

**Bylaws of the  
VENTURA COUNTY  
DEMOCRATIC CENTRAL COMMITTEE**

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**Bylaws of the  
VENTURA COUNTY  
DEMOCRATIC CENTRAL COMMITTEE**

**ARTICLE I - Name**

The organization is identified as the VENTURA COUNTY DEMOCRATIC CENTRAL COMMITTEE, AKA the Ventura County Democratic Party, 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 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 and Rules of the California Democratic Party (CDP).
- B. Recruit, develop, and elect Democratic candidates.
- C. Charter and support local Democratic organizations.
- D. Network with other Democratic organizations and related organizations.
- E. Register Democratic voters.
- F. Find and encourage Democratic activists.
- G. Study and act on legislation, issues, and propositions.
- H. Disseminate the Democratic message, acting as a Democratic Information Center.
- I. Raise funds to achieve the mission and purpose of the COMMITTEE.

**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 and Rules 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. MEMBERS' DUTIES**

ELECTED members must work to support the Mission (ARTICLE II) and Purpose (ARTICLE III) of the COMMITTEE and

- 1. Represent the Democrats of their district.
- 2. Participate actively in the work of the COMMITTEE through membership on standing and/or subcommittees.

April 27, 2010, Revision

3. Attend all meetings of the COMMITTEE and all other COMMITTEE functions and events in Ventura County, to the best of their ability.

## **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.

## **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 the Presidents or their designated representatives, one for each Democratic Club and organization chartered by the COMMITTEE. ASSOCIATE members are entitled to participate fully in the activities of the COMMITTEE, with voting authority, except for procedures as outlined in ARTICLE IX – Election to the Democratic State Central Committee (DSCC). ASSOCIATE members may not be elected to COMMITTEE office.
5. EX-OFFICIO members of the COMMITTEE are those elected to a public position at the county, state and national level, or winning primary candidates for those positions, and take office at the first regular meeting after their election is certified by the Ventura County Clerk.
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 must be registered Democrats and reside in the same district as the appointing member.
  - b. A COMMITTEE member may not appoint an ALTERNATE who is already an ALTERNATE or a COMMITTEE member.
  - c. ALTERNATES have voting authority only in the absence of their assigning member and do not have the right to be elected to COMMITTEE office.
  - d. ALTERNATES must pay dues at the time of presentation of appointment papers, which are kept on file by the Secretary.
  - e. The member's dues must be paid before the ALTERNATE can represent the member.
  - f. 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, must 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, must 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 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. The name of each new member is to be noted in the minutes.
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 Treasurer.

#### **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.
2. Any vacancy is announced by the presiding officer at a regular meeting. If a vacancy occurs between meetings, the vacancy is announced at the next regular meeting. At the regular meeting following notification, 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 supervisory 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 supervisory district may 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 or for reasons listed in ARTICLE V – Membership, F. Termination of Members. A majority vote of the COMMITTEE members present and voting affirms the nomination.
6. All candidates for appointment to the COMMITTEE must attend at least one prior COMMITTEE meeting before their nomination.
7. An ASSOCIATE member serves at the will of the appointing Democratic Club or organization. Vacancies are filled in accordance with the bylaws of the appointing club or organization.
8. An EX-OFFICIO member serves until replaced by election of a subsequent EX-OFFICIO member.

#### **F. TERMINATION OF MEMBERSHIP**

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 Treasurer of the delinquency and failure to pay by the next meeting, unless deferred or waived by the Chair.
3. Absence by an ELECTED member from four regularly scheduled meetings in a twelve-month period. Attendance of a member's ALTERNATE constitutes the member as present.

4. Failure to perform ELECTED members' duties as indicated in these Bylaws, ARTICLE V – Membership, A. Members' Duties, or working against the mission and purpose of the COMMITTEE.
5. Moving out of the district.
6. Endorsing any candidate for public 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 member.
12. Receipt of written notice from the appointing member of an ALTERNATE member.

