



**SD DEMS**  
**SAN DIEGO COUNTY DEMOCRATIC PARTY**  
**POLICIES AND PROCEDURES**

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## 1 SECTION I – Name and Purpose

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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

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### 8 A. Dues

- 9 1. Biennial dues for Public Ballot, Ex-Officio, Designated, Appointed, and Alternate members of  
10 This Committee shall be \$40 and \$10 in the case of students. Unless otherwise specified,  
11 dues must be paid no later than November 15 following the Statewide General Election prior  
12 to the start of the biennial term. The dues requirement must be met prior to serving on This  
13 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 the  
17 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 member  
20 vacancy at a Central Committee meeting and any Alternate they appoint at that same  
21 meeting, will have their dues requirement waived for that meeting only. Their 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 process  
25 have their dues requirement waived.
- 26 6. Each Alternate appointed during the biennial term has a dues requirement that must be met  
27 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 dues  
30 partially or entirely upon a showing of good cause. The deadline for requesting a waiver is  
31 November 1 to be considered prior to the November 15 dues deadline prior to the start of  
32 the biennial term. The deadline for requesting a mid-term dues waiver is within seven (7)  
33 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 apply.

### 36 B. Code of Conduct

37 As Party leaders, members of This Committee are expected to conduct themselves ethically,  
38 responsibly and with the knowledge that their actions as elected and appointed members of

39 This Committee reflect on the reputation of our Party. SDCDP shall strive to create a more open  
40 and inclusive environment for every Democrat and shall not tolerate any forms of harassment or  
41 discrimination. The following Code of Conduct shall be followed by all members of This  
42 Committee regardless of their membership class:

- 43 1. A member shall conduct oneself with civility and respect towards all other members and  
44 Democratic candidates while acting in an official capacity as a representative of the San  
45 Diego County Democratic Party.
- 46 2. A member shall not disparage the Democratic Party, Democratic candidates or support or  
47 avow a preference for a non-Democratic candidate, unless there is no Democratic candidate  
48 in that race. Disparagement shall be defined as:
  - 49 a. The publication or communication of false and injurious statements that are  
50 derogatory of the Party, candidate, the candidate's family.
  - 51 b. The publication or communication of slurs, epithets, name calling, threats or obscene  
52 gestures to or about a Democratic candidate.
- 53 3. A member shall not engage in harassment. Harassment includes, but is not limited to:
  - 54 a. Slurs, epithets, name calling, ridicule, threats or obscene gestures
  - 55 b. Inappropriate or profane images in public spaces
  - 56 c. Deliberate intimidation, stalking, or following of persons or witnesses of harassment
  - 57 d. Unwelcome advances
  - 58 e. Coercing inappropriate sexual or other conduct in exchange for a benefit
  - 59 f. Retaliation against complainant or witnesses to harassment
  - 60 g. Advocating for, or encouraging the above behavior
- 61 4. A member shall not discriminate against nor use discriminating language on the basis of  
62 race, color, ancestry, national origin, religion, sex, disability, age, genetic information, marital  
63 status, sexual orientation, gender identity and expression, medical condition, immigration  
64 status, physical appearance, military or veteran status or the status as a victim of domestic  
65 violence, assault or stalking.
- 66 5. A member shall abide by the principles embodied in the Code of Conduct when engaging in  
67 electronic communications, including on social media and social networking sites.
- 68 6. A member shall observe and abide by the rules of order and shall maintain decorum during  
69 meetings.
- 70 7. All members of This Committee must disclose any conflict of interest in all mail, email, social  
71 media, social networking sites or any other digital communication primarily directed to  
72 members of This Committee. Verbal disclosure of any conflicts of interest must be made  
73 when addressing This Committee, the Executive Board, an Area Caucus, or any other  
74 official meetings in whole or in part of This Committee, and during all in-person and  
75 telephonic communications.  
76 All members must declare any conflict of interest on their membership form and shall file a  
77 "Notice of Acquisition of Financial Interest" within fourteen (14) days of acquiring any  
78 additional material or financial interest. Each committee member's current disclosure

79 statement must be entered onto the SDCDP member website prior to being seated or within  
80 72 hours of filing mid-term. Further, any member who has a conflict of interest as described  
81 in the Bylaws must disclose such conflict of interest to the Chair and Secretary of the  
82 meeting within 72 hours of receiving the agenda for that meeting. Additionally a list of those  
83 who have declared a conflict of interest shall be disclosed before presentations or  
84 discussions of that agenda item at any meeting.

85

86 8. A member shall observe and abide by the Bylaws and the Policies and Procedures of the  
87 San Diego County Democratic Party and attend mandatory trainings as designated by a  
88 majority of This Committee.

89 9. A member shall not engage in any actions detrimental to This Committee.

90 10. Members who violate the code of conduct while speaking at any meeting of the Central  
91 Committee, Area Caucuses, and Committees of the San Diego County Party shall forfeit  
92 their speaking time. Members who violate the code of conduct or otherwise breakdown the  
93 order of a meeting may be ejected from any meeting of This Committee. Members who  
94 violate the code of conduct at any point in their service on This Committee may be subject to  
95 censure, suspension or removal pursuant to Article III (Vacancies and Removals), Section 8  
96 of the San Diego County Democratic Party Bylaws.

#### 97 C. Application and Oath

98 1. All applications are submitted electronically through the online member form. The  
99 timestamp is used for any deadlines. Member form processing will begin on the next  
100 business day. If multiple conflicting forms are submitted, the last form submitted will be the  
101 one that is processed.

102 2. As part of the application, members will provide contact information, meet any dues  
103 requirement, appoint an Alternate if eligible, provide demographic information, and swear  
104 the membership oath.

105 3. All members must complete the application no later than November 15 following the  
106 certification of the State General Election. Members appointed to fill a vacancy, must  
107 complete the application within fourteen (14) days of their appointment.

108 4. Exiting ADEM EBoard Members, Standing Committee members, and SDCDP Executive  
109 Board officers who have their terms extended as part of the Biennial Organization have the  
110 application and dues requirements waived.

111 5. Incoming ADEM Eboard Members and their Alternates must complete their applications by  
112 the Friday immediately following the ADEM meeting to be added to the roster and eligible to  
113 serve at the Biennial Organization meeting of the Central Committee.

#### 114 D. Credentialing and Eligibility

115 1. All requirements for mid-term credentialing must be met at least fourteen (14) days prior to  
116 the Central Committee meeting and credentialing will be completed at least seven (7) days  
117 prior to the Central Committee meeting.

118 11. The only additions to the roster during the credentialing period will be new voting members  
119 appointed by This Committee to fill a vacancy. Those members will be added to the roster  
120 when they have completed all credentialing requirements.

- 121 12. Members who change their registered address that results in a different Area will be  
122 reassigned to their new Area and the Executive Board shall be advised of the changes.
- 123 13. Individual members who cease to be members during the credentialing period will  
124 be removed from the roster and the Executive Board will be advised of any changes to the  
125 roster.
- 126 14. When a member changes their Alternate, their current Alternate will continue as the  
127 credentialed Alternate until the start of the Central Committee meeting where the member's  
128 new Alternate is credentialed.
- 129 15. When a club changes their Associate, the club's current Associate member will continue as  
130 the credentialed Associate until the start of the Central Committee meeting where the club's  
131 new Associate is credentialed
- 132 16. A club may submit an Associate member application prior to chartering or approval for  
133 additional affinity club Associate member positions. The member will be fully credentialed  
134 when This Committee approves the charter or the position.
- 135 17. Alternates or Associate members may be removed from the roster by their appointer at least  
136 five (5) days prior to any meeting and the Executive Board will be advised of any changes to  
137 the roster at least seventy-two (72) hours prior to the meeting.

#### 138 E. Appointment of Alternates

- 139 1. Elected, Ex-Officio, Designated, or Appointed members shall make a reasonable effort to  
140 appoint an Alternate within ninety (90) days of their election to office and within ninety (90)  
141 days after their Alternate's position becomes vacant.
- 142 2. Alternates shall become credentialed members at the next regular Central Committee  
143 meeting that is held at least fourteen (14) days after their appointer completes the Alternate  
144 appointment section of the member form, the Alternate completes the member form, and  
145 their dues requirement has been met. For the Biennial Organization, the deadline to meet all  
146 requirements of Alternate appointments is November 15 of the prior year.
- 147 3. Alternate appointments shall be made using the online member form. It is the member's  
148 responsibility to ensure their Alternate completes their own application for membership.
- 149 4. Alternate removals use the online member form. It is the member's responsibility to notify  
150 the Alternate that they have been removed.

#### 151 F. Appointment of Associates

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



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

#### 163 G. Affinity Club Associate Member Positions

164 1. The Central Committee may approve additional Associate members positions for an Affinity  
165 club if the club has twenty (20) members in an Area. The request for additional member  
166 positions and any updated roster must be received at least fourteen (14) days prior to the  
167 Central Committee meeting to be considered.

168 2. Once approved, the member position continues through the Biennial Organization Area  
169 Meeting as long as the club has twenty (20) members in the Area and the club has met all  
170 rechartering requirements by the November 15 deadline.

#### 171 H. Noticing and Decline-to-Serve Vacancies

172 1. All returning and incoming members will be notified of their Oath and Dues requirement in  
173 November prior to the Biennial Organizational Meeting.

174 2. Those who do not meet the requirements and deadlines will be considered decline-to-serve  
175 and a vacancy will be declared.

#### 176 I. Challenges to Member Eligibility

177 1. Any member of This Committee may challenge the membership of another member.

178 2. Membership challenges must be made via email to the Secretary. In the event the Secretary  
179 is the subject of the challenge, it must be made via email to the Director of Administration.

180 3. Challenges may include but are not limited to:

181 a. Any of the reasons listed in the Bylaws Article III Vacancies and Removals;

182 b. Falsification of voter registration for the purpose of membership in this Committee;

183 c. Failure to meet the membership requirements enumerated in Article II - Membership  
184 of the Bylaws, and/or Section II - Membership of these Policies and Procedures.

185 4. Challenges to membership will be reviewed by the Credentials Committee and considered  
186 by the Executive Board and Central Committee as enumerated in the Bylaws – Article III –  
187 Vacancies and Removals, Section 3. Removal Procedure. Should the challenge to remove  
188 the member for cause be defeated, then no such challenge for the same event or incident  
189 shall be in order for the remainder of the term.

#### 190 J. Changes to Contact Information or Registration

191 1. Changes to a member's contact information must be provided within fourteen (14) days of  
192 the change using the online member form.

193 2. A member who fails to report a change in registration that resulted in a change to their  
194 eligibility, including their Area assignment, has removed themselves from This Committee.

#### 195 K. Membership Roster Updates

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

## 198 SECTION III - Vacancies and Removals

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### 199 A. Attendance Sign-in, Notification and Records

- 200 1. Members are solely responsible for signing in at all meetings, no one else may sign in for  
201 them absent a disability which would prevent a member from signing for themselves.
- 202 2. It is the option of the Chair or the Vice Chair to take roll at any time. A member may be  
203 marked absent if they are not present for roll call even if they have signed in for the meeting.  
204 Attendance is for the full meeting.
- 205 3. It is the responsibility of the member to notify their Alternate if they will be absent. The  
206 presence of their Alternate does not excuse their absence.
- 207 4. Members may check on their attendance records by making a request to the SDCDP office  
208 by email.
- 209 5. If an Alternate member removes themselves by lack of attendance, their appointer will be  
210 notified.
- 211 6. If an Associate member removes themselves by lack of attendance, their appointer will be  
212 notified.

