



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. These Policies and Procedures refer to the Central Committee as This
6 Committee.

7 SECTION II - Membership

8 A. Dues

- 9 1. Biennial dues for Elected, Ex-Officio, Designated, Appointed, and Alternate members of
10 This Committee shall be \$40 and \$10 in the case of students. Unless otherwise
11 specified, dues must be paid no later than December 15 following the Statewide General
12 Election prior to the start of the biennial term. The dues requirement must be met prior to
13 serving on This Committee or appointing 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 This 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 fourteen (14) 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 during the biennial term has a dues requirement that must be
27 met within fourteen (14) days of their appointment.
- 28 7. Lifetime and Associate members have their dues waived.
- 29 8. The Executive Board may waive a member's payment of dues partially or entirely upon a
30 showing of good cause. The deadline for requesting a waiver is December 1 to be
31 considered prior to the December 15 dues deadline prior to the start of the biennial term.
- 32 9. Should a member obtain Central Committee membership through a different mechanism
33 during a biennial term, their prior dues payment, or any Executive Board waiver, will
34 apply.

35 B. Code of Conduct

- 36 1. A member shall conduct oneself with civility and respect towards all other members and
37 Democratic candidates while acting in an official capacity as a representative of the San
38 Diego County Democratic Party.

- 39 2. A member shall not denigrate an endorsed candidate or support or avow a preference
40 for a non-Democratic candidate.
- 41 3. A member shall not create an intimidating, offensive, and/or abusive environment for
42 other members.
- 43 4. A member shall not engage in any actions detrimental to the purpose of This Committee.

44 C. Application and Oath

- 45 1. All applications are submitted electronically through the online member form.
- 46 2. As part of the application, members will provide contact information, meet any dues
47 requirement, appoint an Alternate if eligible, provide demographic information, and
48 swear the membership oath.
- 49 3. All members must complete the application no later than December 15 following the
50 certification of the State General Election. Members appointed to fill a vacancy, must
51 complete the application within fourteen (14) days of their appointment.
- 52 4. Exiting ADEM EBoard Members and SDCDP Executive Board officers who have their
53 terms extended as part of the Biennial Organization do not need to complete a new
54 application.
- 55 5. Incoming ADEM Eboard Members and their Alternates must complete their applications
56 by the Friday immediately following the ADEM meeting to be added to the roster and
57 eligible to serve at the Biennial Organization meeting of the Central Committee.

58 D. Credentialing and Eligibility

- 59 1. All requirements for mid-term credentialing must be met at least fourteen (14) days prior
60 to the Central Committee meeting and credentialing will be completed at least seven (7)
61 days prior to the Central Committee meeting.
- 62 2. The only additions to the roster during the credentialing period will be new voting
63 members appointed by This Committee to fill a vacancy. Those members will be added
64 to the roster when they have completed all credentialing requirements.
- 65 3. Members who cease to meet their eligibility requirements during the credentialing period
66 will be removed from the roster and the Executive Board will be advised of any changes
67 to the roster.
- 68 4. When a member changes their Alternate, their current Alternate will continue as the
69 credentialed Alternate until the start of the Central Committee meeting where the
70 member's new Alternate is credentialed.
- 71 5. When a club changes their Associate, the club's current Associate member will continue
72 as the credentialed Associate until the start of the Central Committee meeting where the
73 club's new Associate is credentialed
- 74 6. A club may submit an Associate member application prior to chartering or approval for
75 additional positions. The member will be fully credentialed when This Committee
76 approves the charter or the position.
- 77 7. Alternates or Associate members may be removed from the roster by their appointer at
78 least five (5) days prior to any meeting and the Executive Board will be advised of any
79 changes to the roster at least seventy-two (72) hours prior to the meeting.

80 E. Establishing Area Voting Eligibility

- 81 1. All members appointed by the December 15 deadline for the biennial organization shall
82 begin with Area voting eligibility at the January Biennial Organizational Area Meeting.
- 83 2. Members elected by This Committee to fill a vacancy begin with Area voting eligibility as
84 of the date of their election.
- 85 3. Alternate and Associate members appointed after the December 15 deadline begin with
86 voting eligibility as of the Central Committee meeting where they become a credentialed
87 member.
- 88 4. If a member has a gap in service or a change in appointer during the biennial term, their
89 attendance at the last two (2) of their applicable Area meetings will be used to establish
90 their current Area voting eligibility.
- 91 5. If a prospective member has served in a different role or for a different appointer during
92 the current biennial term, they must have maintained Area voting eligibility to be eligible
93 for appointment by a different appointer or to a different role.
- 94 6. Maintaining voting eligibility is defined in the Bylaws Article V, Section 6. Participation
95 and Voting.

96 F. Appointment of Alternates

- 97 1. Elected, Ex-Officio, Designated, or Appointed members shall make a reasonable effort
98 to appoint an Alternate within ninety (90) days of their election to office and within ninety
99 (90) days after their Alternate's position becomes vacant.
- 100 2. Alternates shall become credentialed members at the next regular Central Committee
101 meeting that is held at least fourteen (14) days after their appointer completes the
102 Alternate appointment section of the member form, the Alternate completes the member
103 form, and their dues requirement has been met. For the Biennial Organization, the
104 deadline to meet all requirements of Alternate appointments is December 15 of the prior
105 year.
- 106 3. Alternate appointments shall be made using the online member form. It is the member's
107 responsibility to ensure their Alternate completes their own application for membership.
- 108 4. Alternate removals use the online member form. It is the member's responsibility to
109 notify the Alternate that they have been removed.

110 G. Appointment of Associates

- 111 1. All Associate members must submit the member application form.
- 112 2. During the biennial term, changes in GO Team Regional and Countywide Coordinators,
113 Club Presidents and/or designated Associate Members, must be made within thirty (30)
114 days of the change using the online member form.
- 115 3. Associate members shall become credentialed members at the next regular Central
116 Committee meeting that is held at least fourteen (14) days after their member form has
117 been submitted electronically. For the Biennial Organization, the deadline for all aspects
118 of Associate appointments is December 15 of the prior year.

- 119 4. Club Associate members must be appointed using the process in the club's bylaws for
120 selecting SDCDP representatives. The Club President must use the member form to
121 designate or remove the club's Associate member(s).

122 H. Affinity Club Associate Member Positions

- 123 1. The Central Committee may approve additional Associate members positions for an
124 Affinity club if the club has twenty (20) members in an Area.
- 125 2. Once approved, the member position continues through the Biennial Organization Area
126 Meeting as long as the club has twenty (20) members in the Area and the club has met
127 all rechartering requirements by the December 15 deadline.

128 I. Noticing and Decline-to-Serve Vacancies

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

133 J. Challenges to Member Eligibility

- 134 1. Any member of This Committee may challenge the membership of another member.
- 135 2. Membership challenges must be made via email to the Secretary. In the event the
136 Secretary is the subject of the challenge, it must be made via email to the Director of
137 Administration.
- 138 3. Challenges may include but are not limited to:
- 139 a. Any of the reasons listed in the Bylaws Article III Vacancies and Removals;
- 140 b. Falsification of voter registration for the purpose of membership in this Committee;
- 141 c. Failure to meet the membership requirements enumerated in Article II - Membership
142 of the Bylaws, and/or Section II - Membership of these Policies and Procedures.
- 143 4. Challenges to membership will be reviewed by the Credentials Committee and
144 considered by the Executive Board and Central Committee as enumerated in the Bylaws
145 – Article III – Vacancies and Removals, Section 3. Removal Procedure. Should the
146 challenge to remove the member for cause be defeated, then no such challenge for the
147 same event or incident shall be in order for the remainder of the term.

148 K. Membership Roster Updates

149 SDCDP shall make every reasonable effort to have current membership lists available at least
150 five (5) business days prior to each Area or Central Committee meeting.

151 SECTION III - Vacancies and Removals

152 A. Attendance Sign-in, Notification and Records

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

- 155 2. It is the option of the Chair or the Vice Chair to take roll at any time. A member may be
156 marked absent if they are not present for roll call even if they have signed in for the
157 meeting. Attendance is for the full meeting.
- 158 3. It is the responsibility of the member to notify their Alternate if they will be absent. The
159 presence of their Alternate does not excuse their absence.
- 160 4. Members may check on their attendance records by making a request to the SDCDP
161 office by email.
- 162 5. If an Alternate member removes themselves by lack of attendance, their appointer will
163 be notified.
- 164 6. If an Associate member removes themselves by lack of attendance, their appointer will
165 be notified.

