

# BYLAWS OF THE DEMOCRATIC PARTY OF SACRAMENTO COUNTY

Revised December 2024

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## **Article I – Name and Purpose**

### **Section 1.01. Name.**

The name of this organization is the Sacramento County Democratic Central Committee, which may be cited as the Democratic Party of Sacramento County (DPSC), SacDems, or another similar name.

### **Section 1.02. Vision, Purpose, and Mission.**

- A. The vision of the DPSC is a just society in which all people are guaranteed personal freedom and economic security, where all can thrive and achieve their full potential, as envisioned in the platform of the Democratic Party.
- B. The purpose of the DPSC is to advance that vision by organizing collective action through the electoral and policymaking political processes, in collaboration with the partners and constituencies that form the base of the Democratic Party as guided by our mission.
- C. The mission of the DPSC is to coordinate Democratic Party activities in Sacramento County under the general direction of the California Democratic Party, and to achieve the following objectives:
  - 1. Elect Democrats to public office at all levels.
  - 2. Advocate for Democratic Party values in public policy.
  - 3. Build and strengthen the base and operations of the Democratic Party.
- D. All members shall work to advance the vision, purpose, and mission of the DPSC.

### **Section 1.03. Official Unit.**

The DPSC is the local and official branch of the Democratic Party in and for Sacramento County.

## Article II - Membership and Vacancies

### **Section 2.01. Requirements of Membership.**

- A. A member must be registered to vote as a Democrat in Sacramento County, except for the following persons who join as an Associate Member:
  - 1. A person who is registered to vote as a Democrat outside of Sacramento County.
  - 2. A person who has pre-registered to vote as a Democrat or a person at least 16 years of age who is ineligible to pre-register or register to vote but who pledges to pre-register or register to vote as a Democrat as soon as eligibility is attained, regardless of whether the person resides in Sacramento County.
- B. Dual membership is prohibited. A member may cast only one vote.
- C. A member is in good standing if the member is current on their dues, does not have excessive unexcused absences, and whose rights of membership have not been suspended due to disciplinary action. A voting member who is not in good standing may not vote.
- D. Any person joining as a member, other than an Ex Officio Member, shall take the oath of office prior to assuming office. All members shall abide by these bylaws.

### **Section 2.02. Classes of Membership.**

- A. The DPSC has the following classes of membership:
  - 1. Elected Member.
  - 2. Ex Officio Member.
  - 3. Club Representative.
  - 4. Alternate Member.
  - 5. Associate Member.
  - 6. Honorary Member.
- B. All members have the right to attend and participate in DPSC meetings. All members except Associate Members and Alternate Members have the right to vote. An Alternate Member has the right to vote only in the absence of their corresponding voting member.

### **Section 2.03. Elected Members.**

- A. An Elected Member is a Democrat registered to vote in Sacramento County who was elected to serve on the Central Committee pursuant to the California Elections Code, or who was appointed to fill a vacancy in an Elected Member position.
- B. The term of an Elected Member begins with the organizational meeting following their election and ends upon the calling to the order of the subsequent organizational meeting at which Elected Members are seated.

#### **Section 2.04. Ex Officio Members.**

- A. An Ex Officio Member is a Democrat registered to vote in Sacramento County who meets any of the following criteria:
  - 1. Currently holds office, or if the officeholder is not a Democrat, was the most recent nominee, for a legislative district within Sacramento County for the United States House of Representatives, State Senate, State Assembly, or State Board of Equalization.
  - 2. Currently holds office, or if the officeholder is not a Democrat, was the most recent nominee, for the statewide office of United States Senator, Governor, Lieutenant Governor, Secretary of State, Attorney General, Treasurer, Controller, Superintendent of Public Instruction, or Insurance Commissioner.
  - 3. Currently holds office as the California Democratic Party regional director for any region within Sacramento County.
- B. The term of an Ex Officio Member begins at the organizational meeting following their election and ends upon the calling to order of the organizational meeting at which Ex Officio Members are seated.
- C. For purposes of this section, “nominee” refers to that registered Democrat who received the most 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 most votes in the last primary election.
- D. If an Ex Officio Member who holds office resigns or is recalled from that office, they continue to serve as an Ex Officio Member as if they remained in office, unless and until another Democrat holds that office before the expiration of that term, in which case that Democrat who now holds the office becomes the Ex Officio Member. If a person who serves as an Ex Officio Member becomes eligible for an Ex Officio Member position in another capacity, they shall hold the Ex Officio Member position only for the public office they hold. If the person does not hold public office for any of the Ex Officio Member positions for which they are eligible, the member shall designate which position they wish to hold, and if they fail to choose one then the Chair shall designate them as holding the position with the longest term of office.
- E. If an officeholder who was not a registered Democrat when their term of office began becomes a registered Democrat during their term office, the Central Committee may grant that officeholder a position of Ex Officio Member. If another person was already the Ex Officio Member due to having been the nominee, they shall also continue to serve as an Ex Officio Member for the remainder of the term of office that they would have served.

#### **Section 2.05. Club Representatives.**

- A. A Club Representative is a Democrat registered to vote in Sacramento County who has been appointed by a chartered club. An appointment must be made in writing and sent to the Chair and Secretary. A Club Representative serves at the pleasure of the appointing club.
- B. A Club Representative for a newly chartered club does not have voting privileges until the first meeting after approval of the club charter or thirty days, whichever occurs first.

**Section 2.06. Alternate Members.**

- A. An Alternate Member is a Democrat registered to vote in Sacramento County who has been appointed as an alternate by an Elected Member, Ex Officio Member, Club Representative, or Honorary Member who may vote at Central Committee meetings only in the absence of the appointing member. An appointment must be made in writing and sent to the Chair and Secretary. An Alternate Member serves at the pleasure of the appointing member or club.
- B. An Alternate Member for an Elected Member must be registered to vote in the same Supervisor District as the Elected Member. An Alternate Member for a Club Representative must be a member of the appointing club.

**Section 2.07. Associate Members.**

- A. An Associate Member is a registered Democrat, person who has pre-registered to vote as a Democrat, or person at least 16 years of age who is ineligible to pre-register or register to vote as a Democrat but who pledges to pre-register or register as a Democrat as soon as eligibility is attained, and who has been approved to be an Associate Member by the Chair, Executive Board, or Central Committee.
- B. Once approved, an Associate Member continues to serve without needing re-approval if the member meets the requirements of membership, unless their membership is revoked.

**Section 2.08. Honorary Members.**

- A. An Honorary Member is a Democrat registered to vote in Sacramento County who meets either of the following qualifications:
  - 1. The person served as Chair or as an Ex Officio Member in their capacity as regional director of the California Democratic Party for any region within Sacramento County during any portion of the immediately prior term of Elected Members and no longer serves in that position.
  - 2. The person has been approved as an Honorary Member by two-thirds vote of the Central Committee, upon nomination of the Executive Board after the submission of a petition of thirty voting members of the Central Committee detailing the person's service to the Democratic Party and why the person should be granted an honorary membership.
- B. An Honorary Member serves until the calling to order of the next organizational meeting.

