



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, Designated, Appointed, Alternate, and EBoard
9 Appointed Associate members of the Central Committee shall be \$40 and \$10 in the
10 case of students. Unless otherwise specified, dues must be paid no later than December
11 15 following the Statewide General Election prior to the start of the biennial term. The
12 dues requirement must be met prior to serving on the Central Committee or appointing
13 an 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, Designated, or Appointed member
20 vacancy at a Central Committee meeting and any Alternate they appoint at that same
21 meeting, will have their dues requirement waived for that meeting only. Their
22 membership application 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, Designated, or Appointed members shall make a reasonable effort
56 to appoint an Alternate within ninety (90) days of their election to office and within ninety
57 (90) days 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 members'
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 members'
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 and Countywide Coordinators, Club Presidents and/or
71 designated Associate Members, must be made within thirty (30) days of the change
72 using the online 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. In the event the
94 Secretary is the subject of the challenge, it must be made via email to the Director of
95 Administration.
- 96 3. Challenges may include but are not limited to:
- 97 a. Any of the reasons listed in the Bylaws Article III Vacancies and Removals;
- 98 b. Falsification of voter registration for the purpose of membership in this Committee;
- 99 c. Failure to meet the membership requirements enumerated in Article II - Membership
100 of the Bylaws, and/or Section II - Membership of these Policies and Procedures.
- 101 4. Challenges to membership will be reviewed by the Credentials Committee and
102 considered by the Executive Board and Central Committee as enumerated in the Bylaws
103 . Article III . Vacancies and Removals, Section 3. Removal Procedure. Should the
104 challenge to remove the member for cause be defeated, then no such challenge for the
105 same event or incident shall be in order for the remainder of the term.

106 I. Membership Roster Updates

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

109 SECTION III - Vacancies and Removals

110 A. Attendance Sign-in, Notification and Records

- 111 1. Members are solely responsible for signing in at all meetings, no one else may sign in
112 for them absent a disability which would preventing a member from signing for
113 themselves.

- 114 2. It is the option of the Chair or the Vice Chair to take roll at any time. A member may be
115 marked absent if they are not present for roll call even if they have signed in for the
116 meeting. Attendance is for the full meeting.
- 117 3. It is the responsibility of the member to notify their Alternate if they will be absent. The
118 presence of their Alternate does not excuse their absence.
- 119 4. Members may check on their attendance records by making a request to the SDCDP
120 office by email.
- 121 5. If an Alternate member removes themselves by lack of attendance, their appointer will
122 be notified.
- 123 6. If an Associate member removes themselves by lack of attendance, their appointer will
124 be notified.

125 B. Definition of Publicly Advocating

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

129 C. Petitioning for Reinstatement after a Member Removes Themselves

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

142 SECTION IV - Officers

143 A. Temporary Absences

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

146 B. Seeking Public Office

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

150 SECTION V - Biennial Central Committee Organization

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

155 A. Following Certification of the Presidential Primary Election

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

159 B. Following Certification of Statewide Primary Elections

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

163 C. September to November

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

184 D. December 15 Deadline

- 185 1. All member application forms must be submitted electronically and the dues requirement
186 must be met.
- 187 2. Deadline for appointing Alternates for voting eligibility at January Area meetings.
- 188 3. All applications for officer positions are due. The Nomination Committee will begin
189 meeting.

- 190 4. Nomination for Director of GO Team Board must be completed and deadline for
 191 completing GO Team Associate applications for voting eligibility at January Area
 192 meetings.
- 193 5. Early deadline for submission of charter application with reduced club charter fee.
- 194 6. Deadline for completing Club Associate applications for voting eligibility at January Area
 195 meetings. Clubs who change Associates after the December 15 deadline but before the
 196 January Area meeting are advised to wait to submit their new Associate application after
 197 the Area meeting.
- 198 7. An incumbent officer, who is not continuing as a Central Committee member, has the
 199 December 15 deadlines waived and does not have a dues requirement. They will
 200 continue as a voting member of the Executive Board and any committees they serve on;
 201 but do not have a vote at Area or Legislative Caucuses. Their extended membership and
 202 duties as an officer will terminate at the end of the Central Committee meeting in
 203 January when their replacement is sworn in. Their extended membership does not apply
 204 to their prior-term Alternate.
- 205 8. An incumbent ADEM EBoard Member has the December 15 deadlines waived and does
 206 not have a dues requirement. This extended membership also applies to their current
 207 alternate. The member is not eligible to change their Alternate during the extended
 208 membership; they may terminate their Alternate at any time. The extended
 209 membership(s) will terminate at the end of the Area Meeting on the second (2nd)
 210 Tuesday in January.

211 E. First (1st) Tuesday in January

- 212 1. Central Committee member list is available to internal and external candidates. In the
 213 event that this is a holiday, this changes to the next business day.
- 214 2. Executive Board meeting at the Chair's prerogative.
- 215 3. Deadline for appointing Alternates for voting eligibility at January Central Committee
 216 meeting.
- 217 4. Club application deadline for clubs that want to charter/re-charter in January.

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

- 219 1. All Areas will hold their first meeting of the new term at 7 p.m. on the second (2nd)
 220 Tuesday of January following the Statewide General Election.
- 221 2. The outgoing Vice-Chair will preside; they are only eligible to vote if they are a
 222 continuing member in the Area.
- 223 3. Members of the Area, including Elected, Ex-Officio, Designated, Alternates, Lifetime and
 224 Associates will vote to:
- 225 a. Elect a Vice Chair to be ratified at the Central Committee meeting. If the outgoing
 226 Vice Chair is running for re-election, another member of the Executive Board who is
 227 registered in the Area will preside over the election. If no other Executive Board
 228 member is available or eligible to preside, the caucus will elect a convener for the
 229 Vice-Chair election from the membership.

- 230 b. Nominate members for Standing Committees to be ratified at the Central Committee
231 meeting.
- 232 c. Elect an Area Secretary.
- 233 4. Hold legislative caucuses for any districts that are fully enclosed in the Area and have
234 vacancies to be filled at the Central Committee meeting. Make recommendations to fill
235 any vacancies.
- 236 5. Determine the Area meeting dates and time for the terms, location(s) if possible.
- 237 6. The prior-term ADEM EBoard member and their alternate are eligible to vote in the
238 caucus by virtue of their extended membership term. If different, the incoming ADEM
239 Eboard member or their newly designated Alternate, are not yet eligible to participate or
240 vote in the Area meeting.

