



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 Public Ballot, Ex-Officio, Designated, Appointed, and Alternate
10 members of This Committee shall be \$40 and \$10 in the case of students. Unless
11 otherwise specified, dues must be paid no later than December 15 following the
12 Statewide General Election prior to the start of the biennial term. The dues requirement
13 must be met prior to 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 a Public Ballot, Ex-Officio, Designated, or Appointed
20 member vacancy at a Central Committee meeting and any Alternate they appoint at that
21 same meeting, will have their dues requirement waived for that meeting only. Their dues
22 requirement must be met within fourteen (14) days of their appointment.
- 23 5. Exiting ADEM EBoard Members, Standing Committee members, and SDCDP Executive
24 Board officers who have their terms extended as part of the biennial organization
25 process have their dues requirement 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 Chair, Executive Board, or Executive Director may waive a member's payment of
30 dues partially or entirely upon a showing of good cause. The deadline for requesting a
31 waiver is December 1 to be considered prior to the December 15 dues deadline prior to
32 the start of the biennial term. The deadline for requesting a mid-term dues waiver is
33 within seven (7) days of their appointment.
- 34 9. Should a member obtain Central Committee membership through a different mechanism
35 during a biennial term, their prior dues payment, or any Executive Board waiver, will
36 apply.

37 B. Code of Conduct

- 38 1. A member shall conduct oneself with civility and respect towards all other members and
39 Democratic candidates while acting in an official capacity as a representative of the San
40 Diego County Democratic Party.
- 41 2. A member shall not denigrate an endorsed candidate or support or avow a preference
42 for a non-Democratic candidate.
- 43 3. A member shall not create an intimidating, offensive, and/or abusive environment for
44 other members.
- 45 4. A member shall not engage in any actions detrimental to the purpose of This Committee.

46 C. Application and Oath

- 47 1. All applications are submitted electronically through the online member form. The
48 timestamp is used for any deadlines. Member form processing will begin on the next
49 business day. If multiple conflicting forms are submitted, the last form submitted will be
50 the one that is processed.
- 51 2. As part of the application, members will provide contact information, meet any dues
52 requirement, appoint an Alternate if eligible, provide demographic information, and
53 swear the membership oath.
- 54 3. All members must complete the application no later than December 15 following the
55 certification of the State General Election. Members appointed to fill a vacancy, must
56 complete the application within fourteen (14) days of their appointment.
- 57 4. Exiting ADEM EBoard Members, Standing Committee members, and SDCDP Executive
58 Board officers who have their terms extended as part of the Biennial Organization have
59 the application and dues requirements waived.
- 60 5. Incoming ADEM Eboard Members and their Alternates must complete their applications
61 by the Friday immediately following the ADEM meeting to be added to the roster and
62 eligible to serve at the Biennial Organization meeting of the Central Committee.

63 D. Credentialing and Eligibility

- 64 1. All requirements for mid-term credentialing must be met at least fourteen (14) days prior
65 to the Central Committee meeting and credentialing will be completed at least seven (7)
66 days prior to the Central Committee meeting.
- 67 2. The only additions to the roster during the credentialing period will be new voting
68 members appointed by This Committee to fill a vacancy. Those members will be added
69 to the roster when they have completed all credentialing requirements.
- 70 3. Members who change their registered address that results in a different Area will be
71 reassigned to their new Area and the Executive Board shall be advised of the changes.
- 72 4. Individual members who cease to be members during the credentialing period
73 will be removed from the roster and the Executive Board will be advised of any changes
74 to the roster.
- 75 5. When a member changes their Alternate, their current Alternate will continue as the
76 credentialed Alternate until the start of the Central Committee meeting where the
77 member's new Alternate is credentialed.

- 78 6. When a club changes their Associate, the club's current Associate member will continue
79 as the credentialed Associate until the start of the Central Committee meeting where the
80 club's new Associate is credentialed
- 81 7. A club may submit an Associate member application prior to chartering or approval for
82 additional affinity club Associate member positions. The member will be fully
83 credentialed when This Committee approves the charter or the position.
- 84 8. Alternates or Associate members may be removed from the roster by their appointer at
85 least five (5) days prior to any meeting and the Executive Board will be advised of any
86 changes to the roster at least seventy-two (72) hours prior to the meeting.

87 E. Establishing Area Voting Eligibility

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

103 F. Appointment of Alternates

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

117 G. Appointment of Associates

- 118 1. All Associate members must submit the member application form.

- 119 2. During the biennial term, changes in GO Team Regional and Countywide Coordinators,
120 Club Presidents and/or designated Associate Members, must be made within thirty (30)
121 days of the change using the online member form.
- 122 3. Associate members shall become credentialed members at the next regular Central
123 Committee meeting that is held at least fourteen (14) days after their member form has
124 been submitted electronically. For the Biennial Organization, the deadline for all aspects
125 of Associate appointments is December 15 of the prior year.
- 126 4. Club Associate members must be appointed using the process in the club's bylaws for
127 selecting SDCDP representatives. The Club President must use the member form to
128 designate or remove the club's Associate member(s).

129 H. Affinity Club Associate Member Positions

- 130 1. The Central Committee may approve additional Associate members positions for an
131 Affinity club if the club has twenty (20) members in an Area. The request for additional
132 member positions and any updated roster must be received at least fourteen (14) days
133 prior to the Central Committee meeting to be considered.
- 134 2. Once approved, the member position continues through the Biennial Organization Area
135 Meeting as long as the club has twenty (20) members in the Area and the club has met
136 all rechartering requirements by the December 15 deadline.

137 I. Noticing and Decline-to-Serve Vacancies

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

142 J. Challenges to Member Eligibility

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

157 K. Changes to Contact Information or Registration

- 158 1. Changes to a member's contact information must be provided within fourteen (14) days
159 of the change using the online member form.
- 160 2. A member who fails to report a change in registration that resulted in a change to their
161 eligibility, including their Area assignment, has removed themselves from This
162 Committee.

163 L. Membership Roster Updates

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

166 SECTION III - Vacancies and Removals

167 A. Attendance Sign-in, Notification and Records

- 168 1. Members are solely responsible for signing in at all meetings, no one else may sign in
169 for them absent a disability which would prevent a member from signing for themselves.
- 170 2. It is the option of the Chair or the Vice Chair to take roll at any time. A member may be
171 marked absent if they are not present for roll call even if they have signed in for the
172 meeting. Attendance is for the full meeting.
- 173 3. It is the responsibility of the member to notify their Alternate if they will be absent. The
174 presence of their Alternate does not excuse their absence.
- 175 4. Members may check on their attendance records by making a request to the SDCDP
176 office by email.
- 177 5. If an Alternate member removes themselves by lack of attendance, their appointer will
178 be notified.
- 179 6. If an Associate member removes themselves by lack of attendance, their appointer will
180 be notified.

181 B. Definition of Publicly Advocating

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

185 C. Petitioning for Reinstatement after a Member Removes Themselves

- 186 1. The member must submit a request via email to the Secretary to request a review of
187 their membership with the Executive Board.
- 188 2. The petition will be reviewed at the next Executive Board meeting or the Chair may
189 schedule a special meeting of the Executive Board within seven (7) days to review the
190 request where the requestor may appear and any persons wishing to support or deny
191 the request. The Chair has the option to limit the number of persons who may appear.
- 192 3. Following the presentation, the room will be cleared for deliberations and a vote by the
193 Executive Board. A vote to reinstate the member requires two-thirds (2/3) of the
194 Executive Board voting in favor of reinstatement.

195 4. If the Executive Board declines to reinstate the member, the member may request a vote
196 by This Committee at the next meeting. A vote to reinstate the member requires two-
197 thirds (2/3) of This Committee voting in favor of reinstatement.

198 D. Petitioning for the Excuse of an Absence

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

204 SECTION IV - Officers

205 A. Temporary Absences

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

208 B. Seeking Public Office

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

214 SECTION V - Biennial Central Committee Organization

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

219 A. Following Certification of the Presidential Primary Election

220 All incoming Public Ballot and known Ex-Officio and Designated members will be sent a
221 welcome packet outlining the process for being seated to serve on This Committee and their
222 option for appointing an Alternate.

223 B. Following Certification of Statewide Primary Elections

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

227 C. November following the General Election

- 228 1. In November following the General Election, all new and returning Public Ballot, Ex-
229 Officio, and Designated members will be emailed links to the electronic application form,
230 instructions for appointing alternates, notice of the open officer positions and the
231 application process. Unless different contact information has been provided to the
232 SDCDP by the member, notice will be given by the SDCDP using the email contact info

233 supplied by the candidate to the Registrar of Voters when they filed to run for Central
234 Committee.