### 213 B. Definition of Publicly Advocating

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

### 217 C. Petitioning for Reinstatement after a Member Removes Themselves

- 218 1. The member must submit a request via the online member form to request a review of their  
219 membership with the Executive Board.
- 220 2. The petition will be reviewed at the next Executive Board meeting or the Chair may schedule  
221 a special meeting of the Executive Board within seven (7) days to review the request where  
222 the requestor may appear, and any persons wishing to support or deny the request. The  
223 Chair has the option to limit the number of persons who may appear.
- 224 3. Following the presentation, the room will be cleared for deliberations and a vote by the  
225 Executive Board. A vote to reinstate the member requires two-thirds (2/3) of the Executive  
226 Board voting in favor of reinstatement, the item will be placed on the next meeting of This  
227 Committee for ratification.
- 228 4. If the Executive Board declines to reinstate the member, the member may request a vote by  
229 This Committee at the next meeting. A vote to reinstate the member requires two-thirds (2/3)  
230 of This Committee voting in favor of reinstatement.

### 231 D. Petitioning for the Excuse of an Absence

- 232 1. A member may petition the Executive Board for an excuse of their most recent absence.
- 233 2. Petitions must be submitted using the member form within fourteen (14) days of the  
234 absence.

## 235 SECTION IV - Officers

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### 236 A. Temporary Absences

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

### 239 B. Seeking Public Office

240 Should any member of the Executive Board decide to seek public office, for which This  
241 Committee may endorse the member has resigned from the Board effective immediately upon  
242 publicly announcing their candidacy. This includes but is not limited to: This Committee, the  
243 Executive Board, an Area Caucus, a chartered Democratic Club, any form of media, or filing  
244 with any government entity.

## 245 SECTION V - Biennial Central Committee Organization

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

### 250 A. Following Certification of the Presidential Primary Election

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

### 254 B. Following Certification of Statewide Primary Elections

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

### 258 C. November following the General Election

- 259 1. In November following the General Election, all new and returning Public Ballot, Ex-Officio,  
260 and Designated members will be emailed links to the electronic application form, instructions  
261 for appointing alternates, notice of the open officer positions and the application process.  
262 Unless different contact information has been provided to the SDCDP by the member,  
263 notice will be given by the SDCDP using the email contact info supplied by the candidate to  
264 the Registrar of Voters when they filed to run for Central Committee.
- 265 2. Each Area will recommend a representative for the Nomination Committee as well as an  
266 alternate to serve in the event the representative is unable to serve. Any Central Committee  
267 member who is seeking a position on the Executive Board is ineligible to serve on the  
268 Nomination Committee. The designated members and alternates need to be members at  
269 the time of their appointment, but do not need to be returning members of This Committee  
270 as long as they are not terminated for cause or by their appointer during their service.
- 271 3. The Central Committee will have its final meeting of the term on the third or fourth Tuesday  
272 in November depending on Thanksgiving. Nomination Committee representatives and their  
273 alternates will be ratified.

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

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

279 D. November 15 Deadline

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

282 2. Deadline for appointing Alternates or GO Team or Club Associates for eligibility at January  
283 Area meetings.

284 3. All applications for Secretary, Controller, and Director of Administration are due. The  
285 Nomination Committee will begin meeting. Nominations may be accepted from the floor on  
286 the date of the election.

287 4. Nomination for Director of GO Team Board must be completed and deadline for completing  
288 GO Team Associate applications for eligibility at January Area meetings.

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

291 6. An incumbent Officer who is exiting as a Central Committee member, has the November 15  
292 deadlines waived and the dues requirement waived. They will continue as a voting member  
293 of the Executive Board and any committees they serve on; and as a non-voting member at  
294 Area or Legislative Caucuses. Their extended membership and duties as an officer will  
295 terminate at the end of the Central Committee meeting in the January Biennial Organization  
296 meeting of This Committee. Their extended membership does not apply to any prior-term  
297 Alternate.

298 7. An incumbent Standing Committee member who is exiting as a member of This Committee,  
299 has the November 15 deadlines waived and the dues requirement waived. They will  
300 continue as a voting member of the Standing Committees they serve on and as a non-voting  
301 member at Area and Legislative Caucuses. Their extended membership and duties as a  
302 Standing Committee member terminates at the end of the January Biennial Organizational  
303 meeting of This Committee. Their extended membership does not apply to any prior-term  
304 Alternate.

305 8. An incumbent ADEM EBoard Member has the November 15 deadlines waived and the dues  
306 requirement waived. This extended membership also applies to their current alternate  
307 credentialed for the November meeting of This Committee. The member is not eligible to  
308 change their Alternate during the extended membership; they may terminate their Alternate  
309 at any time. The extended membership(s) will terminate at the end of the Area Meeting on  
310 the second (2nd) Tuesday in January.

311 9. Deadline for This Committee to change the date of the January Central Committee meeting  
312 from third (3<sup>rd</sup>) Tuesday to a later date in January.

313 10. Deadline for DSCC delegation candidate statements.

314 E. First (1<sup>st</sup>) Tuesday in January

- 315 1. Central Committee member list is available to internal and external candidates. In the event  
316 that this is a holiday, this changes to the next business day. This roster is valid for the  
317 January Area, Legislative Caucus, and Central Committee meetings.
- 318 2. Executive Board meeting at the Chair's prerogative.
- 319 3. Club application deadline for new or late clubs that want to charter/re-charter in January.  
320 Primary Associate members application deadline for new and late clubs; member status is  
321 pending until club is chartered.
- 322 4. Candidates for the position of Chair of This Committee or Area Vice Chair must submit a  
323 notice of intent to run to the Secretary

324 F. [Second \(2<sup>nd</sup>\) Tuesday in January: Area Meetings](#)

- 325 1. All Areas will hold their first meeting of the new term at 7 p.m. on the second (2nd) Tuesday  
326 of January following the Statewide General Election.
- 327 2. The outgoing Vice-Chair will preside; they are only eligible to vote if they are a continuing  
328 member in the Area.
- 329 3. Members of the Area, including Public Ballot, Ex-Officio, Designated, Alternates, Lifetime  
330 and Associates will vote to:
- 331 a. Elect a Vice Chair to be ratified at the Central Committee meeting. If the outgoing  
332 Vice Chair is running for re-election, another member of the Executive Board who is  
333 registered in the Area will preside over the election. If no other Executive Board  
334 member is available or eligible to preside, the caucus will elect a convener for the  
335 Vice-Chair election from the membership.
- 336 b. Nominate members for Standing Committees to be ratified at the Central Committee  
337 meeting.
- 338 c. Elect an Area Secretary.
- 339 4. Hold legislative caucuses for any districts that are fully enclosed in the Area and have  
340 vacancies to be filled at the Central Committee meeting. Make recommendations to fill any  
341 vacancies.
- 342 5. Determine the Area meeting dates and time for the terms, location(s) if possible.
- 343 6. The prior-term ADEM EBoard member and their alternate are eligible to vote in the caucus  
344 by virtue of their extended membership term. If different, the incoming ADEM Eboard  
345 member or their newly designated Alternate, are not yet eligible to participate or vote in the  
346 Area meeting.

347 G. [Friday before the Central Committee Meeting](#)

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

350 H. [Third \(3<sup>rd</sup>\) Tuesday in January: Central Committee Meeting](#)

- 351 1. This Committee will hold the first meeting of the new term at 7 p.m. on the third (3<sup>rd</sup>)  
352 Tuesday of January following the Statewide General Election unless This Committee  
353 previously voted to change the Central Committee meeting to a later date in January.

- 354 2. Legislative caucuses that cross Area boundaries will meet at 6:30 p.m. prior to the start of  
355 the Central Committee meeting to make recommendations to fill any vacancies.
- 356 3. The outgoing Chair will preside.
- 357 4. At this meeting:
- 358 a. Vacancies will be filled as specified by Article III - Vacancies and Removals of the  
359 Bylaws.
- 360 b. A list of clubs to be chartered will be presented by the outgoing Director of Clubs and  
361 members will vote to charter the clubs.
- 362 c. All members will be sworn in.
- 363 d. The Chair for the term will be elected by a simple majority of the eligible members  
364 present and voting. If the outgoing Chair is running for re-election, the Most Recent  
365 Past Chair, the outgoing Chair Pro-Tem, or another member of the Executive Board  
366 selected by the outgoing Executive Board will preside over the election.
- 367 e. The Vice-Chairs elected by the Areas, the Director of Clubs, and the GO Team  
368 Director will be ratified as a consent item.
- 369 f. The Nomination Committee will make its report and the Secretary, Controller, and  
370 Director of Administration for the term will be elected.
- 371 g. The Standing Committee members nominated by the Areas will be ratified as a  
372 consent item.
- 373 h. Delegates to the California Democratic Party will be elected and California  
374 Democratic Party Executive Board members will be elected in accordance with these  
375 Bylaws Section XV.
- 376 5. Following this meeting:
- 377 An updated roster of Central Committee members will be prepared to include new members  
378 elected to fill a vacancy and Associate members for clubs that were chartered at the  
379 meeting. This will be the credentialed roster for all meetings until the next Central  
380 Committee meeting.
- 381 I. [Third \(3<sup>rd</sup>\) Saturday in January: Council of Clubs Meeting](#)
- 382 1. The Council of Clubs will hold their first meeting of the term with the newly elected Director  
383 of Clubs presiding.
- 384 2. Only those clubs who are chartered or have submitted their renewal chartering applications,  
385 documents, and fees are eligible to vote.
- 386 3. The Council of Clubs will select the Club of the Year for the prior term to be recognized at  
387 the Roosevelt Dinner.
- 388 4. The Council of Clubs will select at large members for the Club Development Committee if  
389 needed to ensure that the committee meets the representation requirements outlined in the  
390 committee's description in these Policies.
- 391 J. [First \(1<sup>st</sup>\) Tuesday in February: Executive Board Meeting](#)
- 392 1. The Executive Board will hold their first meeting of the term with the new Chair presiding.

- 393 2. At this meeting:
- 394 a. A Chair Pro-Tem will be elected from the Vice Chairs
- 395 b. Members of CSAC will be appointed by the Chair in accordance with these Policies,  
396 Section IX. Committees.
- 397 c. An alternate signer for checks will be appointed by the Executive Board in  
398 accordance with these Policies, Section XII. Requirements for Expenditures.

## 399 SECTION VI - Meetings and Notice

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### 400 A. Meetings

#### 401 1. Central Committee

- 402 a. Meetings of This Committee shall be held on the third Tuesday of the month, for  
403 each month that This Committee meets, as specified in Article V - Meetings, Section  
404 1. Number of Regular Meetings of the Bylaws.
- 405 b. The regular meeting date for an upcoming month may be changed by a majority vote  
406 of the quorum at a regular meeting. However, in an emergency, the Executive Board,  
407 with at least seven (7) days' notice, may change the date of the meeting.
- 408 c. The Executive Board, with at least seven (7) days' notice, may call a Special Meeting  
409 of This Committee.
- 410 d. The Central Committee endorsement meeting will be held after the Registrar of  
411 Voters closes filing, including any extension to filing, for Primary, General or Special  
412 Elections and after the Area endorsement recommendation meetings unless an  
413 adjusted timeline has been approved by the Executive Board. The regular Central  
414 Committee meeting may be rescheduled by the Executive Board to meet this  
415 requirement.
- 416 e. In the event an emergency causes a Central Committee meeting to be cancelled, the  
417 Chair may reschedule the meeting date, time, and location providing at least seven  
418 (7) days' notice to the members.
- 419 f. If the Chair is unable or unwilling to schedule a meeting, it may be called by a  
420 majority of the Executive Board or by a petition signed by a majority of the Voting  
421 members of This Committee. At least five (5) days' notice must be provided.

#### 422 2. Areas

- 423 a. Areas will hold endorsement recommendation meetings at least seven (7) days after  
424 the Registrar of Voters closes filing, including any extension to filing, and before the  
425 Central Committee endorsement meeting unless an adjusted timeline has been  
426 approved by the Executive Board.
- 427 1) A regular Area meeting may be rescheduled by the Vice Chair to meet this  
428 requirement.
- 429 2) The Vice Chairs will set the dates, times and locations of the endorsement  
430 recommendation meetings and will coordinate their meetings so that eligible  
431 members can participate in all meetings.

