

# SACRAMENTO COUNTY DEMOCRATIC CENTRAL COMMITTEE CONSTITUTION

*Revised September 2006; Amended November 2007; Amended February, March & April 2008; Amended May 2010; Amended November 2010; Amended February & May 2011; Amended January 2012; Amended March 2013; Amended November 2014; Amended March & September 2016; Amended November 2017; Amended July 2018; Amended February, August, and September 2019; and Amended June and August 2020; Amended November 2021; Amended September 2022; Amended February 2023; Amended October 2023*

---

## INDEX

ARTICLE I: <i>Name, Purpose, &amp; Structure</i> .....p. 1	ARTICLE XII: <i>Endorsements</i> ..... p. 27
ARTICLE II: <i>Membership</i> ..... p. 3	ARTICLE XIII: <i>CDP Representatives</i> .....p. 29
ARTICLE III: <i>Officers &amp; Duties</i> .....p. 6	ARTICLE XIV: <i>Contracting for Services</i> ..... p. 30
ARTICLE IV: <i>Executive Board &amp; Election</i> .....p. 9	ADDENDUM I: <i>Transparency Policy*</i> .....p. 31
ARTICLE V: <i>Disciplinary Process</i> ..... p. 11	ADDENDUM II: <i>Dues Policy*</i> .....p. 32
ARTICLE VI: <i>Vacancies</i> ..... p. 14	ADDENDUM III: <i>Resolutions Policy*</i> .....p. 34
ARTICLE VII: <i>Meetings</i> ..... p. 15	ADDENDUM IV: <i>Endorsements Policy*</i> .....p. 37
ARTICLE VIII: <i>Committees</i> ..... p. 19	ADDENDUM V: <i>Code of Conduct*</i> .....p. 43
ARTICLE IX: <i>Democratic Clubs</i> ..... p. 22	ADDENDUM VI: <i>Electronic Meetings*</i> .....p. 45
ARTICLE X: <i>Expenditures, Budget, &amp; Audit</i> ..... p. 25	ADDENDUM VII: <i>Special Rule on Debate*</i> ..... p. 47
ARTICLE XI: <i>Constitution &amp; Rules</i> .....p. 27	ADDENDUM VIII: <i>Time Limit on Debate*</i> .....p. 48

*\* Addendums are adopted Standing Rules, not Bylaws*

---

## ARTICLE I – NAME, PURPOSE, & STRUCTURE

### SECTION 1. NAME

The name of this organization shall be the SACRAMENTO COUNTY DEMOCRATIC CENTRAL COMMITTEE, and may be cited as the DEMOCRATIC PARTY OF SACRAMENTO COUNTY or similar name.

### SECTION 2. PURPOSE

Democrats united to serve and elect Democrats for the common good.

### SECTION 3. LAW

The Constitution shall govern the organization, operation, and function of the Central Committee in all respects subject to applicable law.

#### **SECTION 4. STRUCTURE**

Unless otherwise provided herein, the vote of the Central Committee shall supersede the vote of any committee or decision of any officer, and the vote of the Executive Board shall supersede the vote of any other committee or the decision of any officer.

#### **SECTION 5. DEFINITION OF VOTE & NOTICE**

- A. All Democrats in Sacramento County have a right to expect appropriate levels of transparency from their Democratic Central Committee.
- B. The term “vote” when used in this Constitution or any Standing Rules shall mean the taking of action by this body or its constituent parts under the following conditions:
  - 1. Unless a supermajority is specifically required herein or in Standing Rules, the threshold of a vote of shall be a simple majority;
  - 2. Unless otherwise specifically provided herein, a vote shall consist of eligible persons present and voting at a meeting; and
  - 3. No secret, unsigned ballots may be used for voting at any level of this organization.
- C. The term “notice” when used in this Constitution or any Standing Rules shall mean:
  - 1. For Central Committee meetings, notice to all Central Committee members via the email address they have provided containing, or containing a link to the Party’s website or social media account where they may find, the date, time, location, and agenda of a meeting, to be sent a certain number of days before the meeting as determined by rule;
  - 2. For Central Committee members who do not consent to receiving Central Committee meeting notice via email, notice of a meeting’s time, date, location, and agenda via postal mail, to be mailed a certain number of days before the meeting as determined by rule;
  - 3. For registered Democrats and interested parties who are not members of the Central Committee, notice of Central Committee meeting dates, times, location, and agendas posted publicly on the internet by the Party;
  - 4. For candidates eligible for endorsement in races for which the Party is pursuing endorsements, notice of the information required by our rules for endorsement, sent to them by any legal means of contacting their campaign provided in their statement of organization or media sheet if they have filed a declaration of candidacy; or
  - 5. Any other kind of notice specifically described in this Constitution or any Standing Rules.

## ARTICLE II – MEMBERSHIP

### SECTION 1. MEMBERSHIP QUALIFICATIONS

- A. All members of the Central Committee must be registered to vote in Sacramento County as a Democrat, except for persons joining as Associate Members who have pre-registered to vote or who are ineligible to register to vote who pledge to register to vote as Democrats as soon as eligibility is attained.
- B. The Central Committee shall maintain various classes of membership who, unless otherwise provided herein, shall enjoy the right to vote and fully participate in the Central Committee, as follows:
1. **Elected Members:** Unless otherwise provided by the Elections Code, members elected by supervisor district consisting of six (6) members from each supervisor district in Sacramento County pursuant to the California Elections Code.
  2. **Ex Officio Members:**
    - a. The Democratic incumbent or last nominee for each United States House of Representatives, State Senate, State Assembly, or State Board of Equalization district wholly or partly within, or composed of, Sacramento County is an Ex Officio Member if registered to vote in Sacramento County.
    - b. The Democratic incumbent or last nominee for President, Vice President, United States Senate, and statewide offices of Governor, Lieutenant Governor, Secretary of State, Attorney General, Treasurer, Controller, Superintendent of Public Instruction, and Insurance Commissioner, is an Ex Officio Member if registered to vote in Sacramento County.
    - c. The Regional Director of the California Democratic Party for any region within Sacramento County is an Ex Officio Member if registered to vote in Sacramento County.
    - d. All references to “nominee” refers to that registered Democrat who received the highest number of votes in the last general election. Should there be no registered Democrat in the general election, “nominee” refers to that registered Democrat who received the highest number of votes in the last primary election.
  3. **Club Representatives:** A duly appointed Club Representative from each Democratic Club chartered or recognized by the Central Committee. Each Club Representative must be registered to vote in Sacramento County, a member in good standing of the Club represented, and on the Club roster submitted to the Central Committee for purposes of Club chartering and re-chartering. Representatives of newly chartered clubs or clubs which have failed to timely renew according to the procedures in Article IX, Section 4 shall not have voting privileges until the first meeting after ratification or renewal of the charter or thirty (30) days, whichever occurs first.
  4. **Alternate Members:** Members appointed by Elected Members, Ex Officio Members, and Club Representatives to serve in the capacity of the appointing member only in the absence of the appointing member. An Alternate Member shall enjoy all the rights and privileges of the appointing member in the absence of the appointing member, except the following:
    - a. The power of appointment; and
    - b. Alternates of Elected Members and of Club Representatives shall not have the right to serve in the

appointing member's capacity as an officer of the Central Committee.

If the appointing member is present at a meeting, Alternate Members shall have a voice but no vote; however, in any event, Alternate Members may serve as voting members of Central Committee standing committees and subcommittees. An Alternate Member must meet all eligibility requirements of the appointing member. Written notice of appointment and the taking of the oath of office shall be provided to the Central Committee before an Alternate Member may serve.

5. **Associate Members:** Any registered Democrat, or person who has pre-registered to vote or is ineligible to register to vote who pledges to register to vote as Democrats as soon as eligibility is attained, designated as an Associate Member by the Executive Board or Central Committee. Associate Members shall have the right to receive general Central Committee communications and to attend functions like Elected and Ex-officio Members, and shall have a voice but no vote at Central Committee meetings; however, Associate Members may serve as voting members of Central Committee standing committees and subcommittees. Associate Members may hold proxies of Central Committee members at California Democratic Party functions, if otherwise eligible.
6. **Honorary Members:** Any registered Democrat who has performed outstanding service to and/or provided outstanding support for the Democratic Party and/or Democratic causes in Sacramento County may be considered an Honorary Member of the Central Committee upon nomination by the Executive Board and two-thirds ( $\frac{2}{3}$ <sup>rd</sup>s) vote of the Central Committee. Honorary Members shall have a voice and vote at Central Committee meetings; Honorary Members may serve as voting members of Central Committee standing committees and subcommittees. Honorary Members shall serve until the end of the current term of the sitting Elected Members.
7. **Immediate Past Chair:** The Immediate Past Chair shall be that person most recently elected to the Chair in the term prior to the current Chair and shall serve in their own right by sole virtue of being the immediate past chair without having to hold a seat on the Central Committee in any other capacity. An immediate past chair shall serve on the Central Committee and Executive Board only until the next reorganization of the body.

- C. The Central Committee may increase the number and classes of members but shall not have less than the number and classes of members specified in the California Elections Code.
- D. No person shall be entitled to membership on this Committee who is not duly elected and qualified and/or appointed thereto and a qualified elector of the supervisor district which the member represents.
- E. No person shall speak on behalf of the Central Committee or any committee unless duly charged with that power or authorized.

## SECTION 2. TERMS OF OFFICE

- A. Elected Members shall serve a four-year term commencing in odd-numbered years on the second Thursday in January following the direct primary election at which they were elected and ending upon the calling to order of the next Organizational Meeting at which Elected Members are seated.
- B. The term of Ex Officio Members begins upon the calling to order of the Organizational Meeting following the preceding general election in which they competed, or in the case of a special election, after the certification of the election, and after the end of the term of the previous Democratic incumbent, if any.

- C. Club Representatives shall serve at the will of the appointing Club and are subject to removal procedures of the Central Committee.
- D. Alternate Members serve at the will of the appointing member and are subject to removal by the Central Committee. A vacancy in the seat of the appointing member shall immediately void the appointment of the Alternate Member.
- E. Once approved an Associate Member shall continue to serve as long as that member renews their annual dues and continues to remain a registered Democrat.
- F. No persons, other than Ex-Officio Members and Associate Members, shall take office until that person has taken the requisite oath or affirmation of office.

### **SECTION 3. DUES**

- A. Each member shall pay dues when that person joins the Central Committee and annually thereafter, except that payment of dues shall not be obligatory for any member to whom it constitutes a financial hardship, as approved by the Chair or Controller.
- B. Membership dues amounts, as well as the time and manner of their payment, shall be set forth by the Executive Board, subject to approval by the Central Committee membership.
- C. Membership dues amounts set pursuant to this section, as well as the rules relative to the time and manner of their payment, shall remain in effect until changed.
- D. Members who fail to pay dues or other amounts due to the Central Committee shall not be considered members in good standing and shall not be eligible to vote or serve in any capacity until such dues are paid in full.

### **SECTION 4. PROHIBITION OF DUAL MEMBERSHIP**

There shall be no dual membership. Any person who becomes eligible for membership on more than one basis shall inform the Secretary of such eligibility and immediately identify the one position that person shall occupy. If the person fails to identify such a position, the Central Committee shall designate a position. The remaining position shall be considered a vacancy. In no event shall any one person be eligible to cast more than one vote.

### **SECTION 5. DUTIES OF MEMBERS**

All members, except Associate and Honorary members, shall serve on one or more committees. Associate and Honorary members may serve on committees. The rights of members to vote and participate on committees shall be as otherwise provided for in this Article.

### **SECTION 6. RESIGNATIONS**

All member or officer resignations shall be submitted to the Chair in writing and shall be announced at the first Central Committee meeting after the resignation is made. The resignation shall be automatically deemed accepted at the meeting at which the resignation is announced.