235 2. Each Area will recommend a representative for the Nomination Committee as well as an
236 alternate to serve in the event the representative is unable to serve. Any Central
237 Committee member who is seeking a position on the Executive Board is ineligible to
238 serve on the Nomination Committee. The designated members and alternates need to
239 be members at the time of their appointment, but do not need to be returning members
240 of This Committee as long as they are not terminated for cause or by their appointer
241 during their service.

242 3. The Central Committee will have its final meeting of the term on the third or fourth
243 Tuesday in November depending on Thanksgiving. Nomination Committee
244 representatives and their alternates will be ratified.

245 4. The Council of Clubs will have its final meeting of the term on the third Saturday in
246 November. As part of that agenda, they will nominate a new Director of Clubs and clubs
247 will begin their chartering process. The Club of the Year Nominating Committee will
248 begin its meetings if they have not already commenced.

249 5. Standing Committees continue to meet on an as needed basis.

250 D. December 15 Deadline

251 1. All member application forms must be submitted electronically, and the dues
252 requirement must be met.

253 2. Deadline for appointing Alternates or GO Team or Club Associates for voting eligibility at
254 January Area meetings.

255 3. All applications for officer positions are due. The Nomination Committee will begin
256 meeting.

257 4. Nomination for Director of GO Team Board must be completed and deadline for
258 completing GO Team Associate applications for voting eligibility at January Area
259 meetings.

260 5. Deadline for currently chartered club submission of club recharter application, club fees,
261 and Associate member applications for participation in the Biennial Organization.

262 6. An incumbent Officer who is exiting as a Central Committee member, has the December
263 15 deadlines waived and the dues requirement waived. They will continue as a voting
264 member of the Executive Board and any committees they serve on; and as a non-voting
265 member at Area or Legislative Caucuses. Their extended membership and duties as an
266 officer will terminate at the end of the Central Committee meeting in the January Biennial
267 Organization meeting of This Committee. Their extended membership does not apply to
268 any prior-term Alternate.

269 7. An incumbent Standing Committee member who is exiting as a member of This
270 Committee, has the December 15 deadlines waived and the dues requirement waived.
271 They will continue as a voting member of the Standing Committees they serve on and as
272 a non-voting member at Area and Legislative Caucuses. Their extended membership
273 and duties as a Standing Committee member terminates at the end of the January
274 Biennial Organizational meeting of This Committee. Their extended membership does
275 not apply to any prior-term Alternate.

- 276 8. An incumbent ADEM EBoard Member has the December 15 deadlines waived and the
277 dues requirement waived. This extended membership also applies to their current
278 alternate credentialed for the November meeting of This Committee. The member is not
279 eligible to change their Alternate during the extended membership; they may terminate
280 their Alternate at any time. The extended membership(s) will terminate at the end of the
281 Area Meeting on the second (2nd) Tuesday in January.
- 282 9. Deadline for This Committee to change the date of the January Central Committee
283 meeting from third (3rd) Tuesday to a later date in January.
- 284 10. Deadline for DSCC delegation candidate statements.

285 E. First (1st) Tuesday in January

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

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

- 294 1. All Areas will hold their first meeting of the new term at 7 p.m. on the second (2nd)
295 Tuesday of January following the Statewide General Election.
- 296 2. The outgoing Vice-Chair will preside; they are only eligible to vote if they are a
297 continuing member in the Area.
- 298 3. Members of the Area, including Public Ballot, Ex-Officio, Designated, Alternates, Lifetime
299 and Associates will vote to:
- 300 a. Elect a Vice Chair to be ratified at the Central Committee meeting. If the outgoing
301 Vice Chair is running for re-election, another member of the Executive Board who is
302 registered in the Area will preside over the election. If no other Executive Board
303 member is available or eligible to preside, the caucus will elect a convener for the
304 Vice-Chair election from the membership.
- 305 b. Nominate members for Standing Committees to be ratified at the Central Committee
306 meeting.
- 307 c. Elect an Area Secretary.
- 308 4. Hold legislative caucuses for any districts that are fully enclosed in the Area and have
309 vacancies to be filled at the Central Committee meeting. Make recommendations to fill
310 any vacancies.
- 311 5. Determine the Area meeting dates and time for the terms, location(s) if possible.
- 312 6. The prior-term ADEM EBoard member and their alternate are eligible to vote in the
313 caucus by virtue of their extended membership term. If different, the incoming ADEM
314 Eboard member or their newly designated Alternate, are not yet eligible to participate or
315 vote in the Area meeting.

316 G. Friday before the Central Committee Meeting

317 The Central Committee meeting agenda, including notice of any vacancies, will be distributed to
318 all members through the email list.

319 H. Third (3rd) Tuesday in January: Central Committee Meeting

- 320 1. This Committee will hold the first meeting of the new term at 7 p.m. on the third (3rd)
321 Tuesday of January following the Statewide General Election unless This Committee
322 previously voted to change the Central Committee meeting to a later date in January.
- 323 2. Legislative caucuses that cross Area boundaries will meet at 6:30 p.m. prior to the start
324 of the Central Committee meeting to make recommendations to fill any vacancies.
- 325 3. The outgoing Chair will preside.
- 326 4. At this meeting:
- 327 a. Vacancies will be filled as specified by Article III - Vacancies and Removals of the
328 Bylaws.
- 329 b. A list of clubs to be chartered will be presented by the outgoing Director of Clubs and
330 members will vote to charter the clubs.
- 331 c. All members will be sworn in.
- 332 d. The Chair for the term will be elected by a simple majority of the eligible members
333 present and voting. If the outgoing Chair is running for re-election, the Most Recent
334 Past Chair, the outgoing Chair Pro-Tem, or another member of the Executive Board
335 selected by the outgoing Executive Board will preside over the election.
- 336 e. The Vice-Chairs elected by the Areas, the Director of Clubs, and the GO Team
337 Director will be ratified as a consent item.
- 338 f. The Nomination Committee will make its report and the Secretary, Controller, and
339 Director of Administration for the term will be elected.
- 340 g. The Standing Committee members nominated by the Areas will be ratified as a
341 consent item.
- 342 h. Delegates to the California Democratic Party will be elected and California
343 Democratic Party Executive Board members will be elected in accordance with these
344 Bylaws Section XV.
- 345 5. Following this meeting:
- 346 An updated roster of Central Committee members will be prepared to include new
347 members elected to fill a vacancy and Associate members for clubs that were chartered
348 at the meeting. This will be the credentialed roster for all meetings until the next Central
349 Committee meeting.

350 I. Third (3rd) Saturday in January: Council of Clubs Meeting

- 351 1. The Council of Clubs will hold their first meeting of the term with the newly elected
352 Director of Clubs presiding.
- 353 2. Only those clubs who are chartered or have submitted their renewal chartering
354 applications, documents, and fees are eligible to vote.

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

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

360 J. First (1st) Tuesday in February: Executive Board Meeting

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

362 2. At this meeting:

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

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

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

368 SECTION VI - Meetings and Notice

369 A. Meetings

370 1. Central Committee

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

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

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

379 d. The Central Committee endorsement meeting will be held after the Registrar of
380 Voters closes filing, including any extension to filing, for Primary, General or Special
381 Elections and after the Area endorsement recommendation meetings unless an
382 adjusted timeline has been approved by the Executive Board. The regular Central
383 Committee meeting may be rescheduled by the Executive Board to meet this
384 requirement.

385 e. In the event an emergency causes a Central Committee meeting to be cancelled, the
386 Chair may reschedule the meeting date, time, and location providing at least seven
387 (7) days' notice to the members.

388 f. If the Chair is unable or unwilling to schedule a meeting, it may be called by a
389 majority of the Executive Board or by a petition signed by a majority of the Voting
390 members of This Committee. At least five (5) days' notice must be provided.

391 2. Areas

- 392 a. Areas will hold endorsement recommendation meetings at least seven (7) days after
393 the Registrar of Voters closes filing, including any extension to filing, and before the
394 Central Committee endorsement meeting unless an adjusted timeline has been
395 approved by the Executive Board.
- 396 1) A regular Area meeting may be rescheduled by the Vice Chair to meet this
397 requirement.
- 398 2) The Vice Chairs will set the dates, times and locations of the endorsement
399 recommendation meetings and will coordinate their meetings so that eligible
400 members can participate in all meetings.
- 401 3) Area Vice Chairs have the option to hold more than one recommendation
402 meeting in this time period if the need arises.
- 403 4) All Area endorsement recommendation meetings will be held within the confines
404 of the Area and at least one (1) calendar day before the Central Committee
405 meeting.
- 406 b. For all other meetings, the date, time, and location of Area meetings shall be
407 determined by vote of the Area's members as defined in Article II - Membership,
408 Section 1. Membership and Article VII - Areas, Section 2. Membership of the Bylaws.
- 409 c. For all other meetings, by the vote of the body, membership may delegate the date,
410 time, and location of the meeting to the Vice-Chair as needed.
- 411 d. An upcoming regular Area meeting date may be changed by a majority vote of the
412 Area quorum. However, in an emergency, the Vice Chair, with at least seventy-two
413 (72) hours' notice, may change the date and/or time of the meeting or add a special
414 meeting.
- 415 e. If the Vice Chair is unable or unwilling to schedule a meeting, it may be called by a
416 majority of the Executive Board or by a petition signed by a majority of the Area's
417 membership. At least seventy-two (72) hours' notice must be provided.
- 418 f. Area Meetings shall be conducted by the Vice-Chair of the Area, or by a member as
419 defined in Article VII - Areas, Section 2. Membership of the Bylaws designated by the
420 Area Vice-Chair.
- 421 g. Only Members as defined in Article VII - Areas, Section 2. Membership of the Bylaws
422 and those with cross-area invitations shall have voting rights.