**G. DISCIPLINE OR TERMINATION OF MEMBERS FOR CAUSE**

1. Members are entitled to due process before being disciplined or terminated.
2. Signed, written allegations are brought to the attention of the Chair or other elected officer.
3. The Chair appoints a special committee of three to five current or former COMMITTEE members, without prejudice, to investigate the allegations.
4. Within three days after the special committee determines whether sufficient cause exists, the special committee notifies the COMMITTEE member under investigation of the right to appear before the special committee to present a defense. The notification is sent by certified mail with delivery confirmation. In the absence of a signed receipt, notification of delivery constitutes formal proof.
5. The special committee meets within thirty days at which time the committee member under investigation may present a defense. Following determination of a recommended action, the special committee notifies the Committee member under investigation of their findings within five business days.
6. The special committee reports in closed Executive Session at the next regular or special COMMITTEE meeting. The member facing allegations is allowed up to ten minutes to speak.
7. A two-thirds vote of COMMITTEE members present and voting is required to terminate a member for cause or to determine a method of discipline deemed fair and just under the circumstances. Methods of discipline include, but are not limited to:
  - a. Sanctions
  - b. Public and private reprimand
  - c. Ejection and prohibition from attending meetings and events
  - d. Suspension of privileges
  - e. Suspension and removal from COMMITTEE office
  - f. Removal as a member of the COMMITTEE
8. Termination is confirmed by written notification of the COMMITTEE'S decision sent by certified mail with delivery confirmation. In the absence of a signed receipt, notification of delivery constitutes formal proof.
9. All related documentation is retained by the COMMITTEE Secretary in a confidential file for a period of time defined in the Standing Rules.

## **ARTICLE VI - Officers**

The member agrees to take on the responsibilities of the office prior to nomination for the position. Upon election or appointment, each officer and committee chair receives a COMMITTEE handbook, as noted in the Standing Rules.

### **A. ELECTED OFFICERS**

All officers are ELECTED 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. Treasurer

### **B. TERM OF OFFICE**

1. Each officer holds office until a successor is elected at the biennial reorganization meeting, or until resignation or termination of membership.
2. The nomination and election of officers takes place at the reorganization meeting, which is the first regular meeting following certification of newly elected members by the Ventura County Clerk.
3. Within ten business days of the completion of a term of office, officers must transfer all written materials, electronic records, reports, keys, equipment or other property belonging to the COMMITTEE, and a written job description to the officer's successor or to the COMMITTEE.

### **C. VACANCY**

1. A vacancy exists upon receipt by the Chair or Secretary of 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 the Secretary, or in the event of the Secretary's failure to act, any member, has sent to every voting member, at least ten days prior to the meeting, written notice of the recall issue and the alleged grounds.
3. When an officer terminates membership on the COMMITTEE, that office is vacated.
4. A vacancy is announced at the meeting at which it occurs or at the next regular meeting. After the announcement, nominations to fill the vacancy are made in accordance with ARTICLE V – Membership, E. Filling a Vacancy by Appointment.
5. When the office of Chair is vacated, selection of the Acting Chair is outlined in the Standing Rules. 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 office until such time as an ELECTED member of the COMMITTEE fills the position. The Acting Officer may be selected from ASSOCIATE or ALTERNATE members as outlined in ARTICLE V - Membership, C. Membership and Eligibility.
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.

#### **D. GENERAL DUTIES FOR ALL OFFICERS**

1. All Officers must 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 AND APPOINTED 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 thirty days of installation, appoints a Parliamentarian, an Administrative Assistant, a Sergeant-at-Arms, a Storage Unit Coordinator, and the chairs of standing committees.
  - e. Oversees the duties of the elected and appointed officers and the committees.
  - f. In cooperation with the Secretary, prepares COMMITTEE and Executive Board meeting agendas.
  - g. May authorize check request forms with proper documentation.
  - h. Serves as an ex-officio member on all standing and special committees, except a nominating or recall ballot committee regarding the Chair.
  - i. 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)
  - j. 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 the COMMITTEE members present and voting. (Guidelines in Standing Rules)
  - k. 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 Communications, the Field Operations, and the Resolutions Committees are operational within thirty days of the appointment of their chairs.
  - b. May authorize check request forms with proper documentation.
  - 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 Financial Review and the Fundraising and Events Committees are operational within thirty days of the appointment of their chairs.
  - b. May authorize check request forms with proper documentation.
  - c. 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. Keeps the minutes of all COMMITTEE, Executive Board, and special meetings.
  - b. Signs and dates the original copy of approved minutes for COMMITTEE records.
  - c. Furnishes copies of the approved minutes to the financial agency managing the funds.