166 B. Definition of Publicly Advocating

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

170 C. Petitioning for Reinstatement after a Member Removes Themselves

- 171 1. The member must submit a request via email to the Secretary to request a review of
172 their membership with the Executive Board.
- 173 2. The petition will be reviewed at the next Executive Board meeting or the Chair may
174 schedule a special meeting of the Executive Board within seven (7) days to review the
175 request where the requestor may appear and any persons wishing to support or deny
176 the request. The Chair has the option to limit the number of persons who may appear.
- 177 3. Following the presentation, the room will be cleared for deliberations and a vote by the
178 Executive Board. A vote to reinstate the member requires two-thirds (2/3) of the
179 Executive Board voting in favor of reinstatement.
- 180 4. If the Executive Board declines to reinstate the member, the member may request a vote
181 by This Committee at the next meeting. A vote to reinstate the member requires two-
182 thirds (2/3) of This Committee voting in favor of reinstatement.

183 D. Petitioning for the Excuse of an Absence

- 184 1. A member may petition the Executive Board for an excuse of their most recent absence
185 from selected meetings as specified in Bylaws Article III, Section 4. Removal by Lack of
186 Attendance.
- 187 2. Petitions must be submitted using the member form within fourteen (14) days of the
188 absence.

189 SECTION IV - Officers

190 A. Temporary Absences

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

193 B. Seeking Public Office

194 Should any member of the Executive Board decide to seek public office, for which This
195 Committee or DSCC delegation may endorse, with the exception of community planning groups,
196 the member has resigned from the Board effective immediately upon announcing their
197 candidacy to This Committee, or the Executive Board, or the CDP, or the Registrar of Voters, or
198 the Secretary of State.

199 SECTION V - Biennial Central Committee Organization

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

204 A. Following Certification of the Presidential Primary Election

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

208 B. Following Certification of Statewide Primary Elections

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

212 C. September to November

- 213 1. In September and again in November following the General Election, all new and
214 returning AD Elected, Ex-Officio, and Designated members will be emailed links to the
215 electronic application form, instructions for appointing alternates, notice of the open
216 officer positions and the application process. Unless different contact information has
217 been provided to the SDCDP by the member, notice will be given by the SDCDP using
218 the email contact info supplied by the candidate to the Registrar of Voters when they
219 filed to run for Central Committee.
- 220 2. Each Area will recommend a representative for the Nomination Committee as well as an
221 alternate to serve in the event the representative is unable to serve. Any Central
222 Committee member who is seeking a position on the Executive Board cannot serve on
223 the Nomination Committee. The designated members and alternates need to be
224 members at the time of their appointment, but do not need to be returning members of
225 This Committee as long as they are not terminated for cause or by their appointer during
226 their service.
- 227 3. The Central Committee will have its final meeting of the term on the third Tuesday in
228 November. Nomination Committee representatives and their alternates will be ratified.
- 229 4. The Council of Clubs will have its final meeting of the term on the third Saturday in
230 November. As part of that agenda, they will nominate a new Director of Clubs and clubs
231 will begin their chartering process. The Club of the Year Nominating Committee will
232 begin its meetings if they have not already commenced.

233 D. December 15 Deadline

- 234 1. All member application forms must be submitted electronically and the dues requirement
235 must be met.
- 236 2. Deadline for appointing Alternates or GO Team or Club Associates for voting eligibility at
237 January Area meetings.
- 238 3. All applications for officer positions are due. The Nomination Committee will begin
239 meeting.
- 240 4. Nomination for Director of GO Team Board must be completed and deadline for
241 completing GO Team Associate applications for voting eligibility at January Area
242 meetings.
- 243 5. Deadline for currently chartered club submission of club recharter application, club fees,
244 and Associate member applications for participation in the Biennial Organization.
- 245 6. An incumbent officer who is exiting as a Central Committee member, has the December
246 15 deadlines waived and the dues requirement waived. They will continue as a voting
247 member of the Executive Board and any committees they serve on; but do not have a
248 vote at Area or Legislative Caucuses. Their extended membership and duties as an
249 officer will terminate at the end of the Central Committee meeting in January when their
250 replacement is sworn in. Their extended membership does not apply to their prior-term
251 Alternate.
- 252 7. An incumbent ADEM EBoard Member has the December 15 deadlines waived and the
253 dues requirement waived. This extended membership also applies to their current
254 alternate credentialed for the November meeting of This Committee. The member is not
255 eligible to change their Alternate during the extended membership; they may terminate
256 their Alternate at any time. The extended membership(s) will terminate at the end of the
257 Area Meeting on the second (2nd) Tuesday in January.

258 E. First (1st) Tuesday in January

- 259 1. Central Committee member list is available to internal and external candidates. In the
260 event that this is a holiday, this changes to the next business day. This roster is valid for
261 the January Area, Legislative Caucus, and Central Committee meetings.
- 262 2. Executive Board meeting at the Chair's prerogative.
- 263 3. Club application deadline for new or late clubs that want to charter/re-charter in January.
264 Associate members application deadline for new and late clubs; member status is
265 pending until club is chartered.

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

- 267 1. All Areas will hold their first meeting of the new term at 7 p.m. on the second (2nd)
268 Tuesday of January following the Statewide General Election.
- 269 2. The outgoing Vice-Chair will preside; they are only eligible to vote if they are a
270 continuing member in the Area.
- 271 3. Members of the Area, including Elected, Ex-Officio, Designated, Alternates, Lifetime and
272 Associates will vote to:

- 273 a. Elect a Vice Chair to be ratified at the Central Committee meeting. If the outgoing
274 Vice Chair is running for re-election, another member of the Executive Board who is
275 registered in the Area will preside over the election. If no other Executive Board
276 member is available or eligible to preside, the caucus will elect a convener for the
277 Vice-Chair election from the membership.
- 278 b. Nominate members for Standing Committees to be ratified at the Central Committee
279 meeting.
- 280 c. Elect an Area Secretary.
- 281 4. Hold legislative caucuses for any districts that are fully enclosed in the Area and have
282 vacancies to be filled at the Central Committee meeting. Make recommendations to fill
283 any vacancies.
- 284 5. Determine the Area meeting dates and time for the terms, location(s) if possible.
- 285 6. The prior-term ADEM EBoard member and their alternate are eligible to vote in the
286 caucus by virtue of their extended membership term. If different, the incoming ADEM
287 Eboard member or their newly designated Alternate, are not yet eligible to participate or
288 vote in the Area meeting.

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

- 290 1. This Committee will hold the first meeting of the new term at 7 p.m. on the third (3rd)
291 Tuesday of January following the Statewide General Election.
- 292 2. Legislative caucuses that cross Area boundaries will meet at 6:30 p.m. prior to the start
293 of the Central Committee meeting to make recommendations to fill any vacancies.
- 294 3. The outgoing Chair will preside.
- 295 4. At this meeting:
- 296 a. Vacancies will be filled as specified by Article III - Vacancies and Removals of the
297 Bylaws.
- 298 b. A list of clubs to be chartered will be presented by the outgoing Director of Clubs and
299 members will vote to charter the clubs.
- 300 c. All members will be sworn in.
- 301 d. The Chair for the term will be elected by a simple majority of the eligible members
302 present and voting. If the outgoing Chair is running for re-election, the Most Recent
303 Past Chair, the outgoing Chair Pro-Tem, or another member of the Executive Board
304 selected by the outgoing Executive Board will preside over the election.
- 305 e. The Vice-Chairs elected by the Areas, the Director of Clubs, and the GO Team
306 Director will be ratified as a consent item.
- 307 f. The Nomination Committee will make its report and the Secretary, Controller, and
308 Director of Administration for the term will be elected.
- 309 g. The Standing Committee members nominated by the Areas will be ratified as a
310 consent item.

311 h. Delegates to the California Democratic Party will be elected and California
312 Democratic Party Executive Board members will be elected in accordance with these
313 Bylaws Section XV.

314 5. Following this meeting:

315 An updated roster of Central Committee members will be prepared to include new
316 members elected to fill a vacancy and Associate members for clubs that were chartered
317 at the meeting. This will be the credentialed roster for all meetings until the next Central
318 Committee meeting.

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

320 1. The Council of Clubs will hold their first meeting of the term with the newly elected
321 Director of Clubs presiding.

322 2. Only those clubs who are chartered or have submitted their renewal chartering
323 applications, documents, and fees are eligible to vote.

324 3. The Council of Clubs will select the Club of the Year for the prior term to be recognized
325 at the Roosevelt Dinner.

