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# ByLaws

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Placer County Democratic Central Committee



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## **ARTICLE I: NAME AND PURPOSE**

### **Section 1.1: Name**

The title of the organization shall be Placer County Democratic Central Committee (PCDCC). Herein referred to as the Central Committee.

### **Section 1.2: Purpose**

The Central Committee shall advance the efforts of the Democratic Party.

### **Section 1.3: Structure**

Unless otherwise provided herein, the vote of the Central Committee shall supersede the vote of any committee or decision of any officer. The vote of the Executive Board shall supersede the vote of any other committee or the decision of any officer, except the Central Committee.

## **ARTICLE II: MEMBERSHIP AND REMOVAL**

### **Section 2.1: Membership**

All members must be residents of Placer County and be i.) registered Democrats, or ii.) ineligible to register to vote; have expressed an intent to register as Democrats upon becoming eligible to do so; must register as a Democrat within 30 days of eligibility. Residency and voter registration eligibility must be confirmed by the Central Committee prior to election or appointment, where applicable. All Central Committee members in good standing have floor rights and voting rights, unless otherwise noted.

#### **A. Elected Members**

1. Elected Members of the Central Committee shall be elected at the Primary Election in presidential election years as prescribed by law.
2. When an Elected Member vacancy exists, the Central Committee shall declare that such a vacancy exists at the first meeting following the occurrence of the vacancy.

#### **B. Appointed Members**

1. When an Elected Member's seat becomes vacant or is not filled by the election process, the Central Committee may appoint a qualified person to fill that vacancy as defined below:
  - a. The Chairperson shall call upon the Members in the Supervisorial District where the vacancy exists to nominate a candidate to attempt to fill the vacancy at the next regular meeting.
  - b. The Chairperson shall entertain nominations from the floor in the absence of a successful nomination from the Supervisorial District's membership.
  - c. If an incumbent Member vacates their seat between the Primary Election and the Organizational Meeting of the next Central Committee term, the procedures defined above shall be followed.
2. An Appointed Member must meet the same qualifying criteria and reside in the same Supervisorial District as the Elected Member they replace.
3. To be considered for appointment, a qualified registered Democrat must attend two (2) consecutive regular meetings of the Central Committee and be approved by a majority vote of the membership at the subsequent (third consecutive) regular meeting.
4. Appointed Memberships are void as of the subsequent organizational meeting in a presidential election year.

C. Associate Members

1. Associate Memberships may be granted under special circumstances, as determined and recommended by the Executive Board, upon a majority vote of the membership.
2. Associate Members shall have the privilege of floor rights and voting rights.
3. Associate Members are subject to the attendance and standing committee membership requirements.
4. Associate Memberships expire on the subsequent organizational meeting in a Presidential election year.

D. Chartered Organization Representatives (aka Club Representatives)

See Article IX, Section 1.

E. Ex-Officio Members

1. Any Democratic incumbent or nominee for the State Senate, State Assembly, or House of Representatives, who represents any part of Placer County shall be an Ex-Officio and have the privilege of the floor and voting rights if in good standing.
2. Any elected Democratic State Constitutional Officer who resides in Placer County shall be an Ex-Officio member of the Central Committee and shall have the privilege of the floor and voting rights. Dues are not required.

The California Constitutional Officers are:

- a) Governor
  - b) Lieutenant Governor
  - c) Secretary of State
  - d) Attorney General
  - e) State Controller
  - f) State Treasurer
  - g) Superintendent of Public Instruction
  - h) Insurance Commissioner
  - i) Board of Equalization Members
3. All references to "nominee" shall refer to that registered Democrat in a voter-nominated election who received the highest number of votes in the most recent general, primary or special election. Should there be no registered Democrat **advancing to** the most recent election, "nominee" shall refer to that registered Democrat who received the highest number of votes in the qualifying election. If there is no incumbent or nominee, the Ex-Officio seat shall remain vacant until the following primary election for the office in question.
  4. California Democratic Party (CDP) Regional Director in the Region where this Central Committee is located shall serve as an Ex-Officio member of the Central Committee with the privilege of the floor and voting rights.

F. Alternates

1. Each Member of the Central Committee may designate one (1) Alternate who meets the same eligibility requirements to represent them in their absence. The Alternate shall thereafter have all rights, duties, and privileges of the Member when the Member is absent provided the requirements set forth in these bylaws have been met. For Ex-Officio Members, the alternate must reside in the part of Placer County that the Ex-Officio represents.

