

SD DEMS

SAN DIEGO COUNTY DEMOCRATIC PARTY

POLICIES AND PROCEDURES

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SECTION I – Name and Purpose

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

SECTION II - Membership

A. Membership Forms

1. Membership forms (also referred to as the “application”) shall be completed no later than November 15 following the Statewide General Election prior to the start of the biennial term. The membership forms requirement must be met prior to serving on This Committee or appointing an Alternate.
2. ADEM EBoard Member membership form requirements, and those of their alternates must be met by the Friday immediately following the ADEM meeting to be eligible to serve at the Biennial Organizational Meeting of This Committee.
3. Each Alternate appointed during the biennial term has a membership form requirement that must be met within fourteen (14) days of their appointment.

B. Code of Conduct

As Party leaders, members of This Committee are expected to conduct themselves ethically, responsibly and with the knowledge that their actions as elected and appointed members of This Committee reflect on the reputation of our Party. SDCDP shall strive to create a more open and inclusive environment for every Democrat and shall not tolerate any forms of harassment or discrimination. The following Code of Conduct shall be followed by all members of This Committee regardless of their membership class:

1. A member shall conduct oneself with civility and respect towards all other members and Democratic candidates while acting in an official capacity as a representative of the San Diego County Democratic Party.
2. A member shall not support or avow a preference for a candidate who is a member of a different Party, or support or avow a preference for a candidate who has no party preference (Unless there is no Democratic candidate in that race).
3. A member shall not disparage other members, the Democratic Party, or Democratic Candidates. Disparagement shall be defined as:
 - a. The publication or communication of false and injurious statements that are derogatory of the candidate, the candidate’s family.
 - b. The publication or communication of slurs, epithets, name calling, threats or obscene gestures to or about a Democratic candidate.

4. A member shall not engage in harassment. Harassment includes, but is not limited to:
 - a. Slurs, epithets, name calling, ridicule, threats or obscene gestures
 - b. Inappropriate or profane images in public spaces
 - c. Deliberate intimidation, stalking, or following of persons or witnesses of harassment
 - d. Unwelcome advances
 - e. Coercing inappropriate sexual or other conduct in exchange for a benefit
 - f. Retaliation against complainant or witnesses to harassment
 - g. Advocating for, or encouraging the above behavior
5. A member shall not discriminate against nor use discriminating language on the basis of race, color, ancestry, national origin, religion, sex, disability, age, genetic information, marital status, sexual orientation, gender identity and expression, medical condition, immigration status, physical appearance, military or veteran status or the status as a victim of domestic violence, assault or stalking.
6. A member shall abide by the principles embodied in the Code of Conduct when engaging in electronic communications, including on social media and social networking sites.
7. A member shall observe and abide by the rules of order and shall maintain decorum during meetings.
8. All members of This Committee must disclose any conflict of interest in all mail, email, social media, social networking sites or any other digital communication primarily directed to members of This Committee. Verbal disclosure of any conflicts of interest must be made when addressing This Committee, the Executive Board, an Area Caucus, or any other official meetings in whole or in part of This Committee, and during all in-person and telephonic communications.
9. All members must declare any conflict of interest on their membership form and shall file a "Notice of Acquisition of Financial Interest" within fourteen (14) days of acquiring any additional material or financial interest. Each committee member's current disclosure statement must be entered onto the SDCDP member website prior to being seated or within 72 hours of filing mid-term. Further, any member who has a conflict of interest as described in the Bylaws must disclose such conflict of interest to the Chair and Secretary of the meeting within 72 hours of receiving the agenda for that meeting. Additionally a list of those who have declared a conflict of interest shall be disclosed before presentations or discussions of that agenda item at any meeting.
10. A member shall observe and abide by the Bylaws and the Policies and Procedures of the San Diego County Democratic Party and attend mandatory trainings as designated by a majority of This Committee.
11. A member shall not engage in any actions detrimental to This Committee.
12. Members who violate the code of conduct while speaking at any meeting of the Central Committee, Area Caucuses, and Committees of the San Diego County Party shall forfeit

their speaking time. Members who violate the code of conduct or otherwise breakdown the order of a meeting may be ejected from any meeting of This Committee. Members who violate the code of conduct at any point in their service on This Committee may be subject to censure, suspension or removal pursuant to Article III (Vacancies and Removals), Section 8 of the San Diego County Democratic Party Bylaws.

C. Application and Oath

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

D. Credentialing and Eligibility

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

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

Members who change their registered address that results in a different Area will be reassigned to their new Area and the Executive Board shall be advised of the changes.

Individual members who cease to be members during the credentialing period will be removed from the roster and the Executive Board will be advised of any changes to the roster.

When a member changes their Alternate, their current Alternate will continue as the credentialed Alternate until the start of the Central Committee meeting where the member's new Alternate is credentialed.

When a club changes their Associate, the club's current Associate member will continue as the credentialed Associate until the start of the Central Committee meeting where the club's new Associate is credentialed

A club may submit an Associate member application prior to chartering or approval for additional affinity club Associate member positions. The member will be fully credentialed when This Committee approves the charter or the position.

Alternates or Associate members may be removed from the roster by their appointer at least five (5) days prior to any meeting and the Executive Board will be advised of any changes to the roster at least seventy-two (72) hours prior to the meeting.

E. Appointment of Alternates

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

F. Appointment of Associates

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

G. Affinity Club Associate Member Positions

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

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

H. Noticing and Decline-to-Serve Vacancies

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

I. Challenges to Member Eligibility

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

J. Changes to Contact Information or Registration

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

K. Membership Roster Updates

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

SECTION III - Vacancies and Removals

A. Attendance Sign-in, Notification and Records

1. Members are solely responsible for signing in at all meetings, no one else may sign in for them absent a disability which would prevent a member from signing for themselves.
2. It is the option of the Chair or the Vice Chair to take roll at any time. A member may be marked absent if they are not present for roll call even if they have signed in for the meeting. Attendance is for the full meeting.

3. It is the responsibility of the member to notify their Alternate if they will be absent. The presence of their Alternate does not excuse their absence.
4. Members may check on their attendance records by making a request to the SDCCDP office by email.
5. If an Alternate member removes themselves by lack of attendance, their appointer will be notified.
6. If an Associate member removes themselves by lack of attendance, their appointer will be notified.

B. Definition of Publicly Advocating

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

C. Petitioning for Reinstatement after a Member Removes Themselves

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

D. Petitioning for the Excuse of an Absence

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

SECTION IV - Officers

A. Temporary Absences

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

B. Seeking Public Office

Should any member of the Executive Board decide to seek public office, for which This Committee may endorse the member has resigned from the Board effective immediately upon publicly announcing their candidacy. This includes but is not limited to: This Committee, the

Executive Board, an Area Caucus, a chartered Democratic Club, any form of media, or filing with any government entity.