**Section 2.09. Dues.**

- A. Each member, except a Club Representative or Alternate Member for a Club Representative, shall pay dues on an annual basis. Payment of dues shall be waived, reduced, or staggered for any member claiming financial hardship, as approved by the Chair, Executive Board, or Central Committee. Dues must be paid within 30 days of assuming office or the member is not in good standing and loses their voting rights. Annual dues are due and payable by the January meeting.
- B. Dues amounts and the rules relative to their time and payment shall be recommended by the Executive Board and approved by the Central Committee.

- C. Dues payments, other than the club chartering fee, shall be credited to the individual member. If a member changes from one type of membership to another, the member shall only pay the difference in the dues rate if the dues rate for the new position is greater than for the prior position.

**Section 2.10. Resignations.**

- A. A resignation must be submitted in writing to the Chair. A resignation by the Chair shall be submitted to the Executive Board. The Chair, Executive Board, or Central Committee may accept a resignation. Once accepted, a resignation may not be withdrawn unless the acceptance is revoked prior to the resignation becoming effective.
- B. A resignation that is conditioned on anything other than time may not be accepted. A resignation may be conditioned to be effective on a specified date, time, or upon the calling to order or adjournment of a meeting, no later than 30 days after the day the resignation is submitted. A resignation that is written to be effective on a date later than 30 days after the day the resignation is submitted or upon another date, time, or meeting that cannot be determined, shall be effective on the 31st day after the resignation is submitted.

**Section 2.11. Vacancies.**

- A. A vacancy exists in any of the following circumstances:
  - 1. Resignation of a member from a position or office.
  - 2. Removal of a member from a position or office.
  - 3. Death, incapacitation, or disappearance of a member.
  - 4. Ineligibility to be a member or hold office based on party registration, residency, or other requirements of membership.
  - 5. Failure to assume office within sixty days of eligibility to do so.
  - 6. Any other circumstance in which a position was once filled but later becomes vacant.
- B. The Chair shall determine whether a vacancy exists and shall announce their determination to the Executive Board or Central Committee. When the Chair intends to make a vacancy determination, the Chair shall first notify the member whose seat will be declared vacant to provide them an opportunity to respond. If the member disagrees with the determination, the member may appeal the determination to the Executive Board or Central Committee.
- C. A vacancy in the position of an Elected Member shall be filled as follows:
  - 1. The vacancy shall be announced by the Chair at the first regular Central Committee meeting after the vacancy was created. The vacancy shall be filled by nomination and election at the next meeting after prior notice at the previous meeting.
  - 2. If the vacancy exists because the number of candidates elected do not equal the number of seats to be filled, the vacancy may be filled at the organizational meeting at which Elected Members are sworn-in.
- D. A vacancy in the position of a Club Representative or Alternate Member for a Club Representative shall be filled by the appointing club.

- E. A vacancy on the Executive Board shall be filled at the next regular meeting or at a special meeting, with at least seven days notice provided to the membership. If the vacancy occurs less than three months prior to the next organizational meeting, the Executive Board or Central Committee may keep the vacancy unfilled until the organizational meeting.
- F. All other vacancies shall be filled as quickly as possible.

## Article III – Executive Board

### **Section 3.01. Powers.**

The Chair and Executive Board have concurrent power to execute and implement the policies of the Central Committee. On matters in which these bylaws do not grant the Chair exclusive authority, when an action of the Chair and Executive Board conflict, the action of the Executive Board shall prevail.

### **Section 3.02. Executive Board Members.**

- A. The members of the Executive Board are all the following:
1. Chair.
  2. Vice Chair.
  3. Secretary.
  4. Controller.
  5. Campaign Services Director.
  6. Fundraising Director.
  7. Communications Director.
- B. Each board member shall perform duties outlined in these bylaws and perform such other duties as directed by the Chair, Executive Board, or Central Committee. In the absence of the Chair, the next officer in the order listed in Subsection A shall preside over meetings in the absence of the officer listed before them. In the case of a vacancy in the office of Chair, the officer next highest in the order shall serve as Acting Chair until the election of a new Chair.
- C. All board members shall, upon the conclusion of their term of office, surrender all documents or property belonging to the DPSC to the Chair or the officer's relevant successor.
- D. A candidate for Chair must be an Elected Member, Ex Officio Member, Alternate Member for an Ex Officio Member, or Club Representative. A candidate for any other officer position must be a member and can belong to any membership category, including an Associate Member, however, a candidate for any officer position must be registered to vote as a Democrat in Sacramento County.
- E. A member who holds public office may not be elected to or serve on the Executive Board. However, a member who is elected or appointed to public office while already serving on the Executive Board may serve the remainder of their term on the Executive Board until the next organizational meeting.
- F. The person most recently elected as Chair in the term prior to the current Chair may serve on the Executive Board as a nonvoting member.

### **Section 3.03. Duties of Board Members.**

#### **A. The Chair has the following duties:**

1. Serve as chief executive officer and execute the policies of the Executive Board and Central Committee.
2. Preside and govern at each Executive Board and Central Committee meeting.
3. Manage and employ persons.
4. Serve in ex officio capacity on each standing committee.
5. Appoint committee chairs and members.
6. Serve as official spokesperson.
7. Approve all public documents, correspondence, and communications.
8. Sign and administer all contracts.
9. Appoint a parliamentarian to advise and assist with matters of parliamentary procedure.

#### **B. The Vice Chair has the following duties:**

1. Assist in the execution of the policies of the Executive Board and Central Committee.

#### **C. The Secretary has the following duties:**

1. Prepare, keep, and distribute minutes of Executive Board and Central Committee meetings.
2. Prepare, maintain, and keep all membership and other Executive Board and Central Committee records, including, but not limited to, Democratic club charters and related documents, Executive Board and Central Committee rosters and attendance records.
3. Receive and handle correspondence.
4. Serve as the historian and keep historical records.

#### **D. Controller has the following duties:**

1. Chair the Finance Committee.
2. 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 DPSC, including an executive director or treasurer.
3. Supervise the treasurer appointed pursuant to these bylaws, in consultation with the Chair.
4. Render and maintain a written account of all Central Committee moneys received and disbursed.
5. Develop and maintain the annual budget and report the financial status of the DPSC at each Central Committee meeting.



6. Prepare and keep a current inventory of all properties owned by the DPSC.
  7. Comply with all finance and financial reporting laws.
  8. Maintain generally accepted accounting principles at all times.
  9. Receive all moneys and gifts belonging to the DPSC, giving proper receipt for them.
- E. The Campaign Services Director has the following duties:
1. Chair the Campaign Services Committee.
  2. Assist in Democratic campaign efforts.
- F. The Fundraising Director has the following duties:
1. Chair the Fundraising Committee.
  2. 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.
  3. Be responsible for fundraising.
  4. Keep an inventory of sponsors.
- G. The Communications Director has the following duties:
1. Chair the Communications Committee.
  2. Assist the DPSC in its communications.
  3. Assist in promoting the Democratic Party and its communications.