2. During the roll call at a Central Committee Meeting, if both the Member and Alternate are present, the Member shall inform the Secretary which of the two have the floor and voting rights for that meeting. If the Member is not present at the roll call, the Alternate will have full floor and voting rights for that meeting.
3. Announcement of new Alternates shall be made by the Chair at the next regularly scheduled meeting of the Central Committee.

### **Section 2.2: Membership Responsibilities (Members in Good Standing)**

- A. All Members shall submit a Member Information Form to the Central Committee Chair before being installed onto the Central Committee.
- B. Within 45 days of being either elected or appointed, every member must complete the Oath of Office before being installed onto the Central Committee. If any member does not complete the swearing-in process, within the 45 days, their seat shall remain vacant until the process is complete.
- C. All Members must pay their respective dues based on Article VI of these Bylaws.
- D. Elected Members, Appointed Members, Associate Members, and Club Representatives shall sit on at least one (1) of the four (4) Standing Committees listed in Section 4.1.B. Ex-Officio and Alternate members are not required but encouraged to serve on Standing Committees if they so choose.

### **Section 2.3: Attendance**

- A. Elected Members, Appointed Members, Associate members, and Club Representatives are required to attend all meetings, or send their approved Alternate in their stead.
- B. Ex-Officio and Alternate Members are not obligated to attend every meeting of the Central Committee.
- C. Any Member who misses three (3) consecutive Central Committee meetings, without prior notification of their absence, may be removed from the Central Committee.
- D. Members who are not physically present for five (5) meetings within a calendar year may be removed from the Central Committee. "Physically present" can mean onsite at a physical location or attending via an online meeting. The Executive Board may grant a waiver to these requirements on an individual basis.
- E. Members are expected to communicate with the Executive Board regarding poor attendance. Failure to respond to communications from the Board shall result in a referral to PCDCC for a vote to remove the member. See section 2.6.

### **Section 2.4: Prohibition of Dual Membership**

- A. There shall be no dual membership. Any person who becomes eligible for membership on more than one (1) basis shall inform the Chair of such eligibility and immediately identify the one (1) position that person shall occupy.
- B. If the person fails to identify such a position, the Central Committee shall designate a position with the other position remaining vacant until filled pursuant to these bylaws.
- C. In no event shall any one (1) person be eligible to cast more than one (1) vote.

### **Section 2.5: Resignation of Members**

- A. Resignation is automatic when a member:
  1. Ceases to be a registered Democrat.
  2. Moves from the supervisorial district the member was elected or appointed to represent.

3. Fails to take the Oath of Affirmation within 45 days of election or appointment as required by law.
- B. Resignation is voluntary when a member:
1. States intention in writing.
  2. States orally to the membership present at a Central Committee meeting.

## **Section 2.6: Removal of Members**

### A. Grounds for Removal

A member, with the exception of Ex-Officio Members, may be removed by the Central Committee if during their term of membership:

1. they affiliate with, or register, as a member of another party,
2. publicly advocates that the voters should not vote for the endorsed candidate of this party for any office,
3. in any way gives public support or publicly avows a preference for any candidate for any political office that is not currently registered as a Democrat,
4. publicly avows a candidate who is opposed to a candidate endorsed by this party. If an endorsed candidate should change their voter registration to anything other than Democrat at a later date, the endorsement shall be immediately rescinded.
5. has three (3) consecutive unexplained absences.
6. is not physically present for five (5) meetings in a calendar year.
7. fails to comply with the requirement to serve on at least one (1) standing committee of the Central Committee, as described in section 4.1.B.
8. engages in any form of harassment.
9. fails to pay dues in accordance with Article VI.
10. exhibits conduct deemed to be disruptive or unbecoming during the execution of Central Committee business.
11. they fail to comply with the CADEM Code of Conduct (California Democratic Party State Central Committee Bylaws Appendix A: Code of Conduct).