423 3. Special Meetings

424 Special meeting of the Central Committee or an Area may be called as defined in the
425 preceding paragraphs. All Legislative caucuses are special meetings.

426 4. Committees

- 427 a. The Chair of the committee shall propose a meeting date, time and location with the
428 approval of a majority of the committee quorum.
- 429 b. An upcoming regular committee meeting date, time, or location may be changed by a
430 majority vote of the committee quorum at a regular meeting. However, in an
431 emergency, the chair, with at least seventy-two (72) hours' notice, may change the
432 date and/or time of the meeting or add a special meeting.

- 433 5. Council of Clubs
- 434 a. The Council of Clubs shall meet on a regular basis, at least eight (8) times per year,
435 with notification provided to all chartered club presidents.
- 436 b. The regular meeting date for an upcoming meeting may be changed by a majority
437 vote of the Council of Clubs quorum at a regular meeting. However, in an
438 emergency, the Director of Clubs, with at least seventy-two (72) hours' notice may
439 cancel or change the date of the meeting.

440 6. Legislative Caucus

- 441 a. A Legislative Caucus will meet when a vacancy has been declared in that district.
- 442 b. The meeting will take place at least fourteen (14) days after the vacancy is noticed at
443 a regular Central Committee meeting. The date, time, and location of the meeting are
444 delegated to the convener. Caucus members will be given at least seven (7) days'
445 notice of the meeting.

446 7. Other Meetings

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

450 B. Notice

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

- 452 1. Notice is provided by electronically posting on the SDCDP website and by the Chair or
453 Area Vice Chair, or their designee, sending an email through the Central Committee or
454 Area mailing lists to the email address listed in the most recent membership records.
- 455 2. It is the responsibility of each member to keep their email current with the SDCDP and to
456 read their email.
- 457 3. At member's request, accommodations may be made for alternative notification via
458 telephone or U.S. Mail. Arrangements shall be made to the Secretary, Vice Chair or
459 SDCDP Executive Director.
- 460 4. Committee notice is provided by each Committee Chair.
- 461 5. Council of Clubs notice is provided by electronically posting on the SDCDP website and
462 via email through the Council of Clubs mailing list. When chartering, each club provides
463 a club email address for this list. The club is responsible for keeping that email current
464 with the SDCDP and sharing the notification within the club as needed.

465 C. Agenda and Minutes

466 Agendas for any meeting will be distributed at least seventy-two (72) hours prior to the meeting.
467 The adopted agenda, approved minutes, and draft minutes from meetings will be distributed
468 within seven (7) days of the meeting. Agendas and minutes will be distributed through the
469 corresponding emails lists.

470 D. Calendar and Timing

471 For the purposes of This Committee:

- 472 1. At least fourteen (14) days' prior means that if a meeting is on a Tuesday, the deadline is
473 11:59 p.m. of the Tuesday two weeks prior to the meeting.
- 474 2. Within seven (7) days means that if a meeting is on a Tuesday, the deadline is 11:59
475 p.m. the following Tuesday.
- 476 3. Hours are used for anything less than three (3) calendar days. Hours are used for
477 anything less than three (3) calendar days. At least forty-eight (48) hours' notice means
478 that if a meeting is scheduled to start at 7:00 p.m. on Tuesday, the deadline is 6:59 p.m.
479 on the immediately preceding Sunday. Within twenty-four (24) hours means that if an
480 email is received at 8:45 a.m., the deadline to reply is 8:44 a.m. the next morning.
- 481 4. A business day is a non-holiday weekday from 9:00 a.m. to 5:00 p.m. At least one (1)
482 business day means a request or submission must be filed by 9:00 a.m. Friday for a
483 meeting that takes place between 5:00 p.m. on Friday and 5:00 p.m. on Monday.

484 E. Internal Election Voting Procedures

- 485 1. If there is only one candidate for a position, election shall be by voice vote.
- 486 2. If there is more than one candidate, election shall be by voice vote or by show of hands.
- 487 3. If no candidate receives a majority vote, a run-off election shall be held between the two
488 candidates receiving the most votes, either by voice vote or by show of hands.
- 489 4. If there are multiple vacancies for the same position, each vacancy will be considered
490 separately and in series.

491 SECTION VII – Areas and Caucuses

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

493 A. North Area

494 92003, 92007, 92008, 92009, 92010, 92011, 92014, 92024, 92025, 92026, 92027, 92028,
495 92029, 92054, 92055, 92056, 92057, 92058, 92059, 92060, 92061, 92064, 92067, 92069,
496 92075, 92078, 92081, 92082, 92083, 92084, 92091, 92096, 92127, 92128, 92129, 92130,
497 92672

498 B. Metro West Area

499 92037, 92038, 92092, 92093, 92101, 92102, 92103, 92104, 92105, 92106, 92107, 92108,
500 92109, 92110, 92111, 92115, 92116, 92117, 92119, 92120, 92121, 92122, 92123, 92124,
501 92126, 92131, 92134, 92140, 92145, 92147

502 C. East Area

503 91901, 91905, 91906, 91916, 91917, 91931, 91934, 91935, 91941, 91942, 91945, 91948,
504 91962, 91963, 91977, 91978, 91980, 92004, 92019, 92020, 92021, 92036, 92040, 92065,
505 92066, 92070, 92071, 92086

506 D. South Area

507 91902, 91910, 91911, 91913, 91914, 91915, 91932, 91950, 92113, 92114, 92118, 92135,
508 92136, 92139, 92154, 92155, 92173

509 E. Assembly District Divided Zip Codes

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

516 F. Legislative Incumbents

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

520 G. Club Associates

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

523 H. Area or Caucus Nominated Positions

- 524 1. A special meeting of the Area may be called for noticing an Area nomination vacancy. A
525 Legislative Caucus may be called as part of a regular Area meeting or as a special
526 meeting.
- 527 2. Area or Caucus members must have at least seven (7) days' notice of the vacancy and
528 the dates of the meetings where nomination and ratification will be considered.
- 529 3. For a committee member vacancy, the Area Vice Chair may designate a member to
530 serve on the committee until the Area makes their nomination. Following nomination, the
531 nominee will serve on the committee until This Committee meets for ratification.
- 532 4. The Section IV. Internal Election Voting Procedures shall be followed for making the
533 nomination.
- 534 5. Ratification of the nomination shall be a consent item at the first meeting of This
535 Committee that follows the Area or Caucus nomination.
- 536 6. Should two candidates tie at fifty percent (50%) for nomination, a run-off election will be
537 held at the meeting of This Committee.
- 538 7. Should the Area or Caucus fail to make a nomination, the election may be held at the
539 meeting of This Committee.
- 540 8. Should This Committee fail to ratify or elect an Area or Caucus member to fill the
541 vacancy, the vacancy is returned to the Area or Caucus and the process repeats.