- d. Maintains records of the organization in permanent files.
  - e. In cooperation with the Chair, prepares COMMITTEE and Executive Board meeting agendas.
  - f. Sends all agendas, minutes, and notices to COMMITTEE members unless otherwise stated in the Bylaws.
  - g. Maintains attendance records for all meetings.
  - h. Maintains an accurate roster of COMMITTEE members.
  - i. Distributes a roster containing contact information to COMMITTEE members.
  - j. Presents to the Executive Board all communication addressed to the COMMITTEE and maintains record of responses.
  - k. Supervises the count of all votes. Provides voting cards or ballots as needed.
  - l. Sends all membership changes to the Ventura County Elections Office, as required by elections law.
  - m. Handles correspondence and form preparation for membership in the Democratic State Central Committee (DSCC).
  - n. Exercises all duties incident to the office of Secretary.
  - o. Performs other duties requested by the Chair.
5. The TREASURER takes care of all monies belonging to the organization, retains records of all monetary transactions, and is the liaison between the financial agency managing the funds and the COMMITTEE:
- a. Ensures that the Finance and Budget Committee is operational within thirty days of the appointment of its chair.
  - b. Maintains detailed records and copies of supporting documentation of all receipts and expenses.
  - c. Deposits funds with the financial agency managing the funds in a timely manner.
  - d. May authorize check request forms with proper documentation. Submits approved budgeted expenses directly to the financial agency managing the funds.
  - e. 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.
  - f. Presents an annual budget to the Executive Board, and subsequently to the COMMITTEE at the November meeting, for adoption at the December general meeting. The fiscal year is defined as the calendar year.
  - g. Ensures the adopted budget, including income and expenditures, is reviewed by the Finance Committee on a regular basis. Expenditure limits are determined through the process outlined in the Standing Rules.
  - h. Handles correspondence relating to financial matters.
  - i. Exercises all duties incident to the office of Treasurer.
  - j. Performs other duties requested by the Chair.
6. 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. Performs other duties requested by the Chair.
7. 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 Rules, and *Robert's Rules of Order Newly Revised*, current edition.
  - c. Chairs the Bylaws Committee.
  - d. Appoints an assistant who serves in the absence of the Parliamentarian.
  - e. Performs other duties requested by the Chair.
8. The ADMINISTRATIVE ASSISTANT:
- a. Coordinates with the Secretary and performs secretarial duties in the absence of the Secretary.
  - b. Corresponds with the CDP and chartered organizations regarding liability insurance.
  - c. Reserves meeting rooms.
  - d. Handles COMMITTEE telephone messages.
  - e. Performs other duties requested by the Chair.
9. 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.

## **ARTICLE VII - Executive Board and Committees**

### **A. EXECUTIVE BOARD**

The voting members of the Executive Board of the COMMITTEE are its elected officers.

- 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 kept by the Secretary, distributed to Executive Board members prior to each Executive Board meeting, and provided to any Executive Board member upon request.
- 4. Printed copies of the approved minutes of Executive Board meetings are retained in a binder kept by the Secretary. The binder is available for review by COMMITTEE members at regular COMMITTEE meetings upon request to the Secretary.
- 5. An Executive Board meeting may be called on seventy-two hours notice by the Chair or a majority of the Executive Board.
- 6. A majority of the positions filled on the Executive Board must be present for a quorum, and a majority of those present and voting must approve all actions.
- 7. The Parliamentarian attends Executive Board meetings without vote.
- 8. The Administrative Assistant, Sergeant at Arms, Committee Chairs, Club Presidents' Council representative, and the most recent past Chair who is a current COMMITTEE member, may attend 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. The Standing Committees are:

- 1. Bylaws
- 2. Communications
- 3. Field Operations

4. Finance and Budget
5. Financial Review
6. Fundraising and Events
7. Resolutions

**C. ENDORSEMENT COMMITTEES**

Endorsement committees are defined in ARTICLE XI - 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.
5. If a committee chair fails to call a meeting on a timely basis, a majority of its members may do so.