## **ARTICLE III – OFFICERS & DUTIES**

The officers of this Committee shall be members of the Central Committee consisting of the Chair, Vice Chair, Secretary, Controller, Fundraising Director, Campaign Services Director, and Communications Director. The duties of the officers shall be, without limitation, as follows:

### **SECTION 1. CHAIR**

The Chair shall:

- A. Serve as chief executive officer of the Central Committee;
- B. Preside and govern at each Central Committee and Executive Board meeting;
- C. Execute the policies of the Central Committee and Executive Board;
- D. Manage and employ persons as authorized by the Central Committee and Executive Board;
- E. Serve in ex officio capacity with a vote on each standing committee;
- F. Appoint committee chairs and members, as provided for in Article VIII, Section 10;
- G. Serve as official spokesperson of the Committee;
- H. Approve all public documents, correspondence and communications on behalf of the Committee;
- I. Sign and administer all contracts on behalf of the Committee; and
- J. Perform other duties as directed by the Central Committee and Executive Board.

### **SECTION 2. VICE CHAIR**

The Vice Chair shall:

- A. Preside and govern in the absence of the Chair;
- B. Perform other duties at the direction of the Chair;
- C. Assist in the execution of the policies of the Central Committee and Executive Board;
- D. Assume the office of Chair upon vacancy of the Chair; and
- E. Perform other duties as directed by the Central Committee and Executive Board.

### **SECTION 3. SECRETARY**

The Secretary shall:

- A. Preside over meetings in the absence of the Chair and Vice Chair;
- B. Assist in the execution of the policies of the Central Committee and Executive Board;
- C. Prepare, keep, and distribute minutes of Central Committee and Executive Board meetings;
- D. Prepare and distribute agenda mailings for Central Committee and Executive Board meetings;
- E. Maintain Central Committee and Executive Board rosters and attendance records;
- F. Maintain and keep Democratic Club charters and related documents;
- G. Maintain the Central Committee and Executive Board calendar;
- H. Prepare, maintain, and keep all membership and other Central Committee and Executive Board records;
- I. Receive and handle Central Committee correspondence; and
- J. Perform other duties as directed by the Chair, Central Committee, and Executive Board.

### **SECTION 4. CONTROLLER**

The Controller shall:

- A. Preside over meetings in the absence of the officers listed above;
- B. Issue all checks in payment of accounts authorized by the annual budget and develop policies and procedures, subject to approval by the Executive Board, for management of checks and other financial instruments by any hired agents of the Central Committee, including the Executive Director and Treasurer;
- C. Supervise the Treasurer appointed pursuant to Article XIV, in consultation with the Chair of the Central Committee;
- D. Render and maintain a written accurate account of all Central Committee moneys received and disbursed;
- E. Chair and preside over the Finance Committee;
- F. Develop and maintain the annual budget as provided for in Article X, Section 4, and report the financial status of the Central Committee at each Central Committee meeting;
- G. Prepare and keep a current inventory of all properties owned by the Committee;
- H. Surrender all Central Committee books, records, and moneys to the Central Committee immediately upon conclusion of the term of office;
- I. Comply with all finance and financial reporting laws;

- J. Maintain generally accepted accounting principles at all times;
- K. Receive all moneys and gifts belonging to the Central Committee, giving proper receipt for same; and
- L. Perform other duties as directed by the Chair, Central Committee, and Executive Board.

**SECTION 5. FUNDRAISING DIRECTOR**

The Fundraising Director shall:

- A. Preside over meetings in the absence of the officers listed above;
- B. Chair and preside over the Fundraising Committee;
- C. Maintain the financial well-being of the Central Committee, including but not limited to, consulting with the Controller in development of the annual budget and meeting projected revenues as provided for in the annual budget;
- D. Be responsible for fundraising;
- E. Keep an inventory of sponsors;
- F. Surrender all Central Committee information and property upon the conclusion of the term of office; and
- G. Perform other duties as directed by the Chair, Central Committee, and Executive Board.

**SECTION 6. CAMPAIGN SERVICES DIRECTOR**

The Campaign Services Director shall:

- A. Preside over meetings in the absence of the officers listed above;
- B. Chair and preside over the Campaign Services Committee;
- C. Assist in Democratic campaign efforts; and
- D. Perform other duties as directed by the Chair, Central Committee, and Executive Board.

**SECTION 7. COMMUNICATIONS DIRECTOR**

The Communications Director shall:

- A. Preside over meetings in the absence of the officers listed above;
- B. Chair and preside over the Communications Committee;
- C. Assist the Central Committee in its communications;



- D. Assist in promoting the Democratic Party and its positions; and
- E. Perform other duties as directed by the Chair, Central Committee, and Executive Board.

## **ARTICLE IV – EXECUTIVE BOARD & ELECTION**

### **SECTION 1. ROLE & DUTIES**

The Central Committee shall have an Executive Board. The Executive Board shall:

- A. Implement and execute the policies of the Central Committee;
- B. Implement the annual budget and support the Chair, Controller, and Fundraising Director to meeting projected revenues.
- C. Serve as the governing body of the Central Committee between meetings;
- D. Develop and refine policy presentations for consideration by the Central Committee;
- E. Review legal and personnel matters for presentation to the Central Committee, except those matters discussed in executive session;
- F. Execute any other duties required by the Constitution or the Central Committee.

### **SECTION 2. MEMBERSHIP**

- A. The Executive Board shall consist of the following:
  - 1. Each officer of the Central Committee; and
  - 2. The Immediate Past Chair.
- B. Only persons resident in Sacramento County from the following Central Committee classes are eligible to be nominated as officers, to be officers, to hold Executive Board seats, and to vote on the Executive Board if elected or appointed as an Executive Board member:
  - 1. Elected Members;
  - 2. Ex-Officio Members;
  - 3. Club Representatives;
  - 4. Alternate Members serving as alternates for Ex-Officio Members, provided that the eligible Alternate Member is duly elected to an Executive Board seat in their own right rather than serving only in the capacity as an alternate to another person elected to serve on the Executive Board; and

5. The Immediate Past Chair.

C. A person who holds a publicly elected office other than Central Committee shall not be eligible to serve on the Executive Board during the term of said office.

### **SECTION 3. ELECTION**

A. On the second Thursday of January of odd-numbered years, the Central Committee shall elect Central Committee officers by written ballot, unless the elections are by acclamation.

B. No absentee ballots shall be permitted in the Executive Board election.

C. The Central Committee may elect officers by voice vote, roll call vote, or show of hands upon approval of two-thirds ( $\frac{2}{3}$ <sup>rd</sup>s) vote of the Central Committee present and voting at a meeting to alter the method of election.

D. A candidate must receive the vote of at least a simple majority of the valid votes cast to win. Where no candidate attains at least a majority the following rules shall apply:

1. In races where only two candidates compete in the event of a tie there shall be a second round election between those two candidates to break the tie. Should the second round likewise result in a tie then the tie shall be broken by a coin toss.

2. In races where more than two candidates compete should no candidate attain a majority then a runoff election shall take place between the top two vote-receiving candidates, or more candidates in the event of a tie between more than two candidates for a top-two position. If no candidate attains a majority in the top-two runoff then a second round runoff election shall be conducted among the top-two vote-getters. Should there be a tie for second place the tie shall be broken by coin toss between the two candidates, or drawing of lots when more than two candidates tie for second place. Should the second round runoff election result in a tie then the tie shall be broken by a coin-toss.

### **SECTION 4. TERM OF OFFICE**

Unless otherwise provided, the Central Committee officers shall serve two-year terms, commencing on the second Thursday of January of odd-numbered years, or as otherwise provided in Section 5.

### **SECTION 5. RE-OPENING OF NOMINATIONS**

The Central Committee may vote by two-thirds ( $\frac{2}{3}$ <sup>rd</sup>s) majority, after the officer in question has been provided at least one week notice, to re-open nominations for that office prior to the end of that sitting officer's term. At the next regularly scheduled Central Committee meeting the Chair shall open nominations for that office and the election shall be conducted in the same manner as officer elections at the Organizational Meeting.

## **ARTICLE V. DISCIPLINARY PROCESS**

### **SECTION 1. CAUSES FOR COMPLAINTS & PUNISHMENTS FOR VIOLATIONS**

- A. Any Member who endorses or materially supports a Republican running against a Democrat, or who endorses a non-Democrat running against a Democrat endorsed by the Central Committee, shall be expelled from the Central Committee and shall also be ineligible from being seated on the Central Committee during the next term of office of the Elected Members.
- B. Any Member who misses at least three (3) Central Committee meetings within a five (5) month period, or five (5) meetings within a twelve (12) month period, without providing an Alternate who attends in their place or notifying the Chair or Secretary that they request to be Excused, shall be removed from the Central Committee for the remainder of the term of the Elected Members. Any elected Officer who misses at least three (3) Executive Board meetings within a five (5) month period, or five (5) meetings within a seven (7) month period, without notifying the Chair or Secretary that they request to be excused, shall be expelled from their office for the remainder of the term of the Officers.
- C. Any Member found to have violated the Code of Conduct adopted by the Central Committee as a Standing Rule shall be subject to the following possible punishments:
  - 1. Restorative justice;
  - 2. Reprimand or censure;
  - 3. Monetary fine, which shall prevent the Member from voting or participating in the DPSC until the fine is paid;
  - 4. Suspension of any or all privileges, including voting and attending events, for a defined period of time;
  - 5. Removal from their position as an Officer; or
  - 6. Expulsion from the Central Committee.

### **SECTION 2. COMPLAINTS**

- A. A Member (hereinafter referred to as the Complainant) may file a complaint alleging that another Member (hereinafter referred to as the Respondent) has engaged in conduct that may subject the Respondent to this Disciplinary Process. A complaint must detail each charge against the Respondent, so that they may prepare an adequate defense.
- B. The Complainant must file the complaint with the Executive Board, or any member thereof. Within three (3) days of receiving a complaint, the Executive Board member who received the complaint shall notify the Investigatory Committee, the Executive Board, the Respondent, and the Complainant of receipt of the complaint and its substance.
- C. After receiving notice that a complaint has been filed, the Executive Board shall refer the complaint to an Investigatory Committee.

### **SECTION 3. INVESTIGATORY COMMITTEE**

- A. An Investigatory Committee comprised of at least three (3) Members in good standing shall be appointed by the Executive Board within seven (7) days after receiving notice that a complaint has been filed:
  - 1. An Investigatory Committee shall be gender balanced to the greatest extent possible between self-identified males and females.
  - 2. Nobody named in a complaint or with a substantial conflict of interest in the matter shall be a member of the Investigatory Committee concerning that complaint, and the Complainant and Respondent shall be notified by the Executive Board member who received the complaint of the members appointed to an Investigatory Committee in order to ensure no such conflicts exist.
  - 3. If either the Complainant or Respondent identify a conflict of interest with a member of the Investigatory Committee, the Executive Board shall vote on whether the conflict warrants replacing said member of the Investigatory Committee.
- B. An Investigatory Committee shall produce a report detailing any facts and evidence relating to the complaint referred to it, and detailing the preponderance of each charge, which shall be presented to the Executive Board. The Board shall then schedule a Disciplinary Hearing to hear and decide the complaint.
- C. Members of an Investigatory Committee shall maintain the confidentiality of information derived from the complaint process, or else become subject to discipline.

### **SECTION 4. EXECUTIVE BOARD HEARING**

- A. The Secretary (or Chair) shall provide at least fourteen (14) days notice of an impending Disciplinary Hearing to the Complainant and Respondent, which shall be held during the next regularly scheduled Executive Board meeting after notice is given, or as otherwise scheduled by the Board, and shall be composed of all voting members of the Executive Board, unless any of them should be subject to recusal.
- B. The Complainant & Respondent shall have the right to:
  - 1. At least three (3) days before the Hearing is to begin, request that the Hearing be rescheduled to a date before the next regularly scheduled Central Committee meeting, subject to approval by a majority of the Executive Board;
  - 2. Confront all witnesses and evidence provided against them; and
  - 3. Speak in their own defense.
- C. The Hearing shall hear the facts of the complaint, and based upon the preponderance of evidence, by simple majority vote, shall:
  - 1. Rule as to whether a violation was committed; and then
  - 2. Determine the appropriate disciplinary action as proscribed in Section 1 of this Article.