### B. Procedure for Removal from the Central Committee for Cause

1. A member shall be entitled to a hearing before the Central Committee before removal.
2. Any member of the Central Committee who becomes aware that a member has engaged in conduct defined in these bylaws as grounds for removal may file a complaint by submitting a written, signed statement to the Executive Board stating the section of the bylaws that was violated.
3. If a complaint is received by the Executive Board, it shall conduct an investigation, and by majority vote, determine whether or not there is sufficient cause to refer the complaint to the whole Central Committee.
  - a) The accused member shall be given an opportunity to answer the complaint before the Executive Board votes on whether to refer it.
  - b) If an accused member resigns before a complaint is referred to the Central Committee, the Executive Board shall report only that a complaint was received, and that the member chose to resign. The alleged grounds for removal shall not be included in the report.
  - c) If a complainant wishes to appeal a decision of the Executive Board not to refer a complaint to the Central Committee, they may deliver a petition, signed by at least

one-third (1/3) of the Central Committee members, to the Central Committee at one of its regular meetings.

4. Complaints investigated by the Executive Board and referred to the Central Committee shall be included on the agenda for the next regular Central Committee meeting.
5. Petitions of appeal shall be included on the agenda for the regular Central Committee meeting following the receipt of the petition.
6. The Central Committee shall schedule a hearing to adjudicate the complaint or petition at the regular meeting following the presentation of the complaint or petition. A special meeting of the Central Committee may be called, with the consent of the accused member. Notice of the hearing shall appear in the agenda for the meeting.
7. A member shall be sent written notice, no fewer than ten (10) days prior to the hearing, by certified return receipt requested mail, specifying the charges and the time and place of the hearing, and shall have the right to be heard and to call witnesses to testify on their behalf prior to the vote. The member may appoint an advocate to present their defense from the charges.
8. A two-thirds (2/3) majority vote of members present and voting is required for the removal of a member.
9. A member removed from the Central Committee may not serve again until after the next organizational meeting.
10. Members failing to respond or appear at a hearing after mail notification has been made shall be considered to have resigned.
11. If an accused member resigns, the removal process shall be terminated. All investigations shall cease, and no votes on referral or removal shall be taken.

## **ARTICLE III: EXECUTIVE BOARD**

### **Section 3.1: Composition**

The Executive Board of the Central Committee shall be: Chair, First Vice-Chair, Second Vice-Chair, Secretary, Controller, and the chair or designee of all standing committees. The Executive Board shall be divided evenly by gender whenever feasible. The Officers of the Central Committee are: Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Controller.

### **Section 3.2: Elections**

The Executive Board shall be elected at the organizational meeting of the Central Committee for a two (2) year term. All votes for the Executive Board shall be public.

### **Section 3.3: Qualifications**

Members of the Executive Board must be members of the Central Committee.

- A. The Officers of the Executive Board must be either an Elected or Appointed Member.
- B. The Standing Committee Chairs may be from any of the membership classifications outlined in ARTICLE II.

### **Section 3.4: Vacancies**

The process to fill vacancies on the Executive Board shall be:

- A. Notify the membership at the regular Central Committee meeting following the date that the seat became open.
- B. An election to fill the vacancy must be held at the next regular Central Committee meeting.



### **Section 3.5: Duties**

The duties of the Members of the Executive Board:

- A. Chair shall:
  - 1. Convene monthly executive board meetings.
  - 2. Convene all meetings of the Central Committee.
  - 3. Be an Ex-Officio member of all standing committees
  - 4. Sign outgoing communications as appropriate, and approve messaging as discussed in Section 4.2-C-4, on behalf of the Central Committee.
  - 5. Lend their prestige as chair for fundraising purposes in consultation with the Fundraising Committee Chair.
  - 6. Represent the Central Committee at all meetings.
  - 7. Shall serve as the California Democratic Party Executive Board Representative and report back to the Central Committee after each meeting.
  - 8. Other duties as assigned by the Executive Board.
- B. First Vice-Chair shall:
  - 1. Perform all duties of the Chair in their absence.
  - 2. Have oversight on internal matters such as standing and ad hoc committees.
  - 3. Serve as Chair of the Governance Committee.
  - 4. Serve as parliamentarian.
  - 5. Other duties as assigned by the Executive Board
- C. Second Vice-Chair shall:
  - 1. Perform all duties in the absence of both the Chair and the First Vice-Chair.
  - 2. Coordinate Central Committee activities with clubs,
  - 3. Seek out potential partnerships with local, state, and national organizations and campaigns, at the direction of the Executive Board, and report back to the Central Committee.
  - 4. Serve as the Sergeant at Arms, including enforcement of all-time limits.
  - 5. Other duties as assigned by the Executive Board.
- D. Secretary shall:
  - 1. Record and distribute the minutes of the Central Committee meetings.
  - 2. Issue all notices and reminders regarding Central Committee meetings.
  - 3. Prepare and send correspondence as directed by the Chair.
  - 4. Track and record attendance of Central Committee meetings.
  - 5. Maintain the Central Committee membership roster and Google Groups distribution list, and report all changes and vacancies, as they occur, to the Executive Board.
  - 6. Other duties as assigned by the Executive Board.
- E. Controller shall:
  - 1. Receive, record and deposit all monies.
  - 2. Ensure all bills are paid and retain records and invoices.
  - 3. Be responsible for communicating with the Central Committee's accountant.
  - 4. Prepare reimbursement requests for member-paid expenses.
  - 5. Prepare check requests for the accountant to process.
  - 6. Verify that all FEC and FPPC filings are completed.
  - 7. Submit a financial report to the members at each Central Committee meeting.
  - 8. Present quarterly update on all income and expenses.