**ARTICLE VIII - 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 at least seventy-two hours prior to the meeting. Notice is defined as communication by whatever means practical.
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 a closed Executive Session.
6. A closed Executive Session may be called during any meeting by a majority of the COMMITTEE members present and voting.

**B. 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 seventy-two hours notice to all members.
2. Only business specified in the notice of the special meeting shall be transacted.

**C. ADJOURNMENT**

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

**D. QUORUM**

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

#### **E. 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. Any registered Democrat may attend a meeting of the COMMITTEE, except when the Chair deems the matters to be discussed to require a closed Executive Session.
3. Non-member Democrats may participate with voice, not vote, in open meetings as deemed appropriate by the Chair.

#### **F. 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
6. Reports of Committees
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

#### **G. SPECIAL MEETING BUSINESS (order of business)**

1. Pledge of Allegiance
2. Roll call
3. Announced Special Meeting Business
4. Adjournment

#### **H. 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.

#### **I. 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 must 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.

## **J. 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 must conform to ARTICLE V – Membership, C. Membership and Eligibility.

## **K. 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 COMMITTEE Chair, First Vice Chair, Second Vice Chair, Secretary, and the Communications Committee Chair have access to the list of contacts and the COMMITTEE website.
3. Standing or special committees may use an electronic or telephonic process for holding meetings.
4. 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.
5. Compensated advertising by Democratic sponsors is allowed on the COMMITTEE website by a majority vote of COMMITTEE members present and voting.

## **ARTICLE IX - 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 at least two weeks prior to the Assembly District election, in the even-numbered year following the November general election. 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 Rules and 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. Members eligible for appointment to the DSCC are ELECTED and ASSOCIATE members or their respective ALTERNATE member, as stated in ARTICLE V – Membership, of these Bylaws.
- E. The member must 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 a list of eligible COMMITTEE members, subject to an affirmative vote of the COMMITTEE.

April 27, 2010, Revision

- I. The process for determining proxies to the Democratic State Central Committee is in accordance with the newest revision of the Bylaws and Rules of the CDP.

## **ARTICLE X - Chartered 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, 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 must maintain an active membership of at least ten members and hold regular meetings.
5. All members of the organization must be Democrats, or intend to register as Democrats upon qualification to vote.
6. 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.
7. The organization will agree to abide by the endorsement policy of the COMMITTEE, as set forth in ARTICLE XI - Endorsements.
8. 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 shall submit a completed application with a list of officers, organization bylaws, a membership roster, names of potential ASSOCIATE and ALTERNATE members, and the chartering fee.
2. The Bylaws Committee reviews the organization's bylaws to ensure compliance with these Bylaws, ARTICLE IV – Governance.
3. After the bylaws have been reviewed, charters are granted to organizations upon approval of a majority of COMMITTEE members present and voting, 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 Treasurer.
5. The chartering fee is defined in the Standing Rules.

### **C. RENEWAL OF CHARTER**

1. Charters must be 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. The letters request current organization bylaws, list of officers, membership roster, names of ASSOCIATE and ALTERNATE members, and the chartering fee.
2. Non-payment of the fee or non-compliance by the first day of April may be cause for the COMMITTEE to revoke the charter.
3. An ASSOCIATE member from a chartered organization may be seated only if a charter is in effect.

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 Treasurer.
5. 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 must maintain an active membership and hold regular meetings.
2. All members of the organization must 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 or standing rules, a membership roster, names of potential COMMITTEE representatives, and the appropriate fee.
5. The Bylaws Committee reviews the organization's bylaws or 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 Treasurer.
8. To remain an Associated Democratic Group, the annual renewal requirements in ARTICLE X – Chartered and Associated Democratic Organizations, C. Renewal of Charter, must be completed.