## SECTION 5. APPEAL TO THE CENTRAL COMMITTEE

- A. The Respondent or Complainant may appeal the decision of the Executive Board to the Central Committee by informing the Secretary (or Chair) before the date required to send notice for Central Committee meeting agendas, and an Executive Session regarding the appeal shall be added to the agenda of the next regularly scheduled Central Committee meeting.
- B. The Central Committee shall only consider the material facts of the case as presented to the Executive Board, which shall be presented to the Central Committee in Executive Session by the Investigatory Committee. The Complainant and Respondent shall also be provided equal opportunity to submit an opening statement and to speak regarding the material facts of the case.
- C. The Central Committee shall be presented with the ruling of the Executive Board regarding whether a violation occurred, and after deliberation in Executive Session, the Central Committee shall vote as to whether a violation occurred according to a preponderance of the evidence.
  1. If the Central Committee vote finds that no violation occurred, then the matter shall be considered closed.
  2. If the Central Committee vote disagrees with the Executive Board's ruling that a violation did not take place, then the complaint shall be returned to the Executive Board for an appropriate disciplinary action to be proposed to and considered by the Central Committee. Until the Executive Board delivers a proposed disciplinary action to the Central Committee, the Respondent's membership shall be temporarily suspended.
  3. If the Central Committee vote agrees with the Executive Board that a violation occurred, then the Central Committee shall proceed to consider whether the Executive Board's proposed disciplinary action is appropriate.
- D. If the Central Committee has found that a violation occurred, when the Central Committee proceeds to consider disciplinary action, it shall be presented with the disciplinary action proposed by the Executive Board and vote as to whether such action is appropriate.
  1. If the Central Committee votes that the disciplinary action proposed by the Executive Board is appropriate, then the Executive Board's proposal shall be enacted.
  2. If the Central Committee votes that the disciplinary action proposed by the Executive Board is not appropriate, then the complaint shall be returned to the Executive Board for an appropriate disciplinary action to be proposed to and considered by the Central Committee.
- E. Disciplinary action must be adopted by a simple majority of valid votes cast, except for expulsion from the Central Committee or removal as an Officer for violations under Section 1, Subsection C of this Article, which shall require a two-thirds ( $\frac{2}{3}$ <sup>rds</sup>) majority.

## **ARTICLE VI – VACANCIES**

### **SECTION 1. VACANCIES GENERALLY**

A vacancy shall exist when an existing office or seat is not filled or occupied, including, without limitation, the following:

- A. Candidates elected to the Central Committee from a district do not equal the number of party committee persons to which the district is entitled to be represented;
- B. The appointment or election of an ineligible person;
- C. Death or incapacitation of a member;
- D. Removal of a member from the jurisdiction upon which the membership rests;
- E. A member is not or ceases to be a registered Democrat;
- F. Failure of a member to assume office within sixty (60) days of eligibility to do so;
- G. Removal of the member from any seat or office; and
- H. Any other position that was once filled but later becomes vacant.

### **SECTION 2. FILLING CENTRAL COMMITTEE ELECTED MEMBER VACANCIES**

- A. The Central Committee shall fill all vacancies in seats of Elected Members to the greatest extent possible.
- B. If an Elected Member, elected at the preceding primary election, fails to assume office by failing to take the oath of office at the Organizational Meeting or within sixty (60) days of eligibility to do so, the Elected Member may be excluded from assuming office by simple majority vote of the Central Committee, the seat shall thereafter be considered vacant; Elected Members appointed to fill a vacancy by the Central Committee failing to assume office within sixty (60) days of eligibility to do so may have their appointment rescinded by simple majority vote of the Central Committee.
- C. Whenever a vacancy has been created for any reason, the Chair shall declare the vacancy at the first regular meeting immediately upon the creation of vacancy.
- D. When a vacancy exists in the seat of an Elected Member, no nomination or election to fill the vacancy shall occur until the vacancy has been declared at the last previous meeting. However, when a vacancy exists due to the fact that candidates elected to the Central Committee from a district do not equal the number of party committee persons to which the district is entitled to be represented, the vacancy may be filled by nomination and election at the Organizational Meeting.
- E. Where an Elected Member vacancy is due to the fact that candidates elected to the Central Committee from a district do not equal the number of party committee persons to which the district is entitled to be represented, then the Central Committee shall entertain nominations to fill the vacancy at the January Central Committee Organizational Meeting. The nominee to fill the vacancy must be present and accept the nomination before being eligible for election. The vacancy shall be filled at the Organizational Meeting and

the new member sworn or affirmed before the nomination and election of the Executive Board and State Party delegates.

**SECTION 3. FILLING CLUB REPRESENTATIVE & CLUB ALTERNATE MEMBER VACANCIES**

Each Club shall fill vacancies in the offices of Club Representative and the corresponding Alternate Member at the will of the appointing Democratic Club, except that the Democratic Club may not appoint any person who has been previously removed from any position by the Central Committee absent prior consent of the Central Committee.

**SECTION 4. FILLING EXECUTIVE BOARD VACANCIES**

The Central Committee shall fill Executive Board vacancies as quickly as possible.

**SECTION 5. FILLING OTHER VACANCIES**

Unless otherwise provided herein, the Central Committee shall fill all vacancies as quickly as possible.

**ARTICLE VII – MEETINGS**

**SECTION 1. CENTRAL COMMITTEE ORGANIZATIONAL MEETING**

- A. The Immediate Past Chair or County Clerk or Voter Registrar shall call the organizational meeting of this Committee on the second Thursday in January following the direct primary election in accordance with the California Elections Code. For purposes of the Organizational Meeting, the Immediate Past Chair refers to the current outgoing Chair who assumes the title of Immediate Past Chair at the moment the Organizational Meeting is called to order.
- B. The Immediate Past Chair, if any, shall preside over the Organizational Meeting as Interim Chair until the election of a new Chair except that no person shall preside over their own nomination or election as Chair; the Central Committee shall nominate and elect an Interim Chair for this purpose. Otherwise, in the absence of the Immediate Past Chair, as the first order of business at the Organizational Meeting, the newly sworn Central Committee shall nominate and elect an Interim Chair from among the sworn members of the new body to preside over the Organizational Meeting until the election of a new Chair.

**SECTION 2. REGULAR MEMBERSHIP MEETINGS**

- A. All regular membership meetings shall be held in Sacramento County on the second Thursday of each month following the seating of the new Committee at a time and location set by the Central Committee. The Central Committee may vote to alter the date, time, or location of any meeting.
- B. In the absence of an adopted agenda the order of business of any regular meeting shall include, without limitation, the following:

1. Roll Call;
2. Approval of the minutes of the previous meeting;
3. Controller's Report;
4. Committee reports;
5. Completion of unfinished business; and
6. Deliberation of new business.

### **SECTION 3. SPECIAL MEMBERSHIP MEETINGS**

The Chair or Executive Board may call special membership meetings at any time, date, and appropriate place, after five (5) days notice. The Chair shall also call a meeting of the Central Committee at the request of the majority of the members of the Committee made by written or electronic petition. If the Chair fails to do so, the majority requesting the meeting may fix a time and place for such a meeting and notify all members thereof at least five (5) days prior to the meeting. Special membership meetings shall be limited to the agenda provided in the notice.

### **SECTION 4. QUORUM FOR MEMBERSHIP MEETINGS**

A quorum necessary for the transaction of any business at any meeting of this committee shall consist of the presence of at least a majority of voting members.

### **SECTION 5. REGULAR EXECUTIVE BOARD MEETINGS**

All regular Executive Board meetings shall be held in Sacramento County once each month following the seating of the new Committee at a time and location set by the Executive Board which shall be approximately two weeks before each general membership meeting.

### **SECTION 6. SPECIAL EXECUTIVE BOARD MEETINGS**

The Chair or Executive Board may call special Executive Board meetings at any time, date, and appropriate place, after five (5) days notice. The Chair shall also call a meeting of the Executive Board at the request of the majority of the members of the Executive Board or Central Committee made by written petition and duly signed. If the Chair fails to do so, the majority requesting the meeting may fix a time and place for such a meeting and notify all members thereof at least five (5) days prior to the meeting. Special Executive Board meetings shall be limited to the agenda provided in the notice.

### **SECTION 7. QUORUM FOR EXECUTIVE BOARD MEETINGS**

A quorum necessary for the transaction of any business at any Executive Board meeting shall consist of the presence of at least a majority of voting members of the Executive Board.



## **SECTION 8. EMERGENCY CENTRAL COMMITTEE & EXECUTIVE BOARD MEETINGS**

In an emergency, the Chair or Executive Board may call an emergency membership or Executive Board meeting upon due notice to the Central Committee or Executive Board. An emergency meeting of the Executive Board may be conducted by conference call.

## **SECTION 9. MEETING BY ELECTRONIC MEANS**

- A. The Central Committee may meet and conduct business entirely by electronic means if all of the following requirements are met:
1. The Executive Board or Central Committee authorizes meeting by entirely electronic means. The Chair may change an in-person meeting to an electronic meeting due to emergency circumstances that arise after the regular Executive Board meeting that occurs immediately prior to that regular Central Committee meeting.
  2. All members are given at least seven days prior notice that the meeting will be conducted by electronic means and are provided with instructions on how to join the meeting, participate, and vote. The seven days prior notice requirement does not apply if an in-person meeting is changed to an electronic meeting due to emergency circumstances.
  3. The Central Committee meeting is held in an electronic medium that allows members to fully participate in the meeting by simultaneous audio communication, which may be supplemented by instantaneous written communication, and that is accessible to all voting members.
    - a. The Chair or Executive Board shall determine which electronic medium to use.
    - b. Acceptable types of electronic media include, but are not limited to, phone conferencing or video conferencing in which communication is conducted by audio.
    - c. “Fully participate” includes, but is not limited to, being recognized to make or second motions, speak in debate, make reasonable inquiries, and vote.
  4. The meeting host does not use their control over the electronic medium to deny a member the right to fully participate in the meeting. Examples include, but are not limited to, blocking or delaying a member’s entrance into the medium, refusing to recognize a member, muting a member who has the floor, etc.
  5. The electronic medium permits non-member Democrats to join and observe the meeting, unless the meeting is held in executive session. The meeting host may require non-members to identify themselves or otherwise demonstrate that they are bona fide attendees prior to being permitted to observe the meeting.

6. Voting is conducted in that electronic medium, or in a separate electronic medium, either audibly or in a manner that securely records a member's vote and identifies the member who cast that vote. The Chair shall announce when voting opens and closes and shall provide members a reasonable amount of time to vote prior to announcement of the result. A voting member may demand a division in lieu of any audible vote.
- B. The Central Committee may permit members to join an in-person meeting of the Central Committee by electronic means as a hybrid participant if all the following requirements are met:
1. The member is a voting member or alternate for a voting member.
  2. The member has a qualifying reason to join as a hybrid participant and complies with any other requirements for hybrid participation. The Central Committee shall establish, by standing rule or resolution, what constitutes a qualifying reason to join as a hybrid participant and any other requirements for hybrid participation.
  3. Prior to being permitted to join the meeting as a hybrid participant, the member affirms that they understand and agree that their hybrid participation is more limited than in-person participation and that by agreeing to join as a hybrid participant they bear the risk of not being able to fully participate in the meeting, including possibly being dropped due to connectivity issues with the electronic medium used, and that the member understands that the meeting will continue in their absence if any such issue prevents their continued participation.
  4. The member requests and is granted permission to join the meeting by a time set by the Chair, Executive Board, or Central Committee.
  5. The presiding officer and the person recording the minutes must be present in-person. All counted votes are taken by roll call or counted show of hands.
- C. The Executive Board or a committee may meet and conduct business entirely by electronic means, including instantaneous written communication, subject to the same restrictions specified in Paragraphs 2 through 6, inclusive, of Subsection A, if the Chair or Executive Board authorizes meeting by electronic means.
- D. The Executive Board or a committee may permit a member to attend an in-person meeting of the Executive Board or committee by electronic means as a hybrid participant, and vote audibly or by an approved electronic medium, if authorized by the Chair or Executive Board.
- E. Notwithstanding any other rule, a vote taken during a meeting conducted by electronic means that would otherwise be required to be taken by written ballot may instead be taken by roll call vote or by an electronic voting method that records the vote and identifies the member who cast that vote, as specified in Paragraph 6 of Subsection A. A member permitted to join a meeting as a hybrid participant may be required to vote by a voting method different than the method used by in-person participants.

- F. An action adopted in compliance with the requirements of this section has the same force as if the action were taken at an in-person meeting.