9. Chair the ad hoc Finance and Budget Committee.
  10. Other duties as assigned by the Executive Board.
- F. The Standing Committee Chairs or Designees shall:
1. Provide a monthly report as requested by the Central Committee Chair.
  2. Other duties as assigned by the Executive Board.

### **Section 3.6: CDP Delegates**

The Officers of the Executive Board shall have first choice for a delegate position to the California Democratic Party (CDP). Remaining delegates shall be filled by a public vote of the Central Committee membership no later than the general meeting in the month before the deadline to submit the delegates' names to the CDP. Any vacancies created prior to the roster submission shall be filled by those with the next highest votes in the Central Committee election. Vacancies that occur after the names have been submitted to the CDP shall be filled by a new election of current Central Committee members. An election via email shall be acceptable if necessary to meet the submission deadlines.

### **Section 3.7: Responsibilities:**

- A. Meet monthly to determine the agenda for the next Central Committee meeting.
- B. Shall send the agenda to the membership no later than 48 hours prior to the meeting.
- C. Publish the approved minutes of Executive Board meetings to the Central Committee.
- D. Review the annual budget as proposed by the ad-hoc Finance and Budget Committee, by the April Executive Board Meeting.
- E. May approve non-recurring expenditures as outlined in Article VIII, Section 3.
- F. Oversee the administration of all grants, once approved by the Central Committee.

### **Section 3.8: Removal of Executive Board Members:**

- A. Grounds for Removal  
An Executive Board Member of the Central Committee shall be removed from office during their term if:
  1. they willfully neglect the duties of the office.
  2. they misuse the Central Committee's funds.
  3. they engage in any conduct that would be grounds for the removal of a member.
- B. Procedure for the Removal of an Executive Board Member
  1. The procedure for removing an Executive Board Member from their post shall be the same as for removing a member.
  2. The only sanction available under this section is removal of an Executive Board Member from their executive office, not the Central Committee.
  3. If a member is removed from the Central Committee in accordance with Section 6 of Article II, the member automatically forfeits any office they hold

## **ARTICLE IV: COMMITTEES**

### **Section 4.1: Guidelines**

- A. All Committees shall be created by the Central Committee. There shall be both Standing Committees and Ad Hoc Committees
  1. Standing Committee Chairs shall be elected by the Central Committee
  2. Ad Hoc Committee Chairs shall be appointed by the Executive Board
  3. Each Committee shall have a Vice Chair, who is elected by a majority vote of the committee.

- a) The individual must be a member of the Central Committee.
  - b) If the Chair position becomes vacant, the Vice Chair will complete the term of the Chair.
- B. Members are encouraged to join more than one (1) committee. Every member shall join and participate in one of the following four (4) committees:
  - a. Campaign Services
  - b. Communications
  - c. Community Engagement
  - d. Fundraising
- C. All Committee decisions shall be determined by majority vote of members present.
- D. The four (4) Standing Committees listed in 4.1.B shall meet monthly, no fewer than nine (9) months per year. Each Committee Chair shall inform the general membership in advance if/when their committee will not be meeting. The Committee shall determine the meeting method. