOCIATE

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member.

- 12) Receipt of written notice from the appointing member of an ALTERNATE member. Termination not requested by the member is confirmed by written notification sent by certified mail with delivery confirmation. In the absence of a signed receipt, notification of delivery constitutes formal proof.
- 13) Gross violation of the VCDCC Code of Conduct, if recommended under procedures in Article XIII.

**ARTICLE VI – Officers**

The member agrees to take on the responsibilities of the office prior to nomination for the position.

**A. ELECTED OFFICERS**

All officers are ELECTED or ASSOCIATE members of the COMMITTEE, and the elected officers of the COMMITTEE are:

- 1) Chair
- 2) First Vice-Chair
- 3) Second Vice-Chair
- 4) Secretary
- 5) Controller
- 6) East County At-Large Delegate
- 7) West County At-Large Delegate

**B. TERMS OF OFFICE**

- 1) Each officer holds office until a successor is elected at the reorganization meeting or until resignation or termination of membership.
- 2) Within ten business days of the completion of a term of office, officers shall transfer all written materials, electronic records, reports, keys, equipment or other property belonging to the COMMITTEE.

**C. VACANCY**

- 1) A vacancy exists upon receipt by the Chair or Secretary of a signed written notice of resignation.
- 2) A vacancy occurs upon recall of an officer by the COMMITTEE at any regular meeting by affirmative vote of two-thirds of the members present, provided written notice of the recall issue and the alleged grounds has been sent to every voting member at least ten days prior to the meeting.
- 3) When an officer terminates membership on the COMMITTEE, that office is vacated.
- 4) At the next regular meeting that occurs at least fifteen days following written notification to the members of a vacancy, nominations to fill the vacancy are made, an election is held, and the vacancy is filled by majority vote of those present and voting.
- 5) When the office of Chair is vacated, selection of the Acting Chair is outlined in the Standing Rules (SR3-3). In the event a vacancy of any other office is not filled at the next regular meeting, the chair appoints an Acting Officer to fulfill the duties of that

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office until such time as an ELECTED member of the COMMITTEE fills the position. The Acting Officer may be selected from ALTERNATE members as outlined in ARTICLE V - Membership, D.

- 6) A vacancy exists upon absence from three regularly scheduled Executive Board meetings in a twelve-month period.
- 7) An ALTERNATE is not a substitute for an officer at Executive Board meetings.
- 8) Termination not requested by the officer is confirmed by written notification sent by certified mail with delivery confirmation. In the absence of a signed receipt, notification of delivery constitutes proof.

**D. GENERAL DUTIES FOR ALL OFFICERS**

- 1) All Officers shall work to support the Mission (ARTICLE II) and Purpose (ARTICLE III) of these Bylaws.
- 2) All Officers shall use, as necessary, current methods of electronic communication.
- 3) When not defined in these Bylaws, the duties of each officer are set forth in *Robert's Rules of Order Newly Revised*, current edition.

**E. SPECIFIC DUTIES FOR ELECTED OFFICERS**

- 1) The CHAIR is the executive officer of the COMMITTEE:
  - a) Presides at meetings of the COMMITTEE.
  - b) Acts as the spokesperson for the Ventura County Democratic Party.
  - c) Is sworn in by the Ventura County Clerk as a Deputy Clerk, with the authorization to swear in COMMITTEE members and officers of chartered organizations.
  - d) Within twenty-seven days of installation, appoints an Administrative Assistant, a Parliamentarian, a Sergeant-at-Arms, a Storage Unit Coordinator, and the chairs of Standing Committees. In the event of a committee chair vacancy, appoints a replacement within ten days.
  - e) Within sixty days of installation, appoints a Financial Review Committee chair and Program Managers for the Voter Registration program and the Ventura County Fair Booth.
  - f) Oversees the duties of the elected and appointed officers and the committees.
  - g) In cooperation with the Secretary, prepares COMMITTEE and Executive Board meeting agendas.
  - h) In the absence of the Controller, may direct the financial agency managing the funds, AKA Professional Treasurer, to make authorized disbursements.
  - i) Serves as an ex-officio member on all standing and special committees, except a nominating or recall ballot committee regarding the Chair.
  - j) Attends or sends a representative to state-level or other meetings and conferences that the Chair is entitled to attend. All members including executive officers shall attend all necessary meetings, conferences and functions at their own expense unless approved by a majority of the COMMITTEE members present and voting. (Guidelines in Standing Rules)
  - k) Attends chartered club meetings, conferences or partner functions as able. All members including executive officers shall attend all necessary meetings, conferences and functions at their own expense unless approved by a majority of



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the COMMITTEE members present and voting. (Guidelines in Standing Rules)

- l)** Has the authority to manage all electronic communication groups.
- m)** Exercises all duties incident to the Office of Chair.
- 2)** The **FIRST VICE CHAIR** is the ranking officer of the COMMITTEE in the absence or inability of the Chair to act:
  - a)** Ensures that the Audit, the Fundraising, and the Social Events Committees are operational within thirty days of the appointment of their chairs.
  - b)** In the absence of the Controller and the Chair, may direct the Professional Treasurer to make authorized disbursements.
  - c)** Performs other duties requested by the Chair.
- 3)** The **SECOND VICE CHAIR** is the ranking officer of the COMMITTEE in the absence or inability of the Chair and First Vice Chair to act:
  - a)** Ensures that the Communications, the Field Operations/Activist and Candidate Training, and the Resolutions Committees are operational within thirty days of the appointment of their chairs.
  - b)** Has the authority to manage all electronic communication groups.
  - c)** In the absence of the Controller, Chair and First Vice Chair, may direct the Professional Treasurer to make authorized disbursements.
  - d)** Performs other duties requested by the Chair.
- 4)** The **SECRETARY** is the ranking officer of the COMMITTEE in the absence of the Chair and of the First and Second Vice Chairs:
  - a)** Records the minutes of all COMMITTEE, Executive Board, and special meetings. Within seven days of a meeting, distributes to members the minutes or a list of all actionable items.
  - b)** Lists the names of new and terminated members in the minutes. Attaches the sign-in sheets to the minutes.
  - c)** Signs and dates the original copy of approved minutes for COMMITTEE records to be retained in an electronic file.
  - d)** Furnishes copies of the approved minutes to the financial agency managing the funds.
  - e)** Maintains records of the organization in electronic files.
  - f)** In cooperation with the Chair, prepares COMMITTEE and Executive Board meeting agendas.
  - g)** In cooperation with the Chair, sends agendas, minutes, and notices to COMMITTEE members.
  - h)** Maintains attendance records for all meetings. Tracks ELECTED members' attendance for a twelve-month period and notifies members after their third (3<sup>rd</sup>) absence in a twelve-month period.
  - i)** Sends ELECTED members termination letters by certified mail with delivery confirmation after fourth (4<sup>th</sup>) absence in a twelve-month period. If no signature receipt is received, notification of delivery constitutes formal proof of notification.
  - j)** Maintains an accurate roster of COMMITTEE members and their committee assignments.
  - k)** Distributes a roster containing contact information to COMMITTEE members.

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- l) Presents to the Executive Board all communication addressed to the COMMITTEE and maintains record of responses.
  - m) Supervises the count of all votes. Provides voting cards or ballots as needed.
  - n) Sends all membership changes to the Ventura County Elections Office, as required by elections law.
  - o) Handles correspondence and form preparation for membership in the Democratic State Central Committee (DSCC).
  - p) Exercises all duties incident to the office of Secretary.
  - q) Performs other duties requested by the Chair.
- 5) The CONTROLLER is responsible for all monies belonging to the organization, retains records of all monetary transactions, and is the liaison between the Professional Treasurer, and the COMMITTEE:
- a) Ensures all dues are collected and Democratic Party affiliation for MEMBERS is verified.
  - b) Ensures that the Budget Committee is operational within thirty days of the appointment of its chair.
  - c) Maintains detailed records and copies of supporting documentation of all receipts and expenses and specifies appropriate account: federal, state, or awards.
  - d) Maintains DEM program records and notifies CHAIR when MEMBERS are out of compliance with ARTICLE V)A)5.
  - e) Forwards all funds to the Professional Treasurer in a timely manner.
  - f) Appoints a Deputy Controller with the approval of the majority of members present and voting. In the event of the Deputy Controller vacancy, appoints a replacement ~~within ten (10) days~~ with the approval of the members.
  - g) Directs the Professional Treasurer to make authorized disbursements.
  - h) Gives a report of the finances of the organization at each regular meeting, which is attached to the minutes of the meeting and retained by the Secretary.
  - i) Annually presents proposed balanced budgets to the Executive Board for the following two fiscal years no later than the February Executive Board meeting, and to the COMMITTEE at its February general meeting, for adoption at the COMMITTEE's March general meeting. The fiscal year is defined as April 1 through March 31.
  - j) Ensures the adopted budget, including income and expenditures, is reviewed by the Budget Committee on a regular basis. Expenditure limits are determined through the process outlined in the Standing Rules.
  - k) Handles correspondence relating to financial matters including liability insurance.
  - l) Exercises all duties incident to the office of Controller.
  - m) Performs other duties requested by the Chair.
- 6) The EAST COUNTY AT-LARGE DELEGATE is responsible for addressing issues and concerns of the eastern region, defined as supervisory districts two and four, and is the liaison between the Executive Board and chartered clubs within the region. Resides within the east county region or is active in an east county-chartered club, having attended at least 75% of regular meetings in the past twelve (12) months.
- a) Reports to the Executive Board on regional political activities, fundraising, events,