542 SECTION VIII - Executive Board

543 A. Voting by Email

- 544 1. The Executive Board shall be permitted to conduct votes by email.
- 545 2. Email Voting Procedures for Executive Board:

- 546 a. The Secretary shall serve as the Coordinator unless the Secretary is unavailable or
547 ineligible to serve, in which case the Chair shall appoint another Executive Board
548 member to serve as the Coordinator.
- 549 b. The Coordinator shall determine that all Executive Board members have the
550 capability of receiving and sending email in a timely manner. If a Board member
551 does not have email access, the Coordinator shall contact the member by telephone
552 or other means to Section IV obtain their vote.
- 553 c. When an email vote is called for, it need not be the exclusive means of voting. An
554 eligible voter may choose to cast a ballot by telephone or in writing, if signed by the
555 voter, and received by the Coordinator within the time allotted for voting.
- 556 d. An email vote is permissible only when it is determined that a matter must be
557 decided before the next regularly scheduled Executive Board meeting and that it is
558 not practical to call a special meeting in the time available. A call for a vote by email
559 shall be made by either the Chair, by one of the Vice Chairs if the Chair is out of
560 town or otherwise unavailable, or by a two-thirds (2/3) vote of the elected officers.
561 For email voting purposes, a quorum shall be considered a majority of the Executive
562 Board eligible to vote and is determined as votes are received by the Coordinator.
- 563 e. For this purpose, a vote of "abstention" shall count as a vote cast toward the quorum.
564 If the Coordinator does not receive a number of eligible votes equal to or greater
565 than the quorum by the deadline for voting, the question shall fail.
- 566 f. The Coordinator shall use all due diligence to assure that all Board members eligible
567 to vote have received notice of the vote to be taken and any information or
568 discussion necessary to be fully informed of the matter to be voted on and the
569 consequences of the vote.
- 570 g. The Coordinator shall allow a reasonable time for response of at least thirty-six (36)
571 hours and make the deadline a prominent part of the call for ballot. If the notice of the
572 vote is sent out between noon on Friday and 8:00 a.m. on Monday, the time for
573 response shall be at least seventy-two (72) hours.
- 574 h. The Coordinator shall verify that the email vote was cast from an email address
575 registered to an eligible Executive Board member.
- 576 i. The Coordinator shall not release any information prior to the final tally about the
577 number of ballots or the nature of the votes cast except described below.
- 578 j. The Coordinator shall tally the votes and announce the results to the Chair or
579 presiding officer if other than the Chair within twenty-four (24) hours of the deadline
580 for voting or as soon as the number of votes cast is sufficient to determine the
581 outcome.
- 582 k. Board members shall be permitted to change their votes until the time that the results
583 are announced to the Chair.
- 584 l. At the time of the announcement of the results to the Chair, the coordinator shall
585 notify the members of the Executive Board of the outcome and of the specific vote
586 cast by each Executive Board member.
- 587 m. The Executive Board shall notify This Committee of the outcome of the vote no later
588 than the next regular meeting of This Committee.

589 n. Matters not covered herein shall be governed first, by the San Diego County
590 Democratic Party Central Committee Bylaws, and second, by the most current
591 edition of Roberts Rules of Order, Newly Revised.

592 SECTION IX - Committees

593 A. Standing Committees

594 Standing Committee designation requires a Bylaws Amendment approved by This Committee.
595 This Committee has four (4) Standing Committees:

596 1. Administration Committee

597 a. Be chaired by the Director of Administration.

598 b. Assist in drafting, reviewing, and recommending amendments to the Bylaws and
599 Policies and Procedures of This Committee for its approval.

600 c. Serve as part of the Credentials Committee of This Committee.

601 d. Be composed of the Director of Administration and one member from each Area to
602 be chosen by that Area and ratified by This Committee. Up to three at-large
603 members may be appointed by This Committee for gender or area balance.
604 Additional members may be appointed for special expertise or to fill a vacancy using
605 the process defined in IX.D.1 Appointments to Committees of these Policies and
606 Procedures.

607 e. Meetings without a quorum will be considered working groups and materials
608 developed will be voted on at subsequent meetings or via email.

609 2. Club Development Committee

610 a. Be chaired by the Director of Clubs.

611 b. Assist in drafting and implementing the annual plan for club development.

612 c. Assist in the organization of Democratic clubs and coalitions.

613 d. Provide assistance to Democratic clubs.

614 e. Ensure SDCDP's Bylaws with respect to endorsements made by chartered clubs are
615 understood and being followed. Work with individual clubs as needed to mitigate any
616 problems that arise during the charter term.

617 f. Perform biennial review of SDCDP Clubs Manual.

618 g. Be composed of the Director of Clubs and one member from each Area to be chosen
619 by that Area and up to two at-large members to be chosen by the Council of Clubs.
620 At least one member of the committee shall be a representative of an Affinity club
621 and at least one member of the committee shall be from a Geographic club. Nothing
622 shall prevent said Committee from appointing additional members by majority vote,
623 where special expertise is required using the process defined in IX.D.1 Appointments
624 to Committees of these Policies and Procedures.

625 3. Grassroots Organizing Committee (GO Team Board)

626 a. Be chaired by the Director of Grassroots Organizing.

- 627 b. Provide ongoing leadership for the Grassroots Organizing (GO) Team, an ongoing
628 organization of precinct volunteers who focus on door-to-door and telephone contact
629 in their own neighborhoods, responsible for:
- 630 c. Turning out voters for the Party's endorsed candidates and propositions.
- 631 d. Using consistent voter contact guidelines throughout the county to maximize
632 effective use of Party and volunteer resources.
- 633 e. Encouraging voter registration, permanent mail voting, and down-ballot voting.
- 634 f. Work with SDCDP Executive Director to develop GO Team goals and policies that
635 support the Party's mission and strategy.
- 636 g. Be composed of the GO Team's Countywide and Regional Coordinators who
637 automatically are appointed as SDCDP Associate members if they are not already
638 members in another class. Regional and Countywide Coordinators who serve as
639 Associate members of This Committee are ratified during the Biennial Organization
640 or following their appointment. Nothing shall prevent said Committee from appointing
641 additional members by majority vote of the GO Team Board, where regional
642 representation, community representation, or special expertise is required.
- 643 4. Resolutions Committee
- 644 a. The Resolutions Committee meets on an as needed basis to review and make
645 recommendations on resolutions that have been submitted for endorsement by This
646 Committee.
- 647 b. Resolutions must follow the rules in Article XIII – Endorsements, Section 1
648 Resolutions in the Bylaws and in Section XIII – Endorsements, Section A
649 Resolutions of these Policies and Procedures.
- 650 c. Be composed of the Chair Pro-Tem and one member from each Area to be chosen
651 by that Area and ratified by This Committee. Up to three at-large members may be
652 appointed by This Committee for gender or area balance. Additional members may
653 be appointed for gender balance, special expertise or to fill a vacancy using the
654 process defined in IX.D.1 Appointments to Committees of these Policies and
655 Procedures.¹
- 656 5. Extended Term During Biennial Reorganization
- 657 a. Standing Committees meet on an as-need basis during the extended term from
658 November through the January Biennial Organizational meeting.
- 659 b. If an Area-elected Standing Committee member declines to participate during the
660 extended term, the Area Vice Chair shall serve in the role.

661 B. Special Purpose Committees

662 Special Purpose Committee designation requires a Bylaws Amendment approved by This
663 Committee.

¹ These Policies will be updated to remove "Commencing with the Biennial 2019-2020 term," following the Biennial organization.

- 664 1. Candidate Support and Assistance Committee (CSAC)
- 665 a. Support Democratic candidates for partisan state-level offices.
- 666 b. Be solely responsible for raising and expending all funds to be used by this
- 667 Committee.
- 668 1) This Committee shall have sole discretion over all its expenditures.
- 669 2) This Committee shall be responsible for its entire overhead.
- 670 3) This Committee shall maintain its own checking account.
- 671 c. Operate by majority vote.
- 672 d. Be composed of three members, who shall be the Chair of This Committee and two
- 673 members appointed by the Chair of This Committee.
- 674 1) One of the members appointed by the Chair of This Committee shall be
- 675 designated as Chair of the Committee.
- 676 2) The other member appointed by the Chair of This Committee shall be designated
- 677 as Controller of this Committee.
- 678 3) A three-fourths (3/4) majority vote of This Committee is required to remove a
- 679 member.
- 680 2. Communications Committee
- 681 a. Assist in the development and execution of the SDCDP's Communications plan to
- 682 include strategic objectives, tactics, audiences, benchmarks, messages, marketing,
- 683 and steps for implementation.
- 684 b. Be chaired by an appointee of the Chair of This Committee to be known as the
- 685 Communications Coordinator and ratified by This Committee as a consent item.
- 686 c. Be composed of the Communications Coordinator and no less than three (3)
- 687 Democrats registered in San Diego County based on their experience and expertise
- 688 in communications to be appointed by the Communication Coordinator and Chair of
- 689 This Committee.
- 690 d. Periodically review, evaluate, and update the SDCDP Communications plan.
- 691 e. Provide communications support to SDCDP staff, Executive Board, and volunteers
- 692 as needed.
- 693 3. Credentials Committee
- 694 a. Be chaired by the Director of Administration. The Credentials Committee is
- 695 comprised of the Administration Committee and the Secretary.
- 696 b. The Credentials Committee meets on an as needed basis for the purpose of
- 697 examining the eligibility of members and reviewing any challenges to membership as
- 698 outlined in the Bylaws Articles II - Membership and III – Vacancies and Removals
- 699 and these Policies and Procedures Section II – Membership and III – Vacancies and
- 700 Removals. Article II – Membership of the Bylaws.