- 432 3) The Vice Chairs will provide thirty (30) days' notice to Clubs of any endorsement  
433 recommendation meeting.
- 434 4) Area Vice Chairs have the option to hold more than one recommendation  
435 meeting in this time period if the need arises.
- 436 5) All Area endorsement recommendation meetings will be held within the confines  
437 of the Area and at least one (1) calendar day before the Central Committee  
438 meeting.
- 439 b. For all other meetings, the date, time, and location of Area meetings shall be  
440 determined by vote of the Area's members as defined in Article II - Membership,  
441 Section 1. Membership and Article VII - Areas, Section 2. Membership of the Bylaws.
- 442 c. For all other meetings, by the vote of the body, membership may delegate the date,  
443 time, and location of the meeting to the Vice-Chair as needed.
- 444 d. An upcoming regular Area meeting date may be changed by a majority vote of the  
445 Area quorum. However, in an emergency, the Vice Chair, with at least seventy-two  
446 (72) hours' notice, may change the date and/or time of the meeting or add a special  
447 meeting.
- 448 e. If the Vice Chair is unable or unwilling to schedule a meeting, it may be called by a  
449 majority of the Executive Board or by a petition signed by a majority of the Area's  
450 membership. At least seventy-two (72) hours' notice must be provided.
- 451 f. Area Meetings shall be conducted by the Vice-Chair of the Area, or by a member as  
452 defined in Article VII - Areas, Section 2. Membership of the Bylaws designated by the  
453 Area Vice-Chair.
- 454 g. Only Members as defined in Article VII - Areas, Section 2. Membership of the Bylaws  
455 and those with cross-area invitations shall have voting rights.
- 456 3. Special Meetings
- 457 Special meeting of the Central Committee or an Area may be called as defined in the  
458 preceding paragraphs. All Legislative caucuses are special meetings.
- 459 4. Committees
- 460 a. The Chair of the committee shall propose a meeting date, time and location with the  
461 approval of a majority of the committee quorum.
- 462 b. An upcoming regular committee meeting date, time, or location may be changed by a  
463 majority vote of the committee quorum at a regular meeting. However, in an  
464 emergency, the chair, with at least seventy-two (72) hours' notice, may change the  
465 date and/or time of the meeting or add a special meeting.
- 466 5. Council of Clubs
- 467 a. The Council of Clubs shall meet on a regular basis, at least eight (8) times per year,  
468 with notification provided to all chartered club presidents.
- 469 b. The regular meeting date for an upcoming meeting may be changed by a majority  
470 vote of the Council of Clubs quorum at a regular meeting. However, in an  
471 emergency, the Director of Clubs, with at least seventy-two (72) hours' notice may  
472 cancel or change the date of the meeting.



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

479 7. Other Meetings

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

483 B. Notice

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

- 485 1. Notice is provided by electronically posting on the SDCDP website and by the Chair or Area  
486 Vice Chair, or their designee, sending an email through the Central Committee or Area  
487 mailing lists to the email address listed in the most recent membership records.
- 488 2. It is the responsibility of each member to keep their email current with the SDCDP and to  
489 read their email.
- 490 3. At member's request, accommodations may be made for alternative notification via  
491 telephone or U.S. Mail. Arrangements shall be made to the Secretary, Vice Chair or SDCDP  
492 Executive Director.
- 493 4. Committee notice is provided by each Committee Chair.
- 494 5. Council of Clubs notice is provided by electronically posting on the SDCDP website and via  
495 email through the Council of Clubs mailing list. When chartering, each club provides a club  
496 email address for this list. The club is responsible for keeping that email current with the  
497 SDCDP and sharing the notification within the club as needed.

498 C. Agenda and Minutes

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

503 D. Calendar and Timing

504 For the purposes of This Committee:

- 505 1. At least fourteen (14) days' prior means that if a meeting is on a Tuesday, the deadline is  
506 11:59 p.m. of the Tuesday two weeks prior to the meeting.
- 507 2. Within seven (7) days means that if a meeting is on a Tuesday, the deadline is 11:59 p.m.  
508 the following Tuesday.
- 509 3. Hours are used for anything less than three (3) calendar days. Hours are used for anything  
510 less than three (3) calendar days. At least forty-eight (48) hours' notice means that if a  
511 meeting is scheduled to start at 7:00 p.m. on Tuesday, the deadline is 6:59 p.m. on the

512 immediately preceding Sunday. Within twenty-four (24) hours means that if an email is  
513 received at 8:45 a.m., the deadline to reply is 8:44 a.m. the next morning.

514 4. A business day is a non-holiday weekday from 9:00 a.m. to 5:00 p.m. At least one (1)  
515 business day means a request or submission must be filed by 9:00 a.m. Friday for a meeting  
516 that takes place between 5:00 p.m. on Friday and 5:00 p.m. on Monday.

## 517 E. Internal Voting Procedures

518 1. A voice vote may be conducted if one of the following situations occur:

519 a. There is an internal election where there is only one candidate for a position, or the  
520 number of candidates is equal to or less than the number of available seats.

521 b. This Committee is considering an endorsement in which the options are a candidate  
522 and no endorsement.

523 c. This Committee is considering an endorsement in which the options are a ballot  
524 proposition and no endorsement.

525 2. At the discretion of the Chair of This Committee, or the Executive Board A vote by show of  
526 hands may be conducted if one of the following situations occur:

527 a. There is an internal election where there is more than one candidate for a position.

528 b. This Committee is considering an endorsement in which the options are more than  
529 one candidate and no endorsement.

530 c. When there is a consideration of censure or removal of a member of This  
531 Committee.

532 d. At the discretion of the Chair of This Committee, or the Executive Board

533 3. A vote by signed ballot may be conducted if one of the following situations occur:

534 a. There is an internal election with more than two candidates for a position.

535 b. This Committee is considering an endorsement in which the options are two or more  
536 candidates and no endorsement.

537 c. At the discretion of the Chair of This Committee, or the Executive Board.

538 4. A Vote by show of hands or by signed ballot shall be conducted as follows:

539 a. Members shall be presented with a "No Endorsement" option on all votes.

540 b. If no candidate receives a minimum of sixty percent (60%) in the first round of  
541 balloting, a second ballot shall be taken after removing the candidate receiving the  
542 fewest votes and any candidates receiving zero votes.

543 c. If in the second round of balloting a candidate receives at least fifty percent (50%)  
544 but less than the sixty percent (60%) threshold, subsequent balloting shall continue  
545 after removing the candidate receiving the least votes and any candidates receiving  
546 zero votes.

547 d. Balloting shall continue using the same procedure described above as long as one  
548 (1) candidate receives at least fifty percent (50%) but less than sixty percent (60%)  
549 and at least one (1) other candidate remains.

550 e. If after the completion of balloting, no candidate has received the minimum required  
551 votes to reach the sixty percent (60%) threshold for endorsement, the position of the  
552 body shall be No Consensus and may be reconsidered at a later date.

553

554 5. A roll call vote may be conducted at the discretion of the Chair of This Committee, a Vice  
555 Chair presiding over an Area caucus, a committee chair presiding over a committee,  
556 workgroup of This Committee, or any officer presiding over any official meeting of This  
557 Committee.

558 6. A secret ballot shall not be an option available to This Committee.

559 7. A blank ballot shall be considered an abstention.

560

561 8. A ballot where the voter cannot be identified, the voters' intent is unclear, or the vote is cast  
562 for an unavailable option, that ballot shall be considered invalid and shall not be counted.

563 9. This Committee, the Area Caucus, a committee, or the members of any other official  
564 meeting may vote by simple majority to change the method of voting on any business item  
565 to a voice vote or show of hands.

566 10. This Committee, the Area Caucus, a committee, or the members of any other official  
567 meeting may vote by a two-thirds (2/3) majority to change the method of voting to a roll call  
568 vote.

569 11. For internal elections if no candidate receives a majority of the vote, a run-off election shall  
570 be held between the two candidates receiving the most votes, either by voice vote or show  
571 of hands.

572 12. For an internal election if there are multiple vacancies for the same position, each vacancy  
573 will be considered separately.

574 13. In the case of a roll call vote or a signed ballot vote the members recorded vote shall be kept  
575 on record at the SDCDP office either physically or digitally for the remainder of the term.

576 14. Members may inspect any vote record by making a request to the SDCDP staff with X  
577 business hours. Such a request must be answered within ten (10) days.

578 15. SDCDP DSCC Delegate elections and SDCDP DSCC Executive Board representative  
579 elections shall be conducted pursuant to the Policies and Procedures, Section XVI DSCC  
580 Delegation.

## 581 SECTION VII – Areas and Caucuses

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

583 A. North Inland - 92003, 92025 92026, 92027, 92029, 92028, 92059, 92060, 92061, 92064,  
584 92127, 92128, 92129, 92069, 92078, 92082, 92096

585 B. North Coastal - 92055, 92007, 92008, 92009, 92010, 92011, 92014, 92024, 92054,  
586 92056, 92057, 92058, 92067, 92075, 92081, 92083, 92084, 92091, 92130, 92672  
587

- 588 C. Metro West Area - 92037, 92038, 92092, 92093, 92101, 92102, 92103, 92104, 92105,  
589 92106, 92107, 92108, 92109, 92110, 92111, 92115, 92116, 92117, 92119, 92120,  
590 92121, 92122, 92123, 92124, 92126, 92131, 92134, 92140, 92145, 92147
- 591 D. East Area - 91901, 91905, 91906, 91916, 91917, 91931, 91934, 91935, 91941, 91942,  
592 91945, 91948, 91962, 91963, 91977, 91978, 91980, 92004, 92019, 92020, 92021,  
593 92036, 92040, 92065, 92066, 92070, 92071, 92086
- 594 E. South Area - 91902, 91910, 91911, 91913, 91914, 91915, 91932, 91950, 92113, 92114,  
595 92118, 92135, 92136, 92139, 92154, 92155, 92173

596 **F. Assembly District Divided Zip Codes**

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

603 **G. Legislative Incumbents**

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

607 **H. Club Associates**

608 When chartering, all clubs identify the Area the club best identifies with for voting and  
609 attendance purposes and the primary Associate participates in that Area’s meeting.

610 **I. Area or Caucus Nominated Positions**

- 611 1. A special meeting of the Area may be called for noticing an Area nomination vacancy. A  
612 Legislative Caucus may be called as part of a regular Area meeting or as a special meeting.
- 613 2. Area or Caucus members must have at least seven (7) days’ notice of the vacancy and the  
614 dates of the meetings where nomination and ratification will be considered.
- 615 3. For a committee member vacancy, the Area Vice Chair may designate a member to serve  
616 on the committee until the Area makes their nomination. Following nomination, the nominee  
617 will serve on the committee until This Committee meets for ratification.
- 618 4. The Section IV. Internal Election Voting Procedures shall be followed for making the  
619 nomination.
- 620 5. Ratification of the nomination shall be a consent item at the first meeting of This Committee  
621 that follows the Area or Caucus nomination.
- 622 6. Should two candidates tie at fifty percent (50%) for nomination, a run-off election will be held  
623 at the meeting of This Committee.
- 624 7. Should the Area or Caucus fail to make a nomination, the election may be held at the  
625 meeting of This Committee.
- 626 8. Should This Committee fail to ratify or elect an Area or Caucus member to fill the vacancy,  
627 the vacancy is returned to the Area or Caucus and the process repeats.