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

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

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

- 267 1. The Council of Clubs will hold their first meeting of the term with the newly elected
268 Director of Clubs presiding.

- 269 2. Only those clubs who have submitted their chartering applications, documents, and fees
270 are eligible to vote.
- 271 3. The Council of Clubs will select the Club of the Year for the prior term to be recognized
272 at the Roosevelt Dinner.
- 273 4. The Council of Clubs will select at large members for the Club Development Committee
274 if needed to ensure that the committee meets the representation requirements outlined
275 in the committee's description in these Policies.
- 276 I. **First (1st) Tuesday in February: Executive Board Meeting**
- 277 1. The Executive Board will hold their first meeting of the term with the new Chair presiding.
- 278 2. At this meeting:
- 279 a. A Chair Pro-Tem will be elected from the Vice Chairs
- 280 b. Members of CSAC will be appointed by the Chair in accordance with these Policies,
281 Section IX. Committees.
- 282 c. An alternate signer for checks will be appointed by the Executive Board in
283 accordance with these Policies, Section XII. Requirements for Expenditures.

284 SECTION VI - Meetings and Notice

285 A. Meetings

- 286 1. Central Committee
- 287 a. Meetings of the Central Committee shall be held on the third Tuesday of the month,
288 for each month that the Central Committee meets, as specified in Article V -
289 Meetings, Section 1. Number of Regular Meetings of the Bylaws.
- 290 b. The regular meeting date for an upcoming month may be changed by a majority vote
291 of the quorum at a regular meeting. However, in an emergency, the Executive Board,
292 with at least seven (7) days' notice, may change the date of the meeting.
- 293 c. The Executive Board, with at least seven (7) days' notice, may call a Special Meeting
294 of the Central Committee.
- 295 d. The Central Committee endorsement meeting will be held after the Registrar of
296 Voters closes filing, including any extension to filing, for Primary, General or Special
297 Elections and after the Area endorsement recommendation meetings unless an
298 adjusted timeline has been approved by the Executive Board. The regular Central
299 Committee meeting may be rescheduled by the Executive Board to meet this
300 requirement.
- 301 e. In the event an emergency causes a Central Committee meeting to be cancelled, the
302 Chair may reschedule the meeting date, time, and location providing at least seven
303 (7) days' notice to the members.
- 304 f. If the Chair is unable or unwilling to schedule a meeting, it may be called upon five
305 (5) days' notice by a majority of the Executive Board or by a majority of the body.
- 306 2. Areas

- 307 a. Areas will hold endorsement recommendation meetings at least seven (7) days after
308 the Registrar of Voters closes filing, including any extension to filing, and before the
309 Central Committee endorsement meeting unless an adjusted timeline has been
310 approved by the Executive Board.
- 311 1) A regular Area meeting may be rescheduled by the Vice Chair to meet this
312 requirement.
- 313 2) The Vice Chairs will set the dates, times and locations of the endorsement
314 recommendation meetings and will coordinate their meetings so that eligible
315 members can participate in all meetings.
- 316 3) Area Vice Chairs have the option to hold more than one recommendation
317 meeting in this time period if the need arises.
- 318 4) All Area endorsement recommendation meetings will be held within the confines
319 of the Area and at least one (1) day before the Central Committee meeting.
- 320 b. For all other meetings, the date, time, and location of Area meetings shall be
321 determined by vote of the Area's members as defined in Article II - Membership,
322 Section 1. Membership and Article VII - Areas, Section 2. Membership of the Bylaws.
- 323 c. For all other meetings, by the vote of the body, membership may delegate the date,
324 time, and location of the meeting to the Vice-Chair as needed.
- 325 d. An upcoming regular Area meeting date may be changed by a majority vote of the
326 Area quorum. However, in an emergency, the Vice Chair, with at least three (3) days
327 notice, may change the date and/or time of the meeting or add a special meeting.
- 328 e. If the Vice Chair is unable or unwilling to schedule a meeting, it may be called upon
329 three (3) days notice by a majority of the Executive Board or by a majority of the
330 body.
- 331 f. Area Meetings shall be conducted by the Vice-Chair of the Area, or by a member as
332 defined in Article VII - Areas, Section 2. Membership of the Bylaws designated by the
333 Area Vice-Chair.
- 334 g. Only Members as defined in Article VII - Areas, Section 2. Membership of the Bylaws
335 shall have voting rights.
- 336 h. Area meeting attendance records and minutes will be provided to the SDCDP
337 Secretary. Areas are encouraged to select an Area Secretary.
- 338 3. Committees
- 339 a. The Chair of the committee shall propose a meeting date, time and location with the
340 approval of a majority of the committee quorum.
- 341 b. An upcoming regular committee meeting date, time, or location may be changed by a
342 majority vote of the committee quorum at a regular meeting. However, in an
343 emergency, the chair, with at least three (3) days notice, may change the date
344 and/or time of the meeting or add a special meeting.
- 345 4. Council of Clubs
- 346 a. The Council of Clubs shall meet on a regular basis, at least eight (8) times per year,
347 with notification provided to all chartered club presidents.

348 b. The regular meeting date for an upcoming meeting may be changed by a majority
349 vote of the Council of Clubs quorum at a regular meeting. However, in an
350 emergency, the Director of Clubs, with at least three (3) days notice may cancel or
351 change the date of the meeting.

352 5. Legislative Caucus

353 a. A Legislative Caucus will meet when a vacancy has been declared in that district.

354 b. The meeting will take place no sooner than fourteen (14) days after the vacancy is
355 noticed at a regular Central Committee meeting. The date, time, and location of the
356 meeting are delegated to the convener. Caucus members will be given at least
357 seven (7) days notice of the meeting.

358 6. Other Meetings

359 For any meeting not otherwise specified or in the Bylaws Article XIII Endorsements,
360 members will be given at least seven (7) days notice of the meeting date, time, and
361 location.

362 B. Notice

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

364 1. Notice is provided by electronically posting on the SDCDP website and by the Chair or
365 Area Vice Chair, or their designee, sending an email through the Central Committee or
366 Area mailing lists to the email address listed in the most recent membership records.