326 4. The Council of Clubs will select at large members for the Club Development Committee
327 if needed to ensure that the committee meets the representation requirements outlined
328 in the committee's description in these Policies.

329 I. First (1st) Tuesday in February: Executive Board Meeting

330 1. The Executive Board will hold their first meeting of the term with the new Chair presiding.

331 2. At this meeting:

332 a. A Chair Pro-Tem will be elected from the Vice Chairs

333 b. Members of CSAC will be appointed by the Chair in accordance with these Policies,
334 Section IX. Committees.

335 c. An alternate signer for checks will be appointed by the Executive Board in
336 accordance with these Policies, Section XII. Requirements for Expenditures.

337 SECTION VI - Meetings and Notice

338 A. Meetings

339 1. Central Committee

340 a. Meetings of This Committee shall be held on the third Tuesday of the month, for
341 each month that This Committee meets, as specified in Article V - Meetings, Section
342 1. Number of Regular Meetings of the Bylaws.

343 b. The regular meeting date for an upcoming month may be changed by a majority vote
344 of the quorum at a regular meeting. However, in an emergency, the Executive Board,
345 with at least seven (7) days' notice, may change the date of the meeting.

346 c. The Executive Board, with at least seven (7) days' notice, may call a Special Meeting
347 of This Committee.

- 348 d. The Central Committee endorsement meeting will be held after the Registrar of
349 Voters closes filing, including any extension to filing, for Primary, General or Special
350 Elections and after the Area endorsement recommendation meetings unless an
351 adjusted timeline has been approved by the Executive Board. The regular Central
352 Committee meeting may be rescheduled by the Executive Board to meet this
353 requirement.
- 354 e. In the event an emergency causes a Central Committee meeting to be cancelled, the
355 Chair may reschedule the meeting date, time, and location providing at least seven
356 (7) days' notice to the members.
- 357 f. If the Chair is unable or unwilling to schedule a meeting, it may be called by a
358 majority of the Executive Board or by a majority of the voting members of This
359 Committee. At least five (5) days' notice must be provided.

360 2. Areas

- 361 a. Areas will hold endorsement recommendation meetings at least seven (7) days after
362 the Registrar of Voters closes filing, including any extension to filing, and before the
363 Central Committee endorsement meeting unless an adjusted timeline has been
364 approved by the Executive Board.
- 365 1) A regular Area meeting may be rescheduled by the Vice Chair to meet this
366 requirement.
- 367 2) The Vice Chairs will set the dates, times and locations of the endorsement
368 recommendation meetings and will coordinate their meetings so that eligible
369 members can participate in all meetings.
- 370 3) Area Vice Chairs have the option to hold more than one recommendation
371 meeting in this time period if the need arises.
- 372 4) All Area endorsement recommendation meetings will be held within the confines
373 of the Area and at least one (1) calendar day before the Central Committee
374 meeting.
- 375 b. For all other meetings, the date, time, and location of Area meetings shall be
376 determined by vote of the Area's members as defined in Article II - Membership,
377 Section 1. Membership and Article VII - Areas, Section 2. Membership of the Bylaws.
- 378 c. For all other meetings, by the vote of the body, membership may delegate the date,
379 time, and location of the meeting to the Vice-Chair as needed.
- 380 d. An upcoming regular Area meeting date may be changed by a majority vote of the
381 Area quorum. However, in an emergency, the Vice Chair, with at least seventy-two
382 (72) hours' notice, may change the date and/or time of the meeting or add a special
383 meeting.
- 384 e. If the Vice Chair is unable or unwilling to schedule a meeting, it may be called by a
385 majority of the Executive Board or by a majority of the Area's membership. At least
386 seventy-two (72) hours' notice must be provided.
- 387 f. Area Meetings shall be conducted by the Vice-Chair of the Area, or by a member as
388 defined in Article VII - Areas, Section 2. Membership of the Bylaws designated by the
389 Area Vice-Chair.

390 g. Only Members as defined in Article VII - Areas, Section 2. Membership of the Bylaws
391 and those with cross-area invitations shall have voting rights.

392 h. Area meeting attendance records and minutes will be provided to the SDCDP
393 Secretary. Areas are encouraged to select an Area Secretary.

394 3. Committees

395 a. The Chair of the committee shall propose a meeting date, time and location with the
396 approval of a majority of the committee quorum.

397 b. An upcoming regular committee meeting date, time, or location may be changed by a
398 majority vote of the committee quorum at a regular meeting. However, in an
399 emergency, the chair, with at least seventy-two (72) hours' notice, may change the
400 date and/or time of the meeting or add a special meeting.

401 4. Council of Clubs

402 a. The Council of Clubs shall meet on a regular basis, at least eight (8) times per year,
403 with notification provided to all chartered club presidents.

404 b. The regular meeting date for an upcoming meeting may be changed by a majority
405 vote of the Council of Clubs quorum at a regular meeting. However, in an
406 emergency, the Director of Clubs, with at least seventy-two (72) hours' notice may
407 cancel or change the date of the meeting.

408 5. Legislative Caucus

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

410 b. The meeting will take place at least fourteen (14) days after the vacancy is noticed at
411 a regular Central Committee meeting. The date, time, and location of the meeting are
412 delegated to the convener. Caucus members will be given at least seven (7) days'
413 notice of the meeting.

414 6. Other Meetings

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

418 B. Notice

419 All members of This Committee shall be given notice of any meetings.

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

423 1. It is the responsibility of each member to keep their email current with the SDCDP and to
424 read their email.

425 2. At member's request, accommodations may be made for alternative notification via
426 telephone or U.S. Mail.

427 3. Committee notice is provided by each Committee Chair.

428 4. Council of Clubs notice is provided by electronically posting on the SDCDP website and
429 via email through the Council of Clubs mailing list. When chartering, each club provides

430 a club email address for this list. The club is responsible for keeping that email current
431 with the SDCDP and sharing the notification within the club as needed.

432 C. Agenda and Minutes

433 Agendas for any meeting will be distributed at least seventy-two (72) hours prior to the meeting.
434 Draft minutes from meetings will be distributed within seven (7) days of the meeting. Agendas
435 and minutes will be distributed through the corresponding emails lists.

436 D. Calendar and Timing

437 For the purposes of This Committee:

- 438 1. At least fourteen (14) days' prior means that if a meeting is on a Tuesday, the deadline is
439 11:59 p.m. of the Tuesday two weeks prior to the meeting.
- 440 2. Within seven (7) days means that if a meeting is on a Tuesday, the deadline is 11:59
441 p.m. the following Tuesday.
- 442 3. Hours are used for anything less than three (3) calendar days. Hours are used for
443 anything less than three (3) calendar days. At least forty-eight (48) hours' notice means
444 that if a meeting is scheduled to start at 7:00 p.m. on Tuesday, the deadline is 6:59 p.m.
445 on the immediately preceding Sunday. Within twenty-four (24) hours means that if an
446 email is received at 8:45 a.m., the deadline to reply is 8:44 a.m. the next morning.
- 447 4. A business day is a non-holiday weekday from 9:00 a.m. to 5:00 p.m. At least one (1)
448 business day means a request or submission must be filed by 9:00 a.m. Friday for a
449 meeting that takes place between 5:00 p.m. on Friday and 5:00 p.m. on Monday.

450 SECTION VII - Areas

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

452 A. North Area

453 92003, 92007, 92008, 92009, 92010, 92011, 92014, 92024, 92025, 92026, 92027, 92028,
454 92029, 92054, 92055, 92056, 92057, 92058, 92059, 92060, 92061, 92064, 92067, 92069,
455 92075, 92078, 92081, 92082, 92083, 92084, 92091, 92096, 92127, 92128, 92129, 92130,
456 92672

457 B. Metro West Area

458 92037, 92038, 92092, 92093, 92101, 92102, 92103, 92104, 92105, 92106, 92107, 92108,
459 92109, 92110, 92111, 92115, 92116, 92117, 92119, 92120, 92121, 92122, 92123, 92124,
460 92126, 92131, 92134, 92140, 92145, 92147

461 C. East Area

462 91901, 91905, 91906, 91916, 91917, 91931, 91934, 91935, 91941, 91942, 91945, 91948,
463 91962, 91963, 91977, 91978, 91980, 92004, 92019, 92020, 92021, 92036, 92040, 92065,
464 92066, 92070, 92071, 92086

465 D. South Area

466 91902, 91910, 91911, 91913, 91914, 91915, 91932, 91950, 92113, 92114, 92118, 92135,
467 92136, 92139, 92154, 92155, 92173

468 E. Assembly District Divided Zip Codes

469 In situations where a Central Committee member is registered in a zip code that has more than
470 one State Assembly District and the majority of the voters in their Assembly District are in an
471 adjacent Area, said member can appeal to the Executive Board for re-designation to that
472 adjacent Area for the biennial term. The deadline for requesting re-designation is December 1
473 prior to the start of the biennial term or within thirty (30) days of the member's appointment to
474 This Committee.

