



POLICIES AND PROCEDURES

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1 SECTION I – Name and Purpose

2 This document, called Policies and Procedures, contains the policies, procedures, and rules for
3 the governance and operation of the San Diego County Democratic Central Committee. These
4 Policies and Procedures may be amended at any meeting of the Central Committee with a sixty
5 percent (60%) vote.

6 SECTION II - Membership

7 A. Dues

- 8 1. Biennial dues for Elected, Ex-Officio, Appointed, Alternate, and EBoard Appointed
9 Associate members of the Central Committee shall be \$40 and \$10 in the case of
10 students. Unless otherwise specified, dues must be paid no later than December 15
11 following the Statewide General Election prior to the start of the biennial term. The dues
12 requirement must be met prior to serving on the Central Committee or appointing an
13 Alternate.
- 14 2. Dues may be paid online (preferred), by check, or in cash. Cash dues must be paid in
15 person and a receipt will be issued.
- 16 3. ADEM EBoard Member dues requirements, and those of their alternates must be met by
17 the Friday immediately following the ADEM meeting to be eligible to serve at the Biennial
18 Organizational Meeting of the Central Committee.
- 19 4. New members appointed to fill an Elected, Ex-Officio, or Appointed member vacancy at
20 a Central Committee meeting and any Alternate they appoint at that same meeting, will
21 have their dues requirement waived for that meeting only. Their membership application
22 and dues are due within fifteen (15) days of their appointment.
- 23 5. Exiting ADEM EBoard Members and SDCCDP Executive Board officers who have their
24 terms extended as part of the biennial organization process have their dues requirement
25 waived.
- 26 6. Each Alternate appointed has a dues requirement. For Alternates appointed after
27 December 15 prior to the start of the biennial term, the dues must be paid within fifteen
28 (15) days of their appointment.
- 29 7. Lifetime, Club Associate, and GO Team Associate members have their dues waived.
- 30 8. The Executive Board may waive a member's payment of dues partially or entirely upon a
31 showing of good cause. The deadline for requesting a waiver is December 1 to be
32 considered prior to the December 15 dues deadline prior to the start of the biennial term.

33 B. Code of Conduct

- 34 1. A member shall conduct oneself with civility and respect towards all other members and
35 Democratic candidates while acting in an official capacity as a representative of the San
36 Diego County Democratic Party.
- 37 2. A member shall not denigrate an endorsed candidate or support or avow a preference
38 for a non-Democratic candidate.

- 39 3. A member shall not create an intimidating, offensive, and/or abusive environment for
40 other members.
- 41 4. A member shall not engage in any actions detrimental to the purpose of the Central
42 Committee.

43 C. Application and Oath

- 44 1. All applications are submitted electronically through the online member form.
- 45 2. As part of the application, members will provide contact information, meet their dues
46 requirement, appoint an Alternate if eligible, provide demographic information, and
47 swear the membership oath.
- 48 3. All members must complete the application no later than December 15 following the
49 certification of the State General Election. Members appointed to fill a vacancy, must
50 complete the application within fifteen (15) days of their appointment.
- 51 4. Exiting ADEM EBoard Members and SDCDP Executive Board officers who have their
52 terms extended as part of the Biennial Organization do not need to complete a new
53 Application.

54 D. Appointment of Alternates

- 55 1. Elected, Ex-Officio, or Appointed members shall make a reasonable effort to appoint an
56 Alternate within ninety (90) days of their election to office and within ninety (90) days
57 after their Alternate's position becomes vacant.
- 58 2. Alternates shall become eligible to vote fourteen (14) days after their appointer
59 completes the Alternate appointment section of the member form, the Alternate
60 completes the member form, and their dues requirement has been met with the
61 exception of the December 15 deadline for the Biennial Organizational meetings.
- 62 3. Alternate appointments shall be made using the online member form. It is the member's
63 responsibility to ensure their Alternate completes their own application for membership.
- 64 4. Alternate removals use the online member form. Appointing a new Alternate
65 automatically removes the prior Alternate from membership. It is the member's
66 responsibility to notify the Alternate that they have been removed.

67 E. Appointment of Associates

- 68 1. All Associate members must submit the member application form and meet any dues
69 requirements.
- 70 2. Changes in GO Team Regional Coordinators, Club Presidents and/or designated
71 Associate Members, must be made within thirty (30) days of the change using the online
72 member form.
- 73 3. Associates shall become eligible to vote fourteen (14) days after their member form has
74 been submitted electronically and their dues requirement has been met.
- 75 4. Club Associate members must be appointed using the process in the club's bylaws for
76 selecting SDCDP representatives. Each club will complete a new Associate Member
77 form annually as part of Chartering for the new term.

78 F. Affinity Club Associate Member Positions

- 79 1. When considering a request for additional Associate member positions for an affinity
80 club, the Executive Board shall take into consideration underrepresented populations
81 and the number of members the club has in the Area; the threshold is twenty (20)
82 members per Area.
- 83 2. A club that wishes to continue to have approved positions after Biennial Organization
84 and rechartering may petition the new Executive Board.

85 G. Noticing and Decline-to-Serve Vacancies

- 86 1. All returning and incoming members will be notified of their Oath and Dues requirement
87 in November prior to the Biennial Organizational Meeting.
- 88 2. Those who do not meet the requirements and deadlines will be considered decline-to-
89 serve and a vacancy will be declared.

90 H. Challenges to Member Eligibility

- 91 1. Any member of the Central Committee may challenge the membership of another
92 member.
- 93 2. Membership challenges must be made via email to the Secretary.
- 94 3. Challenges may include but are not limited to:
- 95 a. Any of the reasons listed in the Bylaws Article III Vacancies and Removals;
- 96 b. Falsification of voter registration for the purpose of membership in this Committee;
- 97 c. Failure to meet the membership requirements enumerated in Article II - Membership
98 of the Bylaws, and/or Section II - Membership of these Policies and Procedures.
- 99 4. Challenges to membership will be reviewed by the Credentials Committee and
100 considered by the Executive Board and Central Committee as enumerated in the Bylaws
101 – Article III – Vacancies and Removals, Section 3. Removal Procedure.

102 I. Membership Roster Updates

103 SDCCDP shall make every reasonable effort to have current membership lists available no less
104 than ten (10) days prior to each Area or Central Committee meeting.

105 SECTION III - Vacancies and Removals

106 A. Attendance Sign-in, Notification and Records

- 107 1. Members are solely responsible for signing in at all meetings, no one else may sign in
108 for them absent a disability which would preventing a member from signing for
109 themselves.
- 110 2. It is the option of the Chair or the Vice Chair to take roll at any time. A member may be
111 marked absent if they are not present for roll call even if they have signed in for the
112 meeting. Attendance is for the full meeting.
- 113 3. It is the responsibility of the member to notify their Alternate if they will be absent. The
114 presence of their Alternate does not excuse their absence.

- 115 4. Members may check on their attendance records by making a request to the SDCDP
116 office by email.
- 117 5. If an Alternate member removes themselves by lack of attendance, their appointer will
118 be notified.
- 119 6. If an Associate member removes themselves by lack of attendance, their appointer will
120 be notified.

121 **B. Definition of Publicly Advocating**

122 Publicly advocating includes, but is not limited to: oral, written, or electronic statements or
123 endorsements, campaign appearances with candidates or on behalf of candidates, reported
124 donations following any endorsement by this Party.