SECTION V - Biennial Central Committee Organization

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

A. Following Certification of the Presidential Primary Election

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

B. Following Certification of Statewide Primary Elections

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

C. November following the General Election

1. In November following the General Election, all new and returning Public Ballot, Ex-Officio, and Designated members will be emailed links to the electronic application form, instructions for appointing alternates, notice of the open officer positions and the application process. Unless different contact information has been provided to the SDCDP by the member, notice will be given by the SDCDP using the email contact info supplied by the candidate to the Registrar of Voters when they filed to run for Central Committee.
2. Each Area will recommend a representative for the Nomination Committee as well as an alternate to serve in the event the representative is unable to serve. Any Central Committee member who is seeking a position on the Executive Board is ineligible to serve on the Nomination Committee. The designated members and alternates need to be members at the time of their appointment, but do not need to be returning members of This Committee as long as they are not terminated for cause or by their appointer during their service.
3. The Central Committee will have its final meeting of the term on the third or fourth Tuesday in November depending on Thanksgiving. Nomination Committee representatives and their alternates will be ratified.
4. The Council of Clubs will have its final meeting of the term on the third Saturday in November. As part of that agenda, they will nominate a new Director of Clubs and clubs will begin their chartering process. The Club of the Year Nominating Committee will begin its meetings if they have not already commenced.
5. Standing Committees continue to meet on an as needed basis.

D. November 15 Deadline

1. All member application forms must be submitted electronically.

2. Deadline for appointing Alternates or GO Team or Club Associates for eligibility at January Area meetings.
3. All applications for officer positions are due. The Nomination Committee will begin meeting.
4. Nomination for Director of GO Team Board must be completed and deadline for completing GO Team Associate applications for eligibility at January Area meetings.
5. Deadline for currently chartered club submission of club recharter application, club fees, and Associate member applications for participation in the Biennial Organization.
6. An incumbent Officer who is exiting as a Central Committee member, has all November 15 deadlines waived. They will continue as a voting member of the Executive Board and any committees they serve on; and as a non-voting member at Area or Legislative Caucuses. Their extended membership and duties as an officer will terminate at the end of the Central Committee meeting in the January Biennial Organization meeting of This Committee. Their extended membership does not apply to any prior-term Alternate.
7. An incumbent Standing Committee member who is exiting as a member of This Committee, has the November 15 deadlines waived. They will continue as a voting member of the Standing Committees they serve on and as a non-voting member at Area and Legislative Caucuses. Their extended membership and duties as a Standing Committee member terminates at the end of the January Biennial Organizational meeting of This Committee. Their extended membership does not apply to any prior-term Alternate.
8. An incumbent ADEM EBoard Member has the November 15 deadlines waived. This extended membership also applies to their current alternate credentialed for the November meeting of This Committee. The member is not eligible to change their Alternate during the extended membership; they may terminate their Alternate at any time. The extended membership(s) will terminate at the end of the Area Meeting on the second (2nd) Tuesday in January.
9. Deadline for This Committee to change the date of the January Central Committee meeting from third (3rd) Tuesday to a later date in January.
10. Deadline for DSCC delegation candidate statements.

E. First (1st) Tuesday in January

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

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

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

2. The outgoing Vice-Chair will preside; they are only eligible to vote if they are a continuing member in the Area.
3. Members of the Area, including Public Ballot, Ex-Officio, Designated, Alternates, Lifetime and Associates will vote to:
 - a. Elect a Vice Chair to be ratified at the Central Committee meeting. If the outgoing Vice Chair is running for re-election, another member of the Executive Board who is registered in the Area will preside over the election. If no other Executive Board member is available or eligible to preside, the caucus will elect a convener for the Vice-Chair election from the membership.
 - b. Nominate members for Standing Committees to be ratified at the Central Committee meeting.
 - c. Elect an Area Secretary.
4. Hold legislative caucuses for any districts that are fully enclosed in the Area and have vacancies to be filled at the Central Committee meeting. Make recommendations to fill any vacancies.
5. Determine the Area meeting dates and time for the terms, location(s) if possible.
6. The prior-term ADEM EBoard member and their alternate are eligible to vote in the caucus by virtue of their extended membership term. If different, the incoming ADEM Eboard member or their newly designated Alternate, are not yet eligible to participate or vote in the Area meeting.

G. Friday before the Central Committee Meeting

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

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

1. This Committee will hold the first meeting of the new term at 7 p.m. on the third (3rd) Tuesday of January following the Statewide General Election unless This Committee previously voted to change the Central Committee meeting to a later date in January.
2. Legislative caucuses that cross Area boundaries will meet at 6:30 p.m. prior to the start of the Central Committee meeting to make recommendations to fill any vacancies.
3. The outgoing Chair will preside.
4. At this meeting:
 - a. Vacancies will be filled as specified by Article III - Vacancies and Removals of the Bylaws.
 - b. A list of clubs to be chartered will be presented by the outgoing Director of Clubs and members will vote to charter the clubs.
 - c. All members will be sworn in.
 - d. The Chair for the term will be elected by a simple majority of the eligible members present and voting. If the outgoing Chair is running for re-election, the Most Recent

Past Chair, the outgoing Chair Pro-Tem, or another member of the Executive Board selected by the outgoing Executive Board will preside over the election.

- e. The Vice-Chairs elected by the Areas, the Director of Clubs, and the GO Team Director will be ratified as a consent item.
 - f. The Nomination Committee will make its report and the Secretary, Controller, and Director of Administration for the term will be elected.
 - g. The Standing Committee members nominated by the Areas will be ratified as a consent item.
 - h. Delegates to the California Democratic Party will be elected and California Democratic Party Executive Board members will be elected in accordance with these Bylaws Section XV.
5. Following this meeting:
- An updated roster of Central Committee members will be prepared to include new members elected to fill a vacancy and Associate members for clubs that were chartered at the meeting. This will be the credentialed roster for all meetings until the next Central Committee meeting.

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

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

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

1. The Executive Board will hold their first meeting of the term with the new Chair presiding.
2. At this meeting:
 - a. A Chair Pro-Tem will be elected from the Vice Chairs
 - b. Members of CSAC will be appointed by the Chair in accordance with these Policies, Section IX. Committees.
 - c. An alternate signer for checks will be appointed by the Executive Board in accordance with these Policies, Section XII. Requirements for Expenditures.

SECTION VI - Meetings and Notice

A. Meetings

1. Central Committee

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

2. Areas

- a. Areas will hold endorsement recommendation meetings at least seven (7) days after the Registrar of Voters closes filing, including any extension to filing, and before the Central Committee endorsement meeting unless an adjusted timeline has been approved by the Executive Board.
 - 1) A regular Area meeting may be rescheduled by the Vice Chair to meet this requirement.
 - 2) The Vice Chairs will set the dates, times and locations of the endorsement recommendation meetings and will coordinate their meetings so that eligible members can participate in all meetings.
 - 3) The Vice Chairs will provide thirty (30) days' notice to Clubs of any endorsement recommendation meeting.
 - 4) Area Vice Chairs have the option to hold more than one recommendation meeting in this time period if the need arises.
 - 5) All Area endorsement recommendation meetings will be held within the confines of the Area and at least one (1) calendar day before the Central Committee meeting.
- b. For all other meetings, the date, time, and location of Area meetings shall be determined by vote of the Area's members as defined in Article II - Membership, Section 1. Membership and Article VII - Areas, Section 2. Membership of the Bylaws.

- c. For all other meetings, by the vote of the body, membership may delegate the date, time, and location of the meeting to the Vice-Chair as needed.
- d. An upcoming regular Area meeting date may be changed by a majority vote of the Area quorum. However, in an emergency, the Vice Chair, with at least seventy-two (72) hours' notice, may change the date and/or time of the meeting or add a special meeting.
- e. If the Vice Chair is unable or unwilling to schedule a meeting, it may be called by a majority of the Executive Board or by a petition signed by a majority of the Area's membership. At least seventy-two (72) hours' notice must be provided.
- f. Area Meetings shall be conducted by the Vice-Chair of the Area, or by a member as defined in Article VII - Areas, Section 2. Membership of the Bylaws designated by the Area Vice-Chair.
- g. Only Members as defined in Article VII - Areas, Section 2. Membership of the Bylaws and those with cross-area invitations shall have voting rights.