367 2. It is the responsibility of each member to keep their email current with the Party and to
368 read their email.

369 3. At members request, accommodations may be made for alternative notification via
370 telephone or U.S. Mail.

371 4. Committee notice is provided by each Committee Chair.

372 5. Council of Clubs notice is provided by electronically posting on the SDCDP website and
373 via email through the Council of Clubs mailing list. When chartering, each club provides
374 a club email address for this list. The club is responsible for keeping that email current
375 with the Party and sharing the notification within the club as needed.

376 C. Agenda and Minutes

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

380 SECTION VII - Areas

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

382 A. North Area

383 92003, 92007, 92008, 92009, 92010, 92011, 92014, 92024, 92025, 92026, 92027, 92028,
384 92029, 92054, 92055, 92056, 92057, 92058, 92059, 92060, 92061, 92064, 92067, 92069,
385 92075, 92078, 92081, 92082, 92083, 92084, 92091, 92096, 92127, 92128, 92129, 92130,
386 92672

387 B. Metro West Area

388 92037, 92038, 92092, 92093, 92101, 92102, 92103, 92104, 92105, 92106, 92107, 92108,
389 92109, 92110, 92111, 92115, 92116, 92117, 92119, 92120, 92121, 92122, 92123, 92124,
390 92126, 92131, 92134, 92140, 92145, 92147

391 C. East Area

392 91901, 91905, 91906, 91916, 91917, 91931, 91934, 91935, 91941, 91942, 91945, 91948,
393 91962, 91963, 91977, 91978, 91980, 92004, 92019, 92020, 92021, 92036, 92040, 92065,
394 92066, 92070, 92071, 92086

395 D. South Area

396 91902, 91910, 91911, 91913, 91914, 91915, 91932, 91950, 92113, 92114, 92118, 92135,
397 92136, 92139, 92154, 92155, 92173

398 E. Assembly District Divided Zip Codes

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

403 F. Legislative Incumbents

404 At the beginning of each Central Committee Term, an incumbent legislative Ex-Officio Member
405 can choose the Area within their elective District that best represents their voters. The Area
406 chosen by the Ex-Officio also applies to their Alternate Member. Any mid-term change to this
407 designation takes effect three (3) business days after notice of the change has been delivered
408 to the SDCDP office.

409 G. Club Associates

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

412 SECTION VIII - Executive Board

413 A. Voting by Email

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

415 2. Email Voting Procedures for Executive Board:

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

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

- 423 c. When an email vote is called for, it need not be the exclusive means of voting. An
424 eligible voter may choose to cast a ballot by telephone or in writing, if signed by the
425 voter, and received by the Coordinator within the time allotted for voting.
- 426 d. An email vote is permissible only when it is determined that a matter must be
427 decided before the next regularly scheduled Executive Board meeting and that it is
428 not practical to call a special meeting in the time available. A call for a vote by email
429 shall be made by either the Chair, by one of the Vice Chairs if the Chair is out of
430 town or otherwise unavailable, or by a two-thirds (2/3) vote of the elected officers.
431 For email voting purposes, a quorum shall be considered a majority of the Executive
432 Board eligible to vote and is determined as votes are received by the Coordinator.
- 433 e. For this purpose, a vote of "abstention" shall count as a vote cast toward the quorum.
434 If the Coordinator does not receive a number of eligible votes equal to or greater
435 than the quorum by the deadline for voting, the question shall fail.
- 436 f. The Coordinator shall use all due diligence to assure that all Board members eligible
437 to vote have received notice of the vote to be taken and any information or
438 discussion necessary to be fully informed of the matter to be voted on and the
439 consequences of the vote.
- 440 g. The Coordinator shall set a reasonable time for response of not less than thirty-six
441 (36) hours and make the deadline a prominent part of the call for ballot. If the notice
442 of the vote is sent out between noon on Friday and 8:00 a.m. on Monday, the time
443 for response shall be at least seventy-two (72) hours.
- 444 h. The Coordinator shall verify that the email vote was cast from an email address
445 registered to an eligible Executive Board member.
- 446 i. The Coordinator shall not release any information prior to the final tally about the
447 number of ballots or the nature of the votes cast except described below.
- 448 j. The Coordinator shall tally the votes and announce the results to the Chair or
449 presiding officer if other than the Chair within twenty-four (24) hours of the deadline
450 for voting or as soon as the number of votes cast is sufficient to determine the
451 outcome.
- 452 k. Board members shall be permitted to change their votes until the time that the results
453 are announced to the Chair.
- 454 l. At the time of the announcement of the results to the Chair, the coordinator shall
455 notify the members of the Executive Board of the outcome and of the specific vote
456 cast by each Executive Board member.
- 457 m. The Executive Board shall notify the Central Committee of the outcome of the vote
458 no later than the next regular meeting of the Central Committee.
- 459 n. Matters not covered herein shall be governed first, by the San Diego County
460 Democratic Party Central Committee Bylaws, and second, by the most current
461 edition of Roberts Rules of Order, Newly Revised.

462 SECTION IX - Committees

463 A. Standing Committees

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

466 1. Administration Committee

- 467 a. Be chaired by the Director of Administration.
- 468 b. Assist in drafting, reviewing, and recommending amendments to the Bylaws and
469 Policies and Procedures of the Central Committee for its approval.
- 470 c. Serve as part of the Credentials Committee of the Central Committee.
- 471 d. Serve as the Resolutions Committee for the Central Committee.
- 472 e. Be composed of the Director of Administration and one member from each Area to
473 be chosen by that Area and ratified by the Central Committee. Up to three at-large
474 members may appointed by the Central Committee for gender or area balance.
475 Additional members may be appointed for special expertise or to fill a vacancy using
476 the process defined in IX.D.1 Appointments to Committees of these Policies and
477 Procedures.
- 478 f. Meetings without a quorum will be considered working groups and materials
479 developed will be voted on at subsequent meetings or via email.