#### **SECTION 10. PROHIBITION OF PROXY & ABSENTEE VOTING AT MEETINGS**

Unless otherwise provided herein, proxy and absentee voting shall not be permitted at any meeting of the Central Committee or subpart thereof.

### **ARTICLE VIII – STANDING COMMITTEES, AD HOC COMMITTEES, & SUBCOMMITTEES**

#### **SECTION 1. RULES COMMITTEE**

The Central Committee shall have and maintain a standing Rules Committee or Constitution Committee, which shall be chaired by the Parliamentarian. The Rules Committee, without limitation, shall:

- A. Assist in keeping the Constitution current and in compliance with the law;
- B. Consider proposed changes to the Constitution and policies of the Central Committee;
- C. Make recommendations on proposed Bylaw changes to the Executive Board and Central Committee;
- D. Assist in drafting Constitution and policy changes; and
- E. Perform such other duties as designated by the Executive Board and Central Committee.

#### **SECTION 2. CAMPAIGN SERVICES COMMITTEE**

The Central Committee shall have and maintain a standing Campaign Services Committee, which shall be chaired by the Campaign Services Director. The Campaign Services Committee, without limitation, shall:

- A. Assist the Central Committee in campaign services;
- B. Assist in Democratic campaign efforts; and
- C. Perform such other duties as designated by the Executive Board and Central Committee.

#### **SECTION 3. FINANCE COMMITTEE**

The Central Committee shall have and maintain a standing Finance Committee, which shall be chaired by the Controller. The Finance Committee, without limitation, shall:

- A. Assist the Central Committee in its finances, including but not limited to, development of the annual budget according to Article X, Section 4;

- B. Assist in financial reporting, tracking, bookkeeping, accounts, assets, taxes, and other financial matters; and
- C. Perform such other duties as designated by the Executive Board and Central Committee.

#### **SECTION 4. FUNDRAISING COMMITTEE**

The Central Committee shall have and maintain a standing Fundraising Committee, which shall be chaired by the Fundraising Director. The Fundraising Committee, without limitation, shall:

- A. Assist the Central Committee in fundraising and assist the Executive Board to meet projected revenues as provided for in the annual budget;
- B. Assist in formation and operation of fundraising events and activities; and
- C. Perform such other duties as designated by the Executive Board and Central Committee.

#### **SECTION 5. COMMUNICATIONS COMMITTEE**

The Central Committee shall have and maintain a standing Communications Committee, which shall be chaired by the Communications Director. The Communications Committee, without limitation, shall:

- A. Assist the Central Committee at all levels in communications;
- B. Assist in promoting the Democratic Party and its positions; and
- C. Perform such other duties as designated by the Executive Board and Central Committee.

#### **SECTION 6. RESOLUTIONS & PLATFORM COMMITTEE**

The Central Committee shall have and maintain a standing Committee on Resolutions and Platform. The Committee on Resolutions and Platform, without limitation, shall:

- A. Assist the Central Committee in matters related to Resolutions and the Platform of the Democratic Party at all levels; and
- B. Perform such other duties as designated by the Executive Board and Central Committee.

#### **SECTION 7. MEMBER SERVICES COMMITTEE**

The Central Committee shall have and maintain a standing Committee on Member Services. The Committee on Member Services, without limitation, shall:

- A. Assist the Central Committee with member services, including support for voting members and their alternates, associate members, members of Democratic clubs, or any other member of the Democratic Party.

- B. Assist the clubs in meeting participation and other activity goals set by the Central Committee, including by providing clubs with any necessary resources or technical assistance to meet those goals.
- C. Assist the Central Committee, in consultation with the Parliamentarian, with reviewing and recommending club charters to the Executive Board for adoption by the Central Committee.
- D. Assist the Central Committee in supporting the membership, including clubs, by providing trainings-and other educational resources.
- E. Assist the membership in meeting participation and volunteering goals.
- F. Perform other duties as designated by the Executive Board and Central Committee.

**SECTION 8. FORMATION OF STANDING COMMITTEES**

The Central Committee shall form standing committees by amending the Constitution.

**SECTION 9. QUORUM OF STANDING COMMITTEES**

The quorum necessary for standing committees to conduct business shall be one tenth ( $1/10^{\text{th}}$ ) of the permanent membership as appointed by the Chair of the Central Committee pursuant to Section 10.

**SECTION 10. AD HOC COMMITTEES**

The Chair, Executive Board, or Central Committee, shall form ad hoc committees of the Central Committee, as may be deemed necessary and desirable by the Chair, Executive Board, or the Central Committee. An Elected Member, Ex Officio Member, Ex Officio Alternate Member, or Club Representative shall chair any ad hoc committee.

**SECTION 11. APPOINTMENT OF CHAIR & MEMBERS OF AD HOC & STANDING COMMITTEES**

- A. The Chair of the Central Committee shall appoint the chair and membership of any ad hoc committee, unless the Executive Board or Central Committee forms the ad hoc committee as provided for in Section 9.
- B. The Chair of the Central Committee shall appoint all members of standing committees. In all other respects, the Chair of the ad hoc or standing committee shall control the membership of that ad hoc or standing committee subject to the will of the Chair, Executive Board, and Central Committee.
- C. The Executive Board shall appoint the Parliamentarian, the Chair of the Member Services Committee, and the Chair of the Resolutions & Platform Committee, subject to approval by the Central Committee membership, who the Executive Board may remove by a two-thirds ( $2/3^{\text{rds}}$ ) vote, subject to approval by the Central Committee.
- D. The term of an appointment made pursuant to this section expires upon the adjournment of the subsequent organizational meeting and the appointment and approval of a successor.

## **SECTION 12. SUBCOMMITTEES**

A standing committee chair may form one or more subcommittees from the membership of the standing committee as provided for in Section 10. The standing committee chair shall appoint the subcommittee chair and the membership of the subcommittee.

## **ARTICLE IX - DEMOCRATIC CLUBS**

### **SECTION 1. CHARTERING & RECOGNIZING DEMOCRATIC CLUBS & ORGANIZATIONS GENERALLY**

The Central Committee shall have all power and authority to charter Democratic Clubs in Sacramento County.

- A. A Democratic Club is any Chartered, voter-oriented Organization of people qualified for membership in the Central Committee under Article II of these bylaws that uses the name Democratic or a derivative thereof in its title.
- B. This Committee may also recognize a charter issued by the State or National Democratic Party.
- C. Chartered and recognized Organizations are entitled to the benefits and privileges as described in the Constitution and the Bylaws of the California Democratic Party.
- D. Chartered Organizations are independent from the Central Committee for purposes of endorsements, but may not endorse any candidate who is not a registered Democrat.
- E. Recognized Democratic Organizations are exempt from chartering provisions herein.

### **SECTION 2. RESTRICTIONS ON CHARTERING OR RECOGNIZING DEMOCRATIC CLUBS**

The Central Committee shall not charter or recognize any Democratic Club or Organization unless the Club or Organization meets the following criteria:

- A. The Club or Organization must have at least ten (10) members;
- B. The Club or Organization members must be registered Democrats or have the intention of becoming Democrats as soon as they become eligible to vote;
- C. The Club or Organization must maintain open membership to all Democrats regardless of economic status, ability to pay dues, class, race, color, creed, age, ethnic identity, ethnicity, national origin, language, culture, gender, gender identification, sexual orientation, religion, disabilities as defined by the Americans with Disabilities Act of 1990, or any other condition or circumstance, except for age restrictions for organizations affiliated with the Young Democrats of America;
- D. The Club or Organization's bylaws must prohibit voting by secret or unsigned ballots; and
- E. Officers of the Club must meet the qualifications for membership described in Article II, Section 1.

### **SECTION 3. PROCEDURE FOR ISSUING AN INITIAL CHARTER TO A NEW DEMOCRATIC CLUB**

The procedure of requesting an initial charter from this Committee shall be as follows:

- A. A representative of an Organization to be chartered as a Club shall submit to the Chair of this Committee (or their designee) the following Chartering Documents:
  - 1. The proposed Bylaws of the organization, which shall be in compliance with any applicable rules of the DPSC and the California Democratic Party, which shall include the following:
    - a. The proposed name of the Club;
    - b. The proposed mission statement of the Club; and
    - c. A procedure for selecting a Club Representative and Club Alternate.
  - 2. The current roster of the Organization, containing the names, addresses, email, and phone numbers of each member, including titles of designated officers and directors.
  - 3. The date, time, and place of the regularly scheduled meetings of the Organization.
- B. Each new club's roster must contain at least ten (10) unique members who are not counted on the roster of any existing chartered club.
- C. Copies of Chartering Documents shall be made available to any voting member of this Committee who requests them prior to the meeting at which the charter request will be considered.
- D. After receipt of a request for initial charter and submission of the Chartering Documents by the date of a regularly scheduled Member Services Committee meeting, the Member Services Committee shall have up to three months to advise the prospective club, to verify that such Documents comply with all rules of the DPSC and the California Democratic Party, and verify with the County Registrar of Voters that all organizing members are registered Democrats.
- E. If the Member Services Committee determines that a prospective Club and its chartering documents meet all conditions required for issuing a charter, the Executive Board shall vote on whether to recommend to the full Committee approval of a charter request, and the Central Committee Chair shall place on the agenda of the next regularly scheduled Central Committee meeting a vote on whether to issue the charter.
- F. Upon approval of a charter request, newly chartered Organizations shall remit to the Controller of this Committee the chartering fee set pursuant to this article.

### **SECTION 4. PROCEDURE FOR RENEWING AN EXISTING CHARTER OF A DEMOCRATIC CLUB**

Organizational charters shall be renewed on an annual basis, as follows:

- A. Prior to the June meeting of each year, the President or Chair of each Chartered Club shall submit:
  - 1. Chartering Documents, as described in Section 3(A) above;
  - 2. The chartering fee to the Central Committee Chair or Controller;

3. The Club's FPPC semi-annual filings for the year (Form 460 or 450); and
  4. Notification of a Party event, or a Party information and voter education table at a community event, the Club hosted in the previous year with prior Board approval.
  5. Proof of compliance with Section 7.
- B. Upon review of the submitted materials by the Member Services Committee, and confirmation by that committee that the club has adhered to any requirements for clubs, and prior to the July regular membership meeting of the Central Committee, the Executive Board shall vote whether to recommend to the full Committee approval of a charter renewal request.
- C. If the Executive Board recommends denial of a charter renewal, the Secretary shall contact the Chair of the subject Club and explain the recommendation. The Executive Board shall give the Club a reasonable opportunity to reverse the recommendation, including time for the Club's chair to speak at a Central Committee meeting prior to the Central Committee vote on whether to renew the charter.
- D. The recommendations of the Executive Board shall be presented to the Central Committee at the July regular membership meeting, where the Central Committee shall vote whether to approve the recommendation of the Executive Board for each charter renewal request.
- E. Notwithstanding any other provision herein, the Central Committee may consider charter renewals at any Central Committee meeting provided the subject Club has submitted the Chartering Documents and chartering fee before consideration of the renewal request by the Central Committee.

#### **SECTION 5. SUSPENSION & REVOCATION OF CHARTERS OR RECOGNITION OF DEMOCRATIC CLUBS**

The Central Committee, upon recommendation of the Executive Board, may suspend or revoke the Charter or recognition of a democratic club at any time for good cause, provided that the subject Club is provided at least fourteen (14) days notice and given an opportunity to be heard before the vote to take such action.

#### **SECTION 6. CLUB CHARTERING FEES**

Club chartering fee amounts, as well as the rules relative to the time and manner of their payment, shall be set forth by the Executive Board, subject to approval by the Central Committee membership, and shall remain in effect until changed, in the same manner as membership dues amounts.

#### **SECTION 7. CLUB PUBLICITY POLICY**

- A. Each club that has a website or other online platform, such as a social media platform, shall publicly post all of the following information on that website or social media platform:
1. Up-to-date club contact information, such as an email or a phone number, which the public can use to contact the club and ask questions.
  2. Club bylaws and any other adopted governing documents.



3. Club regular meeting date, time, and location.
- B. If a club does not have a website or other online platform, the club shall have that information publicly posted on the DPSC website until the club establishes a website or other online platform.