125 **C. Petitioning for Reinstatement after a Member Removes Themselves**

- 126 1. The member must submit a request via email to the Secretary to request a review of
127 their membership with the Executive Board.
- 128 2. The petition will be reviewed at the next Executive Board meeting or the Chair may
129 schedule a special meeting of the Executive Board within seven (7) days to review the
130 request where the requestor may appear and any persons wishing to support or deny
131 the request. The Chair has the option to limit the number of persons who may appear.
- 132 3. Following the presentation, the room will be cleared for deliberations and a vote by the
133 Executive Board. A vote to reinstate the member requires two-thirds (2/3) of the
134 Executive Board voting in favor of reinstatement.
- 135 4. If the Executive Board declines to reinstate the member, the member may request a vote
136 by the Central Committee at the next meeting. A vote to reinstate the member requires
137 two-thirds (2/3) of the Central Committee voting in favor of reinstatement.

138 **SECTION IV - Officers**

139 **A. Temporary Absences**

140 An Area Vice Chair may designate another Central Committee member from their Area to serve
141 on the Executive Board in their place in the event of a temporary absence.

142 **B. Seeking Public Office**

143 Should any member of the Executive Board decide to seek public office, he or she shall resign
144 from the Board after the filing deadline for that office has passed. A Board member running in a
145 race in which the SDCDP may endorse shall resign after announcing his or her candidacy.

146 **SECTION V - Biennial Central Committee Organization**

147 Every two years, the Central Committee has organizational meetings where new members are
148 installed and new Officers are elected for a two-year term. The Biennial Organization
149 commences with the certification for the Statewide Primary Election and culminates with Area
150 and Central Committee organizational meetings on the second and third Tuesdays in January.

151 A. Following Certification of the Presidential Primary Election

152 All incoming AD Elected and known Ex-Officio members will be sent a welcome packet outlining
153 the process for being seated to serve on the Central Committee and their option for appointing
154 an Alternate.

155 B. Following Certification of Statewide Primary Elections

156 Any Ex-Officio who qualifies for membership after the primary will be sent a welcome packet
157 outlining the process for being seated to serve on the Central Committee and their option for
158 appointing an Alternate.

159 C. September to November

- 160 1. In September and again in November following the General Election, all new and
161 returning AD Elected and Ex-Officio members will be emailed links to the electronic
162 application form, instructions for appointing alternates, notice of the open officer
163 positions and the application process. Unless different contact information has been
164 provided to the Party by the member, notice will be given by the Party using the email
165 contact info supplied by the candidate to the Registrar of Voters when they filed to run
166 for Central Committee.
- 167 2. Each Area will recommend a representative for the Nomination Committee as well as an
168 alternate to serve in the event the representative is unable to serve. Any Central
169 Committee member who is seeking a position on the Executive Board cannot serve on
170 the Nomination Committee. The designated members and alternates need to be
171 members at the time of their appointment, but do not need to be returning members of
172 the Central Committee as long as they are not terminated for cause or by their appointer
173 during their service.
- 174 3. The Central Committee will have its final meeting of the term on the third Tuesday in
175 November. Nomination Committee representatives and their alternates will be ratified.
- 176 4. The Council of Clubs will have its final meeting of the term on the third Saturday in
177 November. As part of that agenda, they will nominate a new Director of Clubs and clubs
178 will begin their chartering process. The Club of the Year Nominating Committee will
179 begin its meetings if they have not already commenced.

180 D. December 15 Deadline

- 181 1. All member application forms must be submitted electronically and the dues requirement
182 must be met.
- 183 2. Deadline for appointing Alternates for voting eligibility at January Area meetings.
- 184 3. All applications for officer positions are due. The Nomination Committee will begin
185 meeting.
- 186 4. Nomination for Director of GO Team Board must be completed and deadline for
187 completing GO Team Associate applications for voting eligibility at January Area
188 meetings.
- 189 5. Early deadline for submission of charter application with reduced club charter fee.
- 190 6. Deadline for completing Club Associate applications for voting eligibility at January Area
191 meetings. Clubs who change Associates after the December 15 deadline but before the

192 January Area meeting are advised to wait to submit their new Associate application after
193 the Area meeting.

194 7. An incumbent officer, who is not continuing as a Central Committee member, has the
195 December 15 deadlines waived and does not have a dues requirement. They will
196 continue as a voting member of the Executive Board and any committees they serve on;
197 but do not have a vote at Area or Legislative Caucuses. Their extended membership and
198 duties as an officer will terminate at the end of the Central Committee meeting in
199 January when their replacement is sworn in. Their extended membership does not apply
200 to their prior-term Alternate.

201 8. An incumbent Ex-Officio ADEM EBoard Member has the December 15 deadlines waived
202 and does not have a dues requirement. This extended membership also applies to their
203 current alternate. The member is not eligible to change their Alternate during the
204 extended membership; they may terminate their Alternate at any time. The extended
205 membership(s) will terminate at the end of the Area Meeting on the second (2nd)
206 Tuesday in January.

207 E. First (1st) Tuesday in January

208 1. Central Committee member list is available to internal and external candidates. In the
209 event that this is a holiday, this changes to the next business day.

210 2. Executive Board meeting at the Chair's prerogative.

211 3. Deadline for appointing Alternates for voting eligibility at January Central Committee
212 meeting.

213 4. Club application deadline for clubs that want to charter/re-charter in January.

214 F. Second (2nd) Tuesday in January: Area Meetings

215 1. All Areas will hold their first meeting of the new term at 7 p.m. on the second (2nd)
216 Tuesday of January following the Statewide General Election.

217 2. The outgoing Vice-Chair will preside; they are only eligible to vote if they are a
218 continuing member in the Area.

219 3. Members of the Area, including Elected, Ex-Officio, Alternates, Lifetime and Associates
220 will vote to:

221 a. Elect a Vice Chair to be ratified at the Central Committee meeting. If the outgoing
222 Vice Chair is running for re-election, another member of the Executive Board who is
223 registered in the Area will preside over the election. If no other Executive Board
224 member is available or eligible to preside, the caucus will elect a convener for the
225 Vice-Chair election from the membership.

226 b. Nominate members for Standing Committees to be ratified at the Central Committee
227 meeting.

228 c. Elect an Area Secretary.

229 4. Hold legislative caucuses for any districts that are fully enclosed in the Area and have
230 vacancies to be filled at the Central Committee meeting. Make recommendations to fill
231 any vacancies.

232 5. Determine the Area meeting dates and time for the terms, location(s) if possible.

233 6. The prior-term ADEM Ex-Officio and their alternate are eligible to vote in the caucus by
234 virtue of their extended membership term. If different, the incoming ADEM Ex-Officio or
235 their newly designated Alternate, are not yet eligible to participate or vote in the Area
236 meeting.

237 G. Third (3rd) Tuesday in January: Central Committee Meeting

- 238 1. The Central Committee will hold the first meeting of the new term at 7 p.m. on the third
239 (3rd) Tuesday of January following the Statewide General Election.
- 240 2. Legislative caucuses that cross Area boundaries will meet at 6:30 p.m. prior to the start
241 of the Central Committee meeting to make recommendations to fill any vacancies.
- 242 3. The outgoing Chair will preside.
- 243 4. At this meeting:
 - 244 a. Vacancies will be filled as specified by Article III - Vacancies and Removals of the
245 Bylaws.
 - 246 b. A list of clubs to be chartered will be presented by the outgoing Director of Clubs and
247 members will vote to charter the clubs.
 - 248 c. All members will be sworn in.
 - 249 d. The Chair for the term will be elected by a simple majority of the eligible members
250 present and voting. If the outgoing Chair is running for re-election, the Most Recent
251 Past Chair, the outgoing Chair Pro-Tem, or another member of the Executive Board
252 selected by the outgoing Executive Board will preside over the election.
 - 253 e. The Vice-Chairs elected by the Areas, the Director of Clubs, and the GO Team
254 Director will be ratified as a consent item.
 - 255 f. The Nomination Committee will make its report and the Secretary, Controller, and
256 Director of Administration for the term will be elected.
 - 257 g. The Standing Committee members nominated by the Areas will be ratified as a
258 consent item.
 - 259 h. Delegates to the California Democratic Party will be elected and California
260 Democratic Party Executive Board members will be elected in accordance with these
261 Bylaws Section XV.

