

VENTURA COUNTY DEMOCRATIC CENTRAL COMMITTEE STANDING RULES

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Rules establish policies relating to the details of the administration of the COMMITTEE and may be adopted, amended or rescinded by majority vote at any regular or special COMMITTEE meeting without previous notice.

SR1 Name (ARTICLE I)

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

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

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

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

SR2 Membership (ARTICLE V)

SR2-1 Conflict of Interest (**V-B**)

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

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

SR2-1-2 All transactions over \$250 are subject to an outside bid process, with a minimum of two additional bids solicited.

SR2-1-3 Approval of related-party transactions requires a majority vote of those members present and voting.

SR2-2 Dues and Membership Status (**V-D**)

SR2-2-1 The amount of annual dues for Elected and Ex-Officio members is \$25 and for Alternates \$5; payable at the July meeting of the COMMITTEE.

SR2-2-2 Dues for chartered and associated organizations are payable at chartering or association and are renewed annually on March 1. The amount is based on membership:

- Fewer than 100: \$35, unless waived
- 101 to 200: \$50
- 201-300: \$70
- 301 or more: \$95

SR2-3 Discipline or Termination of Membership for Cause (**V-G**)

SR2-3-1 "Without prejudice" means that members appointed to the special committee to investigate allegations shall not be involved directly with the allegations. They shall be able to make a fair and unbiased decision.

SR2-3-2 "Due process" means fairness. It guarantees a fundamental right to be informed of the nature and cause of the charges against the member.

SR2-3-3 If the COMMITTEE Chair has any personal involvement with the allegations, the next officer in the line of succession makes the appointments.

SR2-3-4 The file retention period for documentation in the confidential file is consistent with the applicable statute of limitations.

SR3 Officers (ARTICLE VI)

SR3-1 The COMMITTEE handbook is composed of:

- Bylaws and Standing Rules
- Roster of members
- Copies of all COMMITTEE forms
- Principles for meeting conduct
- List of related Internet websites
- Map of districts in Ventura County: Supervisory, Assembly, State Senate, and Congressional

SR3-2 “Proper documentation” for authorization of check request forms requires a bill from the entity to be paid for the expense or the item to be reimbursed. Depending on the dollar amount of the check request, the signature of the Chair, signifying that the amount of the disbursement has received the proper approval, or approved minutes of the Executive Board or General Meeting is required.

SR3-3 In the event the Chair expects to be absent for a single meeting, the Chair may appoint any member of the Executive Board to act as temporary Chair.

SR3-4 Order of Succession **(VI-C)**

SR3-4-1 In the event of the extended absence or termination of the Chair, the First Vice Chair assumes the duties of the Chair until such time as the Chair returns or an election is held.

SR3-4-2 In the event of the absence or termination of the Chair and the First Vice Chair, the Second Vice Chair shall assume the duties of the Chair until such time as either returns or an election is held.

SR3-4-3 In the event of the absence or termination of the Chair and the First and Second Vice Chairs, the Secretary calls the meeting to order and presides until the immediate election of a Chair pro tem. In the absence of the Secretary, a Secretary pro tem is elected; the Secretary pro tem calls the meeting to order and presides until the immediate election of a Chair pro tem.

SR3-5 The Chair makes every attempt to attend: **(VI-E)**

SR3-5-1 Statewide Democratic functions to which the Chair is invited and which are of benefit to the COMMITTEE.

SR3-5-2 Meetings of the various chartered and associated organizations. The Chair may call meetings with representatives of these organizations.

SR3-5-3 Conferences, meetings, or events whose purposes are compatible with those of the California Democratic Party.

SR3-5-4 In the event of the inability of the Chair to attend, the Chair may appoint a representative to attend and represent the COMMITTEE.

SR3-6 Reimbursement of expenses to attend conferences, meetings, and events for compatible organizations of which the attendee(s) are not member(s) shall be

requested of the COMMITTEE by using the Reimbursement Request Form, which shall be approved by a majority of those present and voting.

SR4 Executive Board (ARTICLE VII – Section A)

- SR4-1 Regular Executive Board meetings are held on the second Tuesday of each month at 7:00 p.m. at Ventura County Democratic Party Headquarters, 1760 Ventura Blvd., Camarillo.
- SR4-2 COMMITTEE members are notified by the Secretary of any changes with seventy-two hours notice.
- SR4-3 If a quorum is not present and immediate action is necessary, a majority of Executive Board members present may approve motions, which shall be ratified at the next meeting of the COMMITTEE.
- SR4-4 A single expenditure, which promotes the Mission and Purpose of the COMMITTEE, may be approved by the Chair up to \$500 and by the Executive Board up to \$1000. Expenses, which are anticipated to total more than these limits within a twelve-month period, require the approval of the COMMITTEE by a majority of those present and voting.