3. Special Meetings

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

4. Committees

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

5. Council of Clubs

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

6. Legislative Caucus

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

7. Other Meetings

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

B. Notice

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

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

C. Agenda and Minutes

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

D. Calendar and Timing

For the purposes of This Committee:

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

E. Internal Voting Procedures

1. A voice vote may be conducted if one of the following situations occur:
 - a. There is an internal election where there is only one candidate for a position, or the number of candidates is equal to or less than the number of available seats.

- b. This Committee is considering an endorsement in which the options are a candidate and no endorsement.
 - c. This Committee is considering an endorsement in which the options are a ballot proposition and no endorsement.
 2. At the discretion of the Chair of This Committee, or the Executive Board A vote by show of hands may be conducted if one of the following situations occur:
 - a. There is an internal election where there is more than one candidate for a position.
 - b. This Committee is considering an endorsement in which the options are more than one candidate and no endorsement.
 - c. When there is a consideration of censure or removal of a member of This Committee.
 - d. At the discretion of the Chair of This Committee, or the Executive Board
 3. A vote by signed ballot may be conducted if one of the following situations occur:
 - a. There is an internal election with more than two candidates for a position.
 - b. This Committee is considering an endorsement in which the options are two or more candidates and no endorsement.
 - c. At the discretion of the Chair of This Committee, or the Executive Board.
 4. A Vote by show of hands or by signed ballot shall be conducted as follows:
 - a. Members shall be presented with a "No Endorsement" option on all votes.
 - b. If no candidate receives a minimum of sixty percent (60%) in the first round of balloting, a second ballot shall be taken after removing the candidate receiving the fewest votes and any candidates receiving zero votes.
 - c. If in the second round of balloting a candidate receives at least fifty percent (50%) but less than the sixty percent (60%) threshold, subsequent balloting shall continue after removing the candidate receiving the least votes and any candidates receiving zero votes.
 - d. Balloting shall continue using the same procedure described above as long as one (1) candidate receives at least fifty percent (50%) but less than sixty percent (60%) and at least one (1) other candidate remains.
 - e. If after the completion of balloting, no candidate has received the minimum required votes to reach the sixty percent (60%) threshold for endorsement, the position of the body shall be No Consensus and may be reconsidered at a later date.
 5. A roll call vote may be conducted at the discretion of the Chair of This Committee, a Vice Chair presiding over an Area caucus, a committee chair presiding over a committee, workgroup of This Committee, or any officer presiding over any official meeting of This Committee.

6. A secret ballot shall not be an option available to This Committee.
7. A blank ballot shall be considered an abstention.
8. A ballot where the voter cannot be identified, the voters' intent is unclear, or the vote is cast for an unavailable option, that ballot shall be considered invalid and shall not be counted.
9. This Committee, the Area Caucus, a committee, or the members of any other official meeting may vote by simple majority to change the method of voting on any business item to a voice vote or show of hands.
10. This Committee, the Area Caucus, a committee, or the members of any other official meeting may vote by a two-thirds (2/3) majority to change the method of voting to a roll call vote.
11. For internal elections if no candidate receives a majority of the vote, a run-off election shall be held between the two candidates receiving the most votes, either by voice vote or show of hands.
12. For an internal election if there are multiple vacancies for the same position, each vacancy will be considered separately.
13. In the case of a roll call vote or a signed ballot vote the members recorded vote shall be kept on record at the SDCCDP office either physically or digitally for the remainder of the term.
14. Members may inspect any vote record by making a request to the SDCCDP staff with X business hours. Such a request must be answered within ten (10) days.
15. SDCCDP DSCC Delegate elections and SDCCDP DSCC Executive Board representative elections shall be conducted pursuant to the Policies and Procedures, Section XVI DSCC Delegation.

SECTION VII – Areas and Caucuses

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

A. North Inland

92003, 92025, 92026, 92027, 92029, 92028, 92059, 92060, 92061, 92064, 92127, 92128, 92129, 92069, 92078, 92082, 92096

B. North Coastal

92055, 92007, 92008, 92009, 92010, 92011, 92014, 92024, 92054, 92056, 92057, 92058, 92067, 92075, 92081, 92083, 92084, 92091, 92672

C. Metro West Area

92037, 92038, 92092, 92093, 92101, 92102, 92103, 92104, 92105, 92106, 92107, 92108, 92109, 92110, 92111, 92115, 92116, 92117, 92119, 92120, 92121, 92122, 92123, 92124, 92126, 92131, 92134, 92140, 92145, 92147, 92161, 92182

D. East Area

91901, 91905, 91906, 91916, 91917, 91931, 91934, 91935, 91941, 91942, 91945, 91948, 91962, 91963, 91977, 91978, 91980, 92004, 92019, 92020, 92021, 92036, 92040, 92065, 92066, 92070, 92071, 92086, 92536, 92259

E. South Area

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

F. Assembly District Divided Zip Codes

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

G. Legislative Incumbents

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

H. Club Associates

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

I. Area or Caucus Nominated Positions

1. A special meeting of the Area may be called for noticing an Area nomination vacancy. A Legislative Caucus may be called as part of a regular Area meeting or as a special meeting.
2. Area or Caucus members must have at least seven (7) days' notice of the vacancy and the dates of the meetings where nomination and ratification will be considered.
3. For a committee member vacancy, the Area Vice Chair may designate a member to serve on the committee until the Area makes their nomination. Following nomination, the nominee will serve on the committee until This Committee meets for ratification.
4. The Section IV. Internal Election Voting Procedures shall be followed for making the nomination.
5. Ratification of the nomination shall be a consent item at the first meeting of This Committee that follows the Area or Caucus nomination.

6. Should two candidates tie at fifty percent (50%) for nomination, a run-off election will be held at the meeting of This Committee.
7. Should the Area or Caucus fail to make a nomination, the election may be held at the meeting of This Committee.
8. Should This Committee fail to ratify or elect an Area or Caucus member to fill the vacancy, the vacancy is returned to the Area or Caucus and the process repeats.

SECTION VIII - Executive Board

A. Voting by Email

1. The Executive Board shall be permitted to conduct votes by email.
2. Email Voting Procedures for Executive Board:
 - a. The Secretary shall serve as the Coordinator unless the Secretary is unavailable or ineligible to serve, in which case the Chair shall appoint another Executive Board member to serve as the Coordinator.
 - b. The Coordinator shall determine that all Executive Board members have the capability of receiving and sending email in a timely manner. If a Board member does not have email access, the Coordinator shall contact the member by telephone or other means to Section IV obtain their vote.
 - c. When an email vote is called for, it need not be the exclusive means of voting. An eligible voter may choose to cast a ballot by telephone or in writing, if signed by the voter, and received by the Coordinator within the time allotted for voting.
 - d. An email vote is permissible only when it is determined that a matter must be decided before the next regularly scheduled Executive Board meeting and that it is not practical to call a special meeting in the time available. A call for a vote by email shall be made by either the Chair, by one of the Vice Chairs if the Chair is out of town or otherwise unavailable, or by a two-thirds (2/3) vote of the elected officers. For email voting purposes, a quorum shall be considered a majority of the Executive Board eligible to vote and is determined as votes are received by the Coordinator.
 - e. For this purpose, a vote of "abstention" shall count as a vote cast toward the quorum. If the Coordinator does not receive a number of eligible votes equal to or greater than the quorum by the deadline for voting, the question shall fail.
 - f. The Coordinator shall use all due diligence to assure that all Board members eligible to vote have received notice of the vote to be taken and any information or discussion necessary to be fully informed of the matter to be voted on and the consequences of the vote.
 - g. The Coordinator shall allow a reasonable time for response of at least thirty-six (36) hours and make the deadline a prominent part of the call for ballot. If the notice of the vote is sent out between noon on Friday and 8:00 a.m. on Monday, the time for response shall be at least seventy-two (72) hours.