480 2. Club Development Committee

- 481 a. Be chaired by the Director of Clubs.
- 482 b. Assist in drafting and implementing the annual plan for club development.
- 483 c. Assist in the organization of Democratic clubs and coalitions.
- 484 d. Provide assistance to Democratic clubs.
- 485 e. Ensure SDCDP's Bylaws with respect to endorsements made by chartered clubs are
486 understood and being followed. Work with individual clubs as needed to mitigate any
487 problems that arise during the charter term.
- 488 f. Perform biennial review of SDCDP Clubs Manual in odd-numbered years.
- 489 g. Be composed of the Director of Clubs and one member from each Area to be chosen
490 by that Area and up to two at-large members to be chosen by the Council of Clubs.
491 At least one member of the committee shall be a representative of an Affinity club
492 and at least one member of the committee shall be from a Geographic club. Nothing
493 shall prevent said Committee from appointing additional members by majority vote,
494 where special expertise is required using the process defined in IX.D.1 Appointments
495 to Committees of these Policies and Procedures.

496 3. Grassroots Organizing Committee (GO Team Board)

- 497 a. Be chaired by the Director of Grassroots Organizing.

- 498 b. Provide ongoing leadership for the Grassroots Organizing (GO) Team, an ongoing
- 499 organization of precinct volunteers who focus on door-to-door and telephone contact
- 500 in their own neighborhoods, responsible for:
- 501 c. Turning out voters for the party's endorsed candidates and propositions.
- 502 d. Using consistent voter contact guidelines throughout the county to maximize
- 503 effective use of Party and volunteer resources.
- 504 e. Encouraging voter registration, permanent mail voting, and down-ballot voting.
- 505 f. Work with SDCDP Executive Director to develop GO Team goals and policies that
- 506 support the Party's mission and strategy.
- 507 g. Be composed of the GO Team's Countywide and Regional Coordinators who
- 508 automatically are appointed as SDCDP Associate members if they are not already
- 509 members in another class. Regional and Countywide Coordinators who serve as
- 510 Associate members of the Central Committee are ratified during the Biennial
- 511 Organization or following their appointment. Nothing shall prevent said Committee
- 512 from appointing additional members by majority vote of the GO Team Board, where
- 513 regional representation, community representation, or special expertise is required.

514 B. Special Purpose Committees

515 Special Purpose Committee designation requires a Bylaws Amendment approved by the
516 Central Committee.

- 517 1. Candidate Support and Assistance Committee (CSAC)
- 518 a. Support Democratic candidates for partisan state-level offices.
- 519 b. Be solely responsible for raising and expending all funds to be used by this
- 520 Committee.
- 521 1) This Committee shall have sole discretion over all its expenditures.
- 522 2) This Committee shall be responsible for its entire overhead.
- 523 3) This Committee shall maintain its own checking account.
- 524 c. Operate by majority vote.
- 525 d. Be composed of three members, who shall be the Chair of the Central Committee
- 526 and two members appointed by the Chair of the Central Committee.
- 527 1) One of the members appointed by the Chair of the Central Committee shall be
- 528 designated as Chair of the Committee.
- 529 1) The other member appointed by the Chair of the Central Committee shall be
- 530 designated as Controller of this Committee.
- 531 2) A three-fourths (3/4) majority vote of the Central Committee is required to remove
- 532 a member.
- 533 2. Communications Committee
- 534 a. Assist in the development and execution of the SDCDP's Communications plan to
- 535 include strategic objectives, tactics, audiences, benchmarks, messages, marketing,
- 536 and steps for implementation.

- 537 b. Be chaired by an appointee of the Chair of the Central Committee to be known as
538 the Communications Coordinator and ratified by the Central Committee as a consent
539 item.
- 540 c. Be composed of the Communications Coordinator and no less than three (3)
541 Democrats registered in San Diego County based on their experience and expertise
542 in communications to be appointed by the Communication Coordinator and Chair of
543 the Party.
- 544 d. Periodically review, evaluate, and update the SDCCDP Communications plan.
- 545 e. Provide communications support to SDCCDP staff, Executive Board, and volunteers
546 as needed.
- 547 3. Credentials Committee
- 548 a. Be chaired by the Director of Administration. The Credentials Committee is
549 comprised of the Administration Committee and the Secretary.
- 550 b. The Credentials Committee meets on an as needed basis for the purpose of
551 examining the eligibility of members and reviewing any challenges to membership as
552 outlined in the Bylaws Articles II - Membership and III . Vacancies and Removals
553 and these Policies and Procedures Section II . Membership and III . Vacancies and
554 Removals. Article II . Membership of the Bylaws.
- 555 c. In the case of the planned or unforeseen absence of the Director of Administration,
556 he or she may appoint one of the Credentials Committee members to chair the
557 meeting or report the ruling in his or her stead.
- 558 4. Membership Development Committee
- 559 a. Further the objective of having the membership of the Central Committee reflect the
560 makeup of Democrats in San Diego County.
- 561 b. Be chaired by an appointee of the Chair of the Central Committee to be known as
562 the Membership Development Coordinator and ratified by the Central Committee as
563 a consent item.
- 564 c. Be composed of its coordinator and at least one registered Democrat from each Area
565 of the Central Committee, appointed by the Membership Development Coordinator.
- 566 d. Recruit persons from underrepresented communities to run for the Central
567 Committee.
- 568 e. Compile a list of registered Democrats from underrepresented communities who may
569 be considered for appointment as alternates or when a vacancy on the Central
570 Committee exists.
- 571 5. Nomination Committee
- 572 a. The Most Recent Past Chair will serve as the presiding officer for the committee. If
573 the Most Recent Past Chair is not available or willing to serve in this capacity, the
574 Executive Board will elect a different Chair from the Officers.
- 575 b. One member elected from each Area will serve on the committee. Each Area will
576 also select an alternate member as previously defined.

- 577 c. The committee will review and interview applicants for the following Executive Board
578 positions: Secretary, Controller, and Director of Administration.
- 579 d. The committee will submit a report of its recommendations for the Executive Board
580 positions at the Biennial Organizational Meeting.
- 581 e. Recommendations for each of the Executive Board positions requires three (3) votes
582 of the Nomination Committee.
- 583 f. If no applicant for an Executive Board position receives three (3) votes, or there is no
584 applicant for said position, the positions is considered vacant and nominations for the
585 vacant position will be accepted at the Biennial Organizational Meeting, as specified
586 in Article IV - Officers, Section 2. Elections of the Bylaws.
- 587 g. The purpose of the committee will be considered completed following the election of
588 the Executive Board at the Biennial Organizational Meeting.