262 H. Third (3rd) Saturday in January: Council of Clubs Meeting

- 263 1. The Council of Clubs will hold their first meeting of the term with the newly elected
264 Director of Clubs presiding.
- 265 2. Only those clubs who have submitted their chartering applications, documents, and fees
266 are eligible to vote.
- 267 3. The Council of Clubs will select the Club of the Year for the prior term to be recognized
268 at the Roosevelt Dinner.
- 269 4. The Council of Clubs will select at large members for the Club Development Committee
270 if needed to ensure that the committee meets the representation requirements outlined
271 in the committee's description in these Policies.

- 272 I. First (1st) Tuesday in February: Executive Board Meeting
273 1. The Executive Board will hold their first meeting of the term with the new Chair presiding.
274 2. At this meeting:
275 a. A Chair Pro-Tem will be elected from the Vice Chairs
276 b. Members of CSAC will be appointed by the Chair in accordance with these Policies,
277 Section IX. Committees.
278 c. An alternate signer for checks will be appointed by the Executive Board in
279 accordance with these Policies, Section XII. Requirements for Expenditures.

280 SECTION VI - Meetings and Notice

281 A. Meetings

- 282 1. Central Committee
283 a. Meetings of the Central Committee shall be held on the third Tuesday of the month,
284 for each month that the Central Committee meets, as specified in Article V -
285 Meetings, Section 1. Number of Regular Meetings of the Bylaws.
286 b. The regular meeting date for an upcoming month may be changed by a majority vote
287 of the quorum at a regular meeting. However, in an emergency, the Executive Board,
288 with at least seven (7) days' notice, may change the date of the meeting.
289 c. The Executive Board, with at least seven (7) days' notice, may call a Special Meeting
290 of the Central Committee.
291 d. The Central Committee endorsement meeting will be held after the Registrar of
292 Voters closes filing, including any extension to filing, for Primary, General or Special
293 Elections and after the Area endorsement recommendation meetings unless an
294 adjusted timeline has been approved by the Executive Board. The regular Central
295 Committee meeting may be rescheduled by the Executive Board to meet this
296 requirement.
297 e. In the event an emergency causes a Central Committee meeting to be cancelled, the
298 Chair may reschedule the meeting date, time, and location providing at least seven
299 (7) days' notice to the members.
- 300 2. Areas
301 a. Areas will hold endorsement recommendation meetings at least seven (7) days after
302 the Registrar of Voters closes filing, including any extension to filing, and before the
303 Central Committee endorsement meeting unless an adjusted timeline has been
304 approved by the Executive Board.
305 1) A regular Area meeting may be rescheduled by the Vice Chair to meet this
306 requirement.
307 2) The Vice Chairs will set the dates, times and locations of the endorsement
308 recommendation meetings and will coordinate their meetings so that eligible
309 members can participate in all meetings.

- 310 3) Area Vice Chairs have the option to hold more than one recommendation
311 meeting in this time period if the need arises.
- 312 4) All Area endorsement recommendation meetings will be held within the confines
313 of the Area and at least one (1) day before the Central Committee meeting.
- 314 b. For all other meetings, the date, time, and location of Area meetings shall be
315 determined by vote of the Area's members as defined in Article II - Membership,
316 Section 1. Membership and Article VII - Areas, Section 2. Membership of the Bylaws.
- 317 c. For all other meetings, by the vote of the body, membership may delegate the date,
318 time, and location of the meeting to the Vice-Chair as needed.
- 319 d. An upcoming regular Area meeting date may be changed by a majority vote of the
320 Area quorum. However, in an emergency, the Vice Chair, with at least three (3) days'
321 notice, may change the date and/or time of the meeting or add a special meeting.
- 322 e. Area Meetings shall be conducted by the Vice-Chair of the Area, or by a member as
323 defined in Article VII - Areas, Section 2. Membership of the Bylaws designated by the
324 Area Vice-Chair.
- 325 f. Only Members as defined in Article VII - Areas, Section 2. Membership of the Bylaws
326 shall have voting rights.
- 327 g. Area meeting attendance records and minutes will be provided to the SDCDP
328 Secretary. Areas are encouraged to select an Area Secretary.

329 3. Committees

- 330 a. The Chair of the committee shall propose a meeting date, time and location with the
331 approval of a majority of the committee quorum.
- 332 b. An upcoming regular committee meeting date, time, or location may be changed by a
333 majority vote of the committee quorum at a regular meeting. However, in an
334 emergency, the chair, with at least three (3) days' notice, may change the date
335 and/or time of the meeting or add a special meeting.

336 4. Council of Clubs

- 337 a. The Council of Clubs shall meet on a regular basis, at least eight (8) times per year,
338 with notification provided to all chartered club presidents.
- 339 b. The regular meeting date for an upcoming meeting may be changed by a majority
340 vote of the Council of Clubs quorum at a regular meeting. However, in an
341 emergency, the Director of Clubs, with at least three (3) days' notice may cancel or
342 change the date of the meeting.

343 B. Notice

344 All members of the Central Committee shall be given notice of any meetings.

- 345 1. Notice is provided by electronically posting on the SDCDP website and by the Chair or
346 Area Vice Chair, or their designee, sending an email through the Central Committee or
347 Area mailing lists to the email address listed in the most recent membership records.
- 348 2. It is the responsibility of each member to keep their email current with the Party and to
349 read their email.

- 350 3. At member's request, accommodations may be made for alternative notification via
351 telephone or U.S. Mail.
- 352 4. Committee notice is provided by each Committee Chair.
- 353 5. Council of Clubs notice is provided by electronically posting on the SDCDP website and
354 via email through the Council of Clubs mailing list. When chartering, each club provides
355 a club email address for this list. The club is responsible for keeping that email current
356 with the Party and sharing the notification within the club as needed.

357 C. Agenda and Minutes

358 Agendas for any meeting will be distributed at least three (3) days prior to the meeting. Draft
359 minutes from meetings will be distributed within seven (7) days of the meeting. Agendas and
360 minutes will be distributed through the corresponding emails lists.

361 SECTION VII - Areas

362 Area boundaries shall be set and defined by the following Zip codes:

363 A. North Area

364 92003, 92007, 92008, 92009, 92010, 92011, 92014, 92024, 92025, 92026, 92027, 92028,
365 92029, 92054, 92055, 92056, 92057, 92058, 92059, 92060, 92061, 92064, 92067, 92069,
366 92075, 92078, 92081, 92082, 92083, 92084, 92091, 92096, 92127, 92128, 92129, 92130,
367 92672

368 B. Central Area

369 92037, 92038, 92092, 92093, 92101, 92102, 92103, 92104, 92105, 92106, 92107, 92108,
370 92109, 92110, 92111, 92115, 92116, 92117, 92119, 92120, 92121, 92122, 92123, 92124,
371 92126, 92131, 92134, 92140, 92145, 92147

372 C. East Area

373 91901, 91905, 91906, 91916, 91917, 91931, 91934, 91935, 91941, 91942, 91945, 91948,
374 91962, 91963, 91977, 91978, 91980, 92004, 92019, 92020, 92021, 92036, 92040, 92065,
375 92066, 92070, 92071, 92086

376 D. South Area

377 91902, 91910, 91911, 91913, 91914, 91915, 91932, 91950, 92113, 92114, 92118, 92135,
378 92136, 92139, 92154, 92155, 92173

379 E. Assembly District Divided Zip Codes

380 In situations where a Central Committee member is registered in a zip code that has more than
381 one State Assembly District and the majority of the voters in their Assembly District are in an
382 adjacent Area, said member can appeal to the Executive Board for re-designation to that
383 adjacent Area.