628 SECTION VIII - Executive Board

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629 A. Voting by Email

- 630 1. The Executive Board shall be permitted to conduct votes by email.
- 631 2. Email Voting Procedures for Executive Board:
- 632 a. The Secretary shall serve as the Coordinator unless the Secretary is unavailable or  
633 ineligible to serve, in which case the Chair shall appoint another Executive Board  
634 member to serve as the Coordinator.
  - 635 b. The Coordinator shall determine that all Executive Board members have the  
636 capability of receiving and sending email in a timely manner. If a Board member  
637 does not have email access, the Coordinator shall contact the member by telephone  
638 or other means to Section IV obtain their vote.
  - 639 c. When an email vote is called for, it need not be the exclusive means of voting. An  
640 eligible voter may choose to cast a ballot by telephone or in writing, if signed by the  
641 voter, and received by the Coordinator within the time allotted for voting.
  - 642 d. An email vote is permissible only when it is determined that a matter must be  
643 decided before the next regularly scheduled Executive Board meeting and that it is  
644 not practical to call a special meeting in the time available. A call for a vote by email  
645 shall be made by either the Chair, by one of the Vice Chairs if the Chair is out of  
646 town or otherwise unavailable, or by a two-thirds (2/3) vote of the elected officers.  
647 For email voting purposes, a quorum shall be considered a majority of the Executive  
648 Board eligible to vote and is determined as votes are received by the Coordinator.
  - 649 e. For this purpose, a vote of "abstention" shall count as a vote cast toward the quorum.  
650 If the Coordinator does not receive a number of eligible votes equal to or greater  
651 than the quorum by the deadline for voting, the question shall fail.
  - 652 f. The Coordinator shall use all due diligence to assure that all Board members eligible  
653 to vote have received notice of the vote to be taken and any information or  
654 discussion necessary to be fully informed of the matter to be voted on and the  
655 consequences of the vote.
  - 656 g. The Coordinator shall allow a reasonable time for response of at least thirty-six (36)  
657 hours and make the deadline a prominent part of the call for ballot. If the notice of the  
658 vote is sent out between noon on Friday and 8:00 a.m. on Monday, the time for  
659 response shall be at least seventy-two (72) hours.
  - 660 h. The Coordinator shall verify that the email vote was cast from an email address  
661 registered to an eligible Executive Board member.
  - 662 i. The Coordinator shall not release any information prior to the final tally about the  
663 number of ballots or the nature of the votes cast except described below.
  - 664 j. The Coordinator shall tally the votes and announce the results to the Chair or  
665 presiding officer if other than the Chair within twenty-four (24) hours of the deadline  
666 for voting or as soon as the number of votes cast is sufficient to determine the  
667 outcome.

- 668 k. Board members shall be permitted to change their votes until the time that the results  
669 are announced to the Chair.
- 670 l. At the time of the announcement of the results to the Chair, the coordinator shall  
671 notify the members of the Executive Board of the outcome and of the specific vote  
672 cast by each Executive Board member.
- 673 m. The Executive Board shall notify This Committee of the outcome of the vote no later  
674 than the next regular meeting of This Committee.
- 675 n. Matters not covered herein shall be governed first, by the San Diego County  
676 Democratic Party Central Committee Bylaws, and second, by the most current  
677 edition of Roberts Rules of Order, Newly Revised.

## 678 SECTION IX - Committees

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### 679 A. Standing Committees

680 Standing Committee designation requires a Bylaws Amendment approved by This Committee.

681 This Committee has six (6) Standing Committees:

- 682 1. Administration Committee
- 683 a. Be chaired by the Director of Administration.
- 684 b. Assist in drafting, reviewing, and recommending amendments to the Bylaws and  
685 Policies and Procedures of This Committee for its approval.
- 686 c. Serve as part of the Credentials Committee of This Committee.
- 687 d. Be composed of the Director of Administration and one member from each Area to  
688 be chosen by that Area and ratified by This Committee. Up to three at-large  
689 members may be appointed by This Committee for gender or area balance.  
690 Additional members may be appointed for special expertise or to fill a vacancy using  
691 the process defined in IX.D.1 Appointments to Committees of these Policies and  
692 Procedures.
- 693 e. Meetings without a quorum will be considered working groups and materials  
694 developed will be voted on at subsequent meetings or via email.
- 695 2. Club Development Committee
- 696 a. Be chaired by the Director of Clubs.
- 697 b. Assist in drafting and implementing the annual plan for club development.
- 698 c. Assist in the organization of Democratic clubs and coalitions.
- 699 d. Provide assistance to Democratic clubs.
- 700 e. Review grievances against Democratic clubs or coalitions and advise the Executive  
701 Board of their findings.
- 702 f. Ensure SDCDP's Bylaws with respect to endorsements made by chartered clubs are  
703 understood and being followed. Work with individual clubs as needed to mitigate any  
704 problems that arise during the charter term.
- 705 g. Perform biennial review of SDCDP Clubs Manual.

706 h. Be composed of the Director of Clubs and one member from each Area to be chosen  
707 by that Area and up to two at-large members to be chosen by the Council of Clubs.  
708 At least one member of the committee shall be a representative of an Affinity club  
709 and at least one member of the committee shall be from a Geographic club. Nothing  
710 shall prevent said Committee from appointing additional members by majority vote,  
711 where special expertise is required using the process defined in IX.D.1 Appointments  
712 to Committees of these Policies and Procedures.

713 3. Credentials Committee

- 714 a. Be chaired by the Director of Administration and comprised of the Administration  
715 Committee and the Secretary.
- 716 b. Meets on an as needed basis for the purpose of examining the eligibility of members  
717 and reviewing any challenges to membership as outlined in Bylaws Article II-  
718 Membership, Section 1-5, and these Policies and Procedures Section II-  
719 Membership, Subsection A, C-K.
- 720 c. In the case of the planned or unforeseen absence of the Director of Administration,  
721 they may appoint one of the Credentials Committee members to chair the meeting or  
722 report the ruling in their absence.

723 4. Grassroots Organizing Committee (GO Team Board)

- 724 a. Be chaired by the Director of Grassroots Organizing.
- 725 b. Provide ongoing leadership for the Grassroots Organizing (GO) Team, an ongoing  
726 organization of precinct volunteers who focus on door-to-door and telephone contact  
727 in their own neighborhoods, responsible for:
- 728 c. Turning out voters for the Party's endorsed candidates and propositions.
- 729 d. Using consistent voter contact guidelines throughout the county to maximize  
730 effective use of Party and volunteer resources.
- 731 e. Encouraging voter registration, permanent mail voting, and down-ballot voting.
- 732 f. Work with SDCDP Executive Director to develop GO Team goals and policies that  
733 support the Party's mission and strategy.
- 734 g. Be composed of the GO Team's Countywide and Regional Coordinators who  
735 automatically are appointed as SDCDP Associate members if they are not already  
736 members in another class. Regional and Countywide Coordinators who serve as  
737 Associate members of This Committee are ratified during the Biennial Organization  
738 or following their appointment. Nothing shall prevent said Committee from appointing  
739 additional members by majority vote of the GO Team Board, where regional  
740 representation, community representation, or special expertise is required.

741 5. Resolutions Committee

- 742 a. The Resolutions Committee meets on an as needed basis to review and make  
743 recommendations on resolutions that have been submitted for endorsement by This  
744 Committee.
- 745 b. Resolutions must follow the rules in Article XIII – Endorsements, Section 1  
746 Resolutions in the Bylaws and in Section XIII – Endorsements, Section A  
747 Resolutions of these Policies and Procedures.

- 748 c. Be composed of the Chair Pro-Tem and one member from each Area to be chosen  
749 by that Area and ratified by This Committee. Up to three at-large members may be  
750 appointed by This Committee for gender or area balance. Additional members may  
751 be appointed for gender balance, special expertise or to fill a vacancy using the  
752 process defined in IX.D.1 Appointments to Committees of these Policies and  
753 Procedures.<sup>1</sup>
- 754 6. Ethics Committee
- 755 a. Be chaired or co-chaired by an appointee(s) of the Chair of This Committee.
- 756 b. Be composed of the Chair of This Committee, two appointees of different self-  
757 identified genders designated by each Area Vice Chair.
- 758
- 759 c. Review and evaluate allegations of unethical behavior or activities involving any  
760 Democrat residing in San Diego County.
- 761 d. Review and evaluate alleged violations of the SDCCDP Bylaws and Policies and  
762 Procedures.
- 763 e. Make a full report of their findings to the Executive Board in Executive Session  
764 including recommendations of a course of action including but not limited to;  
765 censure, removal, state party notification, law enforcement notification, or no action  
766 at all.
- 767 f. If the Executive Board recommends action, they will make a full report of their  
768 findings to This Committee in Executive Session.
- 769 g. Operate as follows:
- 770 1) All allegations shall be brought to the attention of the Chair of This Committee in  
771 writing.
- 772 2) The Chair shall refer the matter to the Ethics Committee.
- 773 3) The Ethics Committee shall meet with the maker(s) of the complaint in Executive  
774 Session.
- 775 4) If the Ethics Committee determines that a basis for review exists, the individual  
776 accused of unethical behavior shall be notified in writing by the chair of the Ethics  
777 Committee and shall be given the opportunity to rebut the allegations in person,  
778 also in Executive Session.
- 779 5) If the Ethics Committee recommends a course of action to the Executive Board, it  
780 shall be in Executive Session.
- 781 6) If there is a minority opinion on the Ethics Committee, a member of that  
782 Committee shall have the option to report it to the Executive Board.
- 783
- 784

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1



- 785 7. Extended Term During Biennial Reorganization  
786 a. Standing Committees meet on an as-need basis during the extended term from  
787 November through the January Biennial Organizational meeting.  
788 b. If an Area-elected Standing Committee member declines to participate during the  
789 extended term, the Area Vice Chair shall serve in the role.

790 B. Special Purpose Committees

791 Special Purpose Committee designation requires a Bylaws Amendment approved by This  
792 Committee.

- 793 1. Candidate Support and Assistance Committee (CSAC)  
794 a. Support Democratic candidates for partisan state-level offices.  
795 b. Be solely responsible for raising and expending all funds to be used by this  
796 Committee.  
797 1) This Committee shall have sole discretion over all its expenditures.  
798 2) This Committee shall be responsible for its entire overhead.  
799 3) This Committee shall maintain its own checking account.  
800 c. Operate by majority vote.  
801 d. Be composed of three members, who shall be the Chair of This Committee and two  
802 members appointed by the Chair of This Committee.  
803 1) One of the members appointed by the Chair of This Committee shall be  
804 designated as Chair of the Committee.  
805 2) The other member appointed by the Chair of This Committee shall be designated  
806 as Controller of this Committee.  
807 3) A three-fourths (3/4) majority vote of This Committee is required to remove a  
808 member.  
809 2. Communications Committee  
810 a. Assist in the development and execution of the SDCDP's Communications plan to  
811 include strategic objectives, tactics, audiences, benchmarks, messages, marketing,  
812 and steps for implementation.  
813 b. Be chaired by an appointee of the Chair of This Committee to be known as the  
814 Communications Coordinator and ratified by This Committee as a consent item.  
815 c. Be composed of the Communications Coordinator and no less than three (3)  
816 Democrats registered in San Diego County based on their experience and expertise  
817 in communications to be appointed by the Communication Coordinator and Chair of  
818 This Committee.  
819 d. Periodically review, evaluate, and update the SDCDP Communications plan.  
820 e. Provide communications support to SDCDP staff, Executive Board, and volunteers  
821 as needed.  
822 3. Credentials Committee