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

- SR5-1 The COMMITTEE Chair appoints Standing Committee chairs, who are Elected or Associate members.
- SR5-2 Unless otherwise stated in the Bylaws, a Standing Committee chair appoints committee members, who are registered Democrats.
- SR5-3 A Standing Committee chair appoints a secretary to take minutes.
- SR5-4 A Standing Committee develops its own operating policies consistent with COMMITTEE Bylaws and Standing Rules. These policies are reviewed by the Bylaws Committee.
- SR5-5 Each Standing Committee chair reports at regular meetings of the COMMITTEE.

SR6 Duties are of the Standing Committees are: (ARTICLE VII – Section B)

- SR 6-1 Bylaws Committee
 - SR6-1-1 Reviews COMMITTEE Bylaws and Standing Rules for possible changes at least quarterly.
 - SR6-1-2 Presents amendments or revisions to the COMMITTEE.
 - SR6-1-3 Oversees orientation for new members and preparation of COMMITTEE handbooks.
 - SR6-1-4 Reviews bylaws and/or standing rules of chartered or associated organizations for compliance.
 - SR6-1-5 Emails a copy of the bylaws to prospective candidates for the Central Committee.
- SR6-2 Communications Committee
 - SR6-2-1 Disseminates the Democratic message throughout Ventura County and coordinates all press releases with the COMMITTEE Chair.
 - SR6-2-2 Maintains COMMITTEE website and current contact list.
 - SR6-2-3 Publicizes Democratic candidates, campaigns, and events.
 - SR6-2-4 Prepares and distributes a monthly electronic newsletter.

SR6-3 Field Operations Committee

SR6-3-1 Develops a countywide schedule and plan for voter activities, which includes organization, registration, Get Out the Vote (GOTV), and local elections.

SR6-3-2 Coordinates voter activities with the COMMITTEE'S chartered clubs.

SR6-4 Finance and Budget Committee

SR6-4-1 The Finance and Budget Committee (FBC) consists of at least three members, who are Elected or Associate COMMITTEE members.

SR6-4-2 The Treasurer of the COMMITTEE is an FBC member but shall not be the FBC chair.

SR6-4-3 FBC members must be ratified by a majority of those present and voting at the next regular COMMITTEE meeting after their appointment.

SR6-4-4 The FBC develops a budget and forwards it for distribution to the Executive Board members at least two weeks prior to the February Executive Board meeting.

SR6-4-5 At least quarterly the FBC prepares a report to comparing income and expenses to the budget for distribution to the COMMITTEE.

SR6-4-6 All approved budgeted line items may be paid without additional approval.

SR6-4-7 COMMITTEE members may request financial information from the FBC by using the Financial Information Request Form (FIRF).

SR6-4-8 Requests are acknowledged in writing. When the information is available, the FBC notifies the requestor to make arrangements to review it. The cost of any copies are borne by the requestor.

SR6-5 Financial Review Committee

SR6-5-1 The purpose of the Financial Review Committee (FRC) is to perform a review of the financial records from the previous year for accuracy and proper authorization.

SR6-5-2 The FRC consists of at least three members selected from the treasurers or past treasurers of the chartered Democratic Clubs in Ventura County.

SR6-5-3 Their appointment is ratified by the COMMITTEE by majority vote of those present and voting at the regular meeting following the appointment, which takes place no later than the November general meeting.

SR6-5-4 The members of the FRC meet following receipt of the financial records from the Treasurer for the previous year, which shall be no later than January 31. The FRC determines the time and frequency of their meetings.

SR6-5-5 The purpose of the FRC is to perform a review of the financial records from the previous year for accuracy and proper authorization.

SR6-5-6 The FRC prepares a written report of the review, signed by the FRC members. The report is presented at the March meetings of the Executive Board and the COMMITTEE for acceptance by a majority of those present and voting. The Secretary files the report.

SR6-6 Fundraising and Events Committee

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

SR6-6-2 Organizes other events, such as a booth at the Ventura County Fair, and arranges for participation in various community functions, as requested by the COMMITTEE or chartered organizations.

SR6-6-3 Prepares a budget for each COMMITTEE event, which is distributed to COMMITTEE members. Monitors expenses and receipts.

SR6-7 Resolutions Committee

SR6-7-1 Is composed of at least five members, the majority of whom are COMMITTEE members.

SR6-7-2 Meets monthly at a stated time if there are resolutions to be considered.

SR6-7-3 Resolutions are sent to the chair of the committee in the following format:

- Typed on one side of one 8 ½” x 11” page.
- “Whereas” clauses limited to three or fewer; “resolved” clauses to two or fewer.
- Must contain an “action.”