384 F. Legislative Incumbents

385 At the beginning of each Central Committee Term, an incumbent legislative Ex-Officio Member
386 can choose the Area within their elective District that best represents their voters. The Area
387 chosen by the Ex-Officio also applies to their Alternate Member. Any mid-term change to this

388 designation takes effect three (3) business days after notice of the change has been delivered
389 to the SDCDP office.

390 G. Club Associates

391 When chartering, all clubs identify the Area the club best identifies with for voting and
392 attendance purposes and the Associate participates in that Area's meeting.

393 SECTION VIII - Executive Board

394 A. Voting by Email

395 1. The Executive Board shall be permitted to conduct votes by email.

396 2. Email Voting Procedures for Executive Board:

397 a. The Secretary shall serve as the Coordinator unless the Secretary is unavailable or
398 ineligible to serve, in which case the Chair shall appoint another Executive Board
399 member to serve as the Coordinator.

400 b. The Coordinator shall determine that all Executive Board members have the
401 capability of receiving and sending email in a timely manner. If a Board member
402 does not have email access, the Coordinator shall contact the member by telephone
403 or other means to Section IV obtain their vote.

404 c. When an email vote is called for, it need not be the exclusive means of voting. An
405 eligible voter may choose to cast a ballot by telephone or in writing, if signed by the
406 voter, and received by the Coordinator within the time allotted for voting.

407 d. An email vote is permissible only when it is determined that a matter must be
408 decided before the next regularly scheduled Executive Board meeting and that it is
409 not practical to call a special meeting in the time available. A call for a vote by email
410 shall be made by either the Chair, by one of the Vice Chairs if the Chair is out of
411 town or otherwise unavailable, or by a two-thirds (2/3) vote of the elected officers.
412 For email voting purposes, a quorum shall be considered a majority of the Executive
413 Board eligible to vote and is determined as votes are received by the Coordinator.

414 e. For this purpose, a vote of "abstention" shall count as a vote cast toward the quorum.
415 If the Coordinator does not receive a number of eligible votes equal to or greater
416 than the quorum by the deadline for voting, the question shall fail.

417 f. The Coordinator shall use all due diligence to assure that all Board members eligible
418 to vote have received notice of the vote to be taken and any information or
419 discussion necessary to be fully informed of the matter to be voted on and the
420 consequences of the vote.

421 g. The Coordinator shall set a reasonable time for response of not less than thirty-six
422 (36) hours and make the deadline a prominent part of the call for ballot. If the notice
423 of the vote is sent out between noon on Friday and 8:00 a.m. on Monday, the time
424 for response shall be at least seventy-two (72) hours.

425 h. The Coordinator shall verify that the email vote was cast from an email address
426 registered to an eligible Executive Board member.

- 427 i. The Coordinator shall not release any information prior to the final tally about the
428 number of ballots or the nature of the votes cast except described below.
- 429 j. The Coordinator shall tally the votes and announce the results to the Chair or
430 presiding officer if other than the Chair within twenty-four (24) hours of the deadline
431 for voting or as soon as the number of votes cast is sufficient to determine the
432 outcome.
- 433 k. Board members shall be permitted to change their votes until the time that the results
434 are announced to the Chair.
- 435 l. At the time of the announcement of the results to the Chair, the coordinator shall
436 notify the members of the Executive Board of the outcome and of the specific vote
437 cast by each Executive Board member.
- 438 m. The Executive Board shall notify the Central Committee of the outcome of the vote
439 no later than the next regular meeting of the Central Committee.
- 440 n. Matters not covered herein shall be governed first, by the San Diego County
441 Democratic Party Central Committee Bylaws, and second, by the most current
442 edition of Roberts Rules of Order, Newly Revised.

443 SECTION IX - Committees

444 A. Standing Committees

445 Standing Committee designation requires a Bylaws Amendment approved by the Central
446 Committee. The Central Committee has three (3) Standing Committees:

- 447 1. Administration Committee
- 448 a. Be chaired by the Director of Administration.
- 449 b. Assist in drafting the Bylaws and Policies and Procedures of the Central Committee
450 for its approval.
- 451 c. Serve as part of the Credentials Committee of the Central Committee.
- 452 d. Serve as the Resolutions Committee for the Central Committee.
- 453 e. Be composed of the Director of Administration and one member from each Area to
454 be chosen by that Area, although nothing shall prevent said Committee from
455 appointing additional members by majority vote of existing members of the
456 Committee, where special expertise is required using the process defined in A.1
457 Appointments to Committees of these Policies and Procedures.
- 458 f. Meetings without a quorum will be considered working groups and materials
459 developed will be voted on at subsequent meetings or via email.
- 460 2. Club Development Committee
- 461 a. Be chaired by the Director of Clubs.
- 462 b. Assist in drafting and implementing the annual plan for club development.
- 463 c. Assist in the organization of Democratic clubs and coalitions.
- 464 d. Provide assistance to Democratic clubs.

- 465 e. Ensure SDCDP's Bylaws with respect to endorsements made by chartered clubs are
466 understood and being followed. Work with individual clubs as needed to mitigate any
467 problems that arise during the charter term.
- 468 f. Perform biennial review of SDCDP Clubs Manual in odd-numbered years.
- 469 g. Be composed of the Director of Clubs and one member from each Area to be chosen
470 by that Area and up to two at-large members to be chosen by the Council of Clubs.
471 At least one member of the committee shall be a representative of an Affinity club
472 and at least one member of the committee shall be from a Geographic club. Nothing
473 shall prevent said Committee from appointing additional members by majority vote,
474 where special expertise is required using the process defined in A.1 Appointments to
475 Committees of these Policies and Procedures.
- 476 3. Grassroots Organizing Committee (GO Team Board)
- 477 a. Be chaired by the Director of Grassroots Organizing.
- 478 b. Provide leadership for the Grassroots Organizing (GO) Team, an ongoing
479 organization of precinct volunteers who focus on door-to-door and telephone contact
480 in their own neighborhoods, responsible for:
- 481 c. Turning out voters for the party's endorsed candidates and propositions.
- 482 d. Using consistent voter contact guidelines throughout the county to maximize
483 effective use of Party and volunteer resources.
- 484 e. Encouraging voter registration, permanent mail voting, and down-ballot voting.
- 485 f. Work with SDCDP Executive Director to develop GO Team goals and policies that
486 support the Party's mission and strategy.
- 487 g. Be composed of the GO Team's Countywide and Regional Coordinators who
488 automatically are appointed as SDCDP Associate members if they are not already
489 members in another class. Nothing shall prevent said Committee from appointing
490 additional members by majority vote of the GO Team Board, where regional
491 representation, community representation, or special expertise is required.