- 823 a. Be chaired by the Director of Administration. The Credentials Committee is  
824 comprised of the Administration Committee and the Secretary.
- 825 b. The Credentials Committee meets on an as needed basis for the purpose of  
826 examining the eligibility of members and reviewing any challenges to membership as  
827 outlined in the Bylaws Articles II - Membership and III – Vacancies and Removals  
828 and these Policies and Procedures Section II – Membership and III – Vacancies and  
829 Removals. Article II – Membership of the Bylaws.
- 830 c. In the case of the planned or unforeseen absence of the Director of Administration,  
831 he or she may appoint one of the Credentials Committee members to chair the  
832 meeting or report the ruling in his or her stead.
- 833 4. Membership Development Committee
- 834 a. Further the objective of having the membership of This Committee reflect the  
835 makeup of Democrats in San Diego County.
- 836 b. Be chaired by an appointee of the Chair of This Committee to be known as the  
837 Membership Development Coordinator and ratified by This Committee as a consent  
838 item.
- 839 c. Be composed of its coordinator and at least one registered Democrat from each Area  
840 of This Committee, appointed by the Membership Development Coordinator.
- 841 d. Recruit persons from underrepresented communities to run for This Committee.
- 842 e. Compile a list of registered Democrats from underrepresented communities who may  
843 be considered for appointment as alternates or when a vacancy on This Committee  
844 exists.
- 845 5. Nomination Committee
- 846 a. The Most Recent Past Chair will serve as the presiding officer for the committee. If  
847 the Most Recent Past Chair is not available or willing to serve in this capacity, the  
848 Executive Board will elect a different Chair from the Officers.
- 849 b. One member elected from each Area will serve on the committee. Each Area will  
850 also select an alternate member as previously defined.
- 851 c. The committee will review and interview applicants for the following Executive Board  
852 positions: Secretary, Controller, and Director of Administration.
- 853 d. The committee will submit a report of its recommendations for the Executive Board  
854 positions at the Biennial Organizational Meeting.
- 855 e. Recommendations for each of the Executive Board positions requires three (3) votes  
856 of the Nomination Committee.
- 857 f. If no applicant for an Executive Board position receives three (3) votes, or there is no  
858 applicant for said position, the positions is considered vacant and nominations for the  
859 vacant position will be accepted at the Biennial Organizational Meeting, as specified  
860 in Article IV - Officers, Section 2. Elections of the Bylaws.
- 861 g. The purpose of the committee will be considered completed following the election of  
862 the Executive Board at the Biennial Organizational Meeting.
- 863 6. Voter Registration Committee

- 864 a. Create, update, and execute the Voter Registration Plan for the SDCDP;  
865 b. Be chaired by an appointee of the Chair of This Committee to be known as the Voter  
866 Registration Coordinator and ratified by This Committee as a consent item;  
867 c. Be composed of its coordinator and at least one registered Democrat from each Area  
868 of This Committee, appointed by the Voter Registration Coordinator;  
869 d. Assist the Vice-Chairs in the development, deployment, and execution of SDCDP  
870 Voter Registration objectives.

871 7. Platform Committee

- 872 a. Be chaired or co-chaired by an appointee(s) of the Chair of This Committee and  
873 ratified by This Committee.  
874 b. Assist in drafting, reviewing, and recommending amendments to the Platform of the  
875 San Diego County Democratic Party for This Committees approval.  
876 c. Be composed of the co-chairs and two members of different self-identified genders  
877 from each Area to be chosen by that Area and ratified by This Committee. Up to  
878 three at-large members may be appointed by This Committee for special expertise or  
879 to fill a vacancy using the process defined in IX.D.1 Appointments to Committees of  
880 these Policies and Procedures.  
881 d. Meetings without a quorum will be considered working groups and materials  
882 developed will be voted on at subsequent meetings or via email.  
883 e. Amendments to the Platform recommended to the full Central Committee for  
884 consideration for adoption will be distributed via email to This Committee at least  
885 seven (7) calendar days prior to the meeting at which it is to be considered. A limited  
886 number of printed copies shall be available at the Central Committee meeting.

887 C. Ad Hoc Committees

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

891 1. Audit Committee

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

901 2. Elections Monitoring and Systems Committee

- 902 a. Be chaired by an appointee of the Chair of This Committee.

- 903 b. Recruit, train, and organize poll watchers.
- 904 c. Recruit, train, and organize poll workers for the Registrar of Voters [ROV].
- 905 d. Recruit, train, and organize mobile, quick-response teams to address issues that  
906 arise on Election Day.
- 907 e. Recruit, train, and organize legal advisors to be available throughout Election Day.
- 908 f. Recruit, train, and organize designated observers at the ROV on Election Night.
- 909 g. Recruit, train, and organize media teams together with the Communications  
910 Committee to report immediate post-election results.
- 911 3. Fundraising Committee
- 912 a. Be chaired by an appointee of the Chair of This Committee to be known as the  
913 Fundraising Coordinator.
- 914 b. Build a broad, sustainable donor base.
- 915 c. Assist in the coordination of Area fundraising events.
- 916 d. Perform such other duties as determined by This Committee.
- 917 e. Be composed of the Fundraising Coordinator and one member from each Area to be  
918 chosen by that Area, although nothing shall prevent said Committee from appointing  
919 additional members by majority vote, where special expertise is required.
- 920 4. Media Relations Committee
- 921 a. Be chaired by an appointee of the Chair of This Committee.
- 922 b. Assist in the development and execution of the SDCDP's media marketing plan.
- 923 c. Be composed of the Media Relations Coordinator, and at least one member from  
924 each Area.
- 925 1) Members must be registered Democrats and member of the SDCDP or  
926 Chartered Democratic Clubs.
- 927 d. As directed by the Executive Board or Chair of the SDCDP be responsible for the  
928 following:
- 929 1) Develop a media kit for distribution to Democratic Clubs and Candidates.
- 930 2) Write and produce press releases for print and broadcast media.
- 931 3) Develop a relationship with the news directors, editors, and reporters at the local  
932 newspapers, television stations, and local radio stations that have significant  
933 news departments.
- 934 4) Distribute Press releases and arrange press conferences with the appropriate  
935 media.
- 936 5) Develop a comprehensive list of media and media contacts for each area of the  
937 county.
- 938 6) Assist Clubs and other Democratic event planners in the creation and distribution  
939 of press releases.

- 940 7) Develop “talking points” for those Democrats who may be interviewed by the  
941 local media.
- 942 8) Develop a list of Democratic Office Holders, Candidates, and Clubs as a mailing  
943 list for media information, talking points, etc.
- 944 9) Coach and prepare Democrats, who may be interviewed by the media.
- 945 10) Critique interviews and articles done with and by Democrats
- 946 11) Assist in writing “letters to the editor” on current issues and in response to  
947 editorials.
- 948 12) Monitor pertinent media.
- 949 13) Develop a rating standard to track any political preferences of the various media.
- 950 14) Coordinate the providing of spokespeople as the media requests.

951 5. Candidate Evaluation Committee (CEC)

- 952 1. Leadership:  
953 Co-Chairs of differing Self-Identified genders appointed by the Chair of This Committee  
954
- 955 2. Representation:  
956 Two members elected by their areas at the reorganizing meeting each from differing  
957 self-identified genders.  
958
- 959 3. Mandate:  
960 a. Update our Questionnaire  
961 b. Review and propose viability and vetting procedures  
962 c. Review and propose incumbent scorecard / evaluation procedures  
963 d. Review and propose community input procedures  
964 e. Take input from members of the Committee and Caucuses about our  
965 endorsement and evaluations procedure  
966

967 6. Committee on Racial and Gender Equity

- 968 1. Leadership:  
969 Co-Chairs of differing Self-Identified genders appointed by the Chair of This Committee  
970
- 971 2. Representation:  
972 Two members elected by their areas at the reorganizing meeting each from differing  
973 self-identified genders.  
974
- 975 3. Mandate:  
976 a. Assist the Chair and staff with the implementation of the Community Voices Plan  
977 b. Advise the Chair on matters of Racial and Gender Equity and Justice  
978 c. Design a disparity study to be implemented at the beginning of the next term  
979 d. Identify bylaws, policies, and rules changes that promote diversity and equity on  
980 This Committee

981 e. Other relevant duties as designated by the Chair of This Committee or the  
982 Executive Board

983

984 7. Committee on Community Service

985 1. Leadership:

986 Co-Chairs of differing Self-Identified genders appointed by the Chair of This Committee

987

988 2. Representation:

989 Two members elected by their areas at the reorganizing meeting each from differing  
990 self-identified genders.

991

992 3. Mandate:

993 a. Identify and organize opportunities for This Committee to engage in community  
994 service

995 b. Present, Organize, and Execute community service opportunities approved by  
996 the Chair of this Committee

997

998 8. Issues and Advocacy Committee

999

1000 1. Leadership:

1001 Co-Chairs of differing Self-Identified genders appointed by the Chair of This Committee

1002

1003 2. Representation:

1004 Two members elected by their areas at the reorganizing meeting each from differing  
1005 self-identified genders.

1006

1007 3. Mandate:

1008 a. Track political issues and policy to be submitted to the Resolutions committee for  
1009 endorsement

1010 b. Coordinate with the Chair of This Committee the Party's issues and policy  
1011 advocacy and organizing efforts

1012 c. Other tasks as assigned by the Chair of This Committee or the Executive Board

1013 D. Committee Membership

1014 1. Appointments to Committees

1015 a. Any gender or area balance requirements must be observed in all appointments.

1016 b. In the event of an opening or vacancy on a committee where a representative  
1017 member is chosen by an Area's members, the vacancy will be filled as previously  
1018 outlined in these Policies and Procedures, Section VII. E. Area or Caucus Nominated  
1019 Positions.

1020 c. The Chair can recommend to the Executive Board additional members for a  
1021 Standing Committee as the need arises. The Executive Board, by a majority vote,  
1022 can approve the recommendation. The Standing Committee itself shall have fourteen  
1023 (14) days to vote on the recommendation to add the member. If a majority of the

- 1024 committee votes in favor of the addition, the new member will be added to the  
1025 committee, followed by ratification at the next Central Committee meeting. If they  
1026 decline to meet or vote, it will be considered a vote in favor of the addition. If they  
1027 vote against the addition, the Executive Board may request that This Committee  
1028 approve the addition with a sixty percent (60%) vote.
- 1029 d. Where special expertise is required, the Administration Committee and the Club  
1030 Development Committee may appoint additional members by majority vote followed  
1031 by ratification by This Committee. The GO Team Board may appoint Regional or  
1032 Countywide coordinators to fill a vacancy. The Executive Board may approve the  
1033 recommendation, and the new member may be added to the committee until such  
1034 time as This Committee is able to vote to ratify the new member.
- 1035 e. All other vacancies on a committee, once any minimum threshold of members has  
1036 been met, shall be up to the Chair of the Committee or the Chair of This Committee  
1037 to determine whether or not to fill the vacancy, dependent upon the nature of rules of  
1038 the committee.
- 1039 f. For any increase in membership being voted on by the committee itself, a minimum  
1040 of fourteen (14) days' notice to all members must be provided by email prior to the  
1041 meeting where the potential new member will be considered.
- 1042 2. Resignation from or Removal from Committees
- 1043 a. A member who has missed three (3) of the committee's meetings, from the time of  
1044 their appointment to date, has failed to meet the minimum level of attendance and is  
1045 deemed to have resigned from the committee.
- 1046 b. Members appointed to the committee by the committee itself may also be removed  
1047 by a vote of the committee, a minimum of three (3) days' notice to all members must  
1048 be provided by email prior to the meeting where vote will be considered.
- 1049 c. Any member may be removed from a committee for cause.
- 1050 d. Cause shall be defined as absences preventing the committee from meeting quorum,  
1051 lack of participation, or violations of the Code of Conduct.
- 1052 3. Removal from Committee for Cause Procedure
- 1053 a. If a member meets the criteria for removal:
- 1054 1) The Chair of the Committee shall refer the matter to the Executive Board to  
1055 consider recommending removal and shall notify the affected member of the  
1056 pending action.
- 1057 2) Prior to the vote of the Executive Board, the affected member shall be offered the  
1058 opportunity to appear before the Executive Board and show cause why removal  
1059 is unwarranted. Notification shall be from the Secretary of This Committee.
- 1060 3) The vote shall be conducted pursuant to Policies and Procedures, Section VI, E.  
1061 Internal Voting Procedure.
- 1062 4) Upon removal by a two-thirds (2/3) vote of the Executive Board of This  
1063 Committee, the Secretary of This Committee shall notify the affected member of  
1064 the Executive Board's action.