#### **E. CLUB PRESIDENTS' COUNCIL**

1. The Club Presidents' Council consists of the president or representative from each chartered organization.
2. In order to become an associated organization, the Council must comply with the requirements in ARTICLE X – Chartered and Associated Democratic Organizations, D. Standards for Associated Organizations, except that no fee is required.
3. The Council's elected representative may attend COMMITTEE Executive Board meetings with voice, not vote.

### **ARTICLE XI - Endorsements**

The COMMITTEE endorses only Democratic candidates for partisan or nonpartisan office. Both candidates and ballot issues (propositions, local measures, initiatives, referenda, or recalls) are endorsed in accordance with the rules of the CDP, where applicable. No endorsements may take place until the deadline for filing for that office has passed, except for candidates for CDP offices. The COMMITTEE'S endorsement is void if any endorsed candidate withdraws.

Endorsements take place at a general or special meeting. Candidates and/or proponents of issues are invited to speak at that meeting. If no provisions of the CDP endorsement procedures apply, the following provisions are controlling for endorsement.

April 27, 2010, Revision

## **A. NON-PARTISAN OFFICE**

Candidates requesting endorsement make their request in writing and include a resume and a candidate statement.

1. The COMMITTEE elects an Endorsement Committee of five members who have no affiliation with candidates or their campaigns, to review the candidates' requests, to conduct interviews, and to make recommendations.
2. The Endorsement Committee makes every attempt to contact all candidates who are registered Democrats to ask if they are interested in applying for endorsement. This is to be done within ten calendar days of the filing deadline.
3. The Endorsement Committee notifies the Chair prior to the appropriate meeting and then reports the recommendations(s) to the COMMITTEE. The recommendation(s) may be:
  - i. Endorsement
  - ii. No endorsement
  - iii. No consensus (open)
4. A sixty percent vote of members present and voting is required for endorsement or no endorsement.
5. Only the COMMITTEE may vote for any financial support for an endorsed candidate.

## **B. CALIFORNIA DEMOCRATIC PARTY (CDP) OFFICE**

At least one hundred twenty days prior to the CDP convention, by majority of COMMITTEE members present and voting, will determine if it wishes to endorse candidates. The following procedures apply when the COMMITTEE votes in the affirmative:

1. The COMMITTEE elects an Endorsement Committee of no fewer than three members at least one hundred twenty days prior to the convention.
2. The Endorsement Committee makes every attempt to contact all announced candidates for such offices to ask if COMMITTEE endorsement is desired.
3. Candidates requesting endorsement make their request in writing and include a resume and a candidate statement.
4. The endorsement committee notifies the Chair prior to the appropriate meeting and then reports the recommendations(s) to the COMMITTEE. The recommendation(s) may be:
  - i. Endorsement
  - ii. No endorsement
  - iii. No consensus (open)
5. A sixty percent vote of members present and voting is required for endorsement or no endorsement.
6. The COMMITTEE'S endorsement is made no sooner than ninety days and no later than twenty-one days prior to the convention.

## **C. ISSUES**

To obtain the endorsement of the COMMITTEE, proponents contact the COMMITTEE to be placed on the agenda of a general or special meeting.

1. The Secretary prepares a notice with the applicable issues eligible for COMMITTEE endorsement and notifies members no less than seventy-two hours before the scheduled meeting.
2. A presentation for each issue is allowed at such meeting.

3. Members present and voting may vote at this or a subsequent meeting, with sixty percent required for endorsement or no endorsement. The endorsement(s) may be:
  - i. Endorsement
  - ii. No endorsement
  - iii. No consensus (open)

**D. 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 XII - 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.
- C. All public meetings of the COMMITTEE are publicly announced in a manner as to assure timely notice to all interested persons. Such meetings must 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.

**ARTICLE XIII - Amendments**

These Bylaws may be amended or revised at any regular or special meeting of the COMMITTEE by two-thirds of the voting members present, 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 twenty-seven days prior to the meeting.