**Section 3.04. Election of Officers.**

- A. Officers shall be elected at the organizational meeting by written ballot unless the election is uncontested and the candidate is thereby elected by acclamation. The voting method may be changed to a roll call vote.
- B. Candidates for Chair shall file to run between 30 days and 15 days before the organizational meeting. A candidate's filing petition must be signed by five voting members. If the incumbent fails to file, the filing period for candidates other than the incumbent is extended by five days to the day that is 10 days before the organizational meeting. A candidate may only file for one officer position. A candidate may withdraw their filing or withdraw and file for another position up until the close of filing. Once filing is closed, a candidate may not withdraw their name from the ballot.
- C. A candidate must receive a simple majority vote to be elected. If a candidate fails to achieve a simple majority on the first vote, there shall be a second vote between the top-two vote-getting candidates. If the second vote results in a tie, the tie shall be broken by lot, unless before lots are drawn the Central Committee votes to hold another vote between the top-two candidates to break the tie. The Central Committee may hold an election by ranked-choice voting if the Central Committee approves holding the election by ranked-choice voting prior to the election and has

procedures for how the election will be conducted under ranked-choice voting adopted pursuant to rule.

- D. The Central Committee may establish an elections committee to oversee the officer elections during the organizational meeting, composed of at least three members, none of whom are candidates, and one of whom is the regional director of the California Democratic Party for the largest region within Sacramento County or another person appointed by that regional director.

**Section 3.05. Term of Officers.**

- A. An officer serves a two-year term beginning immediately upon their election at the organizational meeting and ending upon the adjournment of the subsequent organizational meeting or the election of their successor, whichever occurs first.
- B. An Alternate Member who serves on the Executive Board and is removed by the appointing member or club without immediately assuming another voting member position shall be deemed an Associate Member and shall continue to serve on the Executive Board without interruption.

**Section 3.06. Removal.**

- A. An officer may be removed without cause by the holding of a successor election prior to the next organizational meeting. The election may only be initiated upon the submission to the Executive Board of a petition signed by 20 voting members seeking to re-open nominations. Once the petition is submitted, the question of whether to hold a successor election shall be placed on the agenda of the next Central Committee meeting. If the Central Committee votes to hold a successor election by a two-thirds vote, at its next regular meeting the Central Committee shall open nominations and hold an election for a successor to that office. A member elected in the successor election replaces the prior officeholder and serves the remainder of the term of office. The incumbent may be a candidate in the successor election, and if re-elected continues to serve for the remainder of their term of office. If no candidate is elected, the term of office of the incumbent ends and the office is vacant.
- B. An officer may be removed with cause by the adoption of a motion of no confidence by the Central Committee. A no confidence motion may only be initiated upon the submission to the Executive Board of a petition signed by an absolute majority of the Central Committee voting membership. The petition shall specify the grounds for which the officer should be removed. The grounds for removal do not need to be violations of any rule and are not subject to review by any officer or entity. Once the petition is submitted, the no confidence motion shall be placed on the agenda of the next Central Committee meeting and considered in closed session. If the motion of no confidence is adopted by simple majority vote, the officer is removed and the position is vacant.
- C. An officer may be removed from office pursuant to disciplinary proceedings.

**Section 3.07. Obligations.**

The Executive Board shall develop a strategic plan each year that identifies the DPSC's goals overall and each officer's and committee's goals for that year. The strategic plan shall be tied to the annual budget and developed and approved on the same timeline as the budget. The strategic plan shall include specific fundraising and campaign services goals and timelines.

**Section 3.08. Performance Review.**

Each year the Central Committee shall appoint a leadership development committee that shall undertake a performance review of the officers and Executive Board overall. The committee shall provide constructive feedback to help strengthen the work of each officer and the Executive Board. The committee shall solicit feedback from members and produce a written report. The report may require the response of officers to particular questions.

## **Article IV – Meetings**

### **Section 4.01. Central Committee Meetings.**

- A. The Central Committee shall hold an organizational meeting in Sacramento County on the second Thursday of January in each odd-numbered year. The special order of business for each organizational meeting shall include the swearing-in of new members, election of officers, and appointment of delegates to the California Democratic Party.
- B. The Central Committee shall hold regular meetings on the second Thursday of each month in Sacramento County. The Central Committee may alter the date, time, or location of any regular meeting or series of meetings.
- C. The Chair or Executive Board shall develop the agenda for the regular meetings, subject to adoption by the Central Committee. Once the agenda is adopted, items that are not on the adopted agenda may not be taken up.
- D. The quorum necessary for the transaction of business at a Central Committee meeting is an absolute majority of voting member positions filled. If a voting member is not in a good standing, they shall not be counted in determining the quorum threshold.

### **Section 4.02. Executive Board Meetings.**

The Executive Board shall hold regular meetings each month in Sacramento County on a date that is at least seven days prior to the monthly meeting of the Central Committee. The Chair or Executive Board may alter the date, time, or location of any regular meeting or series of meetings.

### **Section 4.03. Special and Emergency Meetings.**

- A. The Executive Board or Central Committee shall hold a special meeting when called by the Chair, Executive Board, or by petition of a majority of the Executive Board or voting members of the Central Committee. The special meeting shall be noticed at least five days in advance of the meeting and the notice shall contain the agenda and the date, time, and location of the meeting.
- B. The Chair or Executive Board may call an emergency meeting of the Executive Board or Central Committee. Notice, including the agenda and the date, time, and location of the meeting, shall be provided as soon as possible.
- C. The agenda for any special or emergency meeting shall be limited to items listed in the notice.

### **Section 4.04. Committee Meetings.**

Each committee may hold regular or special meetings, which may be called by the committee chair, committee, Chair, Executive Board, or Central Committee.

### **Section 4.05. Closed Meetings**

- A. Except as provided in these bylaws, all DPSC meetings are public and open to any registered Democrat wishing to attend.
- B. A meeting may be held in a closed session for any of the following reasons, as determined by the Chair, Executive Board, Central Committee, or in the case of a committee, the committee chair or committee:

1. To consider a personnel matter, including the hiring, firing, evaluation, or discussion of human resources issues related to an employee or other individual employed by the DPSC or employed to do work for the DPSC.
2. To consider a legal matter, whether pending, past, or anticipated litigation
3. To discuss negotiations, whether past, pending, or anticipated, relating to any business transaction.
4. To discuss safety.
5. To discuss confidential campaign strategy.
6. To hold a disciplinary hearing or discuss matters relating to an individual member's character or conduct.
7. To discuss any other matter that the Chair, Executive Board, or Central Committee deem to be sensitive and require confidentiality to protect the integrity of the DPSC's operations, campaigns, or to protect the privacy or dignity of members or agents of the DPSC.

**Section 4.06. Accessibility.**

All in-person meetings shall be physically accessible to persons with disabilities.

**Section 4.07. Electronic Meetings.**

- A. The Central Committee may meet and conduct business entirely by electronic means if all the following requirements are met:
  1. 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.
  2. The meeting is held in an electronic medium that allows members to fully participate in the meeting by simultaneous audio communication that is fully 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 or video teleconferencing 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.
  3. 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 electronic medium, refusing or failing to recognize a member seeking recognition, or muting a member who has the floor.
  4. The electronic medium permits non-member Democrats to join and observe the meeting unless the meeting is held in closed 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.

5. 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 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 the announcement of the result.
- B. The Executive Board or a committee may meet and conduct business entirely by electronic means, subject to the requirements of Paragraphs 2 through 5, inclusive, of Subsection A, if the Chair, Executive Board, or Central Committee authorize meeting by electronic means.
  - C. Notwithstanding any other rule, a vote taken during a meeting conducted by entirely electronic means that would otherwise be required to be taken by written ballot may instead be taken by roll call or by an electronic voting method that records the vote and identifies the member who cast that vote.