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- and chartered clubs' regional issues and concerns.
- b) Ensures that the chartered clubs within the region are updated on the activities of the Executive Board.
  - c) Retains accurate records of the membership numbers and leadership of the region's-chartered clubs.
  - d) Is responsible for communication with chartered clubs either by attending meetings or getting a report from the officers.
  - e) Reports on club activities during "Club Reports" at VCDCC general meetings, in the absence of a chartered club representative.
  - f) Directs county volunteers to the appropriate regional chartered club in cooperation with the New Volunteers Committee.
- 7) The WEST COUNTY AT-LARGE DELEGATE is responsible for addressing issues and concerns of the western region, defined as supervisory districts one, three and five, and is the liaison between the Executive Board and chartered clubs within the region. Resides within the west county region or is active in a west county-chartered club, having attended at least 75% of regular meetings in the past twelve (12) months.
- a) Reports to the Executive Board on regional political activities, fundraising, events, and chartered clubs' regional issues and concerns.
  - b) Ensures that the chartered clubs within the region are updated on the activities of the Executive Board.
  - c) Retains accurate records of the membership numbers and leadership of the region's-chartered clubs.
  - d) Is responsible for communication with chartered clubs either by attending meetings or getting a report from the officers.
  - e) Reports on club activities during the "Club Reports" at VCDCC general meetings, in the absence of a chartered club representative.
  - f) Directs county volunteers to the appropriate regional chartered club in cooperation with the New Volunteers Committee

**F. APPOINTED OFFICERS**

- 1) The ADMINISTRATIVE ASSISTANT:
  - a) Coordinates with the Secretary and performs secretarial duties in the absence of the Secretary.
  - b) Appoints an assistant who serves in the absence of the Administrative Assistant.
  - c) Distributes electronic COMMITTEE handbook to new incoming members.
  - d) Performs other duties requested by the Chair.
- 2) The DEPUTY CONTROLLER
  - a) Coordinates with the Controller and performs Controller duties in the absence of the Controller.
  - b) Performs other duties requested by the Controller.
- 3) The PARLIAMENTARIAN:
  - a) Ensures that parliamentary procedure is followed in all meetings in which the Parliamentarian is officially participating.
  - b) Brings to each meeting the COMMITTEE'S current Bylaws and Standing Rules, the CDP Bylaws, and *Robert's Rules of Order Newly Revised*, current edition.

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- c) May chair the Bylaws Committee.
- d) Appoints an assistant who serves in the absence of the Parliamentarian.
- e) Performs other duties requested by the Chair.
- 4) The SERGEANT-AT-ARMS:
  - a) Maintains order at all COMMITTEE meetings.
  - b) Counts votes and distributes voting cards or ballots in cooperation with the Secretary.
  - c) Serves as the timer.
  - d) Appoints an assistant who serves in the absence of the Sergeant-At-Arms.
  - e) Performs other duties requested by the Chair.
- 5) The STORAGE UNIT COORDINATOR:
  - a) Maintains order and takes inventory of the contents of the storage unit.
  - b) Coordinates and keeps records of removal and return of items.
  - c) Appoints an assistant who serves in the absence of the Storage Coordinator.
  - d) Performs other duties requested by the Chair.

**ARTICLE VII – Executive Board and Committees**

**A) EXECUTIVE BOARD**

The voting members of the Executive Board of the COMMITTEE are its elected officers and At-Large Delegates and shall hold only one position at a time.

- 1) The Executive Board meets at least monthly in regular session.
- 2) The Executive Board administers the affairs of the COMMITTEE between regularly scheduled COMMITTEE meetings in accordance with the policies established by the COMMITTEE and these Bylaws.
- 3) Minutes of the Executive Board’s activities are retained in an electronic file, distributed to Executive Board members prior to each Executive Board meeting, and provided to any COMMITTEE member upon request.
- 4) An Executive Board meeting may be called on seventy-two hour’s notice by the Chair or a majority of the Executive Board.
- 5) A majority of the Executive Board shall be present for a quorum, and a majority of those present and voting shall approve all actions.
- 6) The Appointed Officers, Committee Chairs, Club Presidents’ Council representative, and the most recent past Chair who is a current COMMITTEE member, may participate in Executive Board meetings without vote.