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

SECTION IX - Committees

A. Standing Committees

Standing Committee designation requires a Bylaws Amendment approved by This Committee. This Committee has six (6) Standing Committees:

1. Administration Committee
 - a. Be chaired by the Director of Administration.
 - b. Assist in drafting, reviewing, and recommending amendments to the Bylaws and Policies and Procedures of This Committee for its approval.
 - c. Serve as part of the Credentials Committee of This Committee.
 - d. Be composed of the Director of Administration, the Parliamentarian, and one member from each Area to be chosen by that Area and ratified by This Committee. Up to three at-large members may be appointed by This Committee for gender or area balance. Additional members may be appointed for special expertise or to fill a vacancy using the process defined in IX.D.1 Appointments to Committees of these Policies and Procedures.
 - e. Meetings without a quorum will be considered working groups and materials developed will be voted on at subsequent meetings or via email.
2. Club Development Committee
 - a. Be chaired by the Director of Clubs.

- b. Assist in drafting and implementing the annual plan for club development.
 - c. Assist in the organization of Democratic clubs and coalitions.
 - d. Provide assistance to Democratic clubs.
 - e. Review grievances against Democratic clubs or coalitions and advise the Executive Board of their findings.
 - f. Ensure SDCCDP's Bylaws with respect to endorsements made by chartered clubs are understood and being followed. Work with individual clubs as needed to mitigate any problems that arise during the charter term.
 - g. Perform biennial review of SDCCDP Clubs Manual.
 - h. Be composed of the Director of Clubs and one member from each Area to be chosen by that Area and up to two at-large members to be chosen by the Council of Clubs. At least one member of the committee shall be a representative of an Affinity club and at least one member of the committee shall be from a Geographic club. Nothing shall prevent said Committee from appointing additional members by majority vote, where special expertise is required using the process defined in IX.D.1 Appointments to Committees of these Policies and Procedures.
3. Credentials Committee
- a. Be chaired by the Director of Administration and comprised of the Administration Committee and the Secretary.
 - b. Meets on an as needed basis for the purpose of examining the eligibility of members and reviewing any challenges to membership as outlined in Bylaws Article II-Membership, Section 1-5, and these Policies and Procedures Section II-Membership, Subsection A, C-K.
 - c. In the case of the planned or unforeseen absence of the Director of Administration, they may appoint one of the Credentials Committee members to chair the meeting or report the ruling in their absence.
4. Grassroots Organizing Committee (GO Team Board)
- a. Be chaired by the Director of Grassroots Organizing.
 - b. Provide ongoing leadership for the Grassroots Organizing (GO) Team, an ongoing organization of precinct volunteers who focus on door-to-door and telephone contact in their own neighborhoods, responsible for:
 - c. Turning out voters for the Party's endorsed candidates and propositions.
 - d. Using consistent voter contact guidelines throughout the county to maximize effective use of Party and volunteer resources.
 - e. Encouraging voter registration, permanent mail voting, and down-ballot voting.
 - f. Work with SDCCDP Executive Director to develop GO Team goals and policies that support the Party's mission and strategy.
 - g. Be composed of the GO Team's Countywide and Regional Coordinators who automatically are appointed as SDCCDP Associate members if they are not already members in another class. Regional and Countywide Coordinators who serve as

Associate members of This Committee are ratified during the Biennial Organization or following their appointment. Nothing shall prevent said Committee from appointing additional members by majority vote of the GO Team Board, where regional representation, community representation, or special expertise is required.

5. Resolutions Committee

- a. The Resolutions Committee meets on an as needed basis to review and make recommendations on resolutions that have been submitted for endorsement by This Committee.
- b. Resolutions must follow the rules in Article XIII – Endorsements, Section 1 Resolutions in the Bylaws and in Section XIII – Endorsements, Section A Resolutions of these Policies and Procedures.
- c. Be composed of the Chair Pro-Tem and one member from each Area to be chosen by that Area and ratified by This Committee. Up to three at-large members may be appointed by This Committee for gender or area balance. Additional members may be appointed for gender balance, special expertise or to fill a vacancy using the process defined in IX.D.1 Appointments to Committees of these Policies and Procedures.¹

6. Ethics Committee

- a. Be chaired or co-chaired by an appointee(s) of the Chair of This Committee.
- b. Be composed of the Chair of This Committee, two appointees of different self-identified genders designated by each Area Vice Chair.
- c. Review and evaluate allegations of unethical behavior or activities involving any Democrat residing in San Diego County.
- d. Review and evaluate alleged violations of the SDCCDP Bylaws and Policies and Procedures.
- e. Make a full report of their findings to the Executive Board in Executive Session including recommendations of a course of action including but not limited to; censure, removal, state party notification, law enforcement notification, or no action at all.
- f. If the Executive Board recommends action, they will make a full report of their findings to This Committee in Executive Session.
- g. Operate as follows:
 - 1) All allegations shall be brought to the attention of the Chair of This Committee in writing.
 - 2) The Chair shall refer the matter to the Ethics Committee.
 - 3) The Ethics Committee shall meet with the maker(s) of the complaint in Executive Session.

¹

- 4) If the Ethics Committee determines that a basis for review exists, the individual accused of unethical behavior shall be notified in writing by the chair of the Ethics Committee and shall be given the opportunity to rebut the allegations in person, also in Executive Session.
 - 5) If the Ethics Committee recommends a course of action to the Executive Board, it shall be in Executive Session.
 - 6) If there is a minority opinion on the Ethics Committee, a member of that Committee shall have the option to report it to the Executive Board.
7. Extended Term During Biennial Reorganization
- a. Standing Committees meet on an as-need basis during the extended term from November through the January Biennial Organizational meeting.
 - b. If an Area-elected Standing Committee member declines to participate during the extended term, the Area Vice Chair shall serve in the role.