**Section 4.08. Hybrid Meetings.**

- A. The Central Committee may permit a person to join an in-person meeting of the Central Committee 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:
    - a. Health or safety, including, but not limited to, being sick, immunocompromised, or having a disability.
    - b. Childcare, eldercare, or otherwise needing to be at home or elsewhere to take care of dependents.
    - c. Lack of reliable transportation.
    - d. Being out of country, out of state, or otherwise out of town such that the member is physically unable to attend in-person.
    - e. Other good cause or extenuating circumstance, as determined by the Chair, Executive Board, or Central Committee.
  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 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 permission to join the meeting by a time set by the Chair, Executive Board, or Central Committee.
- B. 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 the Chair, Executive Board, or Central Committee authorize hybrid participation.

## Article V – Committees

### **Section 5.01. Committees.**

A. The DPSC has the following standing committees:

1. Rules Committee.
2. Campaign Services Committee.
3. Finance Committee.
4. Fundraising Committee.
5. Communications Committee.
6. Policy and Legislation Committee.
7. Member Services Committee.

### **Section 5.02. Committee Membership.**

- A. A person must be a member in order to be eligible to serve on a committee. An Associate Member who is registered to vote outside of Sacramento County, or who resides outside of Sacramento County if not otherwise eligible to register to vote, may not vote in a committee.
- B. The Chair, Executive Board, or Central Committee may limit the membership size of a committee and shall determine the method for how committee membership for any particular committee is established, which can include any of the following methods:
1. Appointment by the Chair, Executive Board, or Central Committee.
  2. Nomination and election by the Central Committee.
  3. Open membership in which any member may join the committee at any time.
  4. Any other method or combination of methods of appointment, election, or open membership.
- C. Each committee shall maintain a membership roster of committee members, including other members who have requested to receive notice of committee meetings. A member has the right to receive notice of any committee meeting upon request.
- D. A committee chair may appoint a committee vice chair and a committee secretary, unless the committee votes to appoint those positions.

### **Section 5.03. Committees Generally.**

- A. The quorum necessary for a standing committee to conduct business is ten percent of the membership, or three members, whichever is fewer, but in no case less than two members.
- B. A committee may establish a subcommittee, to be appointed by the committee chair or committee.
- C. The Executive Board shall appoint a chair or co-chairs of each standing committee, except those whose ex officio chair is an Executive Board member, subject to approval by the Central Committee.



#### **Section 5.04. Committee Duties.**

- A. The Rules Committee has the following duties:
  - 1. Consider proposed changes to the bylaws and rules of the DPSC.
  - 2. Make recommendations on proposed bylaws changes to the Executive Board and Central Committee.
  - 3. Assist in drafting bylaws and rule changes.
- B. The Campaign Services Committee has the following duties:
  - 1. Assist in campaign services and Democratic campaign efforts.
  - 2. Develop campaign strategy to support endorsed candidate and ballot measure campaigns.
  - 3. Work with endorsed candidate and ballot measure campaigns to implement a successful coordinated campaign.
  - 4. Work on ongoing candidate identification, recruitment, and training activities.
  - 5. The Campaign Services Committee shall not conduct the endorsement process.
- C. The Finance Committee has the following duties:
  - 1. Develop the annual budget.
  - 2. Maintain an ongoing spreadsheet accounting for expenditures against budget authority.
  - 3. Assist in financial reporting, tracking, bookkeeping, accounts, assets, taxes, and other financial matters.
- D. The Fundraising Committee has the following duties:
  - 1. Assist in fundraising and assist the Executive Board to meet projected revenue as provided for in the annual budget.
  - 2. Assist in the formation and operation of fundraising events and activities.
  - 3. Maintain the financial well-being of the DPSC, including, but not limited to, consulting with the Controller in the development of the annual budget and meeting projected revenues as provided for in the annual budget.
  - 4. Keep an inventory of donors and event sponsors.
- E. The Communications Committee has the following duties:
  - 1. Develop messaging to promote the Democratic Party, Democratic officeholders and candidates, and the DPSC's policy positions.
  - 2. Engage and train members and candidates on message development.
  - 3. Promote the Democratic Party, its candidates, and policy positions.

4. Assist the DPSC in its communications, including social media, media relations, website maintenance, message development, and newsletter development and distribution.
- F. The Policy and Legislation Committee has the following duties:
1. Develop the DPSC's policy agenda, including legislation to support, oppose, or sponsor at the federal, state, and local levels.
  2. Keep track of the policy proposals and priorities of our local elected officials.
  3. Engage and train members in how to engage on policy and how to advocate on local policy issues in their communities.
  4. Develop a local platform that reflects the DPSC's priorities on local issues.
  5. Engage in the development of the California Democratic Party's platform.
  6. Review and make recommendations on policy resolutions.
  7. Establish, with the approval of the Central Committee, the process for consideration of timely, late, and floor *policy* resolutions. For purposes of this paragraph, "*policy* resolution" means a written motion that contains at least one preamble before a resolving clause that contains a statement of position, as defined in Section 11.08.
- G. The Member Services Committee has the following duties:
1. Assist the DPSC 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.
  2. Assist the members and clubs in meeting participation and other activity goals set by the Central Committee, including by providing members and clubs with any necessary resources or technical assistance to meet those goals.
  3. Review and recommend approval or disapproval of club chartering or re-chartering applications to the Executive Board for adoption by the Central Committee.
  4. Provide trainings and other educational resources to members and clubs.
  5. Identify community events, festivals, or other locations for tabling or otherwise having a presence.
  6. Identify community organizations, including labor unions and other community groups, to outreach to and partner with.

## **Article VI – Disciplinary Process**

### **Section 6.01. Expedited Removal.**

- A. The following situations do not require a formal complaint and disciplinary hearing:
1. A member who endorses or materially supports a Republican or other non-Democrat competing against a Democrat endorsed by the Democratic Party forfeits their membership, is expelled from the Central Committee, and shall be ineligible to be seated on the Central Committee during the next term of Elected Members.
  2. A member who misses at least three Central Committee meetings within a five month period, or five meetings within a twelve month period, without providing an alternate who attends in the member's absence and without 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 Elected Members. Any officer who misses at least three Executive Board meetings within a five month period, or five meetings within a seven month period, without notifying the Chair or Secretary that they request to be excused, shall be removed from their office.
- B. The Chair, Executive Board, or Central Committee shall determine whether a member is in violation of Subsection A and shall notify the member to provide them an opportunity to explain. If the member wishes to dispute the determination, the Executive Board shall decide the issue. If the member disagrees with the Executive Board, the issue may be appealed to the Central Committee.

### **Section 6.02. Causes for Complaint.**

- A. The DPSC shall adopt a code of conduct by rule, which all members must conform to. All members are subject to the disciplinary process.
- B. A member found to have violated the code of conduct may be subject to any of the following disciplinary actions:
- a. Restorative justice.
  - b. Admonishment, reprimand, or censure, public or private.
  - c. Monetary fine, which prevents the member from voting or otherwise participating until the fine is paid.
  - d. Suspension of any or all privileges, including voting and attending events, for a specified period of time.
  - e. Removal from any position, including the Executive Board or on any committee.
  - f. Removal from the membership and expulsion from the Central Committee.