## **ARTICLE X – EXPENDITURES, BUDGET, & AUDIT**

### **SECTION 1. USUAL & ORDINARY EXPENDITURES**

The Chair and Controller may pay usual and ordinary expenditures of the Central Committee authorized by the annual budget as provided for in Section 4. The Chair may authorize and pay extraordinary expenditures not anticipated in the annual budget which shall be recorded by the Controller pursuant to Section 4, Paragraph D.

### **SECTION 2. CHECKS**

The Chair, Controller, or Chair designee may sign all checks issued by the Central Committee.

### **SECTION 3. PROHIBITION ON CHARITABLE SPENDING**

No funds of the Central Committee shall be expended on behalf of any charitable organization.

### **SECTION 4. ANNUAL BUDGET**

- A. Each year the Controller shall develop an annual budget in consultation with the Chair of the Central Committee and the Fundraising Director for submission and approval by the Executive Board and the Central Committee no later than the April meeting of each year. The voting shall be by voice vote or show of hands.
- B. Each year, every officer elected pursuant to Article III, and the chair of every ad hoc committee formed pursuant to Article VIII, Section 10, shall submit to the Controller a proposed budget to support their duties and responsibilities no later than March 15 of each year.
- C. The budget shall be balanced with respect to projected revenues and projected expenditures and reflect a fiscal year commencing May 1 of each year and ending April 30 of the following year.
- D. The annual budget may be amended during the course of the fiscal year. The Controller may augment an individual line item by an amount of less than one tenth ( $1/10^{\text{th}}$ ) of the projected expenditure, subject to approval of the Executive Board. The Controller may augment an individual line item by an amount equal to or greater than one tenth ( $1/10^{\text{th}}$ ) of the projected expenditure, subject to approval of the Executive Board and the Central Committee. At any time during the fiscal year, if the Controller determines that projected revenues will not support projected expenditures, the Controller may reduce projected expenditures, subject to approval by the Executive Board. Any amendment shall be recorded by the Controller, and the Secretary shall record approval of the amendment in the minutes of the meeting at which the approval occurred.
- E. No officer, member, or agent of the Central Committee shall make any financial commitments involving any

expenditure of funds of the Central Committee, unless the expenditure is authorized by the annual budget or any amendments. Violation of this provision shall be grounds for termination or discipline, including removal from office, as provided for in Article V.

- F. The budget, expenditures, and any supporting documentation shall be subject to annual audit pursuant to Section 5.
- G. All contributions received and made by the Central Committee shall conform to the requirements of the Political Reform Act and the Federal Election Campaign Act, including the campaign contribution limits and disclosure requirements. No agent or officer of the Central Committee may accept a contribution subject to an implied or express condition, understanding, or agreement that the contribution shall be made to another candidate or committee on behalf of another contributor, or while acting as an intermediary or agent for another, without disclosing to the recipient of the contribution the true identity of the contributor.
- H. Any person making an agreement in violation of this provision acts outside the scope of their authority and such agreement shall be deemed void. All decisions regarding contributions and expenditures shall be made by the Central Committee based on the political objectives and interests of the Central Committee and subject to the procedures contained in these bylaws.

#### **SECTION 5. ANNUAL AUDIT**

- A. The Central Committee budget and expenditures shall be audited annually by an Audit Committee consisting of three (3) members appointed by the Chair of the Central Committee, subject to ratification by the Central Committee. Each year, the Audit Committee membership shall be appointed and ratified no later than October 1 of the year prior to the year in which the Audit Committee reports its results pursuant to paragraph D.
- B. Any member of the Central Committee, except Associate or Honorary members, may be appointed to be a member of the Audit Committee. Notwithstanding Article II, any member of the Audit Committee appointed in their own right shall have a right to vote in the capacity of a member of the Audit Committee. No member of the Executive Board shall be appointed as a member of the Audit Committee. The members of the Audit Committee shall select a chair from among themselves and notify the Chair of the Central Committee and the Secretary.
- C. The members of the Audit Committee may be subject to discipline.
- D. The Audit Committee shall audit the financial records of the Central Committee at least once per year. The Chair of the Audit Committee shall report the results of the audit in writing and orally each March to the Chair of the Central Committee, the Executive Board, and the Central Committee.
- E. The Audit Committee may inspect the financial records and reports of the Central Committee or any subordinate body at any time.
- F. No officer, member, or agent of the Central Committee shall interfere with Audit Committee activities.

## **ARTICLE XI - CONSTITUTION & RULES**

### **SECTION 1. PROPOSING BYLAW AMENDMENTS**

Any voting member may propose a Bylaw amendment in writing at any regular membership meeting. The Chair or member proposing the amendment shall announce the proposal at the meeting and announce that the Central Committee shall vote on the proposal at the next regular membership meeting unless the Central Committee takes alternate action on the proposal before the vote on whether to approve the proposal. If the Central Committee takes no alternate action, then the Chair shall place the proposal on the agenda of the next regular membership meeting. If the Central Committee refers the proposal to the Rules Committee, then the Parliamentarian shall schedule a meeting of the Rules Committee to consider the proposal. The Rules Committee shall provide a recommendation on the proposal at the next regular membership meeting.

### **SECTION 2. APPROVING BYLAW AMENDMENTS**

The Central Committee may amend the Constitution by a two-thirds ( $\frac{2}{3}$ <sup>rds</sup>) vote of the members present and voting at any membership meeting, provided the Central Committee was provided at least one month's notice of the proposal before the vote whether to adopt the proposal.

### **SECTION 3. ROBERT'S RULES OF ORDER**

The latest edition of *Robert's Rules of Order, Newly Revised*, shall govern the parliamentary procedure of the Central Committee to the extent it is not inconsistent with the Constitution and the law.

### **SECTION 4. STATEMENTS OF POSITION & RESOLUTIONS**

- A. No statement of position may be adopted by the Central Committee unless such position is considered by the Executive Board for review before the Central Committee may act on it. For purposes of this section, a statement of position is a motion or action expressing an opinion or position of the Central Committee. A candidate or ballot measure endorsement is not a statement of position. All statements of position adopted by the California Democratic Party in its annual platform shall be considered positions of the Central Committee unless the Central Committee adopts a position to the contrary.
- B. The Resolutions & Platform Committee shall, with the approval of the Central Committee, establish the process for the consideration of timely, late, and floor resolutions. For the purposes of this section, a resolution is a written motion that contains at least one preamble or statement of finding or belief before a resolving clause.

## **ARTICLE XII - ENDORSEMENTS**

### **SECTION 1. GENERALLY**

- A. The DPSC may endorse candidates for nonpartisan public office and adopt positions on local ballot measures voted on within Sacramento County.

- B. The DPSC may not do any of the following:
1. Endorse a non-Democrat;
  2. Endorse more candidates than there are seats to be filled; or
  3. Endorse for a partisan, voter-nominated, or statewide nonpartisan office contrary to an adopted position of the California Democratic Party.
- C. The DPSC may not endorse, or otherwise support or oppose, a candidate for Central Committee, for delegate to the state or national convention, or for an officer position of a chartered club.

## **SECTION 2. ENDORSEMENT PROCESS**

- A. The Campaign Services Committee shall, with the Executive Board's review and Central Committee's final approval, establish by standing rule the standard endorsement process for candidate contests and ballot measures.
- B. In a candidate contest, the standard endorsement process specified in Subsection A shall, at a minimum, include all of the following:
1. The Campaign Services Committee shall undertake a good faith effort to invite all eligible candidates to participate in the endorsement process. For purposes of this section, "eligible candidate" means a candidate who is a registered Democrat and who is not disqualified as provided in Section 3.
  2. If completion of a questionnaire or participation in an interview is required for a particular race, the requirement shall be imposed on all eligible candidates equally.
- C. In a ballot measure contest, the Campaign Services Committee shall undertake a good faith effort to contact proponents and opponents of the ballot measure. Failure to identify or find contact information for proponents or opponents after a reasonable search does not impair the Central Committee's ability to adopt an endorsement position.
- D. Notwithstanding Subsection B, in a candidate contest for a multicounty office, the Central Committee may, in a manner prescribed by standing rule, adopt an endorsement position adopted by another Democratic County Central Committee without conducting a separate endorsement process.
- E. The threshold necessary for the Central Committee to adopt a position of endorsement for a particular candidate or a position of either support or opposition on a ballot measure is a vote of at least three-fifths ( $\frac{3}{5}^{\text{ths}}$ ) of the valid votes cast.

## **SECTION 3. DISQUALIFICATION**

- A. A candidate is not eligible to be considered for endorsement, and shall not be invited to participate in the endorsement process, if any of the following apply:
1. The candidate endorsed a non-Democrat competing against the endorsed candidate of the Democratic Party during the past five (5) years and maintained that endorsement after the candidate was asked by

the DPSC to withdraw their endorsement.

2. The candidate has been subject to disciplinary proceedings by the DPSC during the past five (5) years and was expelled from the membership for any cause other than truancy.
  3. Ineligibility under subsection A shall only apply to endorsements made after the enactment of this subsection in August of 2019, and this paragraph 3 shall be repealed four (4) years after its effective date.
- B. The Executive Board shall determine whether a candidate is disqualified under Subsection A. The Central Committee may, by two-thirds ( $\frac{2}{3}$ <sup>rds</sup>) vote, and with the Executive Board's approval, remove the disqualification.
- C. The Executive Board or Central Committee may rescind the endorsement of a candidate who violates Subsection A by simple majority vote.

#### **SECTION 4. PERMITTED INTRAPARTY ENDORSEMENTS**

- A. The DPSC may, by simple majority vote, endorse a candidate for:
1. An officer or Standing Committee position within the California Democratic Party or its caucuses; or
  2. Member or officer of the Democratic National Committee or its affiliated committees.
- B. In considering intraparty endorsements, the endorsement process applicable to candidates for public office does not apply.

#### **SECTION 5. CALIFORNIA DEMOCRATIC PARTY ENDORSEMENTS**

- A. An endorsement position adopted by the California Democratic Party for a partisan, voter-nominated, or statewide nonpartisan office is the endorsed position of the DPSC.
- B. A position of support or opposition on a statewide ballot measure adopted by the California Democratic Party is the endorsed position of the DPSC.
- C. The DPSC may, in full compliance with the California Democratic Party's rules, make an endorsement for a statewide nonpartisan office or for a statewide ballot measure in which the California Democratic Party has adopted a neutral position.

### **ARTICLE XIII - CDP REPRESENTATIVES**

The Central Committee shall elect delegates to the California Democratic Party (CDP) and representatives of the Central Committee to the CDP Executive Board per the allocation it receives from the CDP. Election of delegates to the CDP shall occur in January of odd-numbered years at the Organizational Meeting. Elected Members shall have first consideration to be delegates. Should additional seats be available other Central Committee members registered to vote in Sacramento County shall be eligible for election as delegates. After

the initial allocation of delegate seats and of seats to the CDP executive board the Executive Board of the Central Committee may remove a member from holding such a seat for failure to attend, or send a proxy to, the State Convention, or in the case of a CDP Executive Board representative, for failure to attend, or send a proxy to, any meeting of the CDP Executive Board, and may remove a member from holding any such seat for excessive unexcused absences from the regular Central Committee, or Executive Board, meetings. The Executive Board may fill all vacancies for delegate and CDP Executive Board representative created after the initial allocation of seats.

## **ARTICLE XIV - CONTRACTING FOR SERVICES**

### **SECTION 1. AUTHORITY**

The Executive Board may contract with service providers as authorized by the Central Committee. Contracts shall specify service to be provided and terms and conditions of compensation. The Chair or designee shall sign and administer all contracts entered into on behalf of this Committee. Contracts for more than one (1) year and/or anticipated to be or exceed \$500 require prior approval of the Central Committee. The Executive Director, Controller, and Treasurer shall keep a copy of all contracts entered into by the Committee.

### **SECTION 2. TYPES OF CONTRACTS**

Notwithstanding any other provision herein, the Chair may enter into the following contracts with the advice and consent of the Executive Board without prior approval from the Central Committee:

- A. Contracts for the service of an Executive Director;
- B. Contracts for the services of employees of the coordinated campaign office(s); and
- C. Contracts for the service of a professional fundraiser.

### **SECTION 3. TREASURER**

The Chair of the Central Committee, in consultation with the Controller, shall appoint a Treasurer of the Central Committee. The Treasurer shall serve at the pleasure of the Chair of the Central Committee, subject to any limitations provided by law.