- 1065 b. If a member has been removed from a committee, said former committee member  
1066 cannot be elected nor appointed to the committee from which they were removed  
1067 until the term of This Committee from which the committee was formed has expired.
- 1068 c. All notification to the affected member shall be in writing to the email address on file.
- 1069 4. Absence or Vacancy of Committee Chair
- 1070 a. In the absence of a committee chair, the chair will designate another committee  
1071 member to serve for that meeting.
- 1072 b. If the committee chair did not designate another member to serve in their absence,  
1073 or for any vacancy, committee members will vote to elect a committee chair pro-tem  
1074 for the duration of the absence or vacancy. The motion may be made and the vote  
1075 may be called by any member of the committee in person or via email.

1076 E. Committee Policies

- 1077 1. Quorum for committee meetings is fifty percent (50%).
- 1078 2. Teleconference and video conference for committee meetings is at the discretion of the  
1079 committee chair.
- 1080 3. Email voting is at the discretion of the committee chair and should follow a similar timeline  
1081 and process to the Executive Board voting previously outlined in these Policies and  
1082 Procedures to ensure all committee members are given the opportunity to participate.

1083 SECTION X - Democratic Organizations

---

1084 A. Chartering and Charter Renewals

1085 The annual chartering term is from one January meeting of This Committee to the next. A  
1086 Democratic Club or Democratic Coalition seeking to charter or renew their charter shall comply  
1087 with the following procedure:

- 1088 1. All chartering is done electronically with online forms and email. The club or coalition shall  
1089 provide a copy of its constitution and/or bylaws, its membership list, and the completed  
1090 charter application form. It shall also transmit to the SDCDP a chartering fee, and proof of  
1091 compliance with Article X - Democratic Organizations, Section 3. Requirements of the  
1092 Bylaws.
- 1093 2. For clubs renewing their charter, the deadline for all chartering requirements, including any  
1094 Associate member applications and additional Associate member applications, is November  
1095 15. Renewing clubs that meet all aspects of the November 15 deadline have vote eligibility  
1096 at the January Area meeting for their designated Area(s). Renewing clubs that miss any  
1097 aspect of the November 15 deadline are ineligible for participation in the January Area  
1098 Organizational meeting; they may still charter in January.
- 1099 3. The deadline for meeting all chartering requirements is at least fourteen (14) days prior to  
1100 the Central Committee meeting for the charter to be considered.
- 1101 4. Club Associate member designations and applications that are submitted at least fourteen  
1102 (14) days prior to the Central Committee meeting where the club charter is being considered  
1103 will be credentialed as pending. The pending status will be removed as soon as the club is  
1104 chartered, and the Associate member(s) will have full standing at their Area meetings.



1105 5. The annual chartering fee shall be \$48 which will be pro-rated for any new charters during  
1106 the annual term. Fees for additional Associate members shall be \$20 per additional member  
1107 requested. The Executive Board may waive the chartering fee for any club or coalition that  
1108 demonstrates that payment of the chartering fee would constitute an economic hardship.  
1109 Campus organizations and other student-based clubs demonstrating all other criteria listed  
1110 in Article X - Democratic Organizations, Section 3. Requirements of the Bylaws shall have  
1111 their chartering fee waived.

1112 6. The Executive Board may waive the list requirement in the chartering process and fashion  
1113 alternative means to verify the number and registration of club or coalition members.

1114 7. Successful chartering with twenty (20) unique voting members shall entitle the club to a  
1115 Central Committee Associate membership with all of the duties and responsibilities outlined  
1116 for Associate Members in the Bylaws, Policies and Procedures.

1117 8. When seeking the renewal of its charter, a club or coalition shall furnish the Director of Clubs  
1118 with the items specified in Paragraph A of this section. The failure to provide these items  
1119 shall constitute good cause for denying renewal of a charter.

#### 1120 B. Club Officer and Associate Member Changes During the Charter Period

1121 1. See Section II. Membership, C. Appointment of Associates for requirements on  
1122 completing the member form.

1123 2. Club officer changes must be submitted to the Director of Clubs within thirty (30) days of  
1124 the change or election whichever comes first. Reporting a change in officers does not  
1125 change the Club's Associate member(s) to This Committee.

1126 3. The incoming president of the club may fill the Associate Member position, or the club  
1127 may select a different member to fill the position according to the process defined in the  
1128 club's bylaws and as required by the SDCDP Bylaws X.3.F.

1129 4. Clubs should be cognizant of the deadlines and requirements for Associate appointment  
1130 and credentialing to ensure that they have continuous representation at Area meetings.

#### 1131 C. Bylaws Changes During the Charter Period

1132 If a club changes their bylaws during the charter period, a new copy of the bylaws with an  
1133 outline of the changes must be submitted to the Director of Clubs within thirty (30) days and  
1134 their charter is subject to review by the Executive Board. A club has the option to submit  
1135 proposed bylaw changes and have those changes reviewed by the Executive Board prior to  
1136 taking a club vote on the new bylaws.

1137

#### 1138 D. Organization of New Affinity Clubs

1139 Prior to submitting a charter application, at least one representative of a proposed new Affinity  
1140 club shall appear in person at a Central Committee meeting to provide an overview of the  
1141 purpose and goals of the club and to announce the notice of their next organizational meeting.  
1142 The proposed club's organizational meeting shall be added to the SDCDP calendar, noticed to  
1143 all Central Committee members via email, and must be open to all interested Democrats. The  
1144 club's charter application may be considered at the next meeting of This Committee following  
1145 the club's organizational meeting.

1146 SECTION XI - Annual Budget Development

---

1147 A. Deadlines

- 1148 1. Each officer shall submit a proposal for a budget to the Controller by September 1 of each  
1149 calendar year preceding the fiscal year. For example, Officers elected in 2013 shall submit  
1150 their budget proposals by October 1, 2013.
- 1151 2. The Controller shall submit to the Executive Board a proposed annual budget at the  
1152 regularly scheduled Executive Board meeting in November.
- 1153 3. As of March 1 of each year, all reimbursements, receipts, requests for payment, requests to  
1154 transfer expenses, or any other type of expenditure request from the preceding fiscal year  
1155 that are not or have not been received by the Finance Committee shall not be honored  
1156 except by a two-thirds (2/3) vote of the Executive Board.

1157 B. Revisions

- 1158 1. The Controller may submit a revised budget to the Executive Board at any time during the  
1159 fiscal year.
- 1160 2. Upon its approval by the Executive Board, the revised budget shall be presented at the next  
1161 meeting of This Committee.
- 1162 3. Approval by This Committee shall follow the procedure set forth in Article XI - Annual  
1163 Budget, Section 2. Unbudgeted Expenditures of the Bylaws.

1164 SECTION XII - Requirements for Expenditures

---

1165 A. All Expenditures

1166 All expenditures shall be made in accordance with Article XII - Requirements for Expenditures of  
1167 the Bylaws.

1168 B. Unbudgeted Expenditures

1169 The Executive Board may approve an unbudgeted expenditure of less than one thousand  
1170 dollars (\$1,000). The approved action shall be announced at the following regular meeting of  
1171 This Committee. An unbudgeted expenditure equal to or greater than one thousand dollars  
1172 (\$1,000) shall require approval from This Committee.

1173 C. Competitive Bidding

1174 When feasible, major projects shall be let out for bid and awarded at the conclusion of the  
1175 competitive bidding process.

1176 D. Signatures

- 1177 1. Either the Chair of This Committee, an appointed designee of the Executive Board, or the  
1178 Treasurer may sign checks.
- 1179 2. All expenditures shall be immediately reported to the Treasurer to ensure compliance with  
1180 campaign finance laws.

1181 SECTION XIII - Endorsements

---

1182 A. Resolutions

1183 1. Submission

- 1184 a. Resolutions shall be submitted electronically in an editable format to the Chair of the  
1185 Resolutions Committee unless other accommodations are needed. at least seven (7)  
1186 calendar days prior to the Central Committee meeting at which consideration is  
1187 requested.
- 1188 b. Resolutions must be received at least seven (7) calendar days prior to the Central  
1189 Committee meeting at which consideration is requested.
- 1190 c. Submissions will be considered by the Resolutions Committee before submission to  
1191 This Committee.
- 1192 d. The Chair of the Resolutions Committee may determine that immediate  
1193 consideration of a resolution received less than seven (7) calendar days prior to a  
1194 Central Committee meeting is warranted because of its emergency nature and  
1195 forego review by the Resolutions Committee for consideration and bring it directly to  
1196 This Committee.
- 1197 e. Resolutions recommended to the full Central Committee for consideration for  
1198 endorsement will be distributed via email to This Committee at least two (2) calendar  
1199 days prior to the meeting at which it is to be considered. A limited number of printed  
1200 copies shall be available at the Central Committee meeting.
- 1201 f. The Chair of the Resolutions Committee shall determine whether a member is willing  
1202 to sponsor any resolution submitted by a non-member.

1203 2. Format

- 1204 a. Resolutions shall be no longer than 400 words.
- 1205 b. Whereas clauses shall be limited to three (3) or less.
- 1206 c. Resolve clauses shall be limited to two (2) or less. The final resolve clause shall  
1207 explicitly detail what actions the resolution will require of This Committee.
- 1208 d.

1209

1210 3. Applicability

- 1211 a. Resolutions shall be relevant to the purpose of This Committee as defined in Article  
1212 XIII - Endorsements, Section 1. Resolutions of the Bylaws.
- 1213 b. If such a resolution is not deemed relevant to the purpose of This Committee, then  
1214 one of the whereas clauses must explain why said resolution is being brought before  
1215 This Committee.

1216

1217 2. Adoption

- 1218 a. A resolution must be reviewed by the Resolutions Committee for recommendation,  
1219 or, by the Chair of the Resolutions Committee for emergency consideration.
- 1220 b. Resolutions that are heard on an emergency basis, are related to legislation, or  
1221 pertain to local initiatives need a minimum sixty percent (60%) vote to be adopted by  
1222 This Committee. All other resolutions shall be adopted by a majority vote.
- 1223 c. Should the Resolution Committee decline to recommend a resolution, or the Chair of  
1224 the Resolution Committee declines a late submission for emergency consideration,  
1225 This Committee, by a two-thirds (2/3) vote, may take up the resolution provided there  
1226 are one hundred (100) printed copies for distribution.

1227 2. Action

- 1228 a. Approved resolutions will be added to the SDCDP website.
- 1229 b. If specified in the resolve clause, the resolution will be printed on letterhead, with as  
1230 many copies as specified in the resolve clause and accompanied by a letter signed  
1231 by the Chair.

1232 3. Sponsor Responsibilities

- 1233 a. Sponsors of resolutions that are declined for recommendation or emergency  
1234 consideration and who wish to petition This Committee to add the resolution to the  
1235 agenda, must also make seventy-five (75) printed copies available for consideration  
1236 at the Central Committee meeting.
- 1237 b. If the resolution is endorsed, the sponsor may request a general-purpose cover letter  
1238 and additional copies on letterhead. Dissemination and distribution beyond what is  
1239 specified in the resolve clause is the responsibility of the sponsor of the resolution.