475 F. Legislative Incumbents

476 At the beginning of each Central Committee Term, an incumbent legislative Ex-Officio Member
477 can choose the Area within their elective District that best represents their voters. The Area
478 chosen by the Ex-Officio is for the biennial term and also applies to their Alternate Member.

479 G. Club Associates

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

482 SECTION VIII - Executive Board

483 A. Voting by Email

- 484 1. The Executive Board shall be permitted to conduct votes by email.
- 485 2. Email Voting Procedures for Executive Board:
- 486 a. The Secretary shall serve as the Coordinator unless the Secretary is unavailable or
487 ineligible to serve, in which case the Chair shall appoint another Executive Board
488 member to serve as the Coordinator.
- 489 b. The Coordinator shall determine that all Executive Board members have the
490 capability of receiving and sending email in a timely manner. If a Board member
491 does not have email access, the Coordinator shall contact the member by telephone
492 or other means to Section IV obtain their vote.
- 493 c. When an email vote is called for, it need not be the exclusive means of voting. An
494 eligible voter may choose to cast a ballot by telephone or in writing, if signed by the
495 voter, and received by the Coordinator within the time allotted for voting.
- 496 d. An email vote is permissible only when it is determined that a matter must be
497 decided before the next regularly scheduled Executive Board meeting and that it is
498 not practical to call a special meeting in the time available. A call for a vote by email
499 shall be made by either the Chair, by one of the Vice Chairs if the Chair is out of
500 town or otherwise unavailable, or by a two-thirds (2/3) vote of the elected officers.
501 For email voting purposes, a quorum shall be considered a majority of the Executive
502 Board eligible to vote and is determined as votes are received by the Coordinator.
- 503 e. For this purpose, a vote of "abstention" shall count as a vote cast toward the quorum.
504 If the Coordinator does not receive a number of eligible votes equal to or greater
505 than the quorum by the deadline for voting, the question shall fail.
- 506 f. The Coordinator shall use all due diligence to assure that all Board members eligible
507 to vote have received notice of the vote to be taken and any information or

- 508 discussion necessary to be fully informed of the matter to be voted on and the
509 consequences of the vote.
- 510 g. The Coordinator shall allow a reasonable time for response of at least thirty-six (36)
511 hours and make the deadline a prominent part of the call for ballot. If the notice of the
512 vote is sent out between noon on Friday and 8:00 a.m. on Monday, the time for
513 response shall be at least seventy-two (72) hours.
- 514 h. The Coordinator shall verify that the email vote was cast from an email address
515 registered to an eligible Executive Board member.
- 516 i. The Coordinator shall not release any information prior to the final tally about the
517 number of ballots or the nature of the votes cast except described below.
- 518 j. The Coordinator shall tally the votes and announce the results to the Chair or
519 presiding officer if other than the Chair within twenty-four (24) hours of the deadline
520 for voting or as soon as the number of votes cast is sufficient to determine the
521 outcome.
- 522 k. Board members shall be permitted to change their votes until the time that the results
523 are announced to the Chair.
- 524 l. At the time of the announcement of the results to the Chair, the coordinator shall
525 notify the members of the Executive Board of the outcome and of the specific vote
526 cast by each Executive Board member.
- 527 m. The Executive Board shall notify This Committee of the outcome of the vote no later
528 than the next regular meeting of This Committee.
- 529 n. Matters not covered herein shall be governed first, by the San Diego County
530 Democratic Party Central Committee Bylaws, and second, by the most current
531 edition of Roberts Rules of Order, Newly Revised.

532 SECTION IX - Committees

533 A. Standing Committees

534 Standing Committee designation requires a Bylaws Amendment approved by This Committee.
535 This Committee has three (3) Standing Committees:

- 536 1. Administration Committee
- 537 a. Be chaired by the Director of Administration.
- 538 b. Assist in drafting, reviewing, and recommending amendments to the Bylaws and
539 Policies and Procedures of This Committee for its approval.
- 540 c. Serve as part of the Credentials Committee of This Committee.
- 541 d. Serve as the Resolutions Committee for This Committee through the biennial 2017-
542 2018 term.¹

¹ These Policies will be updated to remove this paragraph following the Biennial organization.

- 543 e. Be composed of the Director of Administration and one member from each Area to
544 be chosen by that Area and ratified by This Committee. Up to three at-large
545 members may be appointed by This Committee for gender or area balance.
546 Additional members may be appointed for special expertise or to fill a vacancy using
547 the process defined in IX.D.1 Appointments to Committees of these Policies and
548 Procedures.
- 549 f. Meetings without a quorum will be considered working groups and materials
550 developed will be voted on at subsequent meetings or via email.
- 551 2. Club Development Committee
- 552 a. Be chaired by the Director of Clubs.
- 553 b. Assist in drafting and implementing the annual plan for club development.
- 554 c. Assist in the organization of Democratic clubs and coalitions.
- 555 d. Provide assistance to Democratic clubs.
- 556 e. Ensure SDCDP's Bylaws with respect to endorsements made by chartered clubs are
557 understood and being followed. Work with individual clubs as needed to mitigate any
558 problems that arise during the charter term.
- 559 f. Perform biennial review of SDCDP Clubs Manual in odd-numbered years.
- 560 g. Be composed of the Director of Clubs and one member from each Area to be chosen
561 by that Area and up to two at-large members to be chosen by the Council of Clubs.
562 At least one member of the committee shall be a representative of an Affinity club
563 and at least one member of the committee shall be from a Geographic club. Nothing
564 shall prevent said Committee from appointing additional members by majority vote,
565 where special expertise is required using the process defined in IX.D.1 Appointments
566 to Committees of these Policies and Procedures.
- 567 3. Grassroots Organizing Committee (GO Team Board)
- 568 a. Be chaired by the Director of Grassroots Organizing.
- 569 b. Provide ongoing leadership for the Grassroots Organizing (GO) Team, an ongoing
570 organization of precinct volunteers who focus on door-to-door and telephone contact
571 in their own neighborhoods, responsible for:
- 572 c. Turning out voters for the Party's endorsed candidates and propositions.
- 573 d. Using consistent voter contact guidelines throughout the county to maximize
574 effective use of Party and volunteer resources.
- 575 e. Encouraging voter registration, permanent mail voting, and down-ballot voting.
- 576 f. Work with SDCDP Executive Director to develop GO Team goals and policies that
577 support the Party's mission and strategy.
- 578 g. Be composed of the GO Team's Countywide and Regional Coordinators who
579 automatically are appointed as SDCDP Associate members if they are not already
580 members in another class. Regional and Countywide Coordinators who serve as
581 Associate members of This Committee are ratified during the Biennial Organization
582 or following their appointment. Nothing shall prevent said Committee from appointing

583 additional members by majority vote of the GO Team Board, where regional
584 representation, community representation, or special expertise is required.

585 4. Resolutions Committee

586 a. The Resolutions Committee meets on an as needed basis to review and make
587 recommendations on resolutions that have been submitted for endorsement by This
588 Committee.

589 b. Resolutions must follow the rules in Article XIII – Endorsements, Section 1
590 Resolutions in the Bylaws and in Section XIII – Endorsements, Section A
591 Resolutions of these Policies and Procedures.

592 c. Commencing with the Biennial 2019-2020 term, be composed of the Chair Pro-Tem
593 and one member from each Area to be chosen by that Area and ratified by This
594 Committee. Up to three at-large members may be appointed by This Committee for
595 gender or area balance. Additional members may be appointed for gender balance,
596 special expertise or to fill a vacancy using the process defined in IX.D.1
597 Appointments to Committees of these Policies and Procedures.²

598 B. Special Purpose Committees

599 Special Purpose Committee designation requires a Bylaws Amendment approved by This
600 Committee.

601 1. Candidate Support and Assistance Committee (CSAC)

602 a. Support Democratic candidates for partisan state-level offices.

603 b. Be solely responsible for raising and expending all funds to be used by this
604 Committee.