### **Section 6.03. Complaints.**

- A. A member ("complainant") may file a complaint alleging that another member ("respondent") has engaged in conduct that may subject the respondent to this disciplinary process. A complaint must detail each charge against the respondent such that the respondent can prepare an adequate defense. A complaint may not be anonymous.

- B. The complainant must file the complaint with the Chair or Executive Board. Within three days of receiving the complaint, the Chair, Secretary, or their designee shall notify the investigatory committee, the Executive Board, the respondent, and the complainant of receipt of the complaint and its substance. The respondent shall be provided with a copy of the unredacted complaint with any supporting materials or evidence provided.
- C. After receiving notice that a complaint has been filed, the Executive Board shall refer the complaint to an investigatory committee.

**Section 6.04. Investigatory Committee.**

- A. An investigatory committee comprised of at least three members in good standing shall be appointed by the Executive Board within seven 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 females and other-than-self-identified females.
  - 2. Nobody named in a complaint or with a substantial conflict of interest in the matter may be a member of the investigatory committee concerning that complaint, and the complainant and respondent shall be notified by the Chair or Executive Board of the members appointed to an investigatory committee in order to ensure no such conflicts exist.
  - 3. If either the complainant or respondent identifies a conflict of interest with a member of the investigatory committee, the Executive Board shall vote on whether the conflict warrants replacing that member of the investigatory committee.
- B. An investigatory committee shall, within 30 days of being appointed, produce a written 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 Executive Board shall then schedule a disciplinary hearing to hear and decide the complaint at its next regular meeting or at a special meeting. Any extension of the time period for the investigatory committee to conduct its investigation and complete the report must be approved by the Executive Board.
- C. Members of an investigatory committee shall maintain the confidentiality of information derived from the complaint process, or else become subject to discipline.

**Section 6.05. Executive Board Hearing.**

- A. The Chair or Secretary shall provide at least fourteen days notice of an upcoming disciplinary hearing to the complainant and respondent, which shall be held during the next regularly scheduled meeting of the Executive Board after notice is given, or as otherwise scheduled by the Executive Board, and shall be composed of all voting members of the Executive Board, unless any of them should be subject to recusal.
- B. Both the complainant and respondent have the right to all the following:
  - 1. At least three days before the disciplinary hearing, 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.
  3. Speak in their own defense.
- C. The disciplinary hearing shall hear the facts of the complaint, and the Executive Board, based upon a preponderance of the evidence, by simple majority vote, shall do both of the following:
1. Rule as to whether a violation occurred.
  2. Determine the appropriate disciplinary action.

**Section 6.06. Appeal to the Central Committee.**

- A. The complainant or respondent may appeal the decision of the Executive Board to the Central Committee by informing the Chair or Secretary before the date required to send notice for Central Committee meeting agendas, and a closed 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 closed 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 closed session, the Central Committee shall vote as to whether a violation occurred according to a preponderance of the evidence.
1. If the Central Committee finds that no violation occurred, whether in agreement or disagreement with the Executive Board's ruling, the matter is closed.
  2. If the Central Committee disagrees with the Executive Board's ruling that a violation did not occur, the complaint shall be referred back 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 is temporarily suspended.
  3. If the Central Committee agrees with the Executive Board that a violation occurred, the Central Committee shall then 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 that 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 implemented.
  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 and considered by the Central Committee.

- E. Disciplinary action must be adopted by a simple majority of the valid votes cast, except for expulsion from the Central Committee or removal as an officer, which require a two-thirds vote.

## Article VII – Democratic Clubs

### **Section 7.01. Authority to Charter Clubs.**

- A. The Central Committee may charter Democratic clubs in Sacramento County. A Democratic club is a voter-oriented organization of people qualified for membership in the Central Committee under these bylaws that uses the name Democratic or a derivative in its title. To be chartered means that the club has been recognized officially as a legitimate Democratic organization in compliance with the rules of the Democratic Party. To be chartered allows a club to access party resources and work collaboratively with the DPSC. The DPSC may require a club to sign a chartering agreement that details its rights and obligations.
- B. A Democratic club is independent from the DPSC for purposes of endorsements but may not endorse a candidate who is not a registered Democrat.
- C. The Central Committee, upon recommendation of the Executive Board, may suspend or revoke the charter of a Democratic club at any time for good cause after the club is provided at least fourteen days notice and given an opportunity to be heard before the vote on suspension or revocation.

### **Section 7.02. Requirements for Clubs.**

- A. The Central Committee may not charter a Democratic club unless it meets all the following criteria:
  - 1. The club has at least twenty members registered to vote in Sacramento County.
  - 2. All club members must be registered Democrats or have the intention of becoming Democrats as soon as they become eligible to vote.
  - 3. The club 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.
  - 4. The club bylaws must be in compliance with any applicable rules of the DPSC and the California Democratic Party.
  - 5. The club bylaws must contain all the following elements:
    - a. The name of the club.
    - b. The mission statement of the club.
    - c. The procedure for how the club will select its Club Representative and alternate.
    - d. A prohibition on voting by secret or unsigned ballots.
    - e. A procedure for selecting representatives to the California Democratic Party's pre-endorsement conference and a definition of member in good standing.

6. If the club has a website or other online platform, such as a social media platform, the club shall publicly post all the following information on that website or social media platform:
  - a. Up-to-date club contact information, such as an email or a phone number that the public can use to contact the club and ask questions.
  - b. Club bylaws and any other adopted governing documents.
  - c. Club regular meeting date, time, and location.
  - d. 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.

**Section 7.03. Initial Chartering and Re-Chartering.**

A. The procedure of requesting an initial charter is as follows:

1. The club shall submit all the following:
  - a. The membership roster, containing the names, addresses, emails, and phone numbers of each member, including titles of designated officers and board members.
  - b. The date, time, and place of the regular membership meetings.
2. Each club's roster must contain at least twenty unique members who are not on the roster of any chartered club.
3. Chartering documents shall be made available to any voting member of the Central Committee for inspection prior to the meeting at which the charter request will be considered. A member may not copy or take pictures of the club's membership roster.
4. 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 the documents comply with all rules of the DPSC and the California Democratic Party, and verify that all members are registered Democrats or are ineligible to register but have the intention of becoming Democrats as soon as eligibility is attained.
5. If the Member Services Committee determines that the club and its chartering documents meet all conditions required for issuing a charter, the Executive Board shall vote on whether to recommend to the Central Committee approval of a charter request, and the Chair shall place on the agenda of the next regular Central Committee meeting a vote on whether to issue the charter.
6. Upon approval of a charter request, the newly chartered club shall remit to the Chair or Controller the club chartering fee.