B. Special Purpose Committees

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

1. Candidate Support and Assistance Committee (CSAC)
 - a. Support Democratic candidates for partisan state-level offices.
 - b. Be solely responsible for raising and expending all funds to be used by this Committee.
 - 1) This Committee shall have sole discretion over all its expenditures.
 - 2) This Committee shall be responsible for its entire overhead.
 - 3) This Committee shall maintain its own checking account.
 - c. Operate by majority vote.
 - d. Be composed of three members, who shall be the Chair of This Committee and two members appointed by the Chair of This Committee.
 - 1) One of the members appointed by the Chair of This Committee shall be designated as Chair of the Committee.
 - 2) The other member appointed by the Chair of This Committee shall be designated as Controller of this Committee.
 - 3) A three-fourths (3/4) majority vote of This Committee is required to remove a member.
2. Communications Committee

- a. Assist in the development and execution of the SDCDP's Communications plan to include strategic objectives, tactics, audiences, benchmarks, messages, marketing, and steps for implementation.
 - b. Be chaired by an appointee of the Chair of This Committee to be known as the Communications Coordinator and ratified by This Committee as a consent item.
 - c. Be composed of the Communications Coordinator and no less than three (3) Democrats registered in San Diego County based on their experience and expertise in communications to be appointed by the Communication Coordinator and Chair of This Committee.
 - d. Periodically review, evaluate, and update the SDCDP Communications plan.
 - e. Provide communications support to SDCDP staff, Executive Board, and volunteers as needed.
3. Credentials Committee
- a. Be chaired by the Director of Administration. The Credentials Committee is comprised of the Administration Committee and the Secretary.
 - b. The Credentials Committee meets on an as needed basis for the purpose of examining the eligibility of members and reviewing any challenges to membership as outlined in the Bylaws Articles II - Membership and III – Vacancies and Removals and these Policies and Procedures Section II – Membership and III – Vacancies and Removals. Article II – Membership of the Bylaws.
 - c. In the case of the planned or unforeseen absence of the Director of Administration, he or she may appoint one of the Credentials Committee members to chair the meeting or report the ruling in his or her stead.
4. Membership Development Committee
- a. Further the objective of having the membership of This Committee reflect the makeup of Democrats in San Diego County.
 - b. Be chaired by an appointee of the Chair of This Committee to be known as the Membership Development Coordinator and ratified by This Committee as a consent item.
 - c. Be composed of its coordinator and at least one registered Democrat from each Area of This Committee, appointed by the Membership Development Coordinator.
 - d. Recruit persons from underrepresented communities to run for This Committee.
 - e. Compile a list of registered Democrats from underrepresented communities who may be considered for appointment as alternates or when a vacancy on This Committee exists.
5. Nomination Committee
- a. The Most Recent Past Chair will serve as the presiding officer for the committee. If the Most Recent Past Chair is not available or willing to serve in this capacity, the Executive Board will elect a different Chair from the Officers.

- b. One member elected from each Area will serve on the committee. Each Area will also select an alternate member as previously defined.
 - c. The committee will review and interview applicants for the following Executive Board positions: Secretary, Controller, and Director of Administration.
 - d. The committee will submit a report of its recommendations for the Executive Board positions at the Biennial Organizational Meeting.
 - e. Recommendations for each of the Executive Board positions requires three (3) votes of the Nomination Committee.
 - f. If no applicant for an Executive Board position receives three (3) votes, or there is no applicant for said position, the positions is considered vacant and nominations for the vacant position will be accepted at the Biennial Organizational Meeting, as specified in Article IV - Officers, Section 2. Elections of the Bylaws.
 - g. The purpose of the committee will be considered completed following the election of the Executive Board at the Biennial Organizational Meeting.
6. Voter Registration Committee
- a. Create, update, and execute the Voter Registration Plan for the SDCDP;
 - b. Be chaired by an appointee of the Chair of This Committee to be known as the Voter Registration Coordinator and ratified by This Committee as a consent item;
 - c. Be composed of its coordinator and at least one registered Democrat from each Area of This Committee, appointed by the Voter Registration Coordinator;
 - d. Assist the Vice-Chairs in the development, deployment, and execution of SDCDP Voter Registration objectives.
7. Platform Committee
- a. Be chaired or co-chaired by an appointee(s) of the Chair of This Committee and ratified by This Committee.
 - b. Assist in drafting, reviewing, and recommending amendments to the Platform of the San Diego County Democratic Party for This Committees approval.
 - c. Be composed of the co-chairs and two members of different self-identified genders from each Area to be chosen by that Area and ratified by This Committee. Up to three at-large members may be appointed by This Committee for special expertise or to fill a vacancy using the process defined in IX.D.1 Appointments to Committees of these Policies and Procedures.
 - d. Meetings without a quorum will be considered working groups and materials developed will be voted on at subsequent meetings or via email.
 - e. Amendments to the Platform recommended to the full Central Committee for consideration for adoption will be distributed via email to This Committee at least seven (7) calendar days prior to the meeting at which it is to be considered. A limited number of printed copies shall be available at the Central Committee meeting.

C. Ad Hoc Committees

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

1. Audit Committee
 - a. Be chaired by an appointee of the Chair of This Committee.
 - b. Arrange for an audit of the fiscal affairs of This Committee.
 - c. Present the results of that audit, together with recommendations relating to the fiscal affairs of This Committee, to the Executive Board within ninety (90) days after the end of the preceding fiscal year.
 - d. Present the findings of the audit at the following meeting of This Committee.
 - e. Be composed of the appointed Chair and one member from each Area to be chosen by that Area, although nothing shall prevent said Committee from appointing additional members by majority vote, where special expertise is required.
2. Elections Monitoring and Systems Committee
 - a. Be chaired by an appointee of the Chair of This Committee.
 - b. Recruit, train, and organize poll watchers.
 - c. Recruit, train, and organize poll workers for the Registrar of Voters [ROV].
 - d. Recruit, train, and organize mobile, quick-response teams to address issues that arise on Election Day.
 - e. Recruit, train, and organize legal advisors to be available throughout Election Day.
 - f. Recruit, train, and organize designated observers at the ROV on Election Night.
 - g. Recruit, train, and organize media teams together with the Communications Committee to report immediate post-election results.
3. Fundraising Committee
 - a. Be chaired by an appointee of the Chair of This Committee to be known as the Fundraising Coordinator.
 - b. Build a broad, sustainable donor base.
 - c. Assist in the coordination of Area fundraising events.
 - d. Perform such other duties as determined by This Committee.
 - e. Be composed of the Fundraising Coordinator and one member from each Area to be chosen by that Area, although nothing shall prevent said Committee from appointing additional members by majority vote, where special expertise is required.
4. Media Relations Committee
 - a. Be chaired by an appointee of the Chair of This Committee.
 - b. Assist in the development and execution of the SDCDP's media marketing plan.

- c. Be composed of the Media Relations Coordinator, and at least one member from each Area.
 - 1) Members must be registered Democrats and member of the SDCCDP or Chartered Democratic Clubs.
- d. As directed by the Executive Board or Chair of the SDCCDP be responsible for the following:
 - 1) Develop a media kit for distribution to Democratic Clubs and Candidates.
 - 2) Write and produce press releases for print and broadcast media.
 - 3) Develop a relationship with the news directors, editors, and reporters at the local newspapers, television stations, and local radio stations that have significant news departments.
 - 4) Distribute Press releases and arrange press conferences with the appropriate media.
 - 5) Develop a comprehensive list of media and media contacts for each area of the county.
 - 6) Assist Clubs and other Democratic event planners in the creation and distribution of press releases.
 - 7) Develop “talking points” for those Democrats who may be interviewed by the local media.
 - 8) Develop a list of Democratic Office Holders, Candidates, and Clubs as a mailing list for media information, talking points, etc.
 - 9) Coach and prepare Democrats, who may be interviewed by the media.
 - 10) Critique interviews and articles done with and by Democrats
 - 11) Assist in writing “letters to the editor” on current issues and in response to editorials.
 - 12) Monitor pertinent media.
 - 13) Develop a rating standard to track any political preferences of the various media.
 - 14) Coordinate the providing of spokespeople as the media requests.