589 6. Resolutions Committee

- 590 a. The Administration Committee serves as the Resolutions Committee of this Party.
- 591 b. The Resolutions Committee meets on an as needed basis to review and make
592 recommendations on resolutions that have been submitted for endorsement by the
593 Central Committee.
- 594 c. Resolutions must follow the rules in Article XIII . Endorsements, Section 1
595 Resolutions in the Party's Bylaws and in Section XIII . Endorsements, Section A
596 Resolutions of these Policies and Procedures.

597 7. Voter Registration Committee

- 598 a. Create, update, and execute the Voter Registration Plan for the SDCDP;
- 599 b. Be chaired by an appointee of the Chair of the Central Committee to be known as
600 the Voter Registration Coordinator and ratified by the Central Committee as a
601 consent item;
- 602 c. Be composed of its coordinator and at least one registered Democrat from each Area
603 of the Central Committee, appointed by the Voter Registration Coordinator;
- 604 d. Assist the Vice-Chairs in the development, deployment, and execution of SDCDP
605 Voter Registration objectives.

606 C. Ad Hoc Committees

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

610 1. Audit Committee

- 611 a. Be chaired by an appointee of the Chair of the Central Committee.
- 612 b. Arrange for an audit of the fiscal affairs of the Central Committee.
- 613 c. Present the results of that audit, together with recommendations relating to the fiscal
614 affairs of the Central Committee, to the Executive Board within ninety (90) days after
615 the end of the preceding fiscal year.

- 616 d. Present the findings of the audit at the following meeting of the Central Committee.
- 617 e. Be composed of the appointed Chair and one member from each Area to be chosen
- 618 by that Area, although nothing shall prevent said Committee from appointing
- 619 additional members by majority vote, where special expertise is required.
- 620 1. Elections Monitoring and Systems Committee
- 621 a. Be chaired by an appointee of the Chair of the Central Committee.
- 622 b. Recruit, train, and organize poll watchers.
- 623 c. Recruit, train, and organize poll workers for the Registrar of Voters [ROV].
- 624 d. Recruit, train, and organize mobile, quick-response teams to address issues that
- 625 arise on Election Day.
- 626 e. Recruit, train, and organize legal advisors to be available throughout Election Day.
- 627 f. Recruit, train, and organize designated observers at the ROV on Election Night.
- 628 g. Recruit, train, and organize media teams together with the Communications
- 629 Committee to report immediate post-election results.
- 630 2. Ethics Committee
- 631 a. Be chaired by an appointee of the Chair of the Central Committee.
- 632 b. Review and evaluate allegations of unethical behavior or activities involving any
- 633 Democrat residing in San Diego County.
- 634 c. Make a full report of their findings to the Central Committee in Executive Session.
- 635 d. Make recommendations to the Central Committee about a course of action, including
- 636 but not limited to censure, removal, state party notification, law enforcement
- 637 notification, or no action at all.
- 638 e. Be composed of the Chair of the Central Committee and one appointee designated
- 639 by each Area Vice Chair.
- 640 f. Operate as follows:
- 641 g. All allegations shall be brought to the attention of the Chair of the Central Committee
- 642 in writing.
- 643 h. The Chair shall refer the matter to the Ethics Committee.
- 644 i. The Ethics Committee shall meet with the maker(s) of the complaint in Executive
- 645 Session.
- 646 j. If the Ethics Committee determines that a basis for review exists, the individual
- 647 accused of unethical behavior shall be notified in writing by the chair of the Ethics
- 648 Committee and shall be given the opportunity to rebut the allegations in person, also
- 649 in Executive Session.
- 650 k. If the Ethics Committee recommends a course of action to the Central Committee, it
- 651 shall be in Executive Session.

- 652 I. If there is a minority opinion on the Ethics Committee, a member of that Committee
653 shall have the option to report it to either the Executive Committee, or to the Central
654 Committee, or to both.
- 655 m. A sixty percent (60%) majority of the Central Committee shall be required to accept
656 or modify any recommendation made by the Ethics Committee.
- 657 3. Fundraising Committee
- 658 a. Be chaired by an appointee of the Chair of the Central Committee to be known as
659 the Fundraising Coordinator.
- 660 b. Build a broad, sustainable donor base.
- 661 c. Assist in the coordination of Area fundraising events.
- 662 d. Perform such other duties as determined by the Central Committee.
- 663 e. Be composed of the Fundraising Coordinator and one member from each Area to be
664 chosen by that Area, although nothing shall prevent said Committee from appointing
665 additional members by majority vote, where special expertise is required.
- 666 4. Media Relations Committee
- 667 a. Be chaired by an appointee of the Chair of the Central Committee.
- 668 b. Assist in the development and execution of the SDCDP's media marketing plan.
- 669 c. Be composed of the Media Relations Coordinator, and at least one member from
670 each Area.
- 671 1) Members must be registered Democrats and member of the SDCDP or
672 Chartered Democratic Clubs.
- 673 d. As directed by the executive Board or Chair of the SDCDP be responsible for the
674 following:
- 675 1) Develop a media kit for distribution to Democratic Clubs and Candidates.
- 676 2) Write and produce press releases for print and broadcast media.
- 677 3) Develop a relationship with the news directors, editors, and reporters at the local
678 newspapers, television stations, and local radio stations that have significant
679 news departments.
- 680 4) Distribute Press releases and arrange press conferences with the appropriate
681 media.
- 682 5) Develop a comprehensive list of media and media contacts for each area of the
683 county.
- 684 6) Assist Clubs and other Democratic event planners in the creation and distribution
685 of press releases.
- 686 7) Develop talking points for those Democrats who may be interviewed by the
687 local media.
- 688 8) Develop a list of Democratic Office Holders, Candidates, and Clubs as a mailing
689 list for media information, talking points, etc.

- 690 9) Coach and prepare Democrats, who may be interviewed by the media.
- 691 10) Critique interviews and articles done with and by Democrats
- 692 11) Assist in writing letters to the editor on current issues and in response to
- 693 editorials.
- 694 12) Monitor pertinent media.
- 695 13) Develop a rating standard to track any political preferences of the various media.
- 696 14) Coordinate the providing of spokespeople as the media requests.