SR6-7-4 May combine similar resolutions by rewriting.

SR6-7-5 May reject resolutions that repeat past positions already considered.

SR6-7-6 Approves resolutions by a two-thirds affirmative vote of committee members present and voting.

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

SR7 Meetings, Agendas and Business (ARTICLE VIII)

SR7-1 Closed Executive Sessions (**VIII-A**)

SR7-1-1 A closed Executive Session is limited to COMMITTEE members only and is called when topics under discussion should not be made public.

SR7-1-2 Minutes for a closed Executive Session are approved prior to adjournment and retained by the Secretary in a separate file.

SR7-1-3 Details of the closed Executive Session shall not be made public. An official statement of the proceedings may be released.

SR7-2 Regular monthly meetings are held on the fourth Tuesday of each month. Reports from chartered organizations and candidates start at 6:30 p.m., and the business meeting begins at 7:00 p.m.

SR7-2-1 All regular meetings are held at Ventura County Democratic Party Headquarters, 1760 Ventura Blvd., Camarillo.

SR7-2-2 COMMITTEE members are notified by the Secretary of any changes with seventy-two hours notice.

SR7-3 Time guidelines are assigned to agenda items. (**VIII-F**)

SR7-4 If a quorum is not present and immediate action is necessary, a majority of members present may approve motions, which shall be ratified at the next regular meeting of the COMMITTEE.

SR7-5 Cell phones shall be turned off or to vibrate mode. All necessary calls shall be taken or made outside the meeting room. SR7-5 applies to all general, special and executive board meetings.

SR8 Electronic Communication (ARTICLE VIII – Section K)

SR8-1 COMMITTEE business is defined as the promotion of the mission and purpose of the COMMITTEE.

SR8-2 The Executive Board may hold telephonic or email meetings in an emergency, which is defined as a situation in which lack of action or a decision would adversely affect progress toward the mission and purpose of the COMMITTEE.

SR8-3 Standing or Special Committees may hold telephonic or email meetings, as needed.

SR8-4 Procedures for holding meetings by telephone for standing or special committees or the Executive Board are:

SR8-4-1 The chair or secretary notifies all members by email or telephone twenty-four hours prior to the meeting, except in an emergency. An agenda are sent together with the minutes of the previous meeting, if applicable.

SR8-4-2 Members state their names when they join the meeting. Members who have to leave the meeting before its close inform the chair.

SR8-4-3 When a quorum is established, the chair announces the names of all members present and calls the meeting to order. The secretary takes minutes.

SR8-4-4 When seeking recognition, members address the chair, stating their names.

SR8-4-5 All votes are by polling.

SR8-5 Procedures for holding meetings of Standing or Special Committees by email:

SR8-5-1 The subject line reads: “Meeting of the (Name of) Committee”.

SR8-5-2 The meeting is limited to one topic at a time.

SR8-5-3 The chair sends the topic or motion to the committee members with any supporting rationale.

SR8-5-4 The format includes the total time for debate or discussion.

SR8-5-5 Members participate by using “reply all.”

SR8-5-6 The chair puts any motion to a vote by restating the motion, noting a time limit for voting, and including a voting form showing “_____ In favor” and “_____ Opposed”.

SR8-5-7 Although members vote by using “reply all,” the chair announces the results of the vote.

SR8-5-8 The secretary of the committee prints the entire thread of the meeting and retains it until the minutes of the meeting have been approved.

SR8-6 Procedures for holding Executive Board meetings by email:

SR8-6-1 The email meeting is held in closed Executive Session with a quorum present.

SR8-6-2 The subject line reads: “Confidential Meeting of the Executive Board.”

SR8-6-3 The meeting is limited to one topic.

- SR8-6-4 Non-voting members of the Executive Board may participate without vote.
- SR8-6-5 The original main motion is submitted to the Chair.
- SR8-6-6 The Chair sends the motion to the members. The format includes who recommended the motion, the rationale, and the question, “Is there any discussion?”
- SR8-6-7 The total time allowed for debate is announced by the Chair.
- SR8-6-8 Members debate by using “reply all.”
- SR8-6-9 Members submit any amendments to the Chair, who:
- States the motion as amended.
 - Lets the members know the amount of time allotted to debate the amendment.
- SR8-6-10 The Chair puts the question to a vote by:
- Writing the motion as amended.
 - Stating the time limit the members have to vote.
 - Providing a voting form as follows:
 _____ In favor _____ Opposed
- SR8-6-11 To close the meeting, the Chair announces the results of the vote and indicates any parts of the meeting that are not confidential.
- SR8-6-12 The Secretary prints the entire thread of the meeting and retains it until the minutes of the meeting are approved.
- SR8-7 Procedures for using Google Groups
- SR8-7-1 The Google group, vcdcc@googlegroups.com includes all COMMITTEE members.
- SR8-7-2 Upon becoming a member of the COMMITTEE, the Google Group manager invites the new member to join. Google Group membership ceases automatically when a person is no longer a member of the COMMITTEE.
- SR8-7-3 Communications within the Google Group shall be limited to COMMITTEE-related business or topics.
- SR8-7-4 When a Google Group member does not follow SR8-1, the Google Group manager contacts the member. If the member has made a mistake and agrees to comply in the future, the member is given a warning and allowed to continue in the group. There are no second warnings. If the member refuses to comply with SR8-1, the member is immediately removed from the approved list of users.
- SR8-7-5 These guidelines apply to all Google Groups formed for the use of members of the VCDCC.