D. Committee Membership

- 1. Appointments to Committees
 - a. Any gender or area balance requirements must be observed in all appointments.
 - b. In the event of an opening or vacancy on a committee where a representative member is chosen by an Area’s members, the vacancy will be filled as previously outlined in these Policies and Procedures, Section VII. E. Area or Caucus Nominated Positions.
 - c. The Chair can recommend to the Executive Board additional members for a Standing Committee as the need arises. The Executive Board, by a majority vote, can approve the recommendation. The Standing Committee itself shall have fourteen

(14) days to vote on the recommendation to add the member. If a majority of the committee votes in favor of the addition, the new member will be added to the committee, followed by ratification at the next Central Committee meeting. If they decline to meet or vote, it will be considered a vote in favor of the addition. If they vote against the addition, the Executive Board may request that This Committee approve the addition with a sixty percent (60%) vote.

- d. Where special expertise is required, the Administration Committee and the Club Development Committee may appoint additional members by majority vote followed by ratification by This Committee. The GO Team Board may appoint Regional or Countywide coordinators to fill a vacancy. The Executive Board may approve the recommendation, and the new member may be added to the committee until such time as This Committee is able to vote to ratify the new member.
 - e. All other vacancies on a committee, once any minimum threshold of members has been met, shall be up to the Chair of the Committee or the Chair of This Committee to determine whether or not to fill the vacancy, dependent upon the nature of rules of the committee.
 - f. For any increase in membership being voted on by the committee itself, a minimum of fourteen (14) days' notice to all members must be provided by email prior to the meeting where the potential new member will be considered.
2. Resignation from or Removal from Committees
- a. A member who has missed three (3) of the committee's meetings, from the time of their appointment to date, has failed to meet the minimum level of attendance and is deemed to have resigned from the committee.
 - b. Members appointed to the committee by the committee itself may also be removed by a vote of the committee, a minimum of three (3) days' notice to all members must be provided by email prior to the meeting where vote will be considered.
 - c. Any member may be removed from a committee for cause.
 - d. Cause shall be defined as absences preventing the committee from meeting quorum, lack of participation, or violations of the Code of Conduct.
3. Removal from Committee for Cause Procedure
- a. If a member meets the criteria for removal:
 - 1) The Chair of the Committee shall refer the matter to the Executive Board to consider recommending removal and shall notify the affected member of the pending action.
 - 2) Prior to the vote of the Executive Board, the affected member shall be offered the opportunity to appear before the Executive Board and show cause why removal is unwarranted. Notification shall be from the Secretary of This Committee.
 - 3) The vote shall be conducted pursuant to Policies and Procedures, Section VI, E. Internal Voting Procedure.

- 4) Upon removal by a two-thirds (2/3) vote of the Executive Board of This Committee, the Secretary of This Committee shall notify the affected member of the Executive Board's action.
 - b. If a member has been removed from a committee, said former committee member cannot be elected nor appointed to the committee from which they were removed until the term of This Committee from which the committee was formed has expired.
 - c. All notification to the affected member shall be in writing to the email address on file.
4. Absence or Vacancy of Committee Chair
 - a. In the absence of a committee chair, the chair will designate another committee member to serve for that meeting.
 - b. If the committee chair did not designate another member to serve in their absence, or for any vacancy, committee members will vote to elect a committee chair pro-tem for the duration of the absence or vacancy. The motion may be made and the vote may be called by any member of the committee in person or via email.

E. Committee Policies

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

SECTION X - Democratic Organizations

A. Chartering and Charter Renewals

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

1. All chartering is done electronically with online forms and email. The club or coalition shall provide a copy of its constitution and/or bylaws, its membership list, and the completed charter application form. It shall also transmit to the SDCDP a chartering fee, and proof of compliance with Article X - Democratic Organizations, Section 3. Requirements of the Bylaws.
2. For clubs renewing their charter, the deadline for all chartering requirements, including any Associate member applications and additional Associate member applications, is November 15. Renewing clubs that meet all aspects of the November 15 deadline have vote eligibility at the January Area meeting for their designated Area(s). Renewing clubs that miss any aspect of the November 15 deadline are ineligible for participation in the January Area Organizational meeting; they may still charter in January.
3. The deadline for meeting all chartering requirements is at least fourteen (14) days prior to the Central Committee meeting for the charter to be considered.

4. Club Associate member designations and applications that are submitted at least fourteen (14) days prior to the Central Committee meeting where the club charter is being considered will be credentialed as pending. The pending status will be removed as soon as the club is chartered, and the Associate member(s) will have full standing at their Area meetings.
5. The annual chartering fee shall be \$48 which will be pro-rated for any new charters during the annual term. Fees for additional Associate members shall be \$20 per additional member requested. The Executive Board may waive the chartering fee for any club or coalition that demonstrates that payment of the chartering fee would constitute an economic hardship. Campus organizations and other student-based clubs demonstrating all other criteria listed in Article X - Democratic Organizations, Section 3. Requirements of the Bylaws shall have their chartering fee waived.
6. The Executive Board may waive the list requirement in the chartering process and fashion alternative means to verify the number and registration of club or coalition members.
7. Successful chartering with twenty (20) unique voting members shall entitle the club to a Central Committee Associate membership with all of the duties and responsibilities outlined for Associate Members in the Bylaws, Policies and Procedures.
8. When seeking the renewal of its charter, a club or coalition shall furnish the Director of Clubs with the items specified in Paragraph A of this section. The failure to provide these items shall constitute good cause for denying renewal of a charter.

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

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

C. Bylaws Changes During the Charter Period

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

D. Organization of New Affinity Clubs

Prior to submitting a charter application, at least one representative of a proposed new Affinity club shall appear in person at a Central Committee meeting to provide an overview of the

purpose and goals of the club and to announce the notice of their next organizational meeting. The proposed club's organizational meeting shall be added to the SDCDP calendar, noticed to all Central Committee members via email, and must be open to all interested Democrats. The club's charter application may be considered at the next meeting of This Committee following the club's organizational meeting.

SECTION XI - Annual Budget Development

A. Deadlines

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

B. Revisions

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

SECTION XII - Requirements for Expenditures

A. All Expenditures

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

B. Unbudgeted Expenditures

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

C. Competitive Bidding

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

D. Signatures

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

SECTION XIII - Endorsements

A. Resolutions

1. Submission
 - a. Resolutions shall be submitted electronically in an editable format to the Chair of the Resolutions Committee unless other accommodations are needed. at least seven (7) calendar days prior to the Central Committee meeting at which consideration is requested.
 - b. Resolutions must be received at least seven (7) calendar days prior to the Central Committee meeting at which consideration is requested.
 - c. Submissions will be considered by the Resolutions Committee before submission to This Committee.
 - d. The Chair of the Resolutions Committee may determine that immediate consideration of a resolution received less than seven (7) calendar days prior to a Central Committee meeting is warranted because of its emergency nature and forego review by the Resolutions Committee for consideration and bring it directly to This Committee.
 - e. Resolutions recommended to the full Central Committee for consideration for endorsement will be distributed via email to This Committee at least two (2) calendar days prior to the meeting at which it is to be considered. A limited number of printed copies shall be available at the Central Committee meeting.
 - f. The Chair of the Resolutions Committee shall determine whether a member is willing to sponsor any resolution submitted by a non-member.
2. Format
 - a. Resolutions shall be no longer than 400 words.
 - b. Whereas clauses shall be limited to three (3) or less.
 - c. Resolve clauses shall be limited to two (2) or less. The final resolve clause shall explicitly detail what actions the resolution will require of This Committee.
3. Applicability

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

2. Adoption

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

2. Action

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

3. Sponsor Responsibilities

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

B. Candidate Endorsement Application and Questionnaires

1. The Executive Board, or it's designee, shall produce a Judicial Candidate Questionnaire and Non-Judicial Candidate Questionnaire and submit said Questionnaires to This Committee for approval no later than the May Central Committee meeting following the Biennial Central Committee Organization Meeting. The Executive Board may develop additional Questionnaires at their discretion for approval of This Committee.
2. The Executive Board shall appoint a committee of members and staff to review and update the Non-Judicial Candidate Questionnaire and Judicial Candidate Questionnaire at their Biennial Organization meeting. Questionnaires, whether modified or not, shall be submitted to This Committee for approval no later than the May Central Committee meeting following the Biennial Central Committee Organization Meeting.