- 701 c. In the case of the planned or unforeseen absence of the Director of Administration,
 702 he or she may appoint one of the Credentials Committee members to chair the
 703 meeting or report the ruling in his or her stead.
- 704 4. Membership Development Committee
- 705 a. Further the objective of having the membership of This Committee reflect the
 706 makeup of Democrats in San Diego County.
- 707 b. Be chaired by an appointee of the Chair of This Committee to be known as the
 708 Membership Development Coordinator and ratified by This Committee as a consent
 709 item.
- 710 c. Be composed of its coordinator and at least one registered Democrat from each Area
 711 of This Committee, appointed by the Membership Development Coordinator.
- 712 d. Recruit persons from underrepresented communities to run for This Committee.
- 713 e. Compile a list of registered Democrats from underrepresented communities who may
 714 be considered for appointment as alternates or when a vacancy on This Committee
 715 exists.
- 716 5. Nomination Committee
- 717 a. The Most Recent Past Chair will serve as the presiding officer for the committee. If
 718 the Most Recent Past Chair is not available or willing to serve in this capacity, the
 719 Executive Board will elect a different Chair from the Officers.
- 720 b. One member elected from each Area will serve on the committee. Each Area will
 721 also select an alternate member as previously defined.
- 722 c. The committee will review and interview applicants for the following Executive Board
 723 positions: Secretary, Controller, and Director of Administration.
- 724 d. The committee will submit a report of its recommendations for the Executive Board
 725 positions at the Biennial Organizational Meeting.
- 726 e. Recommendations for each of the Executive Board positions requires three (3) votes
 727 of the Nomination Committee.
- 728 f. If no applicant for an Executive Board position receives three (3) votes, or there is no
 729 applicant for said position, the positions is considered vacant and nominations for the
 730 vacant position will be accepted at the Biennial Organizational Meeting, as specified
 731 in Article IV - Officers, Section 2. Elections of the Bylaws.
- 732 g. The purpose of the committee will be considered completed following the election of
 733 the Executive Board at the Biennial Organizational Meeting.
- 734 6. Voter Registration Committee
- 735 a. Create, update, and execute the Voter Registration Plan for the SDCDP;
- 736 b. Be chaired by an appointee of the Chair of This Committee to be known as the Voter
 737 Registration Coordinator and ratified by This Committee as a consent item;
- 738 c. Be composed of its coordinator and at least one registered Democrat from each Area
 739 of This Committee, appointed by the Voter Registration Coordinator;

- 740 d. Assist the Vice-Chairs in the development, deployment, and execution of SDCDP
741 Voter Registration objectives.

742 C. Ad Hoc Committees

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

746 1. Audit Committee

- 747 a. Be chaired by an appointee of the Chair of This Committee.
- 748 b. Arrange for an audit of the fiscal affairs of This Committee.
- 749 c. Present the results of that audit, together with recommendations relating to the fiscal
750 affairs of This Committee, to the Executive Board within ninety (90) days after the
751 end of the preceding fiscal year.
- 752 d. Present the findings of the audit at the following meeting of This Committee.
- 753 e. Be composed of the appointed Chair and one member from each Area to be chosen
754 by that Area, although nothing shall prevent said Committee from appointing
755 additional members by majority vote, where special expertise is required.

756 2. Elections Monitoring and Systems Committee

- 757 a. Be chaired by an appointee of the Chair of This Committee.
- 758 b. Recruit, train, and organize poll watchers.
- 759 c. Recruit, train, and organize poll workers for the Registrar of Voters [ROV].
- 760 d. Recruit, train, and organize mobile, quick-response teams to address issues that
761 arise on Election Day.
- 762 e. Recruit, train, and organize legal advisors to be available throughout Election Day.
- 763 f. Recruit, train, and organize designated observers at the ROV on Election Night.
- 764 g. Recruit, train, and organize media teams together with the Communications
765 Committee to report immediate post-election results.

766 3. Ethics Committee

- 767 a. Be chaired by an appointee of the Chair of This Committee.
- 768 b. Review and evaluate allegations of unethical behavior or activities involving any
769 Democrat residing in San Diego County.
- 770 c. Make a full report of their findings to the Executive Board in Executive Session
771 including recommendations of a course of action including but not limited to censure,
772 removal, state party notification, law enforcement notification, or no action at all.
- 773 d. If the Executive Board recommends action they will make a full report of their
774 findings to This Committee in Executive Session.
- 775 e. Be composed of the Chair of This Committee and two appointees of different self-
776 identified genders designated by each Area Vice Chair.
- 777 f. Operate as follows:

- 778 1) All allegations shall be brought to the attention of the Chair of This Committee in
779 writing.
- 780 2) The Chair shall refer the matter to the Ethics Committee.
- 781 3) The Ethics Committee shall meet with the maker(s) of the complaint in Executive
782 Session.
- 783 4) If the Ethics Committee determines that a basis for review exists, the individual
784 accused of unethical behavior shall be notified in writing by the chair of the Ethics
785 Committee and shall be given the opportunity to rebut the allegations in person,
786 also in Executive Session.
- 787 5) If the Ethics Committee recommends a course of action to the Executive Board, it
788 shall be in Executive Session.
- 789 6) If there is a minority opinion on the Ethics Committee, a member of that
790 Committee shall have the option to report it to the Executive Board.
- 791 7) A sixty percent (60%) majority of This Committee shall be required to accept or
792 modify any recommendation made by the Ethics Committee.
- 793 4. Fundraising Committee
- 794 a. Be chaired by an appointee of the Chair of This Committee to be known as the
795 Fundraising Coordinator.
- 796 b. Build a broad, sustainable donor base.
- 797 c. Assist in the coordination of Area fundraising events.
- 798 d. Perform such other duties as determined by This Committee.
- 799 e. Be composed of the Fundraising Coordinator and one member from each Area to be
800 chosen by that Area, although nothing shall prevent said Committee from appointing
801 additional members by majority vote, where special expertise is required.
- 802 5. Media Relations Committee
- 803 a. Be chaired by an appointee of the Chair of This Committee.
- 804 b. Assist in the development and execution of the SDCDP's media marketing plan.
- 805 c. Be composed of the Media Relations Coordinator, and at least one member from
806 each Area.
- 807 1) Members must be registered Democrats and member of the SDCDP or
808 Chartered Democratic Clubs.
- 809 d. As directed by the Executive Board or Chair of the SDCDP be responsible for the
810 following:
- 811 1) Develop a media kit for distribution to Democratic Clubs and Candidates.
- 812 2) Write and produce press releases for print and broadcast media.
- 813 3) Develop a relationship with the news directors, editors, and reporters at the local
814 newspapers, television stations, and local radio stations that have significant
815 news departments.

- 816 4) Distribute Press releases and arrange press conferences with the appropriate
817 media.
- 818 5) Develop a comprehensive list of media and media contacts for each area of the
819 county.
- 820 6) Assist Clubs and other Democratic event planners in the creation and distribution
821 of press releases.
- 822 7) Develop “talking points” for those Democrats who may be interviewed by the
823 local media.
- 824 8) Develop a list of Democratic Office Holders, Candidates, and Clubs as a mailing
825 list for media information, talking points, etc.
- 826 9) Coach and prepare Democrats, who may be interviewed by the media.
- 827 10) Critique interviews and articles done with and by Democrats
- 828 11) Assist in writing “letters to the editor” on current issues and in response to
829 editorials.
- 830 12) Monitor pertinent media.
- 831 13) Develop a rating standard to track any political preferences of the various media.
- 832 14) Coordinate the providing of spokespeople as the media requests.

833 D. Committee Membership

- 834 1. Appointments to Committees
- 835 a. Any gender or area balance requirements must be observed in all appointments.
- 836 b. In the event of an opening or vacancy on a committee where a representative
837 member is chosen by an Area’s members, the vacancy will be filled as previously
838 outlined in these Policies and Procedures, Section VII. E. Area or Caucus Nominated
839 Positions.
- 840 c. The Chair can recommend to the Executive Board additional members for a
841 Standing Committee as the need arises. The Executive Board, by a majority vote,
842 can approve the recommendation. The Standing Committee itself shall have fourteen
843 (14) days to vote on the recommendation to add the member. If a majority of the
844 committee votes in favor of the addition, the new member will be added to the
845 committee, followed by ratification at the next Central Committee meeting. If they
846 decline to meet or vote, it will be considered a vote in favor of the addition. If they
847 vote against the addition, the Executive Board may request that This Committee
848 approve the addition with a sixty percent (60%) vote.
- 849 d. Where special expertise is required, the Administration Committee and the Club
850 Development Committee may appoint additional members by majority vote followed
851 by ratification by This Committee. The GO Team Board may appoint Regional or
852 Countywide coordinators to fill a vacancy. The Executive Board may approve the
853 recommendation, and the new member may be added to the committee until such
854 time as This Committee is able to vote to ratify the new member.
- 855 e. All other vacancies on a committee, once any minimum threshold of members has
856 been met, shall be up to the Chair of the Committee or the Chair of This Committee

857 to determine whether or not to fill the vacancy, dependent upon the nature of rules of
858 the committee.