605 1) This Committee shall have sole discretion over all its expenditures.

606 2) This Committee shall be responsible for its entire overhead.

607 3) This Committee shall maintain its own checking account.

608 c. Operate by majority vote.

609 d. Be composed of three members, who shall be the Chair of This Committee and two
610 members appointed by the Chair of This Committee.

611 1) One of the members appointed by the Chair of This Committee shall be
612 designated as Chair of the Committee.

613 2) The other member appointed by the Chair of This Committee shall be designated
614 as Controller of this Committee.

615 3) A three-fourths (3/4) majority vote of This Committee is required to remove a
616 member.

617 2. Communications Committee

² These Policies will be updated to remove “Commencing with the Biennial 2019-2020 term,” following the Biennial organization.

- 618 a. Assist in the development and execution of the SDCDP's Communications plan to
619 include strategic objectives, tactics, audiences, benchmarks, messages, marketing,
620 and steps for implementation.
- 621 b. Be chaired by an appointee of the Chair of This Committee to be known as the
622 Communications Coordinator and ratified by This Committee as a consent item.
- 623 c. Be composed of the Communications Coordinator and no less than three (3)
624 Democrats registered in San Diego County based on their experience and expertise
625 in communications to be appointed by the Communication Coordinator and Chair of
626 This Committee.
- 627 d. Periodically review, evaluate, and update the SDCDP Communications plan.
- 628 e. Provide communications support to SDCDP staff, Executive Board, and volunteers
629 as needed.
- 630 3. Credentials Committee
- 631 a. Be chaired by the Director of Administration. The Credentials Committee is
632 comprised of the Administration Committee and the Secretary.
- 633 b. The Credentials Committee meets on an as needed basis for the purpose of
634 examining the eligibility of members and reviewing any challenges to membership as
635 outlined in the Bylaws Articles II - Membership and III – Vacancies and Removals
636 and these Policies and Procedures Section II – Membership and III – Vacancies and
637 Removals. Article II – Membership of the Bylaws.
- 638 c. In the case of the planned or unforeseen absence of the Director of Administration,
639 he or she may appoint one of the Credentials Committee members to chair the
640 meeting or report the ruling in his or her stead.
- 641 4. Membership Development Committee
- 642 a. Further the objective of having the membership of This Committee reflect the
643 makeup of Democrats in San Diego County.
- 644 b. Be chaired by an appointee of the Chair of This Committee to be known as the
645 Membership Development Coordinator and ratified by This Committee as a consent
646 item.
- 647 c. Be composed of its coordinator and at least one registered Democrat from each Area
648 of This Committee, appointed by the Membership Development Coordinator.
- 649 d. Recruit persons from underrepresented communities to run for This Committee.
- 650 e. Compile a list of registered Democrats from underrepresented communities who may
651 be considered for appointment as alternates or when a vacancy on This Committee
652 exists.
- 653 5. Nomination Committee
- 654 a. The Most Recent Past Chair will serve as the presiding officer for the committee. If
655 the Most Recent Past Chair is not available or willing to serve in this capacity, the
656 Executive Board will elect a different Chair from the Officers.
- 657 b. One member elected from each Area will serve on the committee. Each Area will
658 also select an alternate member as previously defined.

- 659 c. The committee will review and interview applicants for the following Executive Board
660 positions: Secretary, Controller, and Director of Administration.
- 661 d. The committee will submit a report of its recommendations for the Executive Board
662 positions at the Biennial Organizational Meeting.
- 663 e. Recommendations for each of the Executive Board positions requires three (3) votes
664 of the Nomination Committee.
- 665 f. If no applicant for an Executive Board position receives three (3) votes, or there is no
666 applicant for said position, the positions is considered vacant and nominations for the
667 vacant position will be accepted at the Biennial Organizational Meeting, as specified
668 in Article IV - Officers, Section 2. Elections of the Bylaws.
- 669 g. The purpose of the committee will be considered completed following the election of
670 the Executive Board at the Biennial Organizational Meeting.
- 671 6. Voter Registration Committee
- 672 a. Create, update, and execute the Voter Registration Plan for the SDCDP;
- 673 b. Be chaired by an appointee of the Chair of This Committee to be known as the Voter
674 Registration Coordinator and ratified by This Committee as a consent item;
- 675 c. Be composed of its coordinator and at least one registered Democrat from each Area
676 of This Committee, appointed by the Voter Registration Coordinator;
- 677 d. Assist the Vice-Chairs in the development, deployment, and execution of SDCDP
678 Voter Registration objectives.

679 C. Ad Hoc Committees

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

- 683 1. Audit Committee
- 684 a. Be chaired by an appointee of the Chair of This Committee.
- 685 b. Arrange for an audit of the fiscal affairs of This Committee.
- 686 c. Present the results of that audit, together with recommendations relating to the fiscal
687 affairs of This Committee, to the Executive Board within ninety (90) days after the
688 end of the preceding fiscal year.
- 689 d. Present the findings of the audit at the following meeting of This Committee.
- 690 e. Be composed of the appointed Chair and one member from each Area to be chosen
691 by that Area, although nothing shall prevent said Committee from appointing
692 additional members by majority vote, where special expertise is required.
- 693 2. Elections Monitoring and Systems Committee
- 694 a. Be chaired by an appointee of the Chair of This Committee.
- 695 b. Recruit, train, and organize poll watchers.
- 696 c. Recruit, train, and organize poll workers for the Registrar of Voters [ROV].

- 697 d. Recruit, train, and organize mobile, quick-response teams to address issues that
698 arise on Election Day.
- 699 e. Recruit, train, and organize legal advisors to be available throughout Election Day.
- 700 f. Recruit, train, and organize designated observers at the ROV on Election Night.
- 701 g. Recruit, train, and organize media teams together with the Communications
702 Committee to report immediate post-election results.
- 703 3. Ethics Committee
- 704 a. Be chaired by an appointee of the Chair of This Committee.
- 705 b. Review and evaluate allegations of unethical behavior or activities involving any
706 Democrat residing in San Diego County.
- 707 c. Make a full report of their findings to This Committee in Executive Session.
- 708 d. Make recommendations to This Committee about a course of action, including but
709 not limited to censure, removal, state party notification, law enforcement notification,
710 or no action at all.
- 711 e. Be composed of the Chair of This Committee and one appointee designated by each
712 Area Vice Chair.
- 713 f. Operate as follows:
- 714 g. All allegations shall be brought to the attention of the Chair of This Committee in
715 writing.
- 716 h. The Chair shall refer the matter to the Ethics Committee.
- 717 i. The Ethics Committee shall meet with the maker(s) of the complaint in Executive
718 Session.
- 719 j. If the Ethics Committee determines that a basis for review exists, the individual
720 accused of unethical behavior shall be notified in writing by the chair of the Ethics
721 Committee and shall be given the opportunity to rebut the allegations in person, also
722 in Executive Session.
- 723 k. If the Ethics Committee recommends a course of action to This Committee, it shall
724 be in Executive Session.
- 725 l. If there is a minority opinion on the Ethics Committee, a member of that Committee
726 shall have the option to report it to either the Executive Committee, or to This
727 Committee, or to both.
- 728 m. A sixty percent (60%) majority of This Committee shall be required to accept or
729 modify any recommendation made by the Ethics Committee.
- 730 4. Fundraising Committee
- 731 a. Be chaired by an appointee of the Chair of This Committee to be known as the
732 Fundraising Coordinator.
- 733 b. Build a broad, sustainable donor base.
- 734 c. Assist in the coordination of Area fundraising events.