SR9 Democratic State Central Committee (DSCC) (ARTICLE IX)

SR9-1 Election Procedures

- SR9-1-1 The Secretary prepares a list of members eligible for election to the DSCC and notifies the membership at the November regular meeting. Eligible members who wish to be elected to the DSCC contact the Secretary prior to the regular or special meeting during which the election is to be held.

- SR9-1-2 If a vote is necessary, the Secretary lists the candidates' names on a ballot in alphabetical order by last name, leaving space for additional nominees. A line for the signature of the voter is at the bottom.
- SR9-1-3 At the time of the DSCC election, ballots are distributed to eligible voters (Elected Members). The Chair asks if there are further eligible candidates who wish to have their names placed on the ballot, and voters write the candidates' names in the space provided on the ballot.
- SR9-1-4 Nominees have one minute to speak on behalf of their candidacy.
- SR9-1-5 Voters have fifteen minutes to mark their ballots. Only signed ballots which have no more than the eligible number of vacancies checked are counted. If an error is made, a new ballot may be requested from the Secretary. The voided ballot is so noted.
- SR9-1-6 A committee composed of three non-eligible members who have been appointed by the Chair in advance tallies the results. In the event of a tie, COMMITTEE business is interrupted and a new ballot taken. When the final results are tallied, the committee gives the results to the Chair who reads the list of elected DSCC members prior to adjournment.
- SR9-1-7 The Secretary holds completed ballots and any voided ballots for a period of six months, after which they are shredded.
- SR9-2 Two DSCC members of opposite gender are elected to the DSCC Executive Board at the first general meeting following the state convention in odd-numbered years.
- SR9-3 The Secretary is responsible for submitting the names of the DSCC members in the format provided by the CDP before the CDP deadline, currently February 7 at 5:00 p.m of the odd-numbered years. The Secretary sends any changes to the CDP before the CDP deadline in the even-numbered years.
- SR9-4 Proxies
- SR9-4-1 The Secretary maintains a list of eligible members who are interested in becoming a proxy.
- SR9-4-2 Thirty days prior to the start of the DSCC convention, the Secretary polls the DSCC members for confirmation of their intentions to attend.
- SR9-4-3 DSCC members shall notify the COMMITTEE Chair in writing if they will be unable to attend a DSCC convention.
- SR9-4-4 The delegate may designate a proxy from the Secretary's list in a timely manner or the Chair appoints a proxy from the Secretary's list.
- SR9-4-5 The Secretary notifies the CDP of the proxy.
- SR9-5 Once a person is no longer eligible to be a DSCC or DSCC Executive Board member, a new member is elected at the next meeting of the COMMITTEE.

SR10 Endorsement Procedures (ARTICLE XI)

- SR10-1 Candidates and/or proponents of eligible issues may request endorsement, per relevant sections of Article VIII of the CDP Bylaws and Article XI of the COMMITTEE Bylaws.
- SR10-2 Upon recommendation of the endorsement committee, a special meeting may be called, as described in Article VIII - Section B of the COMMITTEE Bylaws.

Approved October 23, 2007
Revised August 24, 2010

SR10-2-1 Notice of the meeting is sent to the candidates and/or proponents of issues, in addition to COMMITTEE members. It lists each candidate and/or issue and establishes a time limit of five minutes for each.

SR10-2-2 The chair of the COMMITTEE conducts the meeting. The Agenda is in accordance with Article VIII, Section B, of the COMMITTEE Bylaws.

SR10-3 Section SR10-2-1 above shall also apply to a general meeting at which endorsements are on the agenda.

SR11 Non-Discrimination Policy – ARTICLE XII

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

SR11-1 The video and audio records shall not be published or distributed in any form without the approval of a majority of COMMITTEE members present and voting.

SR11-2 Still photographs may be used on the official COMMITTEE website or in VCDCC publications.