697 D. Committee Membership

698 1. Appointments to Committees

- 699 a. Any gender or area balance requirements must be observed in all appointments.
- 700 b. In the event of an opening or vacancy on a committee where a representative
- 701 member is chosen by an Area members, the Area Vice Chair may designate an
- 702 Area member to serve on the committee until the next Area meeting at which time
- 703 the Area will choose a new representative member for said committee to be ratified
- 704 at the next Central Committee meeting.
- 705 c. The Chair can recommend to the Executive Board additional members for a
- 706 Standing Committee as the need arises. The Executive Board, by a majority vote,
- 707 can approve the recommendation. The Standing Committee itself shall have fourteen
- 708 (14) days to vote on the recommendation to add the member. If a majority of the
- 709 committee votes in favor of the addition, the new member will be added to the
- 710 committee, followed by ratification at the next Central Committee meeting. If they
- 711 decline to meet or vote, it will be considered a vote in favor of the addition. If they
- 712 vote against the addition, the Executive Board may request that the Central
- 713 Committee approve the addition with a sixty percent (60%) vote.
- 714 d. Where special expertise is required, the Administration Committee and the Club
- 715 Development Committee may appoint additional members by majority vote followed
- 716 by ratification by the Central Committee. The GO Team Board may appoint Regional
- 717 or Countywide coordinators to fill a vacancy. The Executive Board may approve the
- 718 recommendation, and the new member may be added to the committee until such
- 719 time as the Central Committee is able to vote to ratify the new member.
- 720 e. All other vacancies on a committee, once any minimum threshold of members has
- 721 been met, shall be up to the Chair of the Committee or the Chair of the Party to
- 722 determine whether or not to fill the vacancy, dependent upon the nature of rules of
- 723 the committee.
- 724 f. For any increase in membership being voted on by the committee itself, a minimum
- 725 of fourteen (14) days notice to all members must be provided by email prior to the
- 726 meeting where the potential new member will be considered.

727 2. Resignation from or Removal from Committees

- 728 a. A member who has missed three (3) of the committee's meetings, from the time of
- 729 their appointment to date, has failed to meet the minimum level of attendance and is
- 730 deemed to have resigned from the committee.

- 731 b. Members appointed to the committee by the committee itself may also be removed
732 by a vote of the committee, a minimum of three (3) days notice to all members must
733 be provided by email prior to the meeting where vote will be considered.
- 734 c. Any member may be removed from a committee for cause.
- 735 d. Cause shall be defined as absences preventing the committee from meeting quorum,
736 lack of participation, or violations of the Code of Conduct.
- 737 3. Removal from Committee for Cause Procedure
- 738 a. If a member meets the criteria for removal:
- 739 1) The Chair of the Committee shall refer the matter to the Executive Board to
740 consider recommending removal and shall notify the affected member of the
741 pending action.
- 742 2) Prior to the vote of the Executive Board, the affected member shall be offered the
743 opportunity to appear before the Executive Board and show cause why removal
744 is unwarranted. Notification shall be from the Secretary of the Party.
- 745 3) The vote shall be by a show of hands.
- 746 4) Upon removal by a two-thirds (2/3) vote of the Executive Board of the Central
747 Committee, the Secretary of the Party shall notify the affected member of the
748 Executive Board's action.
- 749 b. If a member has been removed from a committee, said former committee member
750 cannot be elected nor appointed to the committee from which they were removed
751 until the term of the Central Committee from which the committee was formed has
752 expired.
- 753 c. All notification to the affected member shall be in writing to the email address on file.
- 754 4. Absence or Vacancy of Committee Chair
- 755 a. In the absence of a committee chair, the chair will designate another committee
756 member to serve for that meeting.
- 757 b. If the committee chair did not designate another member to serve in their absence,
758 or for any vacancy, committee members will vote to elect a committee chair pro-tem
759 for the duration of the absence or vacancy. The motion may be made and the vote
760 may be called by any member of the committee in person or via email.

761 E. Committee Policies

- 762 1. Quorum for committee meetings is fifty percent (50%).
- 763 2. Teleconference and video conference for committee meetings is at the discretion of the
764 committee chair.
- 765 3. Email voting is at the discretion of the committee chair and should follow a similar
766 timeline and process to the Executive Board voting previously outlined in these Policies
767 and Procedures to ensure all committee members are given the opportunity to
768 participate.

769 SECTION X - Democratic Organizations

770 A. Chartering and Charter Renewals

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

- 774 1. All chartering is done electronically with online forms and email. The club or coalition
775 shall provide a copy of its constitution and/or bylaws, its membership list, and the
776 completed charter application form. It shall also transmit to the SDCDP an annual
777 chartering fee, which shall be pro-rated for the initial application, and proof of compliance
778 with Article X - Democratic Organizations, Section 3. Requirements of the Bylaws.
- 779 2. The annual chartering fee shall be \$75. Clubs who complete rechartering by the
780 December 15 due date, will have a reduced fee of \$50. The Executive Board may waive
781 the annual chartering fee with ratification by a majority by the Central Committee
782 for any club or coalition that demonstrates that payment of the chartering fee would
783 constitute an economic hardship. Campus organizations and other student-based clubs
784 demonstrating all other criteria listed in Article X - Democratic Organizations, Section 3.
785 Requirements of the Bylaws shall have their chartering fee waived.
- 786 3. The use of the word "Democratic" shall be subject to the approval of the Executive Board
787 when a chartered club or coalition solicits funds.
- 788 4. The Executive Board may waive the list requirement in the chartering process and
789 fashion alternative means to verify the number and registration of club or coalition
790 members.
- 791 5. The Executive Board, upon recommendation by the Director of Clubs, may only charter
792 or renew a club's charter a club when all requirements have been met and the next
793 regular Central Committee meeting is greater than thirty-five (35) days from the previous
794 meeting.
- 795 6. Successful chartering shall entitle the club to a fee-waived Central Committee Associate
796 membership with all of the duties and responsibilities outlined for Associate Members in
797 the Party's Bylaws, Policies and Procedures. The president of the club may fill the
798 position or the club may select a different member to fill the position according to the
799 process defined in the club's bylaws and as required by the SDCDP Bylaws X.3.F.
- 800 7. The annual Club chartering application and documentation, including Associate Member
801 form, is due by December 15 for the following calendar year. Late and new charters may
802 be subject to a fourteen (14) day administrative review period. When all required
803 documentation is submitted electronically and the chartering fee requirement is met, the
804 Director of Clubs may move to charter the club at the next Central Committee meeting.
- 805 8. When seeking the renewal of its charter, a club or coalition shall furnish the Director of
806 Clubs with the items specified in Paragraph A of this section. The failure to provide these
807 items shall constitute good cause for denying renewal of a charter.