- A. The Treasurer may be compensated by the Central Committee, either as an employee or as an independent contractor. Contracts for compensation of the Treasurer shall be approved as provided for in this article.
- B. The Controller shall supervise the Treasurer, except in extraordinary circumstances, including but not limited to, a vacancy in the office of Controller, incapacity of the Controller, or any other emergency as determined by the Chair of the Central Committee.
- C. The Treasurer shall assist the Controller and the Chair in all financial and accounting matters related to the Central Committee. The Treasurer and any other agents of the Central Committee shall abide by any policies and procedures for the management of checks and other financial instruments of the Central Committee. Failure to abide by these policies and procedures by any agent of the Central Committee shall be grounds for

termination at the discretion of the Chair of the Central Committee and as otherwise provided by law.

## **ADDENDUM I: STANDING RULE – TRANSPARENCY POLICY**

### **SECTION 1. DOCUMENTS ON WEBSITE**

The following documents shall be published on the DPSC website:

1. Approved Central Committee and Executive Board meeting minutes;
2. Adopted resolutions; and
3. Current bylaws.

### **SECTION 2. NOTICE OF MEETING DATES**

1. The regular dates of all Central Committee meetings for each calendar year shall be published on the DPSC website no later than two (2) weeks prior to that regular meeting date.
2. Any change to the regular meeting date must be noticed by at least two weeks.

### **SECTION 3. NOTICE OF AGENDAS & OTHER MEETING MATERIALS**

1. The agenda for any regular Central Committee meeting, any unapproved minutes of previous meetings, and any resolutions agendized for consideration at the next meeting shall be posted publicly on the Party's website or social media account and noticed to the membership no later than seven (7) days prior to the date of the meeting.
2. Notice via email shall be considered sufficient notice for all purposes except in the case of members and interested persons without email, or who have chosen not to receive notice by email, who shall instead receive official notice of a meeting's time, date, location, and agenda by postal mail seven (7) days prior to the date of a meeting, or five (5) days by personal delivery.
3. All notices via email will be considered valid if:
  - a. The sender and receiver have both consented, in writing, to sending and receiving notice via the email address specified when giving consent, or the most recent email address specified on a subsequent notice of change of email address;
  - b. The obligation to inform and procedure for informing of any change in email address has been specified in writing; and
  - c. The receiver has not notified the Communications Director, in writing, via personal delivery or certified postal mail, at least fourteen (14) days in advance of any meeting, that they opt-out of consent to receive notice via email for future meetings.

#### **SECTION 4. VOTED BALLOTS**

1. All voted ballots shall be kept in the custody of the Secretary and shall be made available for inspection by any member for three (3) months after the vote.
2. The DPSC shall not permit photographing or copying of ballots for any purpose other than examining and verifying information.

#### **SECTION 5. ROSTERS**

1. The master Central Committee roster shall be maintained by the Secretary. The Chair, Secretary, or their designees, have the right to access the roster for DPSC purposes. No member shall release any member's home address, mailing address, phone number, email address, or any other personal information from the roster.
2. The Secretary shall make available a roster of the names of voting Central Committee members upon a member's request.
3. The DPSC shall make club rosters available to members for inspection for the purpose of chartering, however, the DPSC shall not permit the copying of information for any purpose other than examining and verifying information for purposes of club chartering.

#### **SECTION 6. DOCUMENTS TO BE MAINTAINED**

The DPSC shall maintain the following documents in an electronic format accessible to the Chair and the officer responsible for the documents' custody and maintenance:

1. A log of all dues payments and waivers, to be maintained by the Controller;
2. A log of all resolutions introduced and adopted, to be maintained by the Secretary jointly with the Resolutions & Platform Chair; and
3. A log of all bylaw amendments or standing rules formally proposed and adopted, to be maintained by the Secretary jointly with the Parliamentarian.

#### **SECTION 7. SURRENDER OF DOCUMENTS**

All documents maintained pursuant to this policy shall be surrendered to the DPSC Executive Board by the officer who kept them upon vacating that office.

### **ADDENDUM II: STANDING RULE – DUES POLICY**

#### **SECTION 1. DUES AMOUNTS**

Members shall pay annual dues in federally-permissible funds (personal contribution, from a federal PAC, or



from a state PAC if properly designated as federal funds) for each calendar year pursuant to the following schedule:

<u>MEMBER TYPE</u>	<u>ANNUAL DUES</u>
1. Elected Member .....	\$100
2. Ex Officio Member .....	\$125
a. Elected Assemblymember .....	\$150
b. Elected State Senator .....	\$200
c. Elected Representative .....	\$300
d. Elected Statewide / US Senator .....	\$400
3. Immediate Past Chair * .....	\$75
4. Alternate Member ( <i>except for Club Alternates</i> ) .....	\$50
5. Associate Member .....	\$25
6. Club Chartering Fee † .....	\$150
7. Honorary Member .....	None

\* Only applies if serving as a voting member of the Central Committee solely by virtue of being the Immediate Past Chair.

† No other Club Representative or Alternate dues required.

## **SECTION 2. TIMING OF DUES**

1. In November of each year, the Secretary shall identify who will be incoming Elected and Ex Officio members and compile their contact information. Before the second Thursday in December of each year, the Secretary shall contact all members who will owe dues in January of the upcoming year to inform them that they must pay their dues or request a dues waiver before the January Central Committee meeting.
2. Annual dues are payable by the beginning of the regular January meeting of the Central Committee.
3. Failure to timely pay dues pursuant to this section shall result in the member not being in good standing and therefore being ineligible to vote.
4. An Alternate Member shall likewise be ineligible to vote if the appointing member's dues are delinquent.
5. Any dues payments or request for a waiver of dues shall be recorded by the Controller or Chair twenty-four (24) hours before the beginning of each Central Committee meeting and transmitted to the Secretary for the purpose of updating the roster, but dues payments made after that time shall not confer good standing until the next monthly Central Committee meeting.

## **SECTION 3. FINANCIAL HARDSHIP**

1. The Chair or Controller may waive, reduce, or stagger payment of dues for any member claiming financial hardship.
2. No member shall be denied participation based on their ability to pay.

#### **SECTION 4. DUES PAYABLE DURING LAST QUARTER OF YEAR**

Any member assuming office after September 30 shall pay annual dues in half the amount listed in Section 1 for the remainder of that calendar year.

#### **SECTION 5. PAYMENT OF DELINQUENT DUES**

Only members in good standing with the DPSC shall be eligible to serve as a delegate appointed by the DPSC to the California Democratic Party's State Central Committee or Executive Board.

### **ADDENDUM III: STANDING RULE – RESOLUTIONS POLICY**

#### **SECTION 1. PRESENTATION OF RESOLUTIONS**

1. All resolutions that take a position on public policy, our values, or call for specific actions must be submitted to the Resolutions & Platform Committee Chair in an editable electronic format.
2. Resolutions may be presented for passage at any Resolutions & Platform Committee meeting (Timely Resolutions – Section 3), Executive Board meeting (Late Resolutions – Section 6), or on the floor of the Central Committee (Floor Resolutions – Section 8).
3. All resolutions presented to the Resolutions & Platform Committee for passage must be sponsored by at least one (1) member of the Central Committee or one (1) Democratic Club chartered by the DPSC.
4. If a resolution is sponsored by multiple DPSC members, a list of the sponsors should appear at the bottom of the text of the resolution.

#### **SECTION 2. FORM OF RESOLUTIONS**

1. Resolutions must be statements of principles or positions.
2. No resolution considered by the Resolutions & Platform Committee shall:
  - a. Call for a change in the DPSC Constitution & Bylaws; nor
  - b. State the endorsement of or support for a candidate for public office; nor
  - c. Mandate the spending of money by the DPSC.

#### **SECTION 3. TIMELY RESOLUTIONS**

1. For a resolution to be considered timely it must be received by the Resolutions & Platform Committee Chair before or at a regularly scheduled Resolutions & Platform Committee meeting.
2. Timely resolutions will be considered by the Resolutions & Platform Committee, which may submit the

resolution to the Executive Board, which may agendaize it for consideration by the Central Committee.

3. After consideration, amendment, and deliberation, timely resolutions require a simple majority vote to proceed from the Resolutions & Platform Committee to the Executive Board, and a simple majority vote to proceed from Executive Board to the Central Committee.

#### **SECTION 4. ACTIONS THAT MAY BE TAKEN BY THE RESOLUTIONS & PLATFORM COMMITTEE**

Once a resolution is submitted to the Resolutions & Platform Committee, it becomes the “property” of the Resolutions & Platform Committee, and the Resolutions & Platform Committee shall have authority to take any of the following actions:

1. Amend or rewrite the resolution;
2. Merge the resolution with another resolution;
3. Postpone consideration of the resolution to another meeting of the Resolutions & Platform Committee;
4. Refer the resolution back to the sponsor for editing;
5. Grant a request by the sponsor to withdraw the resolution;
6. Allow for the addition of sponsors;
7. Refer the resolution to another DPSC committee; or
8. Submit the resolution to the Executive Board for consideration, further editing, and presentation to the Central Committee.
9. If the Resolutions & Platform Committee amends a resolution submitted to it, a sponsor may unilaterally remove themselves from the resolution at any time.

#### **SECTION 5. RESOLUTIONS DETERMINED TO BE REAFFIRMATIONS**

The Resolutions & Platform Committee may declare that a newly submitted resolution is a reaffirmation of a previously passed resolution if the principle stated in the new resolution is substantially the same as that of a previous resolution. If a resolution is determined to be a reaffirmation, it will simply be adopted as such by the Resolutions & Platform Committee, and will not be sent to the floor of the Central Committee for a re-vote.

#### **SECTION 6. LATE RESOLUTIONS**

1. A Resolution shall be considered ‘late’ if it is received by the Resolutions & Platform Committee Chair after a regularly scheduled Resolutions & Platform Committee meeting but before the next Executive Board meeting.
2. Late resolutions require:
  - a. An explanation by the author of why the resolution should be considered urgent, outside of the

committee 88 process; and

- b. A two-thirds ( $\frac{2}{3}$ <sup>rd</sup>s) majority vote by the Executive Board to be added to the Central Committee agenda.
3. Once a late resolution has been placed on the Central Committee agenda by the Executive Board, it shall be treated in the same way as if it had been submitted as a timely resolution.

#### **SECTION 7. NOTICE TO LOCAL ELECTED OFFICIALS**

1. A timely or late resolution that takes a position of opposition to specific legislation authored by a Democratic elected official whose district includes Sacramento County, or that specifically names such an elected official, may not be considered by the Central Committee unless the official is given at least five (5) days' notice prior to the Central Committee meeting and given an opportunity to present on the resolution at the meeting.
2. A resolution violating the notice provision of this section shall be ruled out of order and referred back to the Resolutions & Platform Committee for further consideration.
3. The Central Committee may suspend the notice provision of this section by a two-thirds ( $\frac{2}{3}$ <sup>rd</sup>s) vote.

#### **SECTION 8. FLOOR RESOLUTIONS**

1. The sponsor of a timely or late resolution that was defeated, tabled, postponed, referred, amended, rewritten, merged, substituted, or not agendized shall have the right to gather signatures to directly present the resolution from the floor of the Central Committee according to the procedures described in this section.
2. To bring a non-agendized resolution to the floor of the Central Committee, the sponsor of the resolution must obtain the signatures of at least ten (10) DPSC voting Central Committee members stating their support to bring the resolution to the floor of the Central Committee.
3. The sponsor of the resolution must, prior to the beginning of the Central Committee meeting at which the resolution is to be brought to the floor, provide the Secretary with fifty (50) printed copies and an electronic copy of the resolution.
4. Floor resolutions require an explanation by the author to the Central Committee of why the resolution should be considered urgent, outside of the committee process.
5. Once the prior requirements of this section are met, a Floor Resolution shall require a simple majority vote of the Central Committee to be added to the meeting's agenda, and a two-thirds ( $\frac{2}{3}$ <sup>rd</sup>s) vote of the Central Committee for passage.