- 735 d. Perform such other duties as determined by This Committee.
- 736 e. Be composed of the Fundraising Coordinator and one member from each Area to be
- 737 chosen by that Area, although nothing shall prevent said Committee from appointing
- 738 additional members by majority vote, where special expertise is required.
- 739 5. Media Relations Committee
- 740 a. Be chaired by an appointee of the Chair of This Committee.
- 741 b. Assist in the development and execution of the SDCDP's media marketing plan.
- 742 c. Be composed of the Media Relations Coordinator, and at least one member from
- 743 each Area.
- 744 1) Members must be registered Democrats and member of the SDCDP or
- 745 Chartered Democratic Clubs.
- 746 d. As directed by the executive Board or Chair of the SDCDP be responsible for the
- 747 following:
- 748 1) Develop a media kit for distribution to Democratic Clubs and Candidates.
- 749 2) Write and produce press releases for print and broadcast media.
- 750 3) Develop a relationship with the news directors, editors, and reporters at the local
- 751 newspapers, television stations, and local radio stations that have significant
- 752 news departments.
- 753 4) Distribute Press releases and arrange press conferences with the appropriate
- 754 media.
- 755 5) Develop a comprehensive list of media and media contacts for each area of the
- 756 county.
- 757 6) Assist Clubs and other Democratic event planners in the creation and distribution
- 758 of press releases.
- 759 7) Develop "talking points" for those Democrats who may be interviewed by the
- 760 local media.
- 761 8) Develop a list of Democratic Office Holders, Candidates, and Clubs as a mailing
- 762 list for media information, talking points, etc.
- 763 9) Coach and prepare Democrats, who may be interviewed by the media.
- 764 10) Critique interviews and articles done with and by Democrats
- 765 11) Assist in writing "letters to the editor" on current issues and in response to
- 766 editorials.
- 767 12) Monitor pertinent media.
- 768 13) Develop a rating standard to track any political preferences of the various media.
- 769 14) Coordinate the providing of spokespeople as the media requests.

770 D. Committee Membership

771 1. Appointments to Committees

- 772 a. Any gender or area balance requirements must be observed in all appointments.
- 773 b. In the event of an opening or vacancy on a committee where a representative
774 member is chosen by an Area's members, the Area Vice Chair may designate an
775 Area member to serve on the committee until the next Area meeting at which time
776 the Area will choose a new representative member for said committee to be ratified
777 at the next Central Committee meeting.
- 778 c. The Chair can recommend to the Executive Board additional members for a
779 Standing Committee as the need arises. The Executive Board, by a majority vote,
780 can approve the recommendation. The Standing Committee itself shall have fourteen
781 (14) days to vote on the recommendation to add the member. If a majority of the
782 committee votes in favor of the addition, the new member will be added to the
783 committee, followed by ratification at the next Central Committee meeting. If they
784 decline to meet or vote, it will be considered a vote in favor of the addition. If they
785 vote against the addition, the Executive Board may request that This Committee
786 approve the addition with a sixty percent (60%) vote.
- 787 d. Where special expertise is required, the Administration Committee and the Club
788 Development Committee may appoint additional members by majority vote followed
789 by ratification by This Committee. The GO Team Board may appoint Regional or
790 Countywide coordinators to fill a vacancy. The Executive Board may approve the
791 recommendation, and the new member may be added to the committee until such
792 time as This Committee is able to vote to ratify the new member.
- 793 e. All other vacancies on a committee, once any minimum threshold of members has
794 been met, shall be up to the Chair of the Committee or the Chair of This Committee
795 to determine whether or not to fill the vacancy, dependent upon the nature of rules of
796 the committee.
- 797 f. For any increase in membership being voted on by the committee itself, a minimum
798 of fourteen (14) days' notice to all members must be provided by email prior to the
799 meeting where the potential new member will be considered.
- 800 2. Resignation from or Removal from Committees
- 801 a. A member who has missed three (3) of the committee's meetings, from the time of
802 their appointment to date, has failed to meet the minimum level of attendance and is
803 deemed to have resigned from the committee.
- 804 b. Members appointed to the committee by the committee itself may also be removed
805 by a vote of the committee, a minimum of three (3) days' notice to all members must
806 be provided by email prior to the meeting where vote will be considered.
- 807 c. Any member may be removed from a committee for cause.
- 808 d. Cause shall be defined as absences preventing the committee from meeting quorum,
809 lack of participation, or violations of the Code of Conduct.
- 810 3. Removal from Committee for Cause Procedure
- 811 a. If a member meets the criteria for removal:

- 812 1) The Chair of the Committee shall refer the matter to the Executive Board to
813 consider recommending removal and shall notify the affected member of the
814 pending action.
- 815 1) Prior to the vote of the Executive Board, the affected member shall be offered the
816 opportunity to appear before the Executive Board and show cause why removal
817 is unwarranted. Notification shall be from the Secretary of This Committee.
- 818 2) The vote shall be by a show of hands.
- 819 3) Upon removal by a two-thirds (2/3) vote of the Executive Board of This
820 Committee, the Secretary of This Committee shall notify the affected member of
821 the Executive Board's action.
- 822 b. If a member has been removed from a committee, said former committee member
823 cannot be elected nor appointed to the committee from which they were removed
824 until the term of This Committee from which the committee was formed has expired.
- 825 c. All notification to the affected member shall be in writing to the email address on file.
- 826 4. Absence or Vacancy of Committee Chair
- 827 a. In the absence of a committee chair, the chair will designate another committee
828 member to serve for that meeting.
- 829 b. If the committee chair did not designate another member to serve in their absence,
830 or for any vacancy, committee members will vote to elect a committee chair pro-tem
831 for the duration of the absence or vacancy. The motion may be made and the vote
832 may be called by any member of the committee in person or via email.

833 E. Committee Policies

- 834 1. Quorum for committee meetings is fifty percent (50%).
- 835 2. Teleconference and video conference for committee meetings is at the discretion of the
836 committee chair.
- 837 3. Email voting is at the discretion of the committee chair and should follow a similar
838 timeline and process to the Executive Board voting previously outlined in these Policies
839 and Procedures to ensure all committee members are given the opportunity to
840 participate.

841 SECTION X - Democratic Organizations

842 A. Chartering and Charter Renewals

843 The biennial chartering term is from one January Biennial Organizational meeting to the next. A
844 Democratic Club or Democratic Coalition seeking to charter or renew their charter shall comply
845 with the following procedure:

- 846 1. All chartering is done electronically with online forms and email. The club or coalition
847 shall provide a copy of its constitution and/or bylaws, its membership list, and the
848 completed charter application form. It shall also transmit to the SDCDP a chartering fee,
849 and proof of compliance with Article X - Democratic Organizations, Section 3.
850 Requirements of the Bylaws.

- 851 2. For clubs renewing their charter as part of the Biennial Organization, the deadline for all
852 chartering requirements, including any Associate member applications, is December 15
853 of year prior to the Biennial Organization. Renewing clubs that meet all aspects of the
854 December 15 deadline have vote eligibility at the January Area meeting for their
855 designated Area(s). Renewing clubs that miss any aspect of the December 15 deadline
856 are ineligible for participation in the January Area Organizational meeting; they may still
857 charter in January.
- 858 3. The deadline for meeting all chartering requirements is at least fourteen (14) days prior
859 to the Central Committee meeting for the charter to be considered.
- 860 4. Club Associate member designations and applications that are submitted at least
861 fourteen (14) days prior to the Central Committee meeting where the club charter is
862 being considered will be credentialed as pending. The pending status will be removed as
863 soon as the club is chartered and the Associate member(s) will have full standing at their
864 Area meetings.
- 865 5. The biennial chartering fee shall be \$100 which will be pro-rated for any new charters
866 during the biennial term. The Executive Board may waive the chartering fee for any club
867 or coalition that demonstrates that payment of the chartering fee would constitute an
868 economic hardship. Campus organizations and other student-based clubs demonstrating
869 all other criteria listed in Article X - Democratic Organizations, Section 3. Requirements
870 of the Bylaws shall have their chartering fee waived.
- 871 6. The Executive Board may waive the list requirement in the chartering process and
872 fashion alternative means to verify the number and registration of club or coalition
873 members.
- 874 7. Successful chartering shall entitle the club to a Central Committee Associate
875 membership with all of the duties and responsibilities outlined for Associate Members in
876 the Bylaws, Policies and Procedures.
- 877 8. When seeking the renewal of its charter, a club or coalition shall furnish the Director of
878 Clubs with the items specified in Paragraph A of this section. The failure to provide these
879 items shall constitute good cause for denying renewal of a charter.

880 B. Club Officer and Associate Member Changes During the Charter Period

- 881 1. See Section II. Membership, C. Appointment of Associates for requirements on
882 completing the member form.
- 883 2. Club officer changes must be submitted to the Director of Clubs within thirty (30) days of
884 the change or election whichever comes first. Reporting a change in officers does not
885 change the Club's Associate member(s) to This Committee.
- 886 3. The incoming president of the club may fill the Associate Member position or the club
887 may select a different member to fill the position according to the process defined in the
888 club's bylaws and as required by the SDCDP Bylaws X.3.F.
- 889 4. Clubs should be cognizant of the deadlines and requirements for Associate appointment
890 and credentialing to ensure that they have continuous representation at Area meetings.