492 B. Special Purpose Committees

493 Special Purpose Committee designation requires a Bylaws Amendment approved by the
494 Central Committee.

- 495 1. Candidate Support and Assistance Committee (CSAC)
- 496 a. Support Democratic candidates for partisan state-level offices.
- 497 b. Be solely responsible for raising and expending all funds to be used by this
498 Committee.
- 499 1) This Committee shall have sole discretion over all its expenditures.
- 500 2) This Committee shall be responsible for its entire overhead.
- 501 3) This Committee shall maintain its own checking account.
- 502 c. Operate by majority vote.

- 503 d. Be composed of three members, who shall be the Chair of the Central Committee
504 and two members appointed by the Chair of the Central Committee.
- 505 1) One of the members appointed by the Chair of the Central Committee shall be
506 designated as Chair of the Committee.
- 507 2) The other member appointed by the Chair of the Central Committee shall be
508 designated as Controller of this Committee.
- 509 3) A three-fourths (3/4) majority vote of the Central Committee is required to remove
510 a member.
- 511 2. Communications Committee
- 512 a. Assist in the development and execution of the SDCDP's Communications plan to
513 include strategic objectives, tactics, audiences, benchmarks, messages, marketing,
514 and steps for implementation.
- 515 b. Be chaired by an appointee of the Chair of the Central Committee to be known as
516 the Communications Coordinator and ratified by the Central Committee as a consent
517 item.
- 518 c. Be composed of the Communications Coordinator and no less than three Democrats
519 registered in San Diego County based on their experience and expertise in
520 communications to be appointed by the Communication Coordinator and Chair of the
521 Party.
- 522 d. Periodically review, evaluate, and update the SDCDP Communications plan.
- 523 e. Provide communications support to SDCDP staff, Executive Board, and volunteers
524 as needed.
- 525 3. Credentials Committee
- 526 a. The Credentials Committee is comprised of the Administration Committee and the
527 Secretary.
- 528 b. The Credentials Committee meets on an as needed basis for the purpose of
529 examining the eligibility of members and reviewing any challenges to membership as
530 outlined in the Bylaws Articles II - Membership and III – Vacancies and Removals
531 and these Policies and Procedures Section II – Membership and III – Vacancies and
532 Removals. Article II – Membership of the Bylaws.
- 533 c. In the case of the planned or unforeseen absence of the Director of Administration,
534 he or she may appoint one of the Credentials Committee members to chair the
535 meeting or report the ruling in his or her stead.
- 536 4. Membership Development Committee
- 537 a. Further the objective of having the membership of the Central Committee reflect the
538 makeup of Democrats in San Diego County.
- 539 b. Be chaired by an appointee of the Chair of the Central Committee to be known as
540 the Membership Development Coordinator and ratified by the Central Committee as
541 a consent item.
- 542 c. Be composed of its coordinator and at least one registered Democrat from each Area
543 of the Central Committee, appointed by the Membership Development Coordinator.

- 544 d. Recruit persons from underrepresented communities to run for the Central
545 Committee.
- 546 e. Compile a list of registered Democrats from underrepresented communities who may
547 be considered for appointment as alternates or when a vacancy on the Central
548 Committee exists.
- 549 5. Nomination Committee
- 550 a. The Most Recent Past Chair will serve as the presiding officer for the committee. If
551 the Most Recent Past Chair is not available or willing to serve in this capacity, the
552 Executive Board will elect a different Chair from the Officers.
- 553 b. One member elected from each Area will serve on the committee. Each Area will
554 also select an alternate member as previously defined.
- 555 c. The committee will review and interview applicants for the following Executive Board
556 positions: Secretary, Controller, and Director of Administration.
- 557 d. The committee will submit a report of its recommendations for the Executive Board
558 positions at the Biennial Organizational Meeting.
- 559 e. Recommendations for each of the Executive Board positions requires three (3) votes
560 of the Nomination Committee.
- 561 f. If no applicant for an Executive Board position receives three (3) votes, or there is no
562 applicant for said position, the position is considered vacant and nominations for the
563 vacant position will be accepted at the Biennial Organizational Meeting, as specified
564 in Article IV - Officers, Section 2. Elections of the Bylaws.
- 565 g. The purpose of the committee will be considered completed following the election of
566 the Executive Board at the Biennial Organizational Meeting.
- 567 6. Resolutions Committee
- 568 a. The Administration Committee serves as the Resolutions Committee of this Party.
- 569 b. The Resolutions Committee meets on an as needed basis to review and make
570 recommendations on resolutions that have been submitted for endorsement by the
571 Central Committee.
- 572 c. Resolutions must follow the rules in Article XIII – Endorsements, Section 1
573 Resolutions in the Party’s Bylaws and in Section XIII – Endorsements, Section A
574 Resolutions of these Policies and Procedures.
- 575 7. Voter Registration Committee
- 576 a. Create, update, and execute the Voter Registration Plan for the SDCDP;
- 577 b. Be chaired by an appointee of the Chair of the Central Committee to be known as
578 the Voter Registration Coordinator and ratified by the Central Committee as a
579 consent item;
- 580 c. Be composed of its coordinator and at least one registered Democrat from each Area
581 of the Central Committee, appointed by the Voter Registration Coordinator;
- 582 d. Assist the Vice-Chairs in the development, deployment, and execution of SDCDP
583 Voter Registration objectives.

584 C. Ad Hoc Committees

585 The following are examples of committees that may be created at the discretion of the Executive
586 Board. Nothing contained herein is intended to limit the committees that may be created or to
587 require that a committee operate exactly as defined in this section.

588 1. Audit Committee

- 589 a. Be chaired by an appointee of the Chair of the Central Committee.
- 590 b. Arrange for an audit of the fiscal affairs of the Central Committee.
- 591 c. Present the results of that audit, together with recommendations relating to the fiscal
592 affairs of the Central Committee, to the Executive Board within ninety (90) days after
593 the end of the preceding fiscal year.
- 594 d. Present the findings of the audit at the following meeting of the Central Committee.
- 595 e. Be composed of the appointed Chair and one member from each Area to be chosen
596 by that Area, although nothing shall prevent said Committee from appointing
597 additional members by majority vote, where special expertise is required.

598 2. Elections Monitoring and Systems Committee

- 599 a. Be chaired by an appointee of the Chair of the Central Committee.
- 600 b. Recruit, train, and organize poll watchers.
- 601 c. Recruit, train, and organize poll workers for the Registrar of Voters [ROV].
- 602 d. Recruit, train, and organize mobile, quick-response teams to address issues that
603 arise on Election Day.
- 604 e. Recruit, train, and organize legal advisors to be available throughout Election Day.
- 605 f. Recruit, train, and organize designated observers at the ROV on Election Night.
- 606 g. Recruit, train, and organize media teams together with the Communications
607 Committee to report immediate post-election results.

608 3. Ethics Committee

- 609 a. Be chaired by an appointee of the Chair of the Central Committee.
- 610 b. Review and evaluate allegations of unethical behavior or activities involving any
611 Democrat residing in San Diego County.
- 612 c. Make a full report of their findings to the Central Committee in Executive Session.
- 613 d. Make recommendations to the Central Committee about a course of action, including
614 but not limited to censure, removal, state party notification, law enforcement
615 notification, or no action at all.
- 616 e. Be composed of the Chair of the Central Committee and one appointee designated
617 by each Area Vice Chair.
- 618 f. Operate as follows:
- 619 g. All allegations shall be brought to the attention of the Chair of the Central Committee
620 in writing.