859 f. For any increase in membership being voted on by the committee itself, a minimum
860 of fourteen (14) days' notice to all members must be provided by email prior to the
861 meeting where the potential new member will be considered.

862 2. Resignation from or Removal from Committees

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

866 b. Members appointed to the committee by the committee itself may also be removed
867 by a vote of the committee, a minimum of three (3) days' notice to all members must
868 be provided by email prior to the meeting where vote will be considered.

869 c. Any member may be removed from a committee for cause.

870 d. Cause shall be defined as absences preventing the committee from meeting quorum,
871 lack of participation, or violations of the Code of Conduct.

872 3. Removal from Committee for Cause Procedure

873 a. If a member meets the criteria for removal:

874 1) The Chair of the Committee shall refer the matter to the Executive Board to
875 consider recommending removal and shall notify the affected member of the
876 pending action.

877 2) Prior to the vote of the Executive Board, the affected member shall be offered the
878 opportunity to appear before the Executive Board and show cause why removal
879 is unwarranted. Notification shall be from the Secretary of This Committee.

880 3) The vote shall be by a show of hands.

881 4) Upon removal by a two-thirds (2/3) vote of the Executive Board of This
882 Committee, the Secretary of This Committee shall notify the affected member of
883 the Executive Board's action.

884 b. If a member has been removed from a committee, said former committee member
885 cannot be elected nor appointed to the committee from which they were removed
886 until the term of This Committee from which the committee was formed has expired.

887 c. All notification to the affected member shall be in writing to the email address on file.

888 4. Absence or Vacancy of Committee Chair

889 a. In the absence of a committee chair, the chair will designate another committee
890 member to serve for that meeting.

891 b. If the committee chair did not designate another member to serve in their absence,
892 or for any vacancy, committee members will vote to elect a committee chair pro-tem
893 for the duration of the absence or vacancy. The motion may be made and the vote
894 may be called by any member of the committee in person or via email.

895 E. Committee Policies

896 1. Quorum for committee meetings is fifty percent (50%).

897 2. Teleconference and video conference for committee meetings is at the discretion of the
898 committee chair.

899 3. Email voting is at the discretion of the committee chair and should follow a similar
900 timeline and process to the Executive Board voting previously outlined in these Policies
901 and Procedures to ensure all committee members are given the opportunity to
902 participate.

903 SECTION X - Democratic Organizations

904 A. Chartering and Charter Renewals

905 The annual chartering term is from one January meeting of This Committee to the next. A
906 Democratic Club or Democratic Coalition seeking to charter or renew their charter shall comply
907 with the following procedure:

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

913 2. For clubs renewing their charter, the deadline for all chartering requirements, including
914 any Associate member applications and additional Associate member applications, is
915 December 15. Renewing clubs that meet all aspects of the December 15 deadline have
916 vote eligibility at the January Area meeting for their designated Area(s). Renewing clubs
917 that miss any aspect of the December 15 deadline are ineligible for participation in the
918 January Area Organizational meeting; they may still charter in January

919 3. The deadline for meeting all chartering requirements is at least fourteen (14) days prior
920 to the Central Committee meeting for the charter to be considered.

921 4. Club Associate member designations and applications that are submitted at least
922 fourteen (14) days prior to the Central Committee meeting where the club charter is
923 being considered will be credentialed as pending. The pending status will be removed as
924 soon as the club is chartered and the Associate member(s) will have full standing at their
925 Area meetings.

926 5. The annual chartering fee shall be \$48 which will be pro-rated for any new charters
927 during the annual term. Fees for additional Associate members shall be \$20 per
928 additional member requested. The Executive Board may waive the chartering fee for any
929 club or coalition that demonstrates that payment of the chartering fee would constitute
930 an economic hardship. Campus organizations and other student-based clubs
931 demonstrating all other criteria listed in Article X - Democratic Organizations, Section 3.
932 Requirements of the Bylaws shall have their chartering fee waived.

933 6. The Executive Board may waive the list requirement in the chartering process and
934 fashion alternative means to verify the number and registration of club or coalition
935 members.

936 7. Successful chartering with twenty (20) unique voting members shall entitle the club to a
937 Central Committee Associate membership with all of the duties and responsibilities
938 outlined for Associate Members in the Bylaws, Policies and Procedures.

939 8. When seeking the renewal of its charter, a club or coalition shall furnish the Director of
940 Clubs with the items specified in Paragraph A of this section. The failure to provide these
941 items shall constitute good cause for denying renewal of a charter.

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

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

953 C. Bylaws Changes During the Charter Period

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

959

960 D. Organization of New Affinity Clubs

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

968 SECTION XI - Annual Budget Development

969 A. Deadlines

- 970 1. Each officer shall submit a proposal for a budget to the Controller by September 1 of
971 each calendar year preceding the fiscal year. For example, Officers elected in 2013 shall
972 submit their budget proposals by October 1, 2013.
- 973 2. The Controller shall submit to the Executive Board a proposed annual budget at the
974 regularly scheduled Executive Board meeting in November.
- 975 3. As of March 1 of each year, all reimbursements, receipts, requests for payment,
976 requests to transfer expenses, or any other type of expenditure request from the

977 preceding fiscal year that are not or have not been received by the Finance Committee
978 shall not be honored except by a two-thirds (2/3) vote of the Executive Board.

979 B. Revisions

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

986 SECTION XII - Requirements for Expenditures

987 A. All Expenditures

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

990 B. Unbudgeted Expenditures

991 The Executive Board may approve an unbudgeted expenditure of less than one thousand
992 dollars (\$1,000). The approved action shall be announced at the following regular meeting of
993 This Committee. An unbudgeted expenditure equal to or greater than one thousand dollars
994 (\$1,000) shall require approval from This Committee.

995 C. Competitive Bidding

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

998 D. Signatures

- 999 1. Either the Chair of This Committee, an appointed designee of the Executive Board, or
1000 the Treasurer may sign checks.
- 1001 2. All expenditures shall be immediately reported to the Treasurer to ensure compliance
1002 with campaign finance laws.

1003 SECTION XIII - Endorsements

1004 A. Resolutions

- 1005 1. Submission
 - 1006 a. Resolutions shall be submitted electronically in an editable format to the Chair of the
1007 Resolutions Committee unless other accommodations are needed. at least seven (7)
1008 calendar days prior to the Central Committee meeting at which consideration is
1009 requested.
 - 1010 b. Resolutions must be received at least seven (7) calendar days prior to the Central
1011 Committee meeting at which consideration is requested.

- 1012 c. Submissions will be considered by the Resolutions Committee before submission to
1013 This Committee.
- 1014 d. The Chair of the Resolutions Committee may determine that immediate
1015 consideration of a resolution received less than seven (7) calendar days prior to a
1016 Central Committee meeting is warranted because of its emergency nature and
1017 forego review by the Resolutions Committee for consideration and bring it directly to
1018 This Committee.
- 1019 e. Resolutions recommended to the full Central Committee for consideration for
1020 endorsement will be distributed via email to This Committee at least two (2) calendar
1021 days prior to the meeting at which it is to be considered. A limited number of printed
1022 copies shall be available at the Central Committee meeting.
- 1023 f. The Chair of the Resolutions Committee shall determine whether a member is willing
1024 to sponsor any resolution submitted by a non-member.

1025 2. Format

- 1026 a. Resolutions shall be no longer than 400 words.
- 1027 b. Whereas clauses shall be limited to three (3) or less.
- 1028 c. Resolve clauses shall be limited to two (2) or less. The final resolve clause shall
1029 explicitly detail what actions the resolution will require of This Committee.

1030

1031

1032 3. Applicability

- 1033 a. Resolutions shall be relevant to the purpose of This Committee as defined in Article
1034 XIII - Endorsements, Section 1. Resolutions of the Bylaws.
- 1035 b. If such a resolution is not deemed relevant to the purpose of This Committee, then
1036 one of the whereas clauses must explain why said resolution is being brought before
1037 This Committee.

1038

1039 4. Adoption

- 1040 a. A resolution must be reviewed by the Resolutions Committee for recommendation,
1041 or, by the Chair of the Resolutions Committee for emergency consideration.
- 1042 b. Resolutions that are heard on an emergency basis, are related to legislation, or
1043 pertain to local initiatives need a minimum sixty percent (60%) vote to be adopted by
1044 This Committee. All other resolutions shall be adopted by a majority vote.
- 1045 c. Should the Resolution Committee decline to recommend a resolution, or the Chair of
1046 the Resolution Committee declines a late submission for emergency consideration,
1047 This Committee, by a two-thirds (2/3) vote, may take up the resolution provided there
1048 are one hundred (100) printed copies for distribution.