#### **SECTION 9. PROPOSED ACTIONS**

1. In submitting a resolution, the primary sponsor shall state what proposed action they propose the DPSC take after adoption of the submitted resolution. If the proposed action is a position letter or social media post, a draft must be submitted by the sponsor to the Communications Director after the resolution is adopted.
2. The DPSC is not obligated to undertake the requested action, but the Chair and Executive Board retain full

discretion to determine how the DPSC will communicate its position.

## **SECTION 10. UPDATING ADOPTED POSITIONS**

1. The Chair or Executive Board may, with the consent of a resolution's primary sponsor, update the DPSC's position on legislation due to changed circumstances in order to further the purpose and intent of the Central Committee in adopting the resolution.
2. "Changed circumstances" include, but are not limited to, amendments to the legislation that render the DPSC's adopted position inconsistent with the adopted resolution's intent.
3. The Chair shall notify the Executive Board of any changes to adopted positions undertaken pursuant to this section.

## **ADDENDUM IV: STANDING RULE – ENDORSEMENT POLICY**

### **SECTION 1. SCOPE OF POLICY**

This policy applies to endorsements for candidate contests for public office and ballot measure contests. Permitted intra-party endorsements, such as for offices within the California Democratic Party, are not subject to this policy.

### **SECTION 2. NEUTRALITY PRIOR TO ENDORSEMENT**

1. Prior to an endorsement, the DPSC may not favor or disfavor a Democratic candidate over another in an official action, including the conduct of the endorsement process, in the provision of services, or in access to DPSC resources.<sup>1</sup>
2. The DPSC may provide all Democratic candidates access to DPSC resources on equal terms until an endorsement is made. Chartered clubs may use the office for the support of the club's endorsed Democratic candidates prior to the Democratic Party's official endorsement in the race.

### **SECTION 3. TIMING OF ENDORSEMENT PROCESS**

1. The earliest the DPSC may endorse a candidate is the month before the nomination period opens.<sup>2</sup>
2. The Executive Board may, on the recommendation of the Campaign Services Committee, waive the time limit imposed by this section if the Executive Board determines that a particular contest meets both of the following conditions:

---

<sup>1</sup> The DPSC may continue to work with Democratic officeholders and non-officeholder Democratic candidates in their capacity as individuals, officeholders, or leaders in other organizations on issue campaigns without violating the neutrality principle.

<sup>2</sup> This generally means the fifth month before the election. For example, October 2019 would be the earliest month for the March 2020 election, and June 2020 for the November 2020 election.

- a. The contest is a targeted seat;
  - b. An early endorsement would increase the likelihood that an endorsed Democrat would win the contest.
3. For purposes of this section, “targeted seat” means a contest in which the incumbent is a non-Democrat (i.e., a “red-to-blue” seat), or in which the incumbent is a Democrat but the seat is vulnerable to being lost to a non-Democrat (i.e., a vulnerable “toss up” seat).

#### **SECTION 4. INITIATION OF ENDORSEMENT PROCESS**

1. The Executive Board shall, on the recommendation of the Campaign Services Committee, determine which contests to consider for purposes of endorsement and under what timeline.
2. The Campaign Services Director shall facilitate the publicization on the DPSC website and social media platforms the DPSC’s intent to conduct the endorsement process at least two weeks prior to the deadline to return a completed questionnaire and invite eligible candidates to participate.

#### **SECTION 5. CONTACTING ELIGIBLE CANDIDATES - SAFE HARBOR**

1. The Campaign Services Director shall undertake a good-faith effort to contact candidates and invite them to participate in the endorsement process.
2. The following persons are considered candidates:
  - a. A person who pulls or files nomination papers with the applicable elections official for the contest;
  - b. A person who has filed a Candidate Intention Statement (Form 501) for the contest with the applicable elections official;
  - c. A person who informs the Campaign Services Director that the person is or intends to be a candidate in the contest.
3. If the Campaign Services Director is unable to find a candidate’s contact information after a reasonable search, the requirement of “good-faith effort to contact” has been satisfied.

#### **SECTION 6. QUESTIONNAIRE & INTERVIEW**

1. In order to be eligible for endorsement consideration, a candidate must submit a completed candidate questionnaire.
2. The Campaign Services Committee shall develop and approve the questionnaire, subject to the Executive Board’s review and final approval. Office-specific questionnaires may be used for different offices, but no particular candidate is obligated to respond to more than one questionnaire.
3. The Campaign Services Committee, subject to the Executive Board’s review and final approval, shall determine whether interviews will be conducted for a particular contest. If a candidate interview is conducted, each candidate in the contest who submitted a completed questionnaire will be invited to interview. Only candidates who participate in the interview are eligible for endorsement consideration.

Candidates are permitted to interview by telephone or webcast, if permitted by the Campaign Services Director.

4. Interviews shall be conducted by interview panel under the following rules:
  - a. Only DPSC members may serve on an interview panel.
  - b. The Campaign Services Director shall select the membership of the panel and shall ensure that the panel is composed of a diverse cross-section of the Democratic Party.
  - c. An interview panel shall be composed of at least three members.
  - d. The panel shall be chaired by a person appointed by the Campaign Services Director, and the chairperson shall have the duty to write up the panel's report or ensure that the report is written up by another panel member. The panel shall ask all candidates the same standard questions but may ask additional follow-up questions and clarifying questions specific to a particular candidate.
  - e. Only panel members who participated in the interview of all eligible candidates under consideration may vote on the panel's recommendation.
  - f. If the total number of eligible panel members falls below three at any time during the process, the Campaign Services Committee may vacate their recommendation.
5. Upon the conclusion of the interview process, the panel may make any of the following recommendations:
  - a. Endorsement of no more candidates than there are seats to be filled;
  - b. Neutral (i.e., not favoring or disfavoring any candidate in the race);
  - c. No endorsement (i.e., rejection of all candidates); or
  - d. No recommendation (i.e., let the membership vote without a recommendation).
6. The Campaign Services Director shall deliver the interview panel's report to the Executive Board, including the panel's recommendation and reasons. The Executive Board may, in its discretion, accept the recommendation of the panel, or reject the recommendation of the panel and give a different recommendation to the membership. For races where no interview was conducted, there is no panel recommendation, and the Executive Board may make an endorsement recommendation in its discretion.

## **SECTION 7. CONFLICT OF INTEREST**

1. A DPSC member may not serve on an interview panel if the member has a disqualifying conflict of interest.
2. A member has a disqualifying conflict of interest if they:
  - a. Are a candidate for the public office under consideration;
  - b. Are the incumbent officeholder or serve on the elected body of the public office under consideration, or have served with one of the candidates on an elected body;

- c. Are or have been campaign staff or a campaign volunteer for a candidate during the course of the current campaign;
  - d. Are or have been employed, with or without compensation,<sup>3</sup> by a candidate during the past five years, or is currently employed by the public agency that the candidate would govern;
  - e. Are an appointee of a candidate to any board, commission, committee or other office.
  - f. Have made a financial contribution to a candidate, whether monetary or nonmonetary, regardless of whether the contribution was below a reporting threshold; or
  - g. Have publicly avowed a preference for a candidate, whether support or opposition, including on social media platforms.
3. The Campaign Services Director may disqualify a member from serving on an interview panel who is not disqualified by Subsection B if the Campaign Services Director determines that the member has an actual or apparent conflict of interest that could reasonably be expected to bring the integrity of the endorsement process into question.

#### **SECTION 8. ADVANCEMENT TO GENERAL ELECTION OR SPECIAL ELECTION RUNOFF**

If a candidate endorsed by the DPSC for a primary election advances to the general election or special election runoff, the candidate continues to be endorsed by the DPSC. If a candidate endorsed by the DPSC for a primary election fails to advance, the DPSC may take up an endorsement for the race any time after the primary election.

#### **SECTION 9. CONTRIBUTIONS**

- 1. The DPSC may only make a monetary contribution to a candidate endorsed by the DPSC or to a candidate who is otherwise the officially endorsed candidate of the Democratic Party.
- 2. The Campaign Expenditures Committee is composed of the Chair, Vice Chair, Campaign Services Director, and two members appointed by the Executive Board who have a demonstrated understanding of campaign finance law.
- 3. The Campaign Expenditures Committee has the exclusive authority to make monetary contributions.
- 4. The Campaign Expenditures Committee shall meet subject to the call of the Chair, and may transact business in-person or by teleconference, text message, email, or other interactive means.
- 5. The actions of the Campaign Expenditures Committee, (including action taken, expenditures authorized, candidates or ballot measures affected, and votes) shall be reported at, and entered in the minutes of, the next Executive Board meeting. The proceedings and actions of the Campaign Expenditures Committee may be kept secret if the Chair determines that secrecy is necessary to protect confidential campaign strategy.
- 6. After an endorsement is made, the Campaign Services Committee may recommend to the Executive Board and Campaign Expenditures Committee how the DPSC should support its endorsed candidates and ballot

---

<sup>3</sup> For example, as an intern, extern, or fellow.



measures. This can include monetary contributions, as well as how to provide campaign services such as canvassing, phonebanking, textbanking, digital media, etc.

7. A monetary contribution must be made no earlier than the date on which the candidate is endorsed and no later than the date of the election for which the candidate was endorsed, or as otherwise provided in Sections 11 and 12. A contribution must be made to the candidate's campaign committee associated with the office and election year for which the candidate was endorsed.

#### **SECTION 10. POST-ELECTION MONETARY CONTRIBUTIONS**

1. The DPSC may not make a monetary contribution to an endorsed candidate after the final date of the election for which the candidate was endorsed,<sup>4</sup> unless made for the purpose of paying down debt and made no later than the last day of the month following the month of the election.<sup>5</sup> The DPSC may make a post-election monetary contribution to a non-endorsed Democratic candidate if the candidate unsuccessfully sought the endorsement of the DPSC and won their election.
2. A post-election monetary contribution made to an endorsed candidate for the purpose of paying down debt may only be made to the candidate committee of the endorsed candidate for the office and election cycle for which the candidate was endorsed. The Campaign Services Director or Chair shall require that an endorsed candidate requesting a post-election debt payment monetary contribution produce documentation to support their claim of outstanding debt.
3. "Unsuccessfully sought the endorsement of the DPSC" means that the candidate was eligible to be considered for endorsement by the DPSC Central Committee (i.e., the candidate submitted a questionnaire, and participated in an interview if an interview was required) but did not win the endorsement due to either: another Democratic candidate winning the endorsement, the DPSC adopting a "Neutral" position, or the Central Committee failing to take action. This does not include the adoption of a "No Endorsement" position.

#### **SECTION 11. EXPENDITURES RELATING TO POST-ELECTION CHALLENGES**

The DPSC may make post-election expenditures, including monetary and nonmonetary contributions, for the purpose of assisting endorsed candidates in combating post-election challenges to the canvass of the vote or other conditions of voting.

#### **SECTION 12. BALLOT MEASURE ENDORSEMENTS**

1. The DPSC may not endorse a position on a ballot measure until the measure has qualified for a specific election date and been identified by the Registrar of Voters by letter (e.g., Measure A). The DPSC may support or oppose the qualification of a ballot measure prior to the adoption of a formal endorsement position on the qualified ballot measure.

---

<sup>4</sup> For a primary election that advances to a general election, the "final date of the election" is the date of the general election. E.g., If the contest for Sacramento Mayor held on March 3, 2020 advances to the general election, the final date is November 3, 2020.

<sup>5</sup> For example, for an election March 2020, the final date is April 30, 2020, and for November 3, 2020, the final date is December 31, 2020.

2. The Executive Board may waive the requirement by a two-thirds ( $\frac{2}{3}$ <sup>rd</sup>s) vote for a measure that has qualified for the ballot but not yet been identified by letter or not given a specific election date.
3. The Campaign Services Committee shall undertake a good faith effort to contact proponents and opponents, official and unofficial, of each ballot measure and invite them to interview or respond to written questions. The Campaign Services Committee or interview panel shall make recommendations to the Executive Board of one of the following positions on a ballot measure:
  - a. Support (i.e., “Vote Yes”);
  - b. Oppose (i.e., “Vote No”);
  - c. Neutral (i.e., the Party should not take a position); or
  - d. No recommendation (i.e., let the membership vote without any recommendation).