- 621 h. The Chair shall refer the matter to the Ethics Committee.
- 622 i. The Ethics Committee shall meet with the maker(s) of the complaint in Executive
623 Session.
- 624 j. If the Ethics Committee determines that a basis for review exists, the individual
625 accused of unethical behavior shall be notified in writing by the chair of the Ethics
626 Committee and shall be given the opportunity to rebut the allegations in person, also
627 in Executive Session.
- 628 k. If the Ethics Committee recommends a course of action to the Central Committee, it
629 shall be in Executive Session.
- 630 l. If there is a minority opinion on the Ethics Committee, a member of that Committee
631 shall have the option to report it to either the Executive Committee, or to the Central
632 Committee, or to both.
- 633 m. A sixty percent (60%) majority of the Central Committee shall be required to accept
634 or modify any recommendation made by the Ethics Committee.
- 635 4. Fundraising Committee
- 636 a. Be chaired by an appointee of the Chair of the Central Committee to be known as
637 the Fundraising Coordinator.
- 638 b. Build a broad, sustainable donor base.
- 639 c. Assist in the coordination of Area fundraising events.
- 640 d. Perform such other duties as determined by the Central Committee.
- 641 e. Be composed of the Fundraising Coordinator and one member from each Area to be
642 chosen by that Area, although nothing shall prevent said Committee from appointing
643 additional members by majority vote, where special expertise is required.
- 644 5. Media Relations Committee
- 645 a. Be chaired by an appointee of the Chair of the Central Committee.
- 646 b. Assist in the development and execution of the SDCDP's media marketing plan.
- 647 c. Be composed of the Media Relations Coordinator, and at least one member from
648 each Area.
- 649 1) Members must be registered Democrats and member of the SDCDP or
650 Chartered Democratic Clubs.
- 651 d. As directed by the executive Board or Chair of the SDCDP be responsible for the
652 following:
- 653 1) Develop a media kit for distribution to Democratic Clubs and Candidates.
- 654 2) Write and produce press releases for print and broadcast media.
- 655 3) Develop a relationship with the news directors, editors, and reporters at the local
656 newspapers, television stations, and local radio stations that have significant
657 news departments.
- 658 4) Distribute Press releases and arrange press conferences with the appropriate
659 media.

- 660 5) Develop a comprehensive list of media and media contacts for each area of the
661 county.
- 662 6) Assist Clubs and other Democratic event planners in the creation and distribution
663 of press releases.
- 664 7) Develop “talking points” for those Democrats who may be interviewed by the
665 local media.
- 666 8) Develop a list of Democratic Office Holders, Candidates, and Clubs as a mailing
667 list for media information, talking points, etc.
- 668 9) Coach and prepare Democrats, who may be interviewed by the media.
- 669 10) Critique interviews and articles done with and by Democrats
- 670 11) Assist in writing “letters to the editor” on current issues and in response to
671 editorials.
- 672 12) Monitor pertinent media.
- 673 13) Develop a rating standard to track any political preferences of the various media.
- 674 14) Coordinate the providing of spokespeople as the media requests.

675 D. Committee Membership

- 676 1. Appointments to Committees
- 677 a. In the event of an opening or vacancy on a committee where a representative
678 member is chosen by an Area’s members, the Area Vice Chair may designate an
679 Area member to serve on the committee until the next Area meeting at which time
680 the Area will choose a new representative member for said committee to be ratified
681 at the next Central Committee meeting.
- 682 b. All other vacancies on a committee, once any minimum threshold of members has
683 been met, shall be up to the Chair of the Committee or the Chair of the Party to
684 determine whether or not to fill the vacancy, dependent upon the nature of rules of
685 the committee.
- 686 c. For any increase in membership being voted on by the committee itself, a minimum
687 of fourteen (14) days’ notice to all members must be provided by email prior to the
688 meeting where the potential new member will be considered.
- 689 2. Resignation from or Removal from Committees
- 690 a. A member who has missed three (3) of the committee’s meetings, from the time of
691 their appointment to date, has failed to meet the minimum level of attendance and is
692 deemed to have resigned from the committee.
- 693 b. Members appointed to the committee by the committee itself may also be removed
694 by a vote of the committee, a minimum of three (3) days’ notice to all members must
695 be provided by email prior to the meeting where vote will be considered.
- 696 c. Any member may be removed from a committee for cause.
- 697 d. Cause shall be defined as absences preventing the committee from meeting quorum,
698 lack of participation, or violations of the Code of Conduct.

- 699 3. Removal from Committee for Cause Procedure
700 a. If a member meets the criteria for removal:
701 1) The Chair of the Committee shall refer the matter to the Executive Board to
702 consider recommending removal and shall notify the affected member of the
703 pending action.
704 2) Prior to the vote of the Executive Board, the affected member shall be offered the
705 opportunity to appear before the Executive Board and show cause why removal
706 is unwarranted. Notification shall be from the Secretary of the Party.
707 3) The vote shall be by a show of hands.
708 4) Upon removal by a two-thirds (2/3) vote of the Executive Board of the Central
709 Committee, the Secretary of the Party shall notify the affected member of the
710 Executive Board's action.
711 b. If a member has been removed from a committee, said former committee member
712 cannot be elected nor appointed to the committee from which they were removed
713 until the term of the Central Committee from which the committee was formed has
714 expired.
715 c. All notification to the affected member shall be in writing to the email address on file.
716 4. Absence or Vacancy of Committee Chair
717 a. In the absence of a committee chair, the chair will designate another committee
718 member to serve for that meeting.
719 b. If the committee chair did not designate another member to serve in their absence,
720 or for any vacancy, committee members will vote to elect a committee chair pro-tem
721 for the duration of the absence or vacancy. The motion may be made and the vote
722 may be called by any member of the committee in person or via email.

723 E. Committee Policies

- 724 1. Quorum for committee meetings is fifty percent (50%).
725 2. Teleconference and video conference for committee meetings is at the discretion of the
726 committee chair.
727 3. Email voting is at the discretion of the committee chair and should follow a similar
728 timeline and process to the Executive Board voting previously outlined in these Policies
729 and Procedures to ensure all committee members are given the opportunity to
730 participate.

731 SECTION X - Democratic Organizations

732 A. Chartering and Charter Renewals

733 The Club Charter year is from the January Central Committee meeting to the next January
734 Central Committee meeting. A Democratic Club or Democratic Coalition seeking to charter or
735 renew their charter shall comply with the following procedure:

- 736 1. All chartering is done electronically with online forms and email. The club or coalition
737 shall provide a copy of its constitution and/or bylaws, its membership list, and the
738 completed charter application form. It shall also transmit to the SDCDP an annual
739 chartering fee, which shall be pro-rated for the initial application, and proof of compliance
740 with Article X - Democratic Organizations, Section 3. Requirements of the Bylaws.
- 741 2. The annual chartering fee shall be \$75. Clubs who complete rechartering by the
742 December 15 due date, will have a reduced fee of \$50. The Executive Board may waive
743 the annual chartering fee — with ratification by a majority by the Central Committee —
744 for any club or coalition that demonstrates that payment of the chartering fee would
745 constitute an economic hardship. Campus organizations and other student-based clubs
746 demonstrating all other criteria listed in Article X - Democratic Organizations, Section 3.
747 Requirements of the Bylaws shall have their chartering fee waived.
- 748 3. The use of the word “Democratic” shall be subject to the approval of the Executive Board
749 when a chartered club or coalition solicits funds.
- 750 4. The Executive Board may waive the list requirement in the chartering process and
751 fashion alternative means to verify the number and registration of club or coalition
752 members.
- 753 5. The Executive Board, upon recommendation by the Director of Clubs, may only charter
754 or renew a club’s charter a club when all requirements have been met and the next
755 regular Central Committee meeting is greater than thirty-five (35) days from the previous
756 meeting.
- 757 6. Successful chartering shall entitle the club to a fee-waived Central Committee Associate
758 membership with all of the duties and responsibilities outlined for Associate Members in
759 the Party's Bylaws, Policies and Procedures. The president of the club may fill the
760 position or the club may select a different member to fill the position according to the
761 process defined in the club’s bylaws and as required by the SDCDP Bylaws X.3.F.
- 762 7. The annual Club chartering application and documentation, including Associate Member
763 form, is due by December 15 for the following calendar year. Late and new charters may
764 be subject to a fourteen (14) day administrative review period. When all required
765 documentation is submitted electronically and the chartering fee requirement is met, the
766 Director of Clubs may move to charter the club at the next Central Committee meeting.
- 767 8. When seeking the renewal of its charter, a club or coalition shall furnish the Director of
768 Clubs with the items specified in Paragraph A of this section. The failure to provide these
769 items shall constitute good cause for denying renewal of a charter.