3. At a minimum, the Non-Judicial Candidate Questionnaire shall contain the following questions:
 - a. If elected, I will not endorse non-democratic candidates in any challenged political race. YES or NO
 - b. If I have endorsed a non-democratic candidate in a non-challenged political race and a Democratic challenger is subsequently endorsed by This Committee, I agree I must withdraw my endorsement of the non-Democratic challenger immediately. YES or NO
4. Democratic candidates are provided an endorsement application and questionnaire by SDCDP when they file for office or are being considered for early endorsement.
5. All applications shall be delivered by email, or absent an email address by U.S. Mail, to the address on file with the County Registrar of Voters unless the candidate has otherwise submitted a different preferred email or U.S. Mail address to the SDCDP.
6. Candidates seeking endorsement must return the completed application and questionnaire at least two (2) business days prior to the meeting where they are seeking a recommendation or endorsement.
 - a. In the event the Registrar of Voters extends the filing period for a specific office, the application must be returned at least twenty-four (24) hours prior to the meeting where the candidate is seeking recommendation or endorsement.
 - b. Questionnaires which are returned after the stated deadlines may not be included in the summary provided to members for consideration.
7. Candidate questionnaire responses are summarized for internal use only by the Area Caucuses and This Committee. Summary documents or candidate responses are prohibited from release by any Central Committee member to the public.
8. Candidate questionnaire responses for successful candidates shall be retained by the SDCDP office for the duration of the officeholder's term(s) in that office.
9. No part of the candidate applications, questionnaires, or summaries are released by This Committee or the SDCDP to the public, allies, or any affiliated organization including chartered clubs.
10. Only candidates endorsed by This Committee may request permission to use the name and/or logo of the San Diego County Democratic Party for their campaign.

C. Strategically Critical Designation and Endorsement

1. This Committee may make early endorsements in "strategically critical" races in order to give the Party a chance to play a more significant role in races where early involvement and organizing could prove to be a key factor in winning that particular election.
2. The designation, recommendation, and endorsement is a multi-step process:
 - a. Recommendation from Area to the Executive Board for the race to be considered strategically critical.
 - b. Approval by the Executive Board for the race to be considered strategically critical.

- c. Approval of strategically critical designation by a two-thirds (2/3) vote of This Committee.
 - d. Endorsement recommendation from Area for the designated race.
 - e. Endorsement approval by This Committee.
3. Recommendations should meet at least one of the following criteria:
- a. The district must have statistically competitive advantage.
 - b. Having an identified Democrat who has garnered support through numerous endorsements, has previously been endorsed by the Party, has demonstrated the ability to fundraise, or has established a significant campaign organization.
 - c. Areas are encouraged to limit their recommendations to no more than three (3) races per Area in an election cycle.
4. The designation of strategically critical pertains to early endorsements and does not confer any other benefits or any guarantee that there will be a candidate or an endorsement.

D. Races that Cross Area Boundaries

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

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

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

1. Areas may make recommendations on Endorsements and Ballot Propositions at meetings held prior to the Central Committee meeting.
 - a. Club Associate members endorsement recommendation voting rights are activated when:
 - i. The number of Democratic candidates is equal to or less than the number of available seats.
 - ii. The Club has held a valid endorsement vote in that race and provides proper documentation of the Club's endorsement vote, and submits the form to the Party forty-eight (48) hours prior to the Area Caucus meeting at which the endorsement recommendation will occur, and shall be bound to the clubs position during the endorsement vote until that position is no longer an option.

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

- b. For Countywide and San Diego Citywide races including ballot measures, each Area may make a non-consent recommendation on the race.
 - c. For races where the district is fully contained in an Area, the enclosing Area shall make the recommendation.
 - d. For all other races, endorsement recommendation meetings will be hosted in the Area Caucus in which there is a plurality of voters registered as Democrats of the last General Election either Gubernatorial or Presidential.
 - 1) Central Committee members registered to vote outside of the hosting Area, but inside of the district for which recommendation is being considered, shall also be eligible to vote and shall be notified of the consideration meeting at the same time and in the same manner as the Area's members.
 - 2) Vice Chairs shall coordinate their endorsement recommendation meetings so they will not overlap and all eligible members have the opportunity to participate.
 - 3) All cross-area races will be considered before races fully contained in the Area.
- B. Voting shall be done pursuant to Policies and Procedures, Section VI, E. Internal Voting Procedure.
- C. No candidates may be present during debate on their specific endorsement or recommendation.
- D. A position on a candidate requires a minimum sixty percent (60%) vote.
- 1. Members shall be presented with a "No Endorsement" option on all votes.
 - 2. If no candidate receives a minimum of sixty percent (60%) in the first round of balloting, a second ballot shall be taken after removing the candidate receiving the fewest votes and any candidates receiving zero votes.
 - 3. If in the second round of balloting a candidate receives at least fifty percent (50%) but less than the sixty percent (60%) threshold, subsequent balloting shall continue after removing the candidate receiving the least votes and any candidates receiving zero votes.
 - 4. Balloting shall continue using the same procedure described in D.3, as long as one (1) candidate receives at least fifty percent (50%) but less than sixty percent (60%) and at least one (1) other candidate remains.
- E. If after the completion of balloting, no candidate has received the minimum required votes to reach the sixty percent (60%) threshold for endorsement, the position of the body shall be No Consensus and may be reconsidered at a later date. A position on a ballot initiative or proposition requires a minimum sixty percent (60%) vote. Members

have the option of voting "No Position." If a motion to endorse or oppose fails, the position of the body is "No Position."

- F. If the Executive Board recommends a Consent Agenda of candidates or ballot measures, acceptance shall require the approval of a minimum sixty percent (60%) vote.
- G. Any member of This Committee may request that a candidate or ballot measure be pulled from the Consent Agenda for consideration with a fifty percent (50%) vote.
- H. Those races pulled from the Consent Agenda shall be handled as non-consent agenda items in accordance with Part D or E of this section.
- I. Any endorsement made in a Primary election carries forward with any candidate who advances to a run-off election for the same office.
- J. Once the results of a Primary Election are clear, any race lacking an endorsed Democratic candidate for the General Election run-off may be considered for recommendation at the next Area meeting provided the Clubs have been given thirty (30) days' notice and then for endorsement the Central Committee meeting following that Area meeting.