### **SECTION 13. RECALL ELECTIONS**

1. A recall election is two separate election contests. The first contest is the recall question, and the second contest is the election of a successor.
  - a. The recall question (i.e., whether the incumbent should be removed from office) is treated as a ballot measure endorsement under Section 12.
    - i. If the incumbent facing recall is a Democrat, the Executive Board shall contact the incumbent and provide them an opportunity to be interviewed prior to the making of an endorsement recommendation.
  - b. The election of a successor to the office if the recall question prevails is treated as a candidate contest endorsement in the regular manner provided for in this policy.
2. If a Democratic incumbent is subject to a recall election, the DPSC will automatically oppose the recall, unless the DPSC adopts a position of support or neutral as specified in Section 16.
3. If a non-Democratic incumbent is subject to a recall election, the DPSC may support the recall or take a neutral position. The DPSC may not endorse a position of opposition to the recall of a non-Democratic incumbent.
4. Regardless of the DPSC’s position on the recall question, the DPSC may endorse a candidate to succeed to the office in case the recall question prevails.

### **SECTION 14. JUDICIAL ENDORSEMENTS**

1. The DPSC may endorse candidates for judge of the Sacramento County Superior Court, but only after the final close of filing and if the judicial contest is contested by at least two candidates.
2. The endorsement process for judicial candidates is the same as for other candidate contests. The Campaign Services Committee may, subject to the Executive Board’s review and final approval, alter the endorsement process for judicial candidates to ensure that the impartiality of the judicial election process is maintained.

## **SECTION 15. MULTICOUNTY ENDORSEMENTS**

1. A local public office that extends into another county is a “multicounty office” for purposes of this section. The Campaign Services Director shall determine which offices are multicounty offices.
2. The Campaign Services Committee, subject to the Executive Board’s review and final approval, may defer the endorsement of a multicounty seat to another county that has a larger percentage of the population of registered Democrats in that jurisdiction than Sacramento County. In such a case, when the DPSC is informed of the other county’s endorsement action, the Campaign Services Committee shall consider whether to recommend adoption of the other county’s endorsement action to the Executive Board, without conducting a separate DPSC endorsement process.
3. If the Executive Board rejects the other county’s endorsement decision then the DPSC may proceed with an endorsement in the race following the regular endorsement process specified in this policy.
4. The Chair and Campaign Services Director are authorized to engage and negotiate with other counties on which multicounty seats will be considered under the primary jurisdiction of other counties and which will be under the jurisdiction of the DPSC.

## **SECTION 16. MISCELLANEOUS**

1. Prior to the Central Committee’s consideration of an endorsement recommendation, the Campaign Services Director shall publicize the recommendation and candidate questionnaires to the voting membership at least seven days before the meeting.
2. During the endorsement meeting, the Chair shall present the recommendations as a consent calendar. If a recommendation is pulled from consent the Campaign Services Director may present the recommendation, the eligible candidates shall be permitted to speak, and members shall be permitted to debate with equal time given to members speaking for each candidate.
3. Upon the conclusion of an endorsement recommendation, the Campaign Services Committee shall recommend to the Executive Board and Campaign Expenditures Committee how the DPSC should support the endorsed candidate or ballot measure and may draft a proposed campaign support plan. The Executive Board shall consider the committee’s recommendations.

## **ADDENDUM V: STANDING RULE – CODE OF CONDUCT**

### **SECTION 1. CODE OF CONDUCT GENERALLY**

1. The Democratic Party of Sacramento County is committed to providing an environment that is free of harassment and retaliation with respect to any member of the Central Committee.
2. This Code of Conduct seeks to ensure a setting where members are free from racial, age, disability, ethnic, gender, or personal harassment; where everyone is treated with dignity and respect; and where there is zero tolerance for retaliation.

3. Actions fitting the definitions described in this Code of Conduct may subject members to the DPSC's Disciplinary Procedure as described in Article V.

## **SECTION 2. DEFINITIONS OF HARASSMENT**

1. Harassment means any inappropriate conduct, comment, display, action, or gesture by a person that is either based on race, religion, gender, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin.
2. Examples of harassment may include, but is not limited to:
  - a. Inappropriate touching, suggestive or abusive remarks of a sexual nature, compromising invitations, sexual assault, coarse language of a sexual nature, displaying pornographic material, or seeking non-consensual sexual favors;
  - b. Unwelcome remarks, jokes, innuendos, or taunts of a sexual, racial, gender-based, or ethnic nature;
  - c. Displaying materials, pictures, or graffiti that degrades one's race, gender or ethnic background; and
  - d. Insulting gestures, jokes, and disparaging written material based on race, ethnic background, or gender that causes embarrassment or humiliation.

## **SECTION 3. DEFINITIONS OF PERSONAL HARASSMENT**

1. Personal harassment is conduct or comments which are intimidating, threatening, demeaning, or abusive and is behavior which is known or ought reasonably to be known as unwelcome.
2. Examples of personal harassment can include, but are not limited to bullying—which can be defined as offensive, malicious, intimidating, insulting, or humiliating behavior, often associated with the misuse of power or position.

## **SECTION 4. DEFINITION OF RETALIATION**

1. Retaliation is an extreme form of bullying which goes beyond personal harassment and attempts to severely negatively impact a person's life outside of the Party.
2. Examples of retaliation include, but are not limited to:
  - a. Threatening the livelihood of a member in order to alter their future voting behavior in the Central Committee; and
  - b. Conspiring to have a member terminated from their occupation based on their votes in the Central Committee.

## **SECTION 5. DEFINITION OF UNBECOMING CONDUCT**

1. Examples of unbecoming conduct include, but are not limited to:
  - a. Violation of the law or of the Bylaws of the Party;
  - b. Disruption of the Central Committee, a Standing Committee, or Party event; and
  - c. Any other act, omission, or condition deemed to be good cause by the Executive Board.

## **SECTION 6. SEVERITY & LIMITATIONS**

1. The DPSC shall consider the severity of the offense when considering whether a member has violated the Code of Conduct or what corrective action should be taken to address a complaint.
2. The DPSC shall weight retaliation and actions that are illegal more severely than actions that are only hurtful or against this Code.
3. Nothing in this Code of Conduct shall be abused so as to punish or remove members for their personal opinions, votes, or freedom of association, nor to settle personal affairs between two members if there is no relevance of a complaint to the meetings, events, functioning, or reputation of the DPSC.

## **ADDENDUM VI: STANDING RULE – RULES OF ORDER FOR ELECTRONIC MEETINGS**

### **SECTION 1. RULES OF ORDER FOR FULLY ELECTRONIC MEETINGS**

1. The Central Committee may hold fully electronic meetings open to all voting members as a method of meeting and decision-making. The adoption of these Emergency Rules of Order outside of a regular (non-electronic) meeting shall be subject to all requirements set forth herein in order to be valid.
2. The Central Committee may call electronic meetings (via teleconference or video-call) in the same manner as prescribed under the bylaws, which shall be open to participation to all voting members and accessible to any registered Democrat in Sacramento County, in order to conduct business. For any electronic meeting, the convener shall designate the medium in which the electronic meeting will be conducted, and shall designate at least two methods for receiving any motions made, at least one of which shall not require internet access.
3. During a Central Committee meeting, all voting members shall remain muted until recognized by the Chair. Voting members may seek recognition by using the “raise hand” function of Zoom.
4. Votes may be conducted during electronic meetings:
  - a. Each voting member shall have the right to make any motions that they would otherwise have the right to make during an in-person meeting, or the Central Committee may refer the motion to a relevant Committee.
  - b. Every voting member shall have the right to make a privileged motion that the body adopt reasonable alterations to the method of voting proposed by the convener.

- c. The Central Committee shall conduct any non-ballot vote by roll call upon the request of at least ten (10) of the voting members present or one-fourth (1/4th) of the voting members present, whichever is fewer.
  - d. Unanimous consent shall be granted only after un-muting all voting members and providing at least ten seconds for them to object.
  - e. Before adopting any kind of consent calendar, all voting members shall be un-muted and provided at least ten seconds to request that items be pulled from that consent calendar.
  - f. Objecting to unanimous consent and pulling items from a consent calendar shall be subject to the same conditions required for receiving motions described in subsection D of section 2.
5. Proper notice of electronic meetings shall be achieved when, in addition to any other requirements for notice, the means to participate in any votes, and the time of a vote and of the closing of balloting has been delivered to every voting member via electronic means and posted electronically. Electronic means of notice shall require a good-faith effort to contact every voting member via the most recent electronic contact information they have provided to the body, such as email, and public posting of notice shall include posting the required information on an official website or social media account maintained by the Party.
  6. A member who is attempting to participate or vote but is unable to do so due to technological difficulties or a failure to be duly recognized may move to reconsider something previously adopted or make a point of order to that effect.
  7. When the Chair reaches an agenda item at a duly noticed electronic meeting, the Chair shall:
    - a. Restate the motion;
    - b. Allow time for debate; and
    - c. State how the vote will be conducted and when balloting will close.
  8. The Chair shall facilitate electronic debate on motions and seek to ensure that all members who wish to debate are recognized.
  9. Debate on a motion shall only be ended if no members seek recognition, if a motion limiting the number of speakers has been adopted and those speakers have spoken, or after a vote to end discussion. Balloting shall not commence until after debate on a motion has ended.
10. Electronic votes shall be defined and conducted in the following manner:
    - a. Voting conducted by a visible division over video-call shall be allowed in instances where only voting members are allowed to participate, the proceedings of the meeting are recorded and preserved in the same manner required for ballots under these rules, and voting members without a video connection are allowed to demand a roll call method be used instead.
    - b. Voting conducted by roll call during an electronic meeting shall be open to participation of those voting members attending the electronic meeting.
    - c. Voting conducted by absentee ballot outside of a meeting (including, but not limited to, email ballots) shall be open to participation of all voting members of the body.

- d. The manner of participating in absentee balloting shall be promulgated to all voting members, simultaneously, in the same manner as allowed for notice of electronic meetings.
11. A record of any electronic votes conducted by visible division, roll call, or absentee ballot shall be maintained and open to inspection by voting members until after the next regular (non-electronic) meeting of the body, or as otherwise required under the body's bylaws, whichever timeframe is longer:
    - a. Electronic votes shall be conducted and recorded in a manner that ensures an inspectable record of which members voted and how each member voted.
    - b. Electronic votes that are not preserved in this manner shall not be considered valid and shall have no effect.
    - c. Secret electronic votes shall not be allowed under any circumstances.
  12. Minutes and other records of electronic meetings and votes shall be made available to voting members of that body upon reasonable request or as otherwise required under the bylaws, but the Secretary may redact any part of that record not required to be included in regular meeting minutes or not subject to inspection under these Emergency Rules of Order. The results of any absentee balloting shall be recorded in the minutes of the last meeting at which the motion was debated.
  13. All other rules, customs, and member protections contained within the body's bylaws, standing rules, and the most current edition of Roberts Rules of Order—including the Sample Rules for Electronic Meetings published by Roberts Rules of Order—that are not inconsistent with these Emergency Rules of Order shall continue to govern the body unless they would be impossible to reasonably uphold outside of a regular (non-electronic) meeting. All reasonable steps shall be taken to translate rules regarding governance of the body and the conduct of regular meetings to the operation of electronic meetings or electronic votes, and the voting members shall retain the right to appeal any rulings of the Chair in these or other regards.

## **ADDENDUM VII: SPECIAL RULE OF ORDER ON DEBATE**

1. Main Motions:
  - a. Debate on all main motions relating to an item of business on the floor of Central Committee meetings shall be limited to three speakers for and three speakers against each individual motion; each speaker shall be provided 2 minutes.
  - b. No speaker may yield more than 1 minute; yield to another voting member; yield to a non-Democrat without permission of the chair; or yield to someone who has already spoken in debate.
  - c. No more than 2 non-members shall be allowed to speak for each side.
2. Incidental and Subsidiary Motions:
  - a. Debate on all subsidiary and incidental motions relating to a main motion shall be limited to one speaker for and one speaker against such a motion; each speaker shall be provided 1 minute. No speaker may yield during debate of a subsidiary or incidental motion.

## **ADDENDUM VIII: TIME LIMIT ON DEBATE**

The committee shall adopt time limits for each item of business at the adoption of the agenda. If an item has not been disposed of at the end of the time allotted to that item then all the debate on the item shall be closed and the question, should it exist, shall be called.