770 B. Bylaws Changes During the Charter Period

771 If a club changes their bylaws during the charter period, a new copy of the bylaws with an
772 outline of the changes must be submitted to the Director of Clubs within thirty (30) days and
773 their charter is subject to review by the Executive Board. A club has the option to submit
774 proposed bylaw changes and have those changes reviewed by the Executive Board prior to
775 taking a club vote on the new bylaws.

776 C. Organization of New Affinity Clubs

777 At least one representative of a proposed new Affinity club shall appear in person at a Central
778 Committee meeting to provide an overview of the purpose and goals of the club and to

779 announce the notice of their next organizational meeting. The club's organizational meeting
780 shall be added to the Party calendar, noticed to all Central Committee members via email, and
781 must be open to all interested Democrats.

782 SECTION XI - Annual Budget Development

783 A. Deadlines

- 784 1. Each officer shall submit a proposal for a budget to the Controller by September 1 of
785 each calendar year preceding the fiscal year. For example, Officers elected in 2013 shall
786 submit their budget proposals by October 1, 2013.
- 787 2. The Controller shall submit to the Executive Board a proposed annual budget at the
788 regularly scheduled Executive Board meeting in November.
- 789 3. As of March 1 of each year, all reimbursements, receipts, requests for payment,
790 requests to transfer expenses, or any other type of expenditure request from the
791 preceding fiscal year that are not or have not been received by the Finance Committee
792 shall not be honored except by a two-thirds (2/3) vote of the Executive Board.

793 B. Revisions

- 794 1. The Controller may submit a revised budget to the Executive Board at any time during
795 the fiscal year.
- 796 2. Upon its approval by the Executive Board, the revised budget shall be presented at the
797 next meeting of the Central Committee.
- 798 3. Approval by the Central Committee shall follow the procedure set forth in Article XI -
799 Annual Budget, Section 2. Unbudgeted Expenditures of the Bylaws.

800 SECTION XII - Requirements for Expenditures

801 A. All Expenditures

802 All expenditures shall be made in accordance with Article XII - Requirements for Expenditures of
803 the Bylaws.

804 B. Unbudgeted Expenditures

805 The Executive Board may approve an unbudgeted expenditure of less than one thousand
806 dollars (\$1,000). The approved action shall be announced at the following regular meeting of the
807 Central Committee. An unbudgeted expenditure equal to or greater than one thousand dollars
808 (\$1,000) shall require approval from the Central Committee.

809 C. Competitive Bidding

810 When feasible, major projects shall be let out for bid and awarded at the conclusion of the
811 competitive bidding process.

812 D. Signatures

- 813 1. Either the Chair of the Central Committee, an appointed designee of the Executive
814 Board, or the Treasurer may sign checks.

- 815 2. All expenditures shall be immediately reported to the Treasurer to ensure compliance
816 with campaign finance laws.

817 SECTION XIII - Endorsements

818 A. Resolutions

819 1. Format

- 820 a. All resolutions shall be submitted via email in an editable format by a Central
821 Committee member sponsoring the resolution.
- 822 b. Resolutions shall be no longer than 400 words.
- 823 c. Whereas clauses shall be limited to three (3) or less.
- 824 d. Resolve clauses shall be limited to two (2) or less. The final resolve clause shall
825 explicitly detail what actions the resolution will require of the Central Committee.

826 2. Applicability

- 827 a. Resolutions shall be relevant to the purpose of the Central Committee as defined in
828 Article XIII - Endorsements, Section 1. Resolutions of the Bylaws.
- 829 b. If such a resolution is not deemed relevant to the purpose of the Central Committee,
830 then one of the whereas clauses must explain why said resolution is being brought
831 before the Central Committee.

832 3. Action

- 833 a. Approved resolutions will be added to the SDCDP website.
- 834 b. If specified in the resolve clause, the resolution will be printed on letterhead, with as
835 many copies as specified in the resolve clause and accompanied by a letter signed
836 by the Chair.

837 4. Sponsor Responsibilities

- 838 a. Sponsors of resolutions that are declined for recommendation or emergency
839 consideration and who wish to petition the Central Committee to add the resolution to
840 the agenda, must also make seventy-five (75) printed copies available for
841 consideration at the Central Committee meeting.
- 842 b. If the resolution is endorsed, the sponsor may request a general purpose cover letter
843 and additional copies on letterhead. Dissemination and distribution beyond what is
844 specified in the resolve clause is the responsibility of the sponsor of the resolution.

845 B. Candidate Endorsement Application and Questionnaires

- 846 1. Democratic candidates are provided an endorsement application and questionnaire by
847 SDCDP when they file for office or are being considered for early endorsement.
- 848 2. All applications shall be delivered by email, or absent an email address by U.S. Mail, to
849 the address on file with the County Registrar of Voters unless the candidate has
850 otherwise submitted to the Party a different preferred email or U.S. Mail address.

- 851 3. Candidates seeking endorsement must return the completed application and
852 questionnaire at least two (2) business days prior to the meeting where they are seeking
853 a recommendation or endorsement.
- 854 a. In the event the Registrar of Voters extends the filing period for a specific office, the
855 application must be returned at least twenty-four (24) hours prior to the meeting
856 where the candidate is seeking recommendation or endorsement.
- 857 b. Questionnaires which are returned after the stated deadlines may not be included in
858 the summary provided to members for consideration.
- 859 4. Candidate questionnaire responses are summarized for internal use only by the Area
860 Caucuses and the Central Committee. Summary documents or candidate responses
861 shall not be released by any Central Committee member to the public.
- 862 5. No part of the candidate applications, questionnaires, or summaries are released by the
863 Party to the public, allies, or any affiliated organization including chartered clubs.

864 C. Strategically Critical Designation and Endorsement

- 865 1. The Party may make early endorsements in “strategically critical” races in order to give
866 the Party a chance to play a more significant role in races where early involvement and
867 organizing could prove to be a key factor in winning that particular election.
- 868 2. The designation, recommendation, and endorsement is a multi-step process:
- 869 a. Recommendation from Area to the Executive Board for the race to be considered
870 strategically critical.
- 871 b. Approval by the Executive Board for the race to be considered strategically critical.
- 872 c. Endorsement recommendation from Area for the designated race.
- 873 d. Endorsement approval by the Central Committee.
- 874 3. Recommendations should meet at least one of the following criteria:
- 875 a. The district must have statistically competitive advantage.
- 876 b. Having an identified Democrat who has garnered support through numerous
877 endorsements, has previously been endorsed by the Party, has demonstrated the
878 ability to fundraise, or has established a significant campaign organization.
- 879 c. Areas are encouraged to limit their recommendations to no more than three (3) races
880 per Area in an election cycle.
- 881 4. The designation of strategically critical pertains to early endorsements and does not
882 confer any other benefits or any guarantee that there will be a candidate or an
883 endorsement.