**B) STANDING COMMITTEES**

The duties, membership, and meeting frequency of Standing Committees are defined in the Standing Rules. The members of Standing Committees are appointed by their chairs. If the position of chair is vacated, the Chair appoints a replacement within ten days. The new chair appoints committee members. The Standing Committees are:

- 1) Budget
- 2) Bylaws

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- 3) Candidate Recruitment and Training
- 4) Communications
- 5) Field Operations
- 6) Financial Review
- 7) Fundraising
- 8) Precinct Outreach
- 9) Platform
- 10) Resolutions
- 11) Social Events

**C) ENDORSEMENT COMMITTEES**

Endorsement committees are defined in ARTICLE XII - Endorsements.

**D) SPECIAL COMMITTEES**

Special committees are temporary committees formed for a specific purpose and dissolved upon failure to report or upon completion of their work.

- 1) The Chair appoints the chairpersons of committees deemed necessary to accomplish the purpose and program of the COMMITTEE.
- 2) A majority of the COMMITTEE members present and voting at a regular meeting may direct the Chair to establish special committees.
- 3) The members of special committees are appointed by their chairs.
- 4) Any registered Democrat may serve as a member of a special committee with full rights of any committee member, including voting on committee business, except as otherwise stated in these Bylaws.

**ARTICLE VIII – Staff**

**A) POLITICAL CONSULTANT OR EXECUTIVE DIRECTOR**

A Political Consultant or Executive Director may be employed or appointed with the approval of the Executive Board. The appointment is ratified by a majority of the COMMITTEE members present and voting at the next regular meeting. The job description is approved by the Executive Board and ratified by a majority of the COMMITTEE members present and voting at the next regular meeting.

- 1) Performs all duties assigned by the COMMITTEE Chair and reports to the Executive Board and COMMITTEE monthly.
- 2) Generates written reports as directed by the Chair.

**B) OTHER STAFF**

Other staff may be employed or appointed with the approval of the Executive Board and ratified by a majority of the COMMITTEE members present and voting at the next regular meeting. The job description and appointment are also approved by the Executive Board and ratified by a majority of the COMMITTEE members present and voting at the next regular meeting. The Executive Board has the authority to hire temporary staff for up to 90 days.

**C) TERMINATION**

The majority of the Executive Board present and voting is required for termination of any staff prior to the expiration of the term of employment.

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**ARTICLE IX – Meetings, Agendas, and Business**

**A) REGULAR MEETINGS**

- 1) The COMMITTEE meets at least monthly in regular session.
- 2) Notice of COMMITTEE meetings, including the agenda, shall be sent to COMMITTEE members with at least -seven (7) days written notice of meetings by first class mail or five (5) days electronic notice prior to the meeting.
- 3) If the Chair fails to call a regular meeting monthly, either Vice-Chair or a majority of voting members may call the meeting with five days' notice.
- 4) The Chair may combine a regular meeting with a COMMITTEE event.
- 5) All meetings are open to the public except during an Executive Session (closed).
- 6) An Executive Session (closed) may be called during any meeting by a majority of the COMMITTEE members present and voting.

**B) REORGANIZATION MEETINGS**

- 1) The Chair appoints a special committee chair for reorganization a minimum of two months prior to the next reorganization meeting.
- 2) Reorganization meetings take place every two years in January of odd years.
- 3) ELECTED members present their credentials and pay dues.
- 4) An authorized official swears in the ELECTED members and signs the official forms for Ventura County.
- 5) Officers are nominated and elected.

**C) SPECIAL MEETINGS**

- 1) The Chair, or any thirty percent of ELECTED members of the COMMITTEE, may call a special meeting at any time with at least seven (7) days written notice of meetings by first class mail or five (5) days electronic notice prior to the meeting to all members.
- 2) Only business specified in the notice of the special meeting shall be transacted.

**D) ADJOURNMENT**

Any meeting may be adjourned to any time determined by a vote of a majority of the COMMITTEE members present and voting.

**E) QUORUM**

A majority of the ELECTED members or their ALTERNATES shall constitute a quorum at any COMMITTEE meeting.