B. For re-chartering, the process requires:

1. Prior to the May meeting of each odd-numbered year, the president of each chartered club shall submit:
  - a. Proof of compliance with chartering requirements specified in Section 7.02, including submission of chartering documents.
  - b. The chartering fee to the Chair or Controller.
  - c. A listing of each committee controlled by the club, the committee ID number, the name of the treasurer for each committee, whether the committee is required to file reports and if so, where those reports are filed. Any Form 450 or Form 460 campaign statement filings and any federal filings that the club filed during the past year.
  - d. Proof of a club or Democratic Party event, community outreach, or other activity that the club hosted or undertook sometime over the past year.
2. 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 membership approval of a charter renewal request.
3. If the Executive Board recommends denial of a charter renewal, the Chair or Secretary shall contact the club president and explain the recommendation. The Executive Board shall give the club a reasonable opportunity to reverse the recommendation, including time for the club president to speak at a Central Committee meeting prior to the Central Committee vote on whether to renew the charter.
4. 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. The membership may grant a temporary extension of an existing charter or conditionally approve a charter to provide a club more time to comply with chartering requirements.

C. A club that has been chartered or re-chartered during an odd-numbered year may be re-chartered during an even-numbered year in an expedited manner if the club affirms its compliance with all chartering requirements and any other requirements set by rule.

**Section 7.06. Chartering Fee.**

The club chartering fee shall be set by the Executive Board, subject to approval by the Central Committee. The fee amount and rules remain in effect until changed.

## **Article VIII – California Democratic Party**

### **Section 8.01. Appointment.**

- A. The Central Committee shall appoint delegates to the California Democratic Party at the organizational meeting. The Central Committee may appoint delegates by motion, resolution, or by nomination and election.
- B. The Central Committee may delegate its power of appointment to the Chair or Executive Board for all or any portion of the delegate positions, whether for initial appointment or for the filling of vacancies. If the Central Committee delegates its power of appointment, the Central Committee may rescind that delegation at any time.
- C. Priority in the allocation of delegate positions shall be given first to Elected Members, then to the Chair, then to the Vice Chair, and lastly to other members of the Executive Board. Any delegate positions that remain may be filled by other members.
- D. The Chair and the Vice Chair have first priority in serving as representatives to the Executive Board of the California Democratic Party.

### **Section 8.02. Vacancies.**

A vacancy in the position of a delegate or a representative to the Executive Board of the California Democratic Party shall be filled by the Central Committee, unless it has delegated its power of appointment to the Chair or Executive Board. If the Central Committee cannot fill the vacancy prior to the deadline for appointments, the Executive Board may fill the vacancy. If the vacancy cannot be filled by the Executive Board prior to that deadline, the Chair may fill the vacancy.

### **Section 8.03. Removal.**

- A. Only the Central Committee may remove a person from serving as a delegate or as a representative to the Executive Board of the California Democratic Party without cause.
- B. The Executive Board may remove a member from serving as a delegate or representative to the Executive Board of the California Democratic Party for failure to attend the state convention without successfully appointing a proxy, excessive unexcused absences from DPSC Central Committee or Executive Board meetings, and in the case of a representative to the Executive Board of the California Democratic Party, for failure to attend a meeting of the Executive Board of the California Democratic Party without appointing a proxy.

### **Section 8.04. Delegation.**

The Chair is the head of the DPSC's delegation to the California Democratic Party. The Chair, in collaboration with the regional director, shall keep delegates informed on information about the convention, including date, time, location, assist with proxies, inform delegates when regional meetings occur, and with information on the pre-endorsement conference. The Chair shall take attendance at convention.

## **Article IX – Expenditures and Budget**

### **Section 9.01. Expenditures.**

- A. The Chair or their designee may pay the usual and ordinary expenditures of the DPSC as authorized by the annual budget. Neither the Chair nor any other officer may expend funds unless the expenditure is made pursuant to budget authority in the annual budget. The Executive Board or Central Committee may direct the execution of any expenditure pursuant to budget authority. Campaign expenditures are not subject to this paragraph and may be made without respect to budget authority as approved by the Campaign Expenditures Committee.
- B. The Chair shall accept all contributions lawfully made to the DPSC. The Chair shall reject a contribution if the Chair, Executive Board, or Central Committee determines that accepting the contribution would not be lawful or would be contrary to the values of the Democratic Party.
- C. The Chair or their designee may sign all checks issued by the DPSC.
- D. DPSC funds may not be expended on behalf of a charitable organization.

### **Section 9.02. Annual Budget.**

- A. Each year the Finance Committee shall develop an annual budget in consultation with the Chair and the Fundraising Committee for submission and approval by the Executive Board and Central Committee no later than April of each year.
- B. Each year, every officer and the chair of each committee shall submit to the Finance Committee 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 subsequent year.
- D. The annual budget may be amended during the course of the fiscal year. The Chair or Controller may augment an individual line item by an amount of less than one-tenth of the projected expenditure, subject to approval of the Executive Board. The Chair or Controller may augment an individual line item by an amount equal to or greater than one-tenth of the projected expenditure, subject to approval by the Executive Board and Central Committee. At any time during the fiscal year, if the Chair or Controller determines that projected revenues will not support projected expenditures, the Chair or 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 occurs.
- E. An officer, member, or agent of the DPSC may not make any financial commitment involving any expenditure of funds unless the expenditure is authorized by the annual budget or any amendments. Violation of this provision is grounds for termination or discipline, including removal from office.
- F. The budget, expenditures, and any supporting documentation shall be subject to the annual audit pursuant to Section 9.03.

- G. All contributions received and made by the DPSC shall conform to the requirements of the Political Reform Act and the Federal Election Campaign Act, including the campaign contribution limits and disclosure requirements. An agent or officer of the DPSC may not accept a contribution subject to an implied or express condition, understanding, or agreement that the contribution will 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 section acts outside the scope of their authority and the agreement shall be deemed void. All decisions regarding contributions and expenditures shall be made by the DPSC based on the political objectives and interests of the DPSC and subject to the procedures contained in these bylaws.

**Section 9.03. Annual Audit.**

- A. The annual budget and expenditures shall be audited annually by an audit committee consisting of three members appointed by the Chair, subject to approval by the Central Committee. Each year, the audit committee shall be appointed and approved no later than October 1 of the year prior to the year in which the audit committee reports its results.
- B. Any member may be appointed to be a member of the audit committee. Any member of the audit committee shall have a right to vote in their own right and individual capacity as a member of the audit committee. A member of the Executive Board may not 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 and Secretary.
- C. Members of the audit committee may be subject to discipline.
- D. The audit committee shall audit the financial records of the DPSC 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, Executive Board, and Central Committee.
- E. The audit committee may inspect the financial records and reports of the DPSC or any subordinate body at any time. The audit committee may require any officer or committee to respond in writing to its inquiries or suggestions.
- F. An officer, member, or agent of the DPSC may not interfere with the audit committee's activities.

**Section 9.03. Contracts.**

- A. The Executive Board may contract with service providers as authorized by the Central Committee. Contracts shall specify services to be provided and terms and conditions of compensation. The Chair or their designee shall sign and administer all contracts entered into on behalf of the DPSC. Contracts for more than one year require prior approval of the Executive Board. The Controller shall keep a copy of all contracts entered into by the DPSC.
- B. Notwithstanding any other rule, the Chair may enter into the following contracts with the advice and consent of the Executive Board without prior approval from the Central Committee:
  - 1. Contracts for the services of an executive director.
  - 2. Contracts for the services of a professional fundraiser.