884 D. Races that Cross Area Boundaries

885 The Secretary will prepare a list of the members who will have cross-Area invites including
886 which districts they are eligible to vote for. This list will be used by SDCDP and the Vice Chairs
887 to invite members to Area endorsement recommendation meetings and to add members to the
888 credentialed list of voters for the appropriate districts.

889 SECTION XIV - Awards, Honorariums or Grants

890 A. Format

891 All proposed awards, honorariums or grants (awards) shall be typed or printed. They may not be
892 handwritten.

893 B. Criteria and Details

894 The proposed awards must set forth the following:

- 895 1. The purpose of the awards and the Democratic ideals or values that will be promoted by
896 the award;
- 897 2. Identity of the individual or organization sponsoring the award;
- 898 3. Whether the award will be a single award or perpetual award;
- 899 4. The amount of the award;
- 900 5. The funding of the amount awarded; and
- 901 6. The criterion for choosing the recipient of the award.

902 C. Applicability

- 903 1. Awards shall be relevant to the purpose of the Central Committee as defined in Article I -
904 Name and Purpose, Section 2. Purpose of the Bylaws.
- 905 2. If an award is not relevant to the purpose of the Central Committee, then good cause
906 must be presented in writing accompanying the proposed award.

907 SECTION XV - Records

908 A. Custody and Maintenance

- 909 1. The Secretary shall maintain all Central Committee membership records and keep
910 custody of an up-to-date electronic copy of the current fiscal year's membership records.
- 911 2. The Secretary shall maintain all Central Committee and Executive Board minutes and
912 keep custody of an up-to-date electronic copy of the current fiscal year's minutes.
- 913 3. The Controller shall maintain the Central Committee budget records and keep custody of
914 an up-to-date electronic copy of the current fiscal year's budget.
- 915 4. The Treasurer shall maintain all Central Committee financial reporting and campaign
916 spending records and keep custody of an electronic copy of the current fiscal year's
917 financial reporting and campaign spending records.
- 918 5. The Director of Administration shall maintain the Central Committee Bylaws, Policies
919 and Procedures, and Resolutions, and keep custody of an up-to-date electronic copy of
920 them and provide them to the SDCCDP Executive Director who shall retain electronic
921 copies of them.
- 922 6. The Director of Clubs shall acquire of the most current bylaws and membership records
923 of all chartered organizations, and provide them to the SDCCDP Executive Director who
924 shall retain electronic copies of them.

925 7. The SDCDP Executive Director shall ensure that electronic data is backed up.

926 B. Copies

927 1. Records that are not available electronically shall be printed and stored at SDCDP
928 headquarters.

929 2. Electronic back-up copies of all records mentioned in Section XV, Paragraph A of these
930 Policies and Procedures shall be kept by the officers responsible for them.

931 C. Access

932 1. Democrats registered in the county of San Diego shall be able to view a printed copy of
933 the Central Committee's current:

934 a. List of Members.

935 b. Central Committee minutes.

936 c. Central Committee Bylaws, Policies and Procedures, and Resolutions.

937 d. Chartered organization bylaws.

938 2. Central Committee members shall be able to view and obtain a printed copy of the
939 Central Committee's current and previous:

940 a. Budgets.

941 b. Financial reporting and campaign finance records.

942 c. Chartered-club officer lists.

943 3. Executive Board members shall be able to make an appointment to view the Central
944 Committee's current voter information data.

945 4. Individuals or organizations with business before the Central Committee may request a
946 list of current members for communication purposes related to that business.

947 a. The list is not transferrable.

948 b. The list will include names, political districts, SDCDP Area, mailing addresses, and
949 preferred phone numbers of all members including Alternates and Associates. Email
950 addresses will be included for members who have opted in to receive email for this
951 purpose.

952 c. For candidates and campaigns, the processing fee is \$25.

953 1) The business in front of the Central Committee shall be disclosed, and
954 campaigns shall be named.

955 2) The list may be used for the disclosed purpose only.

956 3) An updated version of the Central Committee list can be requested for the same
957 business or campaign within the same election cycle in which the list was
958 purchased for a fee of \$10.00.

959 d. At their written request, an incumbent Legislative Ex Officio member of this
960 committee will be provided with a complimentary Central Committee member list.
961 They may request a complimentary update once per quarter.

- 962 e. For internal Party elections, declared candidates for the Executive Board or Standing
963 Committees may request one complimentary copy of the Central Committee member
964 list for the stated purpose of that election only. In addition, one complimentary update
965 of the list may be requested no later than one (1) business day prior to the election.
- 966 1) Any additional updates may be purchased for \$10.00.
- 967 2) The list may be used for purposes of internal elections only.
- 968 3) For Vice Chair elections the list will be limited to members of that Area.

969 D. Archives and Storage

- 970 1. Electronic copies of the above data from past years shall be stored in multiple locations,
971 which may include a Safe Deposit Box. The Chair and the Controller of the Central
972 Committee shall have the only keys.
- 973 2. Access to historical records shall be governed by the same limitations that govern
974 access to current records.

975 E. Transfer of Records

- 976 1. Within thirty (30) days of the completion of their terms of office, outgoing custodians of
977 the aforementioned records shall turn over all copies to the incoming office-holders.
- 978 a. The transfer shall include one year's worth of the most recent records.
- 979 b. The most recent records and those of previous years shall reside at SDCCDP
980 headquarters.
- 981 2. Outgoing custodians shall delete and destroy all electronic copies of records that were
982 once in their care.

983 F. Electronic Recordings

984 No Executive Board, Area, or Central Committee meeting can be recorded via audio or video
985 means without prior written consent of the Executive Board.

986 Section XVI DSCC Delegation Appointment and Vacancy Policies

- 987 1. Prioritization for election to the DSCC Delegation shall be in this order: AD Elected, Ex
988 Officio, Lifetime, Alternate, and Associate members.
- 989 2. In electing at-large members to or filling a vacancy in the DSCC Delegation, an effort
990 shall be made to balance the delegation between genders, as required by the CDP, and
991 to be demographically representative of the county.
- 992 3. A delegation member who does not attend the CDP convention and who did not secure
993 a proxy for themselves or ask the Chair to secure one on their behalf will be determined
994 to have resigned that position and the Chair will declare that position vacant.
- 995 4. An Executive Board delegation member who does not attend an Executive Board
996 meeting of the CDP and who did not secure a proxy for themselves or ask the Chair to
997 secure one on their behalf will be determined to have resigned their Executive Board
998 position and the Chair will declare that position vacant.

- 999 5. Vacant delegation seats will be filled from the DSCC Alternates list by the SDCDP
1000 Executive Board.
- 1001 6. Vacant Executive Board seats will be filled by a vote at the Central Committee.
- 1002 7. If there are no remaining members on the DSCC Alternates list, vacant delegation seats
1003 will be filled at the next general meeting of the Central Committee.
- 1004 8. If there is no regularly scheduled Central Committee meeting prior to CDP deadlines
1005 which would result in a smaller delegation than this Committee's allotment, the Executive
1006 Board may fill the vacancy.
- 1007 9. If a delegation vacancy occurs after CDP deadlines for appointing delegates, the
1008 Executive Board may designate a proxy and the outgoing delegation member is asked to
1009 appoint said proxy.