**F) PARTICIPATION AT MEETINGS**

- 1) ELECTED, ASSOCIATE, and EX-OFFICIO members, or their ALTERNATES, are defined as voting members. ALTERNATES have voting authority only in the absence of their assigning members.
- 2) In accordance with Article XIII, Section 9 of the Bylaws and Rules of the CDP, no vote by secret ballot may be taken at any meeting of any official Democratic body. Written ballots shall be signed.
- 3) Any registered Democrat may attend a meeting of the COMMITTEE, except when the Chair deems the matters to be discussed to require an Executive Session (closed).
- 4) Non-member Democrats may participate with voice, not vote, in open meetings as deemed appropriate by the Chair.

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**G) ORDER OF BUSINESS**

The order of business, unless modified by the Chair, with the consent of voting members, is:

- 1) Pledge of Allegiance
- 2) Roll call
- 3) Adoption of Agenda
- 4) Approval of Minutes
- 5) Reports of Officers and Staff
- 6) Reports of Committees
- 7) Unfinished Business
- 8) New Business
- 9) Announcements
- 10) Adjournment

**H) SPECIAL MEETING BUSINESS (order of business)**

- 1) Roll Call
- 2) Adoption of Agenda
- 3) Adjournment

**I) MOTIONS**

- 1) The maker of a motion has the privilege of being the first and last speaker on the motion.
- 2) Each participant in the debate may speak only twice for two minutes each, unless extended by majority vote of the COMMITTEE members present and voting.

**J) RESOLUTIONS**

- 1) Any member of the COMMITTEE may submit a resolution to be considered by the Resolutions Committee.
- 2) An emergency resolution may bypass the Resolutions Committee and be presented at a COMMITTEE meeting.
  - a) The motion to consider the resolution requires a two-thirds vote of those present and voting.
  - b) The motion to approve the resolution requires a majority of those present and voting.
- 3) The proposed text of the resolution shall be provided by the Resolutions Committee to the Secretary to send to each member with the notice of the regular or special meeting. Any member wishing to provide position papers or arguments for or against a resolution may provide a copy for inclusion in the meeting notice.
- 4) Anyone who provides printed material for distribution bears the cost.

**K) PETITIONS**

- 1) Only petitions pertaining to COMMITTEE business may be circulated during COMMITTEE meetings. These petitions shall be approved by the Chair prior to circulation.
- 2) Signatures of COMMITTEE members shall conform to ARTICLE V – Membership, D.

**L) ELECTRONIC COMMUNICATION**

- 1) The COMMITTEE may use electronic communication for any COMMITTEE communication.
- 2) The list of contacts is used only for COMMITTEE business. The Executive Board,

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Political Consultant, and the Communications Committee Chair have access to the list of contacts and the COMMITTEE website.

- 3) All electronic groups formed for internal business and discussion are owned by the COMMITTEE. The Chair and the Chair's appointee have the authority to manage these groups.
- 4) Standing or special committees may use an electronic or telephonic process for holding meetings.
- 5) The Executive Board may use an electronic or telephonic process in the event an emergency exists within the COMMITTEE that must be handled immediately, as defined in the Standing Rules (SR9).
- 6) Paid advertising by Democratic sponsors is allowed on the COMMITTEE website by a majority vote of COMMITTEE members present and voting.

**ARTICLE X – Election to the Democratic State Central Committee (DSCC)**

- A) Election procedures are in the Standing Rules.
- B) Election takes place by regular or special meeting of the COMMITTEE every four years following the Presidential Election at least one month prior to the CDP deadline. Results of the election are sent to the CDP prior to the CDP deadline.
- C) For the purposes of this Article and in conformance with the Bylaws of the California Democratic Party (ARTICLE II - Membership, Section 4. Members Elected by County Central Committees), members eligible for election to the DSCC are defined as ELECTED members as stated in ARTICLE V - Membership, of these Bylaws.
- D) In the event of a vacancy, members eligible for appointment to the DSCC are ELECTED and ASSOCIATE members or their respective ALTERNATE member, except ADEMs, as stated in ARTICLE V – Membership, of these Bylaws.
- E) The member shall agree to assume the responsibilities of a DSCC member before nomination or appointment.
- F) If there are more DSCC seats than there are nominees, the nominated members are elected to the DSCC by acclamation. The Chair may then appoint, subject to an affirmative vote of the COMMITTEE, the remaining DSCC seats from eligible members. No EX-OFFICIO members or their ALTERNATES or their representatives are eligible for a DSCC seat representing the COMMITTEE.
- G) A vacancy in a DSCC seat occurs upon receipt of written resignation, incapacity of a DSCC member of the COMMITTEE, or a notification of vacancy from the CDP Rules or Credentials Committee.
- H) The Chair fills vacancies by appointment from eligible COMMITTEE members, subject to an affirmative vote of the COMMITTEE.
- I) The process for determining proxies to the Democratic State Central Committee is in accordance with the Bylaws of the CDP.