808 B. Bylaws Changes During the Charter Period

809 If a club changes their bylaws during the charter period, a new copy of the bylaws with an
810 outline of the changes must be submitted to the Director of Clubs within thirty (30) days and

811 their charter is subject to review by the Executive Board. A club has the option to submit
812 proposed bylaw changes and have those changes reviewed by the Executive Board prior to
813 taking a club vote on the new bylaws.

814 C. Organization of New Affinity Clubs

815 At least one representative of a proposed new Affinity club shall appear in person at a Central
816 Committee meeting to provide an overview of the purpose and goals of the club and to
817 announce the notice of their next organizational meeting. The club's organizational meeting
818 shall be added to the Party calendar, noticed to all Central Committee members via email, and
819 must be open to all interested Democrats.

820 SECTION XI - Annual Budget Development

821 A. Deadlines

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

831 B. Revisions

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

838 SECTION XII - Requirements for Expenditures

839 A. All Expenditures

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

842 B. Unbudgeted Expenditures

843 The Executive Board may approve an unbudgeted expenditure of less than one thousand
844 dollars (\$1,000). The approved action shall be announced at the following regular meeting of the
845 Central Committee. An unbudgeted expenditure equal to or greater than one thousand dollars
846 (\$1,000) shall require approval from the Central Committee.

847 C. Competitive Bidding

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

850 D. Signatures

- 851 1. Either the Chair of the Central Committee, an appointed designee of the Executive
852 Board, or the Treasurer may sign checks.
- 853 2. All expenditures shall be immediately reported to the Treasurer to ensure compliance
854 with campaign finance laws.

855 SECTION XIII - Endorsements

856 A. Resolutions

857 1. Format

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

864 2. Applicability

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

870 3. Action

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

875 4. Sponsor Responsibilities

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

883 B. Candidate Endorsement Application and Questionnaires

- 884 1. The Executive Board, or its designee, shall produce a Judicial Candidate Questionnaire
885 and Non-Judicial Candidate Questionnaire and submit said Questionnaires to the
886 Central Committee for approval no later than the May Central Committee meeting
887 following the Biennial Central Committee Organization Meeting. The Executive Board
888 may develop additional Questionnaires at their discretion for approval of the Central
889 Committee.
- 890 2. The Executive Board shall appoint a committee of members and staff to review and
891 update the Non-Judicial Candidate Questionnaire and Judicial Candidate Questionnaire
892 at their Biennial Organization meeting. Questionnaires, whether modified or not, shall be
893 submitted to the Central Committee for approval no later than the May Central
894 Committee meeting following the Biennial Central Committee Organization Meeting.
- 895 3. At a minimum, the Non-Judicial Candidate Questionnaire shall contain the following
896 questions:
- 897 a. If elected, I will not endorse non-democratic candidates in any challenged
898 political race. YES or NO
- 899 b. If I have endorsed a non-democratic candidate in a non-challenged political race
900 and a Democratic challenger is subsequently endorsed by the Party, I agree I
901 must withdraw my endorsement of the non-Democratic challenger
902 immediately. YES or NO
- 903 4. Democratic candidates are provided an endorsement application and questionnaire by
904 SDCDP when they file for office or are being considered for early endorsement.
- 905 5. All applications shall be delivered by email, or absent an email address by U.S. Mail, to
906 the address on file with the County Registrar of Voters unless the candidate has
907 otherwise submitted to the Party a different preferred email or U.S. Mail address.
- 908 6. Candidates seeking endorsement must return the completed application and
909 questionnaire at least two (2) business days prior to the meeting where they are seeking
910 a recommendation or endorsement.
- 911 a. In the event the Registrar of Voters extends the filing period for a specific office, the
912 application must be returned at least twenty-four (24) hours prior to the meeting
913 where the candidate is seeking recommendation or endorsement.
- 914 b. Questionnaires which are returned after the stated deadlines may not be included in
915 the summary provided to members for consideration.
- 916 7. Candidate questionnaire responses are summarized for internal use only by the Area
917 Caucuses and the Central Committee. Summary documents or candidate responses are
918 prohibited from release by any Central Committee member to the public.
- 919 8. Candidate questionnaire responses for successful candidates shall be retained by the
920 SDCDP office for the duration of the officeholder's term(s) in that office.
- 921 9. No part of the candidate applications, questionnaires, or summaries are released by the
922 Party to the public, allies, or any affiliated organization including chartered clubs.

923 C. Strategically Critical Designation and Endorsement

- 924 10. The Party may make early endorsements in ~~the~~ strategically critical races in order to give
925 the Party a chance to play a more significant role in races where early involvement and
926 organizing could prove to be a key factor in winning that particular election.
- 927 11. The designation, recommendation, and endorsement is a multi-step process:
- 928 a. Recommendation from Area to the Executive Board for the race to be considered
929 strategically critical.
- 930 b. Approval by the Executive Board for the race to be considered strategically critical.
- 931 c. Endorsement recommendation from Area for the designated race.
- 932 d. Endorsement approval by the Central Committee.
- 933 12. Recommendations should meet at least one of the following criteria:
- 934 a. The district must have statistically competitive advantage.
- 935 b. Having an identified Democrat who has garnered support through numerous
936 endorsements, has previously been endorsed by the Party, has demonstrated the
937 ability to fundraise, or has established a significant campaign organization.
- 938 c. Areas are encouraged to limit their recommendations to no more than three (3) races
939 per Area in an election cycle.
- 940 13. The designation of strategically critical pertains to early endorsements and does not
941 confer any other benefits or any guarantee that there will be a candidate or an
942 endorsement.

943 D. Races that Cross Area Boundaries

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

948 SECTION XIV - Awards, Honorariums or Grants

949 A. Format

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

952 B. Criteria and Details

953 The proposed awards must set forth the following:

- 954 1. The purpose of the awards and the Democratic ideals or values that will be promoted by
955 the award;
- 956 2. Identity of the individual or organization sponsoring the award;
- 957 3. Whether the award will be a single award or perpetual award;
- 958 4. The amount of the award;
- 959 5. The funding of the amount awarded; and

960 6. The criterion for choosing the recipient of the award.