3. Contracts for the services of a professional treasurer.
4. Contracts for the services of employees of a coordinated campaign.
5. Contracts for legal services, including agreements related to settlement.

**Section 9.04. Treasurer.**

- A. The Chair, in consultation with the Controller, shall appoint a treasurer. The treasurer shall serve at the pleasure of the Chair, subject to any limitation provided by law. The treasurer is responsible for day-to-day accounting and compliance with applicable campaign finance laws, including the filing of campaign statements.
- B. The treasurer may be compensated either as an employee or as an independent contractor. Contracts for compensation of the treasurer shall be approved as provided for in Section 9.03.
- C. The Chair and Controller shall supervise the treasurer, including by requiring regular reports on the DPSC's accounts.
- D. The treasurer shall assist the Controller and the Chair in all financial and accounting matters related to the DPSC. The treasurer and any other agents of the DPSC shall abide by any policies and procedures for the management of checks and other financial instruments of the DPSC. Failure to abide by these policies and procedures by any agent of the DPSC shall be grounds for termination at the discretion of the Chair and as otherwise provided by law.

## Article X – Endorsements

### **Section 10.01. Generally.**

- A. The DPSC may endorse candidates for nonpartisan public office and adopt positions on local ballot measures voted on within Sacramento County. As the official unit of the Democratic Party in Sacramento County, the DPSC has the exclusive and official authority to confer the Democratic Party endorsement for local nonpartisan public offices and local ballot measures voted on entirely 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 positions to be filled.
  - 3. Endorse for a partisan, voter-nominated, or statewide nonpartisan office, or adopt a position of support or opposition on a statewide ballot measure, contrary to an adopted position of the California Democratic Party.
- C. The DPSC may not endorse, or otherwise support or oppose, a candidate for county central committee, for delegate to the state or national convention, or for an officer position of a chartered club.
- D. The DPSC may support or oppose the qualification of a ballot measure, including a recall petition, outside of the endorsement process. That position of support or opposition does not carry over to a formal endorsement position if the measure qualifies.
- E. Prior to an endorsement position being adopted, the DPSC shall remain neutral among competing Democrats and shall provide or withhold any resources or assistance on equal terms.
- F. Prior to their official nomination by the Democratic National Convention, the DPSC may support and promote the presumptive nominees of the Democratic Party for President and Vice President.

### **Section 10.02. Endorsement Process.**

- A. The endorsement process for candidate contests and ballot measures shall be set by rule. The Endorsement Committee shall run the endorsement process and has the exclusive authority to make endorsement recommendations to the Executive Board.
- B. In a candidate contest, the standard endorsement process shall include, at a minimum, both of the following:
  - 1. The Endorsement 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 10.03.
  - 2. If completion of a questionnaire or participation in an interview is required for a particular contest, the requirement shall be imposed on all eligible candidates equally.
- C. In a ballot measure contest, the Endorsement 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 DPSC's ability to adopt an endorsement position.

- D. Notwithstanding Subsection B, in a candidate contest for a multicounty office, the DPSC may, in a manner prescribed by rule, adopt an endorsement position adopted by another 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 of the valid votes cast.

**Section 10.03. Disqualification.**

- A. A candidate is not eligible to be considered for endorsement and may not be invited to participate in the endorsement process if either of the following apply:
  - 1. The candidate endorsed a non-Democrat competing against the endorsed candidate of the Democratic Party during the past five 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 years and was expelled from the membership for any cause other than truancy.
- B. If the Chair determines that a candidate is disqualified pursuant to this section, the Executive Board may reject the Chair's determination by making a factual determination that the candidate did not endorse a non-Democrat competing against the endorsed candidate of the Democratic Party or was not expelled from the Central Committee for a cause other than truancy. If the Chair fails to make this determination, the Executive Board may make the determination or the Central Committee may make the determination after the item is placed on a Central Committee meeting agenda upon the petition of 10 voting members.
- C. The Central Committee may, by two-thirds vote, and with the Executive Board's prior approval, remove the disqualification.
- D. The endorsement of a candidate who violates Subsection A is rescinded upon the determination made in Subsection B.

**Section 10.04. Intraparty Endorsements.**

- A. The DPSC may, by simple majority vote, endorse a candidate for an officer or committee position within the California Democratic Party or its caucuses and for an officer, committee position, or member 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 10.05. California Democratic Party Endorsement Positions.**

- A. An endorsement position adopted by the California Democratic Party for a partisan, voter-nominated, or statewide nonpartisan office voted on within Sacramento County is the endorsed position of the DPSC. The nominees of the Democratic Party for President and Vice President of the United States are the endorsed candidates of the DPSC. The Chair shall announce which endorsements are made pursuant to this section at the membership meeting.

- B. A position of support or opposition on a statewide ballot measure, state recall question, or judicial retention election 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.

**Section 10.06. Campaign Services.**

- A. The Campaign Services Committee shall create a campaign services plan for each election cycle to guide the Chair and Executive Board in the development of the DPSC's overall campaign strategy, including guidance on direct support to endorsed candidates and ballot measure campaigns and on the implementation of a coordinated campaign.
- B. Decisions on campaign strategy and implementation shall be made as follows:
  - 1. The Chair shall implement the day-to-day campaign strategy and activities of the DPSC, in close coordination and collaboration with the DPSC's endorsed candidates and ballot measure campaigns.
  - 2. The overall campaign strategy shall be developed by the Chair and Executive Board, in collaboration with the Campaign Services Committee.
  - 3. The budget for campaign expenditures must be approved by the Campaign Expenditures Committee, which is composed of the Chair, a member appointed by the Chair, and three members appointed by the Executive Board. However, a member with a conflict of interest must be recused and temporarily replaced by a non-conflicted member appointed by the Chair.
- C. The DPSC may provide mutual support for a candidate campaign or ballot measure campaign that is not voted on within Sacramento County only if the campaign is the officially endorsed position of the relevant official Democratic Party unit. The DPSC may provide support and resources without needing to make any formal endorsement as the DPSC.
  - 1.



## Article XI – Miscellaneous

### **Section 11.01. Law.**

These bylaws govern the organization, operation, and function of the DPSC in all respects subject to applicable law.

### **Section 11.02. Structure.**

An action of the Central Committee is the final decision of the DPSC and supersedes any decision or action of the Executive Board, any committee, any officer, or of any other person or body otherwise purporting to act under the authority of the DPSC. A vote of the Executive Board supersedes the vote of any officer or any committee.

### **Section 11.03. Definition of Vote and Notice.**

- A. Democrats in Sacramento County have a right to expect appropriate levels of transparency from the DPSC.
- B. The term “vote,” when used in these bylaws or rules means the taking of action by the Central Committee or its constituent bodies under the following conditions:
  - 1. Unless a supermajority is required, the threshold of a vote is a simple majority.
  - 2. Unless otherwise specifically required in these bylaws, a vote consists of eligible persons present and voting at a meeting.
  - 3. Secret or unsigned ballots may not be used for voting at any level of the DPSC.
  - 4. Abstentions and votes cast for an invalid choice, such as a candidate who was not nominated, are not counted toward the total number of votes cast from which a simple majority is calculated.
- C. The term “notice,” when used in these bylaws or rules means all of the following:
  - 1. For Central Committee meetings, notice to a Central Committee member to the email address the member has provided containing, or containing a link to the website or social media platform 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 set by rule.
  - 2. For Central Committee members who do not consent to receiving Central Committee meeting notices by email, notice of a meeting’s date, time, location, and agenda by postal mail, to be mailed a certain number of days before the meeting as set by rule.
  - 3. For registered Democrats and interested parties who are not members of the Central Committee, notice of Central Committee meeting date, time, location, and agenda posted publicly on the website or social media platform.
  - 4. For candidates eligible for endorsement in contests in which the DPSC is pursuing an endorsement, notice of the information required by the DPSC rules for endorsement, sent to candidates 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.
  - 5. Any other kind of notice specifically described in these bylaws or rules.