**ARTICLE XI - Charter and Associated Democratic Organizations**

**A) STANDARDS FOR CHARTERING APPROPRIATE GROUPS**

- 1) The COMMITTEE may charter any organization in Ventura County that has as its objective the advancement of the Democratic Party and Democratic candidates for partisan and non-partisan office, in accordance with the California Elections Code,



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Section 20201.

- 2) Until a charter has been granted, no organization or group in Ventura County is permitted to use the word “Democrat” or any form thereof, in accordance with the California Elections Code, Section 20201.
- 3) Chartered organizations may include Democratic clubs or other special purpose organizations.
- 4) The organization shall maintain an active membership of at least ten members and hold regular meetings, which are posted on the VCDCC website with a minimum of seven days’ notice.
- 5) All members of the organization shall be Democrats, or intend to register as Democrats upon qualification to vote.
- 6) All members of the organization agree to the VCDCC Code of Conduct. The organization
- 7) forwards violations to VCDCC and acts on disciplinary recommendations.
- 8) The chartered organization may not sponsor, support, or encourage non-Democratic candidates in partisan races, although it may hold multi-candidate debates, programs or forums, which include both Democratic and non-Democratic candidates.
- 9) With respect to endorsements, it is preferable that the Ventura County Democratic Party speak with one voice; however, chartered organizations may endorse separately if their bylaws contain specific endorsement procedures.
- 10) The COMMITTEE may revoke, refuse to charter, or refuse to renew a charter by a majority vote of those present and voting.

**B) CHARTER APPLICATION**

- 1) The organization seeking charter submits electronically to the Secretary a completed application, a list of officers, a membership roster, names of ASSOCIATE and ALTERNATE members, organization bylaws; and submits the chartering fee to the Controller.
- 2) The Bylaws Committee reviews the organization’s bylaws at its next meeting to ensure compliance with COMMITTEE Bylaws, ARTICLE IV – Governance.
- 3) After the bylaws have been approved, charters are granted to organizations upon approval of a majority of COMMITTEE members present and voting at the next general meeting, and the roster contact information is added to the COMMITTEE’S communication list.
- 4) An organization may submit a written request to the Chair that fees be deferred or waived. The request is kept on file by the Controller.
- 5) The chartering fee is defined in the Standing Rules.

**C) RENEWAL OF CHARTER**

- 1) Charters are renewed annually prior to the first day of March. The Secretary sends reminder letters to the President of the organization prior to the first day of February. A list of officers, a membership roster, names of ASSOCIATE and ALTERNATE members, and current organization bylaws are sent electronically to the Secretary and the chartering fee is submitted to the Controller.
- 2) The Bylaws Committee reviews and approves the bylaws.
- 3) Non-payment of the fee or non-compliance by the first day of April may be cause for the COMMITTEE to revoke the charter.
- 4) An ASSOCIATE member from a chartered organization may be seated only if a charter is in effect.
- 5) An organization may submit a written request to the Chair that fees be deferred or

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waived. The request is kept on file by the Controller.

- 6) The chartering fee is defined in the Standing Rules.

**D) STANDARDS FOR ASSOCIATED ORGANIZATIONS**

The COMMITTEE may recognize non-chartered Democratic organizations that advance the mission and purpose of the COMMITTEE.

- 1) The organization shall maintain an active membership and hold regular meetings.
- 2) All members of the organization shall be Democrats or intend to register as Democrats upon qualification to vote.
- 3) The organization may not sponsor, support, or encourage non-Democratic candidates in partisan races, although it may hold multi-candidate debates, programs or forums, which include both Democratic and non-Democratic candidates.
- 4) The organization submits an application with a list of officers, organization bylaws and standing rules, a membership roster, names of potential COMMITTEE representatives, and the appropriate fee.
- 5) The Bylaws Committee reviews the organization's bylaws and standing rules to ensure compliance with these Bylaws, ARTICLE IV – Governance.
- 6) After the bylaws have been reviewed, upon approval of a majority of COMMITTEE members present and voting, the organization is accepted as an Associated Democratic Group, and the roster contact information is added to the COMMITTEE'S communication list.
- 7) An organization may submit a written request to the Chair that fees be deferred or waived. The request is kept on file by the Controller.

**E) CLUB PRESIDENTS' COUNCIL**

The annual renewal requirements in ARTICLE XI – Chartered and Associated Democratic Organizations, C, shall be completed to remain an Associated Democratic Group.