891 C. Bylaws Changes During the Charter Period

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

897 D. Organization of New Affinity Clubs

898 Prior to submitting a charter application, at least one representative of a proposed new Affinity
899 club shall appear in person at a Central Committee meeting to provide an overview of the
900 purpose and goals of the club and to announce the notice of their next organizational meeting.
901 The proposed club's organizational meeting shall be added to the SDCDP calendar, noticed to
902 all Central Committee members via email, and must be open to all interested Democrats. The
903 club's charter application may be considered at the next meeting of This Committee following
904 the club's organizational meeting.

905 SECTION XI - Annual Budget Development

906 A. Deadlines

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

916 B. Revisions

- 917 1. The Controller may submit a revised budget to the Executive Board at any time during
918 the fiscal year.
- 919 2. Upon its approval by the Executive Board, the revised budget shall be presented at the
920 next meeting of This Committee.
- 921 3. Approval by This Committee shall follow the procedure set forth in Article XI - Annual
922 Budget, Section 2. Unbudgeted Expenditures of the Bylaws.

923 SECTION XII - Requirements for Expenditures

924 A. All Expenditures

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

927 B. Unbudgeted Expenditures

928 The Executive Board may approve an unbudgeted expenditure of less than one thousand
929 dollars (\$1,000). The approved action shall be announced at the following regular meeting of
930 This Committee. An unbudgeted expenditure equal to or greater than one thousand dollars
931 (\$1,000) shall require approval from This Committee.

932 C. Competitive Bidding

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

935 D. Signatures

- 936 1. Either the Chair of This Committee, an appointed designee of the Executive Board, or
937 the Treasurer may sign checks.
- 938 2. All expenditures shall be immediately reported to the Treasurer to ensure compliance
939 with campaign finance laws.

940 SECTION XIII - Endorsements

941 A. Resolutions

942 1. Format

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

949 2. Applicability

- 950 a. Resolutions shall be relevant to the purpose of This Committee as defined in Article
951 XIII - Endorsements, Section 1. Resolutions of the Bylaws.
- 952 b. If such a resolution is not deemed relevant to the purpose of This Committee, then
953 one of the whereas clauses must explain why said resolution is being brought before
954 This Committee.

955 3. Submission and Review Process

- 956 a. Resolutions must be submitted to the Chair of the Resolutions Committee at least
957 seven (7) calendar days prior to the Central Committee meeting at which
958 consideration is requested.
- 959 b. Submissions will be considered by the Resolutions Committee before submission to
960 This Committee.
- 961 c. The Chair of the Resolutions Committee may determine that immediate
962 consideration of a resolution received less than seven (7) calendar days prior to a
963 Central Committee meeting is warranted because of its emergency nature and
964 forego review by the Resolutions Committee for consideration, and bring it directly to
965 This Committee.

966 d. Resolutions recommended to the full Central Committee for consideration for
967 endorsement will be distributed via email to This Committee at least two (2) calendar
968 days prior to the meeting at which it is to be considered. A limited number of printed
969 copies shall be available at the Central Committee meeting.

970 4. Action

971 a. Approved resolutions will be added to the SDCDP website.

972 b. If specified in the resolve clause, the resolution will be printed on letterhead, with as
973 many copies as specified in the resolve clause and accompanied by a letter signed
974 by the Chair.

975 5. Sponsor Responsibilities

976 a. Sponsors of resolutions that are declined for recommendation or emergency
977 consideration and who wish to petition This Committee to add the resolution to the
978 agenda, must also make seventy-five (75) printed copies available for consideration
979 at the Central Committee meeting.

980 b. If the resolution is endorsed, the sponsor may request a general-purpose cover letter
981 and additional copies on letterhead. Dissemination and distribution beyond what is
982 specified in the resolve clause is the responsibility of the sponsor of the resolution.

983 B. Candidate Endorsement Application and Questionnaires

984 1. The Executive Board, or it's designee, shall produce a Judicial Candidate Questionnaire
985 and Non-Judicial Candidate Questionnaire and submit said Questionnaires to This
986 Committee for approval no later than the May Central Committee meeting following the
987 Biennial Central Committee Organization Meeting. The Executive Board may develop
988 additional Questionnaires at their discretion for approval of This Committee.

989 2. The Executive Board shall appoint a committee of members and staff to review and
990 update the Non-Judicial Candidate Questionnaire and Judicial Candidate Questionnaire
991 at their Biennial Organization meeting. Questionnaires, whether modified or not, shall be
992 submitted to This Committee for approval no later than the May Central Committee
993 meeting following the Biennial Central Committee Organization Meeting.

994 3. At a minimum, the Non-Judicial Candidate Questionnaire shall contain the following
995 questions:

996 a. If elected, I will not endorse non-democratic candidates in any challenged
997 political race. YES or NO

998 b. If I have endorsed a non-democratic candidate in a non-challenged political race
999 and a Democratic challenger is subsequently endorsed by This Committee, I
1000 agree I must withdraw my endorsement of the non-Democratic challenger
1001 immediately. YES or NO

1002 4. Democratic candidates are provided an endorsement application and questionnaire by
1003 SDCDP when they file for office or are being considered for early endorsement.

1004 5. All applications shall be delivered by email, or absent an email address by U.S. Mail, to
1005 the address on file with the County Registrar of Voters unless the candidate has
1006 otherwise submitted a different preferred email or U.S. Mail address to the SDCDP.

- 1007 6. Candidates seeking endorsement must return the completed application and
1008 questionnaire at least two (2) business days prior to the meeting where they are seeking
1009 a recommendation or endorsement.
- 1010 a. In the event the Registrar of Voters extends the filing period for a specific office, the
1011 application must be returned at least twenty-four (24) hours prior to the meeting
1012 where the candidate is seeking recommendation or endorsement.
- 1013 b. Questionnaires which are returned after the stated deadlines may not be included in
1014 the summary provided to members for consideration.
- 1015 7. Candidate questionnaire responses are summarized for internal use only by the Area
1016 Caucuses and This Committee. Summary documents or candidate responses are
1017 prohibited from release by any Central Committee member to the public.
- 1018 8. Candidate questionnaire responses for successful candidates shall be retained by the
1019 SDCDP office for the duration of the officeholder's term(s) in that office.
- 1020 9. No part of the candidate applications, questionnaires, or summaries are released by
1021 This Committee or the SDCDP to the public, allies, or any affiliated organization
1022 including chartered clubs.

1023 C. Strategically Critical Designation and Endorsement

- 1024 1. This Committee may make early endorsements in "strategically critical" races in order to
1025 give the Party a chance to play a more significant role in races where early involvement
1026 and organizing could prove to be a key factor in winning that particular election.
- 1027 2. The designation, recommendation, and endorsement is a multi-step process:
- 1028 a. Recommendation from Area to the Executive Board for the race to be considered
1029 strategically critical.
- 1030 b. Approval by the Executive Board for the race to be considered strategically critical.
- 1031 c. Endorsement recommendation from Area for the designated race.
- 1032 d. Endorsement approval by This Committee.
- 1033 3. Recommendations should meet at least one of the following criteria:
- 1034 a. The district must have statistically competitive advantage.
- 1035 b. Having an identified Democrat who has garnered support through numerous
1036 endorsements, has previously been endorsed by the Party, has demonstrated the
1037 ability to fundraise, or has established a significant campaign organization.
- 1038 c. Areas are encouraged to limit their recommendations to no more than three (3) races
1039 per Area in an election cycle.
- 1040 4. The designation of strategically critical pertains to early endorsements and does not
1041 confer any other benefits or any guarantee that there will be a candidate or an
1042 endorsement.

1043 D. Races that Cross Area Boundaries

1044 The Secretary will prepare a list of the members who will have cross-area invites including
1045 which districts they are eligible to vote for. This list will be used by SDCDP and the Vice Chairs

1046 to invite members to Area endorsement recommendation meetings and to add members to the
1047 credentialed list of voters for the appropriate districts.

1048 SECTION XIV - Awards, Honorariums or Grants

1049 A. Format

1050 All proposed awards, honorariums or grants (awards) shall be typed or printed. They may not be
1051 handwritten.

1052 B. Criteria and Details

1053 The proposed awards must set forth the following:

- 1054 1. The purpose of the awards and the Democratic ideals or values that will be promoted by
1055 the award;
- 1056 2. Identity of the individual or organization sponsoring the award;
- 1057 3. Whether the award will be a single award or perpetual award;
- 1058 4. The amount of the award;
- 1059 5. The funding of the amount awarded; and
- 1060 6. The criterion for choosing the recipient of the award.