1240 B. Candidate Endorsement Application and Questionnaires

- 1241 1. The Executive Board, or it's designee, shall produce a Judicial Candidate Questionnaire and  
1242 Non-Judicial Candidate Questionnaire and submit said Questionnaires to This Committee  
1243 for approval no later than the May Central Committee meeting following the Biennial Central  
1244 Committee Organization Meeting. The Executive Board may develop additional  
1245 Questionnaires at their discretion for approval of This Committee.
- 1246 2. The Executive Board shall appoint a committee of members and staff to review and update  
1247 the Non-Judicial Candidate Questionnaire and Judicial Candidate Questionnaire at their  
1248 Biennial Organization meeting. Questionnaires, whether modified or not, shall be submitted  
1249 to This Committee for approval no later than the May Central Committee meeting following  
1250 the Biennial Central Committee Organization Meeting.
- 1251 3. At a minimum, the Non-Judicial Candidate Questionnaire shall contain the following  
1252 questions:
  - 1253 a. If elected, I will not endorse non-democratic candidates in any challenged political  
1254 race. YES or NO
  - 1255 b. If I have endorsed a non-democratic candidate in a non-challenged political race and  
1256 a Democratic challenger is subsequently endorsed by This Committee, I agree I  
1257 must withdraw my endorsement of the non-Democratic challenger immediately. YES  
1258 or NO

- 1259 4. Democratic candidates are provided an endorsement application and questionnaire by  
1260 SDCDP when they file for office or are being considered for early endorsement.
- 1261 5. All applications shall be delivered by email, or absent an email address by U.S. Mail, to the  
1262 address on file with the County Registrar of Voters unless the candidate has otherwise  
1263 submitted a different preferred email or U.S. Mail address to the SDCDP.
- 1264 6. Candidates seeking endorsement must return the completed application and questionnaire  
1265 at least two (2) business days prior to the meeting where they are seeking a  
1266 recommendation or endorsement.
- 1267 a. In the event the Registrar of Voters extends the filing period for a specific office, the  
1268 application must be returned at least twenty-four (24) hours prior to the meeting  
1269 where the candidate is seeking recommendation or endorsement.
- 1270 b. Questionnaires which are returned after the stated deadlines may not be included in  
1271 the summary provided to members for consideration.
- 1272 7. Candidate questionnaire responses are summarized for internal use only by the Area  
1273 Caucuses and This Committee. Summary documents or candidate responses are prohibited  
1274 from release by any Central Committee member to the public.
- 1275 8. Candidate questionnaire responses for successful candidates shall be retained by the  
1276 SDCDP office for the duration of the officeholder's term(s) in that office.
- 1277 9. No part of the candidate applications, questionnaires, or summaries are released by This  
1278 Committee or the SDCDP to the public, allies, or any affiliated organization including  
1279 chartered clubs.
- 1280 10. Only candidates endorsed by This Committee may request permission to use the name  
1281 and/or logo of the San Diego County Democratic Party for their campaign.

### 1282 C. Strategically Critical Designation and Endorsement

- 1283 1. This Committee may make early endorsements in "strategically critical" races in order to  
1284 give the Party a chance to play a more significant role in races where early involvement and  
1285 organizing could prove to be a key factor in winning that particular election.
- 1286 2. The designation, recommendation, and endorsement is a multi-step process:
- 1287 a. Recommendation from Area to the Executive Board for the race to be considered  
1288 strategically critical.
- 1289 b. Approval by the Executive Board for the race to be considered strategically critical.
- 1290 c. Approval of strategically critical designation by a two-thirds (2/3) vote of This  
1291 Committee.
- 1292 d. Endorsement recommendation from Area for the designated race.
- 1293 e. Endorsement approval by This Committee.
- 1294 3. Recommendations should meet at least one of the following criteria:
- 1295 a. The district must have statistically competitive advantage.
- 1296 b. Having an identified Democrat who has garnered support through numerous  
1297 endorsements, has previously been endorsed by the Party, has demonstrated the  
1298 ability to fundraise, or has established a significant campaign organization.

1299 c. Areas are encouraged to limit their recommendations to no more than three (3) races  
1300 per Area in an election cycle.

1301 4. The designation of strategically critical pertains to early endorsements and does not confer  
1302 any other benefits or any guarantee that there will be a candidate or an endorsement.

#### 1303 D. Races that Cross Area Boundaries

1304 The Secretary will prepare a list of the members who will have cross-area invites including  
1305 which districts they are eligible to vote for. This list will be used by SDCDP and the Vice Chairs  
1306 to invite members to Area endorsement recommendation meetings and to add members to the  
1307 credentialed list of voters for the appropriate districts.

#### 1308 E. Rules Concerning Recommendations, Endorsements and Ballot 1309 Propositions/Initiatives

1310 The rules outlined in this section apply to full Central Committee endorsement meetings and  
1311 Area endorsement recommendation meetings. Only the Central Committee can make an  
1312 endorsement and the Areas recommend endorsements to that body.

1313 1. Areas may make recommendations on Endorsements and Ballot Propositions at meetings  
1314 held prior to the Central Committee meeting.

1315 a. Club Associate members endorsement recommendation voting rights are activated  
1316 when:

1317 i. The number of Democratic candidates is equal to or less than the number of  
1318 available seats.

1319  
1320 ii. The Club has held a valid endorsement vote in that race and provides proper  
1321 documentation of the Club's endorsement vote, and submits the form to the  
1322 Party forty-eight (48) hours prior to the Area Caucus meeting at which the  
1323 endorsement recommendation will occur, and shall be bound to the clubs  
1324 position during the endorsement vote until that position is no longer an  
1325 option.<sup>2</sup>

1326  
1327 b. For Countywide and San Diego Citywide races including ballot measures, each Area  
1328 may make a non-consent recommendation on the race.

1329 c. For races where the district is fully contained in an Area, the enclosing Area shall  
1330 make the recommendation.

1331 d. For all other races, endorsement recommendation meetings will be hosted in the  
1332 Area Caucus in which there is a plurality of voters registered as Democrats of the  
1333 last General Election either Gubernatorial or Presidential.

1334 1) Central Committee members registered to vote outside of the hosting Area,  
1335 but inside of the district for which recommendation is being considered, shall

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<sup>2</sup> The policy involving the binding of club associates votes will begin on September 20, 2019.

- 1336 also be eligible to vote and shall be notified of the consideration meeting at  
1337 the same time and in the same manner as the Area's members.
- 1338 2) Vice Chairs shall coordinate their endorsement recommendation meetings so  
1339 they will not overlap and all eligible members have the opportunity to  
1340 participate.
- 1341 3) All cross-area races will be considered before races fully contained in the  
1342 Area.
- 1343 B. Voting shall be done pursuant to Policies and Procedures, Section VI, E. Internal Voting  
1344 Procedure.
- 1345 C. No candidates may be present during debate on their specific endorsement or  
1346 recommendation.
- 1347 D. A position on a candidate requires a minimum sixty percent (60%) vote.
- 1348 1. Members shall be presented with a "No Endorsement" option on all votes.
- 1349 2. If no candidate receives a minimum of sixty percent (60%) in the first round of  
1350 balloting, a second ballot shall be taken after removing the candidate receiving the  
1351 fewest votes and any candidates receiving zero votes.
- 1352 3. If in the second round of balloting a candidate receives at least fifty percent (50%)  
1353 but less than the sixty percent (60%) threshold, subsequent balloting shall continue  
1354 after removing the candidate receiving the least votes and any candidates receiving  
1355 zero votes.
- 1356 4. Balloting shall continue using the same procedure described in D.3, as long as one  
1357 (1) candidate receives at least fifty percent (50%) but less than sixty percent (60%)  
1358 and at least one (1) other candidate remains.
- 1359 E. If after the completion of balloting, no candidate has received the minimum required  
1360 votes to reach the sixty percent (60%) threshold for endorsement, the position of the  
1361 body shall be No Consensus and may be reconsidered at a later date. A position on a  
1362 ballot initiative or proposition requires a minimum sixty percent (60%) vote. Members  
1363 have the option of voting "No Position." If a motion to endorse or oppose fails, the  
1364 position of the body is "No Position."
- 1365 F. If the Executive Board recommends a Consent Agenda of candidates or ballot  
1366 measures, acceptance shall require the approval of a minimum sixty percent (60%) vote.
- 1367 G. Any member of This Committee may request that a candidate or ballot measure be  
1368 pulled from the Consent Agenda for consideration with a fifty percent (50%) vote.
- 1369 H. Those races pulled from the Consent Agenda shall be handled as non-consent agenda  
1370 items in accordance with Part D or E of this section.

1371 I. Any endorsement made in a Primary election carries forward with any candidate who  
1372 advances to a run-off election for the same office.

1373 J. Once the results of a Primary Election are clear, any race lacking an endorsed  
1374 Democratic candidate for the General Election run-off may be considered for  
1375 recommendation at the next Area meeting provided the Clubs have been given thirty  
1376 (30) days' notice and then for endorsement the Central Committee meeting following  
1377 that Area meeting.

1378

## 1379 SECTION XIV - Awards, Honorariums or Grants

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### 1380 A. Format

1381 All proposed awards, honorariums or grants (awards) shall be typed or printed. They may not be  
1382 handwritten.

### 1383 B. Criteria and Details

1384 The proposed awards must set forth the following:

- 1385 1. The purpose of the awards and the Democratic ideals or values that will be promoted by the  
1386 award;
- 1387 2. Identity of the individual or organization sponsoring the award;
- 1388 3. Whether the award will be a single award or perpetual award;
- 1389 4. The amount of the award;
- 1390 5. The funding of the amount awarded; and
- 1391 6. The criterion for choosing the recipient of the award.

### 1392 C. Applicability

- 1393 1. Awards shall be relevant to the purpose of This Committee as defined in Article I - Name  
1394 and Purpose, Section 2. Purpose of the Bylaws.
- 1395 2. If an award is not relevant to the purpose of This Committee, then good cause must be  
1396 presented in writing accompanying the proposed award.

## 1397 SECTION XV - Records

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### 1398 A. Custody and Maintenance

- 1399 1. The Secretary shall maintain all Central Committee membership records and keep custody  
1400 of an up-to-date electronic copy of the current fiscal year's membership records.
- 1401 2. The Secretary or The Chair shall ensure all adopted agendas, approved minutes, and  
1402 attendance records for meetings of This Committee and Executive Board are provided to the  
1403 SDCDP Executive Director within seventy-two (72) hours. The Secretary shall maintain all  
1404 Central Committee and Executive Board minutes and keep custody of an up-to-date  
1405 electronic copy of the current fiscal year's minutes.



- 1406 3. The Vice Chairs or convener shall ensure all adopted agendas, approved minutes, and  
1407 attendance records for their Area meetings are provided to the SDCDP Executive Director  
1408 within seventy-two (72) hours.
- 1409 4. The Controller shall maintain the Central Committee budget records and keep custody of an  
1410 up-to-date electronic copy of the current fiscal year's budget.
- 1411 5. The Treasurer shall maintain all Central Committee financial reporting and campaign  
1412 spending records and keep custody of an electronic copy of the current fiscal year's financial  
1413 reporting and campaign spending records.
- 1414 6. The Director of Administration shall maintain the Central Committee Bylaws and Policies  
1415 and Procedures and keep custody of an up-to-date electronic copy of them and provide  
1416 them to the SDCDP Executive Director who shall retain electronic copies of them.
- 1417 7. The Director of Administration shall maintain a list of all submitted amendments and their  
1418 current status. The list will be viewable by all Central Committee members.
- 1419 8. The Chair of the Resolutions Committee shall maintain the proposed Resolutions and  
1420 provide an electronic copy of them to the SDCDP Executive Director who shall maintain  
1421 electronic copies of approved resolutions.
- 1422 9. The Chair of the Platform Committee shall maintain the proposed Platform  
1423 recommendations and current platform of the San Diego County Democratic Party and  
1424 provide an electronic copy of them to the SDCDP Executive Director who shall maintain  
1425 electronic copies of the approved platform.
- 1426 10. The Director of Clubs shall acquire of the most current bylaws and membership records of  
1427 all chartered organizations and provide them to the SDCDP Executive Director who shall  
1428 retain electronic copies of them.
- 1429 11. The SDCDP Executive Director shall ensure that electronic data is backed up.