- 1) The Club Presidents' Council, consisting of the president or representative from each chartered organization, may be formed.
- 2) The Council shall comply with the requirements in ARTICLE XI – Chartered and Associated Democratic Organizations, D, except that no fee is required in order to become an Associated Democratic Organization.
- 3) The Council's elected representative may attend COMMITTEE Executive Board meetings with voice, not vote.

**ARTICLE XII – Endorsements**

**A) COMMITTEE ENDORSEMENTS**

- 1) The COMMITTEE elects an Endorsement Committee (EC) of five ELECTED or ADEM members, representing each supervisory district in Ventura County, and one alternate from each district every two years at the meeting at which the newly elected ADEM members are seated
  - a) From the five elected EC members, the COMMITTEE elects an EC chair.
  - b) Members shall have no paid affiliation with candidates or their campaigns.

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- c) Each EC member holds office until a successor is elected or until resignation or termination of membership.
- 2) The COMMITTEE endorses only Democratic candidates for partisan or nonpartisan offices.
  - a) Candidates are endorsed in accordance with the rules of the CDP and no vote shall be by secret ballot.
  - b) EC members shall contact by email or mail all potential candidates in their districts who are registered Democrats to ask if they are interested in applying for endorsement. Contact shall occur during the filing period and up to ten days after the filing deadline or earlier in the case of an Early Endorsement.
  - c) Contact information is the candidate list on the Ventura County Recorder's website under Elections.
  - d) The COMMITTEE can only endorse up to the number of open seats for each office.
  - e) Endorsements take place at a general or special meeting (Article IX, C), if the EC recommendation is not approved by the COMMITTEE, the CHAIR may entertain a motion to endorse.
  - f) All candidates who sought endorsement are notified of the decision by the EC within 48 hours.
  - g) The COMMITTEE endorsement is void if the endorsed candidate withdraws.
  - h) Early Endorsement prior to the end of the filing period may occur based on a recommendation of the EC or upon a majority votes of the COMMITTEE members present and voting.

**B) NON-PARTISAN OFFICE**

- 1) Candidates request endorsement in writing. The EC reviews the requests, and votes on its recommendations.
- 2) The EC chair notifies the CHAIR prior to the appropriate meeting and then reports the recommendations to the COMMITTEE. The recommendations may be:
  - a) Endorsement
  - b) No endorsement
  - c) No consensus (open)
  - d) No recommendation
- 3) A sixty percent vote of COMMITTEE members present and voting is required for endorsement or no endorsement. An eighty (80%) percent vote of the COMMITTEE members present and voting is required for an Early Endorsement or no endorsement. The Communications Committee publicizes COMMITTEE endorsements to VC Democrats and the media within seventy-two hours.

**C) CALIFORNIA DEMOCRATIC PARTY (CDP) OFFICES**

- 1) Prior to the CDP convention where statewide officers are to be elected, the EC shall contact all announced candidates for CDP offices to ask if COMMITTEE endorsement is desired.
- 2) Candidates request endorsement in writing.
- 3) The EC chair notifies the Chair prior to the general meeting in the month prior to the convention and then reports the recommendations to the COMMITTEE. The recommendations may be:

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- a) Endorsement
  - b) No endorsement
  - c) No consensus (open)
  - d) No recommendation
- 4) A sixty percent vote of COMMITTEE members present and voting is required for endorsement or no endorsement.
  - 5) The COMMITTEE endorsement is made no sooner than sixty (60) days prior to the convention and no later than thirty (30) days.

**D) LATE REQUEST OR APPEAL OF A DECISION**

- 1) Late requests or appeals may be considered if received within seven days of the COMMITTEE's endorsement. Within 48 hours of the seven-day deadline, the EC reviews the requests and votes for or against considering them.
- 2) If the EC approves the request, the EC chair calls a special meeting of the COMMITTEE to be held within five days. At the special meeting, a vote on the endorsement(s) in question is taken. The endorsement(s) may be:
  - a) Endorsement
  - b) No endorsement
  - c) No consensus (open)
- 3) If a quorum is not present, immediately following the close of the meeting the Secretary contacts by electronic means all absent voting members.
- 4) Each absent member is requested to cast a vote on the endorsement(s) in question.
- 5) Voting is open for twenty-four hours following distribution of the electronic communication.
- 6) The Secretary and two VCDCC members tally the votes of the electronic meeting and add them to the votes of the special meeting. A sixty percent vote of COMMITTEE members who vote is required for endorsement or no endorsement.
- 7) The Communications Committee publicizes the results to members within seventy-two hours of the close of the special meeting.