1061 C. Applicability

- 1062 1. Awards shall be relevant to the purpose of This Committee as defined in Article I - Name
1063 and Purpose, Section 2. Purpose of the Bylaws.
- 1064 2. If an award is not relevant to the purpose of This Committee, then good cause must be
1065 presented in writing accompanying the proposed award.

1066 SECTION XV - Records

1067 A. Custody and Maintenance

- 1068 1. The Secretary shall maintain all Central Committee membership records and keep
1069 custody of an up-to-date electronic copy of the current fiscal year's membership records.
- 1070 2. The Secretary shall maintain all Central Committee and Executive Board minutes and
1071 keep custody of an up-to-date electronic copy of the current fiscal year's minutes.
- 1072 3. The Controller shall maintain the Central Committee budget records and keep custody of
1073 an up-to-date electronic copy of the current fiscal year's budget.
- 1074 4. The Treasurer shall maintain all Central Committee financial reporting and campaign
1075 spending records and keep custody of an electronic copy of the current fiscal year's
1076 financial reporting and campaign spending records.
- 1077 5. The Director of Administration shall maintain the Central Committee Bylaws and Policies
1078 and Procedures and keep custody of an up-to-date electronic copy of them and provide
1079 them to the SDCDP Executive Director who shall retain electronic copies of them.

- 1080 6. The Director of Administration shall maintain a list of all submitted amendments and their
1081 current status. The list will be viewable by all Central Committee members.
- 1082 7. The Chair of the Resolutions Committee shall maintain the proposed Resolutions and
1083 provide an electronic copy of them to the SDCCDP Executive Director who shall maintain
1084 electronic copies of approved resolutions.
- 1085 8. The Director of Clubs shall acquire of the most current bylaws and membership records
1086 of all chartered organizations, and provide them to the SDCCDP Executive Director who
1087 shall retain electronic copies of them.
- 1088 9. The SDCCDP Executive Director shall ensure that electronic data is backed up.

1089 **B. Copies**

- 1090 1. Records that are not available electronically shall be printed and stored at SDCCDP
1091 headquarters.
- 1092 2. Electronic back-up copies of all records mentioned in Section XV, Paragraph A of these
1093 Policies and Procedures shall be kept by the officers responsible for them.

1094 **C. Access**

- 1095 1. Democrats registered in the county of San Diego shall be able to view a printed copy of
1096 This Committee's current:
- 1097 a. List of Members.
- 1098 b. Central Committee minutes.
- 1099 c. Central Committee Bylaws, Policies and Procedures, and Resolutions.
- 1100 d. Chartered organization bylaws.
- 1101 2. Central Committee members shall be able to view and obtain a printed copy of This
1102 Committee's current and previous:
- 1103 a. Budgets.
- 1104 b. Financial reporting and campaign finance records.
- 1105 c. Chartered-club officer lists.
- 1106 3. Executive Board members shall be able to make an appointment to view This
1107 Committee's current voter information data.
- 1108 4. Individuals or organizations with business before This Committee may request a list of
1109 current members for communication purposes related to that business.
- 1110 a. The list is not transferrable.
- 1111 b. The list will include names, political districts, SDCCDP Area, mailing addresses, and
1112 preferred phone numbers of all members including Alternates and Associates. Email
1113 addresses will be included for members who have opted in to receive email for this
1114 purpose.
- 1115 c. For candidates and campaigns, the processing fee is \$25.
- 1116 1) The business in front of This Committee shall be disclosed, and campaigns shall
1117 be named.

- 1118 2) The list may be used for the disclosed purpose only.
- 1119 3) An updated version of the Central Committee list may be requested for the same
1120 business or campaign within the same election cycle in which the list was
1121 purchased for a fee of \$10.00.
- 1122 d. At their written request, an incumbent Legislative Ex Officio member of this
1123 committee will be provided with a complimentary Central Committee member list.
1124 They may request a complimentary update once per quarter.
- 1125 e. For internal Party elections, declared candidates for the Executive Board or Standing
1126 Committees may request one complimentary copy of the Central Committee member
1127 list for the stated purpose of that election only. In addition, one complimentary update
1128 of the list may be requested at least one (1) business day prior to the election.
- 1129 1) Any additional updates may be purchased for \$10.00.
- 1130 2) The list may be used for purposes of internal elections only.
- 1131 3) For Vice Chair elections the list will be limited to members of that Area.

1132 D. Archives and Storage

- 1133 1. Electronic copies of the above data from past years shall be stored in multiple locations,
1134 which may include a Safe Deposit Box. The Chair and the Controller of This Committee
1135 shall have the only keys.
- 1136 2. Access to historical records shall be governed by the same limitations that govern
1137 access to current records.

1138 E. Transfer of Records

- 1139 1. Within thirty (30) days of the completion of their terms of office, outgoing custodians of
1140 the aforementioned records shall turn over all copies to the incoming office-holders.
- 1141 a. The transfer shall include one year's worth of the most recent records.
- 1142 b. The most recent records and those of previous years shall reside at SDCCDP
1143 headquarters.
- 1144 2. Outgoing custodians shall delete and destroy all electronic copies of records that were
1145 once in their care.

1146 F. Electronic Recordings

1147 No Executive Board, Area, or Central Committee meeting can be recorded via audio or video
1148 means without prior written consent of the Executive Board.

1149 Section XVI DSCC Delegation Appointment and Vacancy Policies

- 1150 1. Prioritization for election to the DSCC Delegation shall be in this order: AD Elected, Ex
1151 Officio, Lifetime, Alternate, and Associate members.
- 1152 2. In electing at-large members to or filling a vacancy in the DSCC Delegation, an effort
1153 shall be made to balance the delegation between genders, as required by the CDP, and
1154 to be demographically representative of the county.

- 1155 3. A delegation member who does not attend the CDP convention and who did not secure
1156 a proxy for themselves or ask the Chair to secure one on their behalf will be determined
1157 to have resigned that position and the Chair will declare that position vacant.
- 1158 4. An Executive Board delegation member who does not attend an Executive Board
1159 meeting of the CDP and who did not secure a proxy for themselves or ask the Chair to
1160 secure one on their behalf will be determined to have resigned their Executive Board
1161 position and the Chair will declare that position vacant.
- 1162 5. Vacant delegation seats will be filled from the DSCC Alternates list by the SDCDP
1163 Executive Board.
- 1164 6. Vacant Executive Board seats will be filled by a vote of This Committee.
- 1165 7. If there are no remaining members on the DSCC Alternates list, vacant delegation seats
1166 will be filled at the next general meeting of This Committee.
- 1167 8. If there is no regularly scheduled Central Committee meeting prior to CDP deadlines
1168 which would result in a smaller delegation than this Committee's allotment, the Executive
1169 Board may fill the vacancy.
- 1170 9. If a delegation vacancy occurs after CDP deadlines for appointing delegates, the
1171 Executive Board may designate a proxy and the outgoing delegation member is asked to
1172 appoint said proxy.

1173 Section XVII Amendment of the Rules

- 1174 1. Proposed amendments shall be filed with the Director of Administration using the online
1175 form or may be given to the Director of Administration at a Central Committee meeting to
1176 be placed on the Administration Committee's agenda.
- 1177 2. Amendments approved or revised by the Administration Committee will be placed on
1178 This Committee's agenda for consideration.
- 1179 3. If the Administration Committee declines a proposed amendment or fails to begin review
1180 within ninety (90) days of receiving an amendment, then it may be added to the agenda
1181 of the Central Committee meeting with the consent of a majority of This Committee.
- 1182 4. Proposed Bylaws changes affecting chartered clubs and/or the Council of Clubs shall be
1183 routed to the Director of Clubs for review by the Council of Clubs prior to consideration
1184 by the Administration Committee. The Council of Clubs shall have thirty (30) days to
1185 review and comment on the proposed changes prior to Administration Committee action.
- 1186 5. Administration Committee recommend wording of Bylaws amendments shall be made
1187 available electronically to all members of This Committee at least seven (7) days prior to
1188 the Central Committee meeting. Any member who wishes to have a printed copy shall
1189 make that request at least three (3) business days prior to the Central Committee
1190 meeting.
- 1191 6. The Director of Administration or any member of This Committee may move to add a
1192 Policies and Procedures amendment to a Central Committee agenda. A written copy of
1193 the amendment shall be made available to all members of This Committee in
1194 attendance. The sponsor must provide a minimum of seventy-five (75) written copies of

1195 the proposed amendment at the Central Committee meeting unless it has already been
1196 provided by the Director of Administration.
1197