SECTION XIV - Awards, Honorariums or Grants

A. Format

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

B. Criteria and Details

The proposed awards must set forth the following:

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

C. Applicability

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

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

SECTION XV - Records

A. Custody and Maintenance

1. The Secretary shall maintain all Central Committee membership records and keep custody of an up-to-date electronic copy of the current fiscal year's membership records.
2. The Secretary or The Chair shall ensure all adopted agendas, approved minutes, and attendance records for meetings of This Committee and Executive Board are provided to the SDCDP Executive Director within seventy-two (72) hours. The Secretary shall maintain all Central Committee and Executive Board minutes and keep custody of an up-to-date electronic copy of the current fiscal year's minutes.
3. The Vice Chairs or convener shall ensure all adopted agendas, approved minutes, and attendance records for their Area meetings are provided to the SDCDP Executive Director within seventy-two (72) hours.
4. The Controller shall maintain the Central Committee budget records and keep custody of an up-to-date electronic copy of the current fiscal year's budget.
5. The Treasurer shall maintain all Central Committee financial reporting and campaign spending records and keep custody of an electronic copy of the current fiscal year's financial reporting and campaign spending records.
6. The Director of Administration shall maintain the Central Committee Bylaws and Policies and Procedures and keep custody of an up-to-date electronic copy of them and provide them to the SDCDP Executive Director who shall retain electronic copies of them.
7. The Director of Administration shall maintain a list of all submitted amendments and their current status. The list will be viewable by all Central Committee members.
8. The Chair of the Resolutions Committee shall maintain the proposed Resolutions and provide an electronic copy of them to the SDCDP Executive Director who shall maintain electronic copies of approved resolutions.
9. The Chair of the Platform Committee shall maintain the proposed Platform recommendations and current platform of the San Diego County Democratic Party and provide an electronic copy of them to the SDCDP Executive Director who shall maintain electronic copies of the approved platform.
10. The Director of Clubs shall acquire of the most current bylaws and membership records of all chartered organizations and provide them to the SDCDP Executive Director who shall retain electronic copies of them.
11. The SDCDP Executive Director shall ensure that electronic data is backed up.

B. Copies

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

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

C. Access

1. Democrats registered in the county of San Diego shall be able to view a printed copy of This Committee's current:
 - a. List of Members.
 - b. Central Committee minutes.
 - c. Central Committee Bylaws, Policies and Procedures, and Resolutions.
 - d. Chartered organization bylaws.
2. Central Committee members shall be able to view and obtain a printed copy of This Committee's current and previous:
 - a. Budgets.
 - b. Financial reporting and campaign finance records.
 - c. Chartered-club officer lists.
3. Executive Board members shall be able to make an appointment to view This Committee's current voter information data.
4. Individuals or organizations with business before This Committee may request a list of current members for communication purposes related to that business.
 - a. The list is not transferrable.
 - b. The list will include names, political districts, SDCCDP Area, mailing addresses, and preferred phone numbers of all members including Alternates and Associates. Email addresses will be included for members who have opted in to receive email for this purpose.
 - c. For candidates and campaigns, the processing fee is \$25.
 - 1) The business in front of This Committee shall be disclosed, and campaigns shall be named.
 - 2) The list may be used for the disclosed purpose only.
 - 3) An updated version of the Central Committee list may be requested for the same business or campaign within the same election cycle in which the list was purchased for a fee of \$10.00.
 - d. At their written request, an incumbent Legislative Ex Officio member of this committee will be provided with a complimentary Central Committee member list. They may request a complimentary update once per quarter.
 - e. For internal Party elections, declared candidates for the Executive Board or Standing Committees may request one complimentary copy of the Central Committee member list for the stated purpose of that election only. In addition, one complimentary update of the list may be requested at least one (1) business day prior to the election.
 - 1) Any additional updates may be purchased for \$10.00.

- 2) The list may be used for purposes of internal elections only.
- 3) For Vice Chair elections the list will be limited to members of that Area.

D. Archives and Storage

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

E. Transfer of Records

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

F. Electronic Recordings

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

Section XVI DSCC Delegation Policies and Responsibilities

A. Delegation Membership and Election

1. The member form is used to indicate a member's desire to serve as part of the DSCC.
2. Prioritization for election to the SDCDP DSCC Delegation shall be in this order: Public Ballot, other Voting members, Alternate, and Associate members.
3. The election shall be conducted as part of the Biennial Organization as follows:
 - a. All candidates must declare their intention to run via the member form and may submit a 2400-character statement by the November 15 deadline, with the proviso the statement be free from mentioning other candidates by name, reference or inference. Statements shall be published as submitted; additions, corrections, or other edits are prohibited. Statements that fail to meet the proviso will be replaced with "candidate statement did not meet the requirements."
 - b. Any member elected to fill a vacancy at the January Biennial Organization meeting may declare their candidacy at that same meeting. This also applies to any Alternate they appoint at that same meeting.
 - c. In the case of an odd number delegation, the Chair will do a coin flip to decide which gender receives the additional seat.

- d. In the case where there are equal or less Voting members that declared candidacy than positions available, the vote will be by acclamation. Otherwise the vote will be by paper ballot where members may vote for up to the maximum open positions per gender with a maximum of one (1) vote per candidate.
 - e. Balloting shall continue in the same manner for open positions from the Alternate candidates and then the Associate candidates.
 - f. If there is a tie, the Chair will do a coin flip or draw lots as appropriate for the number of positions available.
 - g. Electioneering within the Central Committee meeting room is limited to credentialed members of This Committee.
4. In electing at-large members to or filling a vacancy in the DSCC Delegation, an effort shall be made to balance the delegation between genders, as required by the CDP, and to be demographically representative of the county.

B. SDCDP DSCC Executive Board Representatives

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

C. Participation and Responsibilities

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

D. DSCC Delegation and Executive Board Vacancies

1. Vacant delegation positions will be filled by a vote of This Committee from the DSCC Delegation Waitlist using the Internal Election Voting Procedure. Absent sufficient candidates on the waitlist, a nomination may be taken from the floor.
2. Vacant DSCC Executive Board positions will be filled by a vote of This Committee from the delegation using the Internal Election Voting Procedure.
3. Absent a regularly scheduled Central Committee meeting prior to CDP deadlines which would result in a smaller delegation than this Committee's allotment, the Executive Board of This Committee may fill the vacancy.

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

Section XVII Amendment of the Rules

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

Section XVIII Censure of Elected Officials, Candidates, Consultants, and Vendors

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

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

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

- b. The publication or communication of slurs, epithets, name calling, threats or obscene

gestures to or about a Democratic candidate or leader.

2. Supporting or avowing a preference for a candidate who is a member of a different Party, or supporting or avowing a preference for a candidate who has no party preference (Unless there is no Democratic candidate in that race).

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

- a. Slurs, epithets, name calling, ridicule, threats or obscene gestures
- b. Inappropriate or obscene images in public spaces
- c. Deliberate intimidation, stalking, or following of persons or witnesses of harassment
- d. Unwelcome advances
- e. Coercing inappropriate sexual or other conduct in exchange for a benefit
- f. Retaliation against complainant or witnesses to harassment
- g. Advocating for, or encouraging the above behavior

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

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

6. Club splitting / Club multiplication; The splitting of a club or creation of clubs in name only with the intent of gaining more votes at the Area caucuses in order to manipulate the endorsement process and not the honest creation of clubs with the mission to support the party

7. Engaging in actions detrimental to this committee.

8. Patronizing an establishment, consultant, or vendor on the "Do Not Patronize" list of the SDCDP

9. The publication of materials that falsely imply the endorsement of a Democratic Party organization

10. The usage of the logo of the SDCDP without permission of the Chair of This Committee or the Executive Board.

Violation of this section shall be subject to the jurisdiction of the SDCDP Ethics Committee. Candidates who are censured by This Committee may be removed from consideration for

endorsement by This Committee. Consultants and vendors who are censured by This Committee may be placed on a “Do Not Patronize” list for the current and/or next election cycle