1049 5. Action

- 1050 a. Approved resolutions will be added to the SDCDP website.
- 1051 b. If specified in the resolve clause, the resolution will be printed on letterhead, with as
- 1052 many copies as specified in the resolve clause and accompanied by a letter signed
- 1053 by the Chair.
- 1054 6. Sponsor Responsibilities
- 1055 a. Sponsors of resolutions that are declined for recommendation or emergency
- 1056 consideration and who wish to petition This Committee to add the resolution to the
- 1057 agenda, must also make seventy-five (75) printed copies available for consideration
- 1058 at the Central Committee meeting.
- 1059 b. If the resolution is endorsed, the sponsor may request a general-purpose cover letter
- 1060 and additional copies on letterhead. Dissemination and distribution beyond what is
- 1061 specified in the resolve clause is the responsibility of the sponsor of the resolution.

1062 B. Candidate Endorsement Application and Questionnaires

- 1063 1. The Executive Board, or it's designee, shall produce a Judicial Candidate Questionnaire
- 1064 and Non-Judicial Candidate Questionnaire and submit said Questionnaires to This
- 1065 Committee for approval no later than the May Central Committee meeting following the
- 1066 Biennial Central Committee Organization Meeting. The Executive Board may develop
- 1067 additional Questionnaires at their discretion for approval of This Committee.
- 1068 2. The Executive Board shall appoint a committee of members and staff to review and
- 1069 update the Non-Judicial Candidate Questionnaire and Judicial Candidate Questionnaire
- 1070 at their Biennial Organization meeting. Questionnaires, whether modified or not, shall be
- 1071 submitted to This Committee for approval no later than the May Central Committee
- 1072 meeting following the Biennial Central Committee Organization Meeting.
- 1073 3. At a minimum, the Non-Judicial Candidate Questionnaire shall contain the following
- 1074 questions:
- 1075 a. If elected, I will not endorse non-democratic candidates in any challenged political
- 1076 race. YES or NO
- 1077 b. If I have endorsed a non-democratic candidate in a non-challenged political race and
- 1078 a Democratic challenger is subsequently endorsed by This Committee, I agree I
- 1079 must withdraw my endorsement of the non-Democratic challenger immediately. YES
- 1080 or NO
- 1081 4. Democratic candidates are provided an endorsement application and questionnaire by
- 1082 SDCDP when they file for office or are being considered for early endorsement.
- 1083 5. All applications shall be delivered by email, or absent an email address by U.S. Mail, to
- 1084 the address on file with the County Registrar of Voters unless the candidate has
- 1085 otherwise submitted a different preferred email or U.S. Mail address to the SDCDP.
- 1086 6. Candidates seeking endorsement must return the completed application and
- 1087 questionnaire at least two (2) business days prior to the meeting where they are seeking
- 1088 a recommendation or endorsement.
- 1089 a. In the event the Registrar of Voters extends the filing period for a specific office, the
- 1090 application must be returned at least twenty-four (24) hours prior to the meeting
- 1091 where the candidate is seeking recommendation or endorsement.

- 1092 b. Questionnaires which are returned after the stated deadlines may not be included in
1093 the summary provided to members for consideration.
- 1094 7. Candidate questionnaire responses are summarized for internal use only by the Area
1095 Caucuses and This Committee. Summary documents or candidate responses are
1096 prohibited from release by any Central Committee member to the public.
- 1097 8. Candidate questionnaire responses for successful candidates shall be retained by the
1098 SDCDP office for the duration of the officeholder's term(s) in that office.
- 1099 9. No part of the candidate applications, questionnaires, or summaries are released by
1100 This Committee or the SDCDP to the public, allies, or any affiliated organization
1101 including chartered clubs.

1102 C. Strategically Critical Designation and Endorsement

- 1103 1. This Committee may make early endorsements in "strategically critical" races in order to
1104 give the Party a chance to play a more significant role in races where early involvement
1105 and organizing could prove to be a key factor in winning that particular election.
- 1106 2. The designation, recommendation, and endorsement is a multi-step process:
- 1107 a. Recommendation from Area to the Executive Board for the race to be considered
1108 strategically critical.
- 1109 b. Approval by the Executive Board for the race to be considered strategically critical.
- 1110 c. Endorsement recommendation from Area for the designated race.
- 1111 d. Endorsement approval by This Committee.
- 1112 3. Recommendations should meet at least one of the following criteria:
- 1113 a. The district must have statistically competitive advantage.
- 1114 b. Having an identified Democrat who has garnered support through numerous
1115 endorsements, has previously been endorsed by the Party, has demonstrated the
1116 ability to fundraise, or has established a significant campaign organization.
- 1117 c. Areas are encouraged to limit their recommendations to no more than three (3) races
1118 per Area in an election cycle.
- 1119 4. The designation of strategically critical pertains to early endorsements and does not
1120 confer any other benefits or any guarantee that there will be a candidate or an
1121 endorsement.

1122 D. Races that Cross Area Boundaries

1123 The Secretary will prepare a list of the members who will have cross-area invites including
1124 which districts they are eligible to vote for. This list will be used by SDCDP and the Vice Chairs
1125 to invite members to Area endorsement recommendation meetings and to add members to the
1126 credentialed list of voters for the appropriate districts.

1127 SECTION XIV - Awards, Honorariums or Grants

1128 A. Format

1129 All proposed awards, honorariums or grants (awards) shall be typed or printed. They may not be
1130 handwritten.

1131 B. Criteria and Details

1132 The proposed awards must set forth the following:

- 1133 1. The purpose of the awards and the Democratic ideals or values that will be promoted by
1134 the award;
- 1135 2. Identity of the individual or organization sponsoring the award;
- 1136 3. Whether the award will be a single award or perpetual award;
- 1137 4. The amount of the award;
- 1138 5. The funding of the amount awarded; and
- 1139 6. The criterion for choosing the recipient of the award.

1140 C. Applicability

- 1141 1. Awards shall be relevant to the purpose of This Committee as defined in Article I - Name
1142 and Purpose, Section 2. Purpose of the Bylaws.
- 1143 2. If an award is not relevant to the purpose of This Committee, then good cause must be
1144 presented in writing accompanying the proposed award.

1145 SECTION XV - Records

1146 A. Custody and Maintenance

- 1147 1. The Secretary shall maintain all Central Committee membership records and keep
1148 custody of an up-to-date electronic copy of the current fiscal year's membership records.
- 1149 2. The Secretary or The Chair shall ensure all adopted agendas, approved minutes, and
1150 attendance records for meetings of This Committee and Executive Board are provided to
1151 the SDCDP Executive Director within seventy-two (72) hours. The Secretary shall
1152 maintain all Central Committee and Executive Board minutes and keep custody of an
1153 up-to-date electronic copy of the current fiscal year's minutes.
- 1154 3. The Vice Chairs or convener shall ensure all adopted agendas, approved minutes, and
1155 attendance records for their Area meetings are provided to the SDCDP Executive
1156 Director within seventy-two (72) hours.
- 1157 4. The Controller shall maintain the Central Committee budget records and keep custody of
1158 an up-to-date electronic copy of the current fiscal year's budget.
- 1159 5. The Treasurer shall maintain all Central Committee financial reporting and campaign
1160 spending records and keep custody of an electronic copy of the current fiscal year's
1161 financial reporting and campaign spending records.
- 1162 6. The Director of Administration shall maintain the Central Committee Bylaws and Policies
1163 and Procedures and keep custody of an up-to-date electronic copy of them and provide
1164 them to the SDCDP Executive Director who shall retain electronic copies of them.
- 1165 7. The Director of Administration shall maintain a list of all submitted amendments and their
1166 current status. The list will be viewable by all Central Committee members.

- 1167 8. The Chair of the Resolutions Committee shall maintain the proposed Resolutions and
1168 provide an electronic copy of them to the SDCDP Executive Director who shall maintain
1169 electronic copies of approved resolutions.
- 1170 9. The Director of Clubs shall acquire of the most current bylaws and membership records
1171 of all chartered organizations, and provide them to the SDCDP Executive Director who
1172 shall retain electronic copies of them.
- 1173 10. The SDCDP Executive Director shall ensure that electronic data is backed up.

1174 B. Copies

- 1175 1. Records that are not available electronically shall be printed and stored at SDCDP
1176 headquarters.
- 1177 2. Electronic back-up copies of all records mentioned in Section XV, Paragraph A of these
1178 Policies and Procedures shall be kept by the officers responsible for them.