- D. The term “voting member,” when used in these bylaws, means an Elected Member, Ex Officio Member, Club Representative, or Honorary Member. It includes an Alternate Member only in the absence of the member for whom they are an alternate.

**Section 11.04. Amendment of Bylaws.**

- A. These bylaws may be amended by a two-thirds vote of the membership after a proposed bylaws amendment has been noticed in writing at the prior month’s meeting.
- B. A bylaws amendment may be proposed in writing by at least three voting members. A bylaws amendment formally proposed shall be referred to the Rules Committee for consideration. A proposal must be in writing and must show the proposed changes as strikeout deletions and italicized or underlined insertions and in a clean version that shows the language as amended. Instruction amendments alone may not be accepted.
- C. A proposed bylaws amendment may only be formally noticed at a Central Committee meeting by action of the Rules Committee and Executive Board, or upon the adoption of a discharge motion of the Central Committee brought by petition of 20 members.

**Section 11.05. Periodic Review of Bylaws.**

- A. The Central Committee may not adopt a bylaws amendment at any time other than during the two-year periodic review of the bylaws in an odd-numbered year.
- B. A bylaws amendment may be considered and adopted at a time other than during that period if the Central Committee votes by two-thirds to consider an amendment outside of that timeline and on the basis of some urgency.
- C. During the periodic review process, the Rules Committee shall hold hearings to consider various proposed changes to the bylaws and shall compile the changes and submit them for adoption notice to the membership no later than October of the odd-numbered year.
- D. Members may submit ideas for proposed changes to the bylaws at any time. The Rules Committee shall compile these proposals and permit comments to be submitted and reviewed.

**Section 11.06. Parliamentary Manual.**

The rules contained in the latest edition of *Robert’s Rules of Order Newly Revised* govern the parliamentary procedure of the DPSC in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order.

**Section 11.07. Special Rules and Standing Rules.**

- A. The Central Committee may adopt special rules and standing rules regarding any subject in these bylaws.
- B. Committees may adopt rules and policies for their own operation.

**Section 11.08. Statements of Position.**

- A. A statement of position adopted in the annual platform or a resolution of the California Democratic Party, or in the national platform or a resolution of the Democratic National Committee, is an official position of the DPSC unless the DPSC adopts a position to the contrary.

- B. The Central Committee may not adopt a statement of position unless the Executive Board and Policy and Legislation Committee have reviewed the proposed statement of position first.
- C. The Chair may, with the Executive Board's approval, make statements of position on behalf of the DPSC when the Chair determines that an urgent matter requires the DPSC to take a position sooner than it can under the existing process timeline.
- D. For purposes of this section, "statement of position" means a motion or action expressing an opinion or position of the DPSC on any topic or issue. A candidate or ballot measure endorsement is not a statement of position.
- E. Only a member may author a resolution or request that the DPSC adopt a statement of position. A request to adopt a resolution or statement of position must be accompanied by an explanation of how the issue affects Sacramento County and what proposed action the DPSC should take once the resolution or position is adopted, and how or who the proposed action will be taken with.
- F. The Central Committee may by rule limit the total number of resolutions it may consider in any month, or limit the number of resolutions it may consider within certain topic areas.

**Section 11.09. Rules Challenge.**

- A. A member who believes in good faith that an officer, member, club, or other party has violated these bylaws or other applicable rules may file a complaint to seek redress pursuant to this section.
- B. The complainant shall file their complaint with the Chair and Secretary stating in concise terms the relevant facts, what specific rule the complainant alleges has been violated, and what remedy the complainant seeks. A complainant has fifteen days from the occurrence of the alleged violation to file a complaint. Failure to file a complaint within that time waives the issue unless the violation is of a continuing nature.
- C. A committee comprised of at least three persons appointed by the Chair shall hear the complaint. The committee shall decide whether to sustain or overrule the complaint, in whole or in part, and order an appropriate remedy. The complainant or other affected party may appeal the committee's decision to the Executive Board, which shall consider the appeal at its next regular meeting or at a special meeting upon demand of the Chair or Executive Board.
- D. The complainant or another affected party may appeal the Executive Board's decision to the Central Committee by filing a request for appeal with the Secretary within five days of the Executive Board's decision. If a timely request for appeal is filed, the Chair shall place the appeal on the agenda of the next regularly scheduled Central Committee meeting that meets at least seven days after the appeal is filed. The Central Committee's decision shall stand as the final judgment of the DPSC.

**Section 11.10. Forms.**

In any case in which a member must submit a motion, nomination, petition, complaint, resolution, application, or other matter in writing, the member may be required to submit it in a physical or electronic form prescribed by the Chair or Secretary.

## Article XII – Transition Provisions

### **Section 12.01. Operative Date of Revision.**

These revised bylaws shall become operative upon the calling to order of the organizational meeting on January 9, 2025, and the bylaws in effect at the time of the adoption of this revision shall continue to be operative until that time.

### **Section 12.02. Endorsement Process Transition.**

The endorsement process in Article X shall become operative when the Chair, Executive Board, or Central Committee determines that the California Democratic Party has approved these bylaws. Until that time, the endorsement process specified in the bylaws and rules in effect at the time of the adoption of this revision shall continue to be the applicable process for the consideration of any endorsement.

### **Section 12.03. Conforming Bylaws Amendments.**

Notwithstanding Section 11.04, the Central Committee may consider amendments to these bylaws outside of the two-year periodic review of the bylaws if the Chair or Executive Board deem them necessary to comply with the California Democratic Party's rules.

(Note: The following addenda, including standing rules, were previously adopted until the bylaws in effect prior to January 9, 2025. They are still effective to the extent they are not inconsistent with the newly revised bylaws. Cross-references to sections or to committees that no longer exist are deemed to now refer to the relevant successor provision or entity. )

ADDENDUM I: *Transparency Policy*\*  
ADDENDUM II: *Dues Policy*\*  
ADDENDUM III: *Resolutions Policy*\*  
ADDENDUM IV: *Endorsements Policy*\*  
ADDENDUM V: *Code of Conduct*\*  
ADDENDUM VI: *Electronic Meetings*\*  
ADDENDUM VII: *Special Rule on Debate*\*  
ADDENDUM VIII: *Time Limit on Debate*\*

\* Addendums are adopted Standing Rules, not Bylaws

## **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:
  - 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**

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<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.

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.

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



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 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.

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<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.

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.
2. The Executive Board may waive the requirement by a two-thirds ( $\frac{2}{3}$ <sup>rds</sup>) 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.