1430 **B. Copies**

- 1431 1. Records that are not available electronically shall be printed and stored at SDCDP  
1432 headquarters.
- 1433 2. Electronic back-up copies of all records mentioned in Section XV, Paragraph A of these  
1434 Policies and Procedures shall be kept by the officers responsible for them.

1435 **C. Access**

- 1436 1. Democrats registered in the county of San Diego shall be able to view a printed copy of This  
1437 Committee's current:
- 1438 a. List of Members.
- 1439 b. Central Committee minutes.
- 1440 c. Central Committee Bylaws, Policies and Procedures, and Resolutions.
- 1441 d. Chartered organization bylaws.
- 1442 2. Central Committee members shall be able to view and obtain a printed copy of This  
1443 Committee's current and previous:
- 1444 a. Budgets.

- 1445           b. Financial reporting and campaign finance records.
- 1446           c. Chartered-club officer lists.
- 1447   3. Executive Board members shall be able to make an appointment to view This Committee's  
1448   current voter information data.
- 1449   4. Individuals or organizations with business before This Committee may request a list of  
1450   current members for communication purposes related to that business.
- 1451           a. The list is not transferrable.
- 1452           b. The list will include names, political districts, SDCCDP Area, mailing addresses, and  
1453           preferred phone numbers of all members including Alternates and Associates. Email  
1454           addresses will be included for members who have opted in to receive email for this  
1455           purpose.
- 1456           c. For candidates and campaigns, the processing fee is \$25.
- 1457               1) The business in front of This Committee shall be disclosed, and campaigns shall  
1458               be named.
- 1459               2) The list may be used for the disclosed purpose only.
- 1460               3) An updated version of the Central Committee list may be requested for the same  
1461               business or campaign within the same election cycle in which the list was  
1462               purchased for a fee of \$10.00.
- 1463           d. At their written request, an incumbent Legislative Ex Officio member of this  
1464           committee will be provided with a complimentary Central Committee member list.  
1465           They may request a complimentary update once per quarter.
- 1466           e. For internal Party elections, declared candidates for the Executive Board or Standing  
1467           Committees may request one complimentary copy of the Central Committee member  
1468           list for the stated purpose of that election only. In addition, one complimentary update  
1469           of the list may be requested at least one (1) business day prior to the election.
- 1470               1) Any additional updates may be purchased for \$10.00.
- 1471               2) The list may be used for purposes of internal elections only.
- 1472               3) For Vice Chair elections the list will be limited to members of that Area.

1473   D. Archives and Storage

- 1474   1. Electronic copies of the above data from past years shall be stored in multiple locations,  
1475   which may include a Safe Deposit Box. The Chair and the Controller of This Committee shall  
1476   have the only keys.
- 1477   2. Access to historical records shall be governed by the same limitations that govern access to  
1478   current records.

1479   E. Transfer of Records

- 1480   1. Within thirty (30) days of the completion of their terms of office, outgoing custodians of the  
1481   aforementioned records shall turn over all copies to the incoming office-holders.
- 1482           a. The transfer shall include one year's worth of the most recent records.

- 1483           b. The most recent records and those of previous years shall reside at SDCDP  
1484           headquarters.
- 1485       2. Outgoing custodians shall delete and destroy all electronic copies of records that were once  
1486       in their care.

## 1487   F. Electronic Recordings

1488   No Executive Board, Area, or Central Committee meeting can be recorded via audio or video  
1489   means without prior written consent of the Executive Board.

# 1490   Section XVI DSCC Delegation Policies and Responsibilities

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## 1491   A. Delegation Membership and Election

- 1492   1. The member form is used to indicate a member’s desire to serve as part of the DSCC.
- 1493   2. Prioritization for election to the SDCDP DSCC Delegation shall be in this order: Public  
1494   Ballot, other Voting members, Alternate, and Associate members.
- 1495   3. The election shall be conducted as part of the Biennial Organization as follows:
- 1496       a. All candidates must declare their intention to run via the member form and may  
1497       submit a 2400-character statement by the November 15 deadline, with the proviso  
1498       the statement be free from mentioning other candidates by name, reference or  
1499       inference. Statements shall be published as submitted; additions, corrections, or  
1500       other edits are prohibited. Statements that fail to meet the proviso will be replaced  
1501       with “candidate statement did not meet the requirements.”
- 1502       b. Any member elected to fill a vacancy at the January Biennial Organization meeting  
1503       may declare their candidacy at that same meeting. This also applies to any Alternate  
1504       they appoint at that same meeting.
- 1505       c. In the case of an odd number delegation, the Chair will do a coin flip to decide which  
1506       gender receives the additional seat.
- 1507       d. In the case where there are equal or less Voting members that declared candidacy  
1508       than positions available, the vote will be by acclamation. Otherwise the vote will be  
1509       by paper ballot where members may vote for up to the maximum open positions per  
1510       gender with a maximum of one (1) vote per candidate.
- 1511       e. Balloting shall continue in the same manner for open positions from the Alternate  
1512       candidates and then the Associate candidates.
- 1513       f. If there is a tie, the Chair will do a coin flip or draw lots as appropriate for the number  
1514       of positions available.
- 1515       g. Electioneering within the Central Committee meeting room is limited to credentialed  
1516       members of This Committee.
- 1517   4. In electing at-large members to or filling a vacancy in the DSCC Delegation, an effort shall  
1518   be made to balance the delegation between genders, as required by the CDP, and to be  
1519   demographically representative of the county.

## 1520   B. SDCDP DSCC Executive Board Representatives

1521 1. The Chair is automatically appointed to serve as one of This Committee's Executive Board  
1522 representatives.

1523 2. The remaining positions will be elected using the Internal Election Voting Procedure.

### 1524 C. Participation and Responsibilities

1525 1. Participation in the DSCC is voluntary. Delegation members are responsible for their dues,  
1526 fees, and travel expenses.

1527 2. Delegation members must attend the annual CDP convention or secure an eligible proxy to  
1528 attend in their absence. A delegation member who fails to attend a CDP convention, fails to  
1529 secure a proxy or ask This Committee's Chair to secure a proxy on their behalf, or fails to  
1530 meet their CDP dues requirement, has vacated their delegate position and applicable any  
1531 DSCC Executive Board position.

1532 3. DSCC Executive Board members must additionally attend the CDP Executive Board  
1533 meetings or secure a proxy from This Committee to attend in their absence. Such a member  
1534 who fails to attend a CDP Executive Board meeting or fails to secure a proxy or ask This  
1535 Committee's Chair to secure a proxy on their behalf, has vacated their DSCC Executive  
1536 Board position; this is independent of their delegate position.

### 1537 D. DSCC Delegation and Executive Board Vacancies

1538 1. Vacant delegation positions will be filled by a vote of This Committee from the DSCC  
1539 Delegation Waitlist using the Internal Election Voting Procedure. Absent sufficient  
1540 candidates on the waitlist, a nomination may be taken from the floor.

1541 2. Vacant DSCC Executive Board positions will be filled by a vote of This Committee from the  
1542 delegation using the Internal Election Voting Procedure.

1543 3. Absent a regularly scheduled Central Committee meeting prior to CDP deadlines which  
1544 would result in a smaller delegation than this Committee's allotment, the Executive Board of  
1545 This Committee may fill the vacancy.

1546 4. If a vacancy occurs after CDP deadlines for appointing delegates, the Executive Board of  
1547 This Committee may designate a proxy and the outgoing delegation member is asked to  
1548 appoint said proxy.

## 1549 Section XVII Amendment of the Rules

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1550 1. Proposed amendments shall be filed with the Director of Administration using the online  
1551 form or may be given to the Director of Administration at a Central Committee meeting to be  
1552 placed on the Administration Committee's agenda.

1553 2. Amendments approved or revised by the Administration Committee will be placed on This  
1554 Committee's agenda for consideration.

1555 3. If the Administration Committee declines a proposed amendment or fails to begin review  
1556 within ninety (90) days of receiving an amendment, then it may be added to the agenda of  
1557 the Central Committee meeting with the consent of a majority of This Committee.

1558 4. Proposed Bylaws changes affecting chartered clubs and/or the Council of Clubs shall be  
1559 routed to the Director of Clubs for review by the Council of Clubs prior to consideration by

1560 the Administration Committee. The Council of Clubs shall have thirty (30) days to review and  
1561 comment on the proposed changes prior to Administration Committee action.

1562 5. Administration Committee recommend wording of Bylaws amendments shall be made  
1563 available electronically to all members of This Committee at least seven (7) days prior to the  
1564 Central Committee meeting. Any member who wishes to have a printed copy shall make  
1565 that request at least three (3) business days prior to the Central Committee meeting.

1566 6. The Director of Administration or any member of This Committee may move to add a  
1567 Policies and Procedures amendment to a Central Committee agenda. A written copy of the  
1568 amendment shall be made available to all members of This Committee in attendance. The  
1569 sponsor must provide a minimum of seventy-five (75) written copies of the proposed  
1570 amendment at the Central Committee meeting unless it has already been provided by the  
1571 Director of Administration.

## 1572 Section XVIII Censure of Elected Officials, Candidates, 1573 Consultants or Vendors

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1574 The Central Committee may censure elected officials, candidates, consultants and vendors if it  
1575 is deemed that their practices are unethical, or detrimental to The Party. Among the potential  
1576 reasons that a candidate, consultant or vendor may be censured includes but is not limited to:

1577 1. Disparagement of the Democratic Party or candidates of the Democratic Party.  
1578 Disparagement shall be defined as:

1579 a. The publication or communication of false and injurious statements that are  
1580 derogatory of the Party, candidate, or the candidate's family.

1581 b. The publication or communication of slurs, epithets, name calling, threats or obscene  
1582 gestures to or about a Democratic candidate or leader.

1583 2. Engaging in harassment. Harassment includes, but is not limited to:

1584 a. Slurs, epithets, name calling, ridicule, threats or obscene gestures

1585 b. Inappropriate or obscene images in public spaces

1586 c. Deliberate intimidation, stalking, or following of persons or witnesses of harassment

1587 d. Unwelcome advances

1588 e. Coercing inappropriate sexual or other conduct in exchange for a benefit

1589 f. Retaliation against complainant or witnesses to harassment

1590 g. Advocating for, or encouraging the above behavior

1591 3. Discrimination or the use of discriminating language on the basis of race, color, ancestry,  
1592 national origin, religion, sex, disability, age, genetic information, marital status, sexual  
1593 orientation, gender identity and expression, medical condition, immigration status, physical  
1594 appearance, military or veteran status or the status as a victim of domestic violence, assault  
1595 or stalking.

1596 4. Club stacking; the inflation of a club's membership for the purposes of securing an  
1597 endorsement and not the honest intent to join and support the club and its mission.

- 1598 5. Club splitting / Club multiplication; The splitting of a club or creation of clubs in name only  
1599 with the intent of gaining more votes at the Area caucuses in order to manipulate the  
1600 endorsement process and not the honest creation of clubs with the mission to support the  
1601 party
- 1602 6. Engaging in actions detrimental to this committee.
- 1603 7. Patronizing an establishment, consultant, or vendor on the "Do Not Patronize" list of the  
1604 SDCDP.
- 1605 8. The publication of materials that falsely imply the endorsement of a Democratic Party  
1606 organization
- 1607 9. The usage of the logo of the SDCDP without permission of the Chair of This Committee or  
1608 the Executive Board.  
1609
- 1610 10. Violation of this section shall be subject to the jurisdiction of the SDCDP Ethics Committee.  
1611 Candidates who are censured by This Committee may be removed from consideration for  
1612 endorsement by This Committee. Consultants and vendors who are censured by This  
1613 Committee may be placed on a "Do Not Patronize" list for the current and/or next election  
1614 cycle