1179 C. Access

- 1180 1. Democrats registered in the county of San Diego shall be able to view a printed copy of
1181 This Committee's current:
- 1182 a. List of Members.
- 1183 b. Central Committee minutes.
- 1184 c. Central Committee Bylaws, Policies and Procedures, and Resolutions.
- 1185 d. Chartered organization bylaws.
- 1186 2. Central Committee members shall be able to view and obtain a printed copy of This
1187 Committee's current and previous:
- 1188 a. Budgets.
- 1189 b. Financial reporting and campaign finance records.
- 1190 c. Chartered-club officer lists.
- 1191 3. Executive Board members shall be able to make an appointment to view This
1192 Committee's current voter information data.
- 1193 4. Individuals or organizations with business before This Committee may request a list of
1194 current members for communication purposes related to that business.
- 1195 a. The list is not transferrable.
- 1196 b. The list will include names, political districts, SDCDP Area, mailing addresses, and
1197 preferred phone numbers of all members including Alternates and Associates. Email
1198 addresses will be included for members who have opted in to receive email for this
1199 purpose.
- 1200 c. For candidates and campaigns, the processing fee is \$25.
- 1201 1) The business in front of This Committee shall be disclosed, and campaigns shall
1202 be named.
- 1203 2) The list may be used for the disclosed purpose only.

- 1204 3) An updated version of the Central Committee list may be requested for the same
1205 business or campaign within the same election cycle in which the list was
1206 purchased for a fee of \$10.00.
- 1207 d. At their written request, an incumbent Legislative Ex Officio member of this
1208 committee will be provided with a complimentary Central Committee member list.
1209 They may request a complimentary update once per quarter.
- 1210 e. For internal Party elections, declared candidates for the Executive Board or Standing
1211 Committees may request one complimentary copy of the Central Committee member
1212 list for the stated purpose of that election only. In addition, one complimentary update
1213 of the list may be requested at least one (1) business day prior to the election.
- 1214 1) Any additional updates may be purchased for \$10.00.
- 1215 2) The list may be used for purposes of internal elections only.
- 1216 3) For Vice Chair elections the list will be limited to members of that Area.

1217 D. Archives and Storage

- 1218 1. Electronic copies of the above data from past years shall be stored in multiple locations,
1219 which may include a Safe Deposit Box. The Chair and the Controller of This Committee
1220 shall have the only keys.
- 1221 2. Access to historical records shall be governed by the same limitations that govern
1222 access to current records.

1223 E. Transfer of Records

- 1224 1. Within thirty (30) days of the completion of their terms of office, outgoing custodians of
1225 the aforementioned records shall turn over all copies to the incoming office-holders.
- 1226 a. The transfer shall include one year's worth of the most recent records.
- 1227 b. The most recent records and those of previous years shall reside at SDCCDP
1228 headquarters.
- 1229 2. Outgoing custodians shall delete and destroy all electronic copies of records that were
1230 once in their care.

1231 F. Electronic Recordings

1232 No Executive Board, Area, or Central Committee meeting can be recorded via audio or video
1233 means without prior written consent of the Executive Board.

1234 Section XVI DSCC Delegation Policies and Responsibilities

1235 A. Delegation Membership and Election

- 1236 1. The member form is used to indicate a member's desire to serve as part of the DSCC.
- 1237 2. Prioritization for election to the SDCCDP DSCC Delegation shall be in this order: Public
1238 Ballot, other Voting members, Alternate, and Associate members.
- 1239 3. The election shall be conducted as part of the Biennial Organization as follows:

- 1240 a. All candidates must declare their intention to run via the member form and may
 1241 submit a 2400-character statement by the December 15th deadline, with the proviso
 1242 the statement be free from mentioning other candidates by name, reference or
 1243 inference. Statements shall be published as submitted; additions, corrections, or
 1244 other edits are prohibited. Statements that fail to meet the proviso will be replaced
 1245 with “candidate statement did not meet the requirements.”
- 1246 b. Any member elected to fill a vacancy at the January Biennial Organization meeting
 1247 may declare their candidacy at that same meeting. This also applies to any Alternate
 1248 they appoint at that same meeting.
- 1249 c. In the case of an odd number delegation, the Chair will do a coin flip to decide which
 1250 gender receives the additional seat.
- 1251 d. In the case where there are equal or less Voting members that declared candidacy
 1252 than positions available, the vote will be by acclamation. Otherwise the vote will be
 1253 by paper ballot where members may vote for up to the maximum open positions per
 1254 gender with a maximum of one (1) vote per candidate.
- 1255 e. Balloting shall continue in the same manner for open positions from the Alternate
 1256 candidates and then the Associate candidates.
- 1257 f. If there is a tie, the Chair will do a coin flip or draw lots as appropriate for the number
 1258 of positions available.
- 1259 g. Electioneering within the Central Committee meeting room is limited to credentialed
 1260 members of This Committee.
- 1261 4. In electing at-large members to or filling a vacancy in the DSCC Delegation, an effort
 1262 shall be made to balance the delegation between genders, as required by the CDP, and
 1263 to be demographically representative of the county.

1264 **B. SDCDP DSCC Executive Board Representatives**

- 1265 1. The Chair is automatically appointed to serve as one of This Committee’s Executive
 1266 Board representatives.
- 1267 2. The remaining positions will be elected using the Internal Election Voting Procedure.

1268 **C. Participation and Responsibilities**

- 1269 1. Participation in the DSCC is voluntary. Delegation members are responsible for their
 1270 dues, fees, and travel expenses.
- 1271 2. Delegation members must attend the annual CDP convention or secure an eligible proxy
 1272 to attend in their absence. A delegation member who fails to attend a CDP convention,
 1273 fails to secure a proxy or ask This Committee’s Chair to secure a proxy on their behalf,
 1274 or fails to meet their CDP dues requirement, has vacated their delegate position and
 1275 applicable any DSCC Executive Board position.
- 1276 3. DSCC Executive Board members must additionally attend the CDP Executive Board
 1277 meetings or secure a proxy from This Committee to attend in their absence. Such a
 1278 member who fails to attend a CDP Executive Board meeting or fails to secure a proxy or
 1279 ask This Committee’s Chair to secure a proxy on their behalf, has vacated their DSCC
 1280 Executive Board position; this is independent of their delegate position.

1281 D. DSCC Delegation and Executive Board Vacancies

- 1282 1. Vacant delegation positions will be filled by a vote of This Committee from the DSCC
1283 Delegation Waitlist using the Internal Election Voting Procedure. Absent sufficient
1284 candidates on the waitlist, a nomination may be taken from the floor.
- 1285 2. Vacant DSCC Executive Board positions will be filled by a vote of This Committee from
1286 the delegation using the Internal Election Voting Procedure.
- 1287 3. Absent a regularly scheduled Central Committee meeting prior to CDP deadlines which
1288 would result in a smaller delegation than this Committee's allotment, the Executive
1289 Board of This Committee may fill the vacancy.
- 1290 4. If a vacancy occurs after CDP deadlines for appointing delegates, the Executive Board
1291 of This Committee may designate a proxy and the outgoing delegation member is asked
1292 to appoint said proxy.

1293 Section XVII Amendment of the Rules

- 1294 1. Proposed amendments shall be filed with the Director of Administration using the online
1295 form or may be given to the Director of Administration at a Central Committee meeting to
1296 be placed on the Administration Committee's agenda.
- 1297 2. Amendments approved or revised by the Administration Committee will be placed on
1298 This Committee's agenda for consideration.
- 1299 3. If the Administration Committee declines a proposed amendment or fails to begin review
1300 within ninety (90) days of receiving an amendment, then it may be added to the agenda
1301 of the Central Committee meeting with the consent of a majority of This Committee.
- 1302 4. Proposed Bylaws changes affecting chartered clubs and/or the Council of Clubs shall be
1303 routed to the Director of Clubs for review by the Council of Clubs prior to consideration
1304 by the Administration Committee. The Council of Clubs shall have thirty (30) days to
1305 review and comment on the proposed changes prior to Administration Committee action.
- 1306 5. Administration Committee recommend wording of Bylaws amendments shall be made
1307 available electronically to all members of This Committee at least seven (7) days prior to
1308 the Central Committee meeting. Any member who wishes to have a printed copy shall
1309 make that request at least three (3) business days prior to the Central Committee
1310 meeting.
- 1311 6. The Director of Administration or any member of This Committee may move to add a
1312 Policies and Procedures amendment to a Central Committee agenda. A written copy of
1313 the amendment shall be made available to all members of This Committee in
1314 attendance. The sponsor must provide a minimum of seventy-five (75) written copies of
1315 the proposed amendment at the Central Committee meeting unless it has already been
1316 provided by the Director of Administration.

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