**E) ENDORSING CONVENTION**

Endorsement of candidates for the Democratic nomination to any office, other than President of the United States, takes place during the endorsing convention of the California Democratic Party, per ARTICLE VIII of the CDP bylaws.

**ARTICLE XIII – Non-Discrimination Policy**

- A) All public meetings at all levels of the Democratic Party are open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.
- B) No test for membership in, nor any oaths of loyalty to, the Democratic Party are required or used, which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.

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- C) All public meetings of the COMMITTEE are publicly announced in a manner as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all COMMITTEE members and large enough to accommodate additional interested persons.
  
- D) The Democratic Party, on all levels, should support the broadest possible registration without discrimination on grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, economic status, or disability, as defined by the Americans with Disabilities Act of 1990.
  
- E) VCDCC Code of Conduct
  - 1) VCDCC adopts the CDP Code of Conduct as the VCDCC Code of Conduct.
  - 2) All members of the organization agree to the Code of Conduct.
  - 3) Violation of this code of conduct, and any allegations thereof, by a member of the VCDCC or
  - 4) any chartered body is subject to the Disciplinary Procedure.
  
- F) VCDCC Code of Conduct Disciplinary Procedure
  - 1) VCDCC has original jurisdiction over VCDCC and all chartered clubs.
  - 2) Complaints
    - a) Any person may file a complaint, if they were adversely affected.
    - b) Complaints will be filed in writing with any member of the EXECUTIVE BOARD. If a chartered club officer receives a complaint, they shall forward it to the EXECUTIVE BOARD.
    - c) The EXECUTIVE BOARD convenes an Investigation Committee, unless they reject a complaint as without merit by unanimous consent of the entire board.
      - 3) Investigation Committee (IC)
        - a) The CHAIR, FIRST VICE CHAIR, SECOND VICE CHAIR, CONTROLLER, and SECRETARY shall each pick one member of the IC.
        - b) The EAST COUNTY AT-LARGE DELEGATE and WEST-COUNTY AT-LARGE DELEGATE shall each pick an alternate member of the IC.
        - c) Any officer who is the complainant or accused shall not nominate an IC member.
        - d) IC members shall be registered Democrats.
        - e) IC members shall not have been a member of the VCDCC in the past 12 months. If the complaint concerns a chartered club, IC members shall not have been a member of that chartered club in the past 12 months.
        - f) IC members shall not be affiliated nor be well acquainted with the plaintiff or the defendant. If a nominee has a conflict of interest, the officer nominates another IC member.
        - g) Multiple Investigation Committees may work simultaneously. The complaint(s) considered by each IC are assigned by EXECUTIVE BOARD. Once the Board has adjudicated all complaints assigned to an IC, the IC is dissolved.
  - 3) Investigations
    - a) The IC elects a chair from its own members.
    - b) The IC investigates the complaint files, interviews relevant witnesses, and collects evidence relevant to the complaint in an unbiased manner.
    - c) The complainant and the accused have the right to submit evidence and witnesses.

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- d) Any members of the IC with the appearance of a conflict of interest should recuse themselves.
  - e) If there are less than 5 voting members, the IC Chair selects alternates to fill vacancies.
  - f) Investigations are concluded within 30 days and recommendations for any action forwarded to the EXECUTIVE BOARD at that time. The EXECUTIVE BOARD may, by majority vote, extend this time to a total of 60 days. If the case concerns a chartered club, recommendations will also be forwarded to the Executive Board of that club.
- 5) Recommendations and Discipline
- a) Disciplinary actions to be recommended are the same as listed in the CDP bylaws. Members and non-members may be also prohibited from attending future events.
  - b) The EXECUTIVE BOARD implements the IC recommendation, unless they reject the IC recommendation by two-thirds vote of the entire board, excepting those with a conflict of interest. If rejected, they may implement its own disciplinary actions.
- 6) Appeal
- a) An appeal may be made to the CDP.

**ARTICLE XIV - Amendments**

These Bylaws may be amended or revised at any regular or special meeting of the COMMITTEE by two-thirds of the members present and voting, provided that:

- A) The current Bylaws and Standing Rules are posted on the COMMITTEE'S website.
- B) Copies of the proposed amendment(s) or revision are sent to COMMITTEE members at least Ten (10) days prior to the meeting.
- C) Such proposed amendment(s) are sent to COMMITTEE members together with a version clearly marked to show the change(s) from the version currently in force, if any.
- D) Notice of any proposed changes to the Bylaws and/or Standing Rules shall be accompanied by a statement as to why any change is necessary, so that the language proposed for its remedy may be adjudged relative to such need.