961 C. Applicability

962 1. Awards shall be relevant to the purpose of the Central Committee as defined in Article I -
963 Name and Purpose, Section 2. Purpose of the Bylaws.

964 2. If an award is not relevant to the purpose of the Central Committee, then good cause
965 must be presented in writing accompanying the proposed award.

966 SECTION XV - Records

967 A. Custody and Maintenance

968 1. The Secretary shall maintain all Central Committee membership records and keep
969 custody of an up-to-date electronic copy of the current fiscal year's membership records.

970 2. The Secretary shall maintain all Central Committee and Executive Board minutes and
971 keep custody of an up-to-date electronic copy of the current fiscal year's minutes.

972 3. The Controller shall maintain the Central Committee budget records and keep custody of
973 an up-to-date electronic copy of the current fiscal year's budget.

974 4. The Treasurer shall maintain all Central Committee financial reporting and campaign
975 spending records and keep custody of an electronic copy of the current fiscal year's
976 financial reporting and campaign spending records.

977 5. The Director of Administration shall maintain the Central Committee Bylaws, Policies
978 and Procedures, and Resolutions, and keep custody of an up-to-date electronic copy of
979 them and provide them to the SDCDP Executive Director who shall retain electronic
980 copies of them.

981 6. The Director of Clubs shall acquire of the most current bylaws and membership records
982 of all chartered organizations, and provide them to the SDCDP Executive Director who
983 shall retain electronic copies of them.

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

985 B. Copies

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

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

990 C. Access

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

993 a. List of Members.

994 b. Central Committee minutes.

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

996 d. Chartered organization bylaws.

- 997 2. Central Committee members shall be able to view and obtain a printed copy of the
 998 Central Committee's current and previous:
- 999 a. Budgets.
- 1000 a. Financial reporting and campaign finance records.
- 1001 b. Chartered-club officer lists.
- 1002 3. Executive Board members shall be able to make an appointment to view the Central
 1003 Committee's current voter information data.
- 1004 4. Individuals or organizations with business before the Central Committee may request a
 1005 list of current members for communication purposes related to that business.
- 1006 a. The list is not transferrable.
- 1007 a. The list will include names, political districts, SDCCP Area, mailing addresses, and
 1008 preferred phone numbers of all members including Alternates and Associates. Email
 1009 addresses will be included for members who have opted in to receive email for this
 1010 purpose.
- 1011 b. For candidates and campaigns, the processing fee is \$25.
- 1012 1) The business in front of the Central Committee shall be disclosed, and
 1013 campaigns shall be named.
- 1014 1) The list may be used for the disclosed purpose only.
- 1015 2) An updated version of the Central Committee list can be requested for the same
 1016 business or campaign within the same election cycle in which the list was
 1017 purchased for a fee of \$10.00.
- 1018 c. At their written request, an incumbent Legislative Ex Officio member of this
 1019 committee will be provided with a complimentary Central Committee member list.
 1020 They may request a complimentary update once per quarter.
- 1021 d. For internal Party elections, declared candidates for the Executive Board or Standing
 1022 Committees may request one complimentary copy of the Central Committee member
 1023 list for the stated purpose of that election only. In addition, one complimentary update
 1024 of the list may be requested no later than one (1) business day prior to the election.
- 1025 1) Any additional updates may be purchased for \$10.00.
- 1026 2) The list may be used for purposes of internal elections only.
- 1027 3) For Vice Chair elections the list will be limited to members of that Area.

1028 **D. Archives and Storage**

- 1029 1. Electronic copies of the above data from past years shall be stored in multiple locations,
 1030 which may include a Safe Deposit Box. The Chair and the Controller of the Central
 1031 Committee shall have the only keys.
- 1032 2. Access to historical records shall be governed by the same limitations that govern
 1033 access to current records.

1034 **E. Transfer of Records**

- 1035 1. Within thirty (30) days of the completion of their terms of office, outgoing custodians of
1036 the aforementioned records shall turn over all copies to the incoming office-holders.
1037 a. The transfer shall include one year's worth of the most recent records.
1038 b. The most recent records and those of previous years shall reside at SDCDP
1039 headquarters.
- 1040 2. Outgoing custodians shall delete and destroy all electronic copies of records that were
1041 once in their care.

1042 F. Electronic Recordings

1043 No Executive Board, Area, or Central Committee meeting can be recorded via audio or video
1044 means without prior written consent of the Executive Board.

1045 Section XVI DSCC Delegation Appointment and Vacancy Policies

- 1046 1. Prioritization for election to the DSCC Delegation shall be in this order: AD Elected, Ex
1047 Officio, Lifetime, Alternate, and Associate members.
- 1048 2. In electing at-large members to or filling a vacancy in the DSCC Delegation, an effort
1049 shall be made to balance the delegation between genders, as required by the CDP, and
1050 to be demographically representative of the county.
- 1051 3. A delegation member who does not attend the CDP convention and who did not secure
1052 a proxy for themselves or ask the Chair to secure one on their behalf will be determined
1053 to have resigned that position and the Chair will declare that position vacant.
- 1054 4. An Executive Board delegation member who does not attend an Executive Board
1055 meeting of the CDP and who did not secure a proxy for themselves or ask the Chair to
1056 secure one on their behalf will be determined to have resigned their Executive Board
1057 position and the Chair will declare that position vacant.
- 1058 5. Vacant delegation seats will be filled from the DSCC Alternates list by the SDCDP
1059 Executive Board.
- 1060 6. Vacant Executive Board seats will be filled by a vote at the Central Committee.
- 1061 7. If there are no remaining members on the DSCC Alternates list, vacant delegation seats
1062 will be filled at the next general meeting of the Central Committee.
- 1063 8. If there is no regularly scheduled Central Committee meeting prior to CDP deadlines
1064 which would result in a smaller delegation than this Committee's allotment, the Executive
1065 Board may fill the vacancy.
- 1066 9. If a delegation vacancy occurs after CDP deadlines for appointing delegates, the
1067 Executive Board may designate a proxy and the outgoing delegation member is asked to
1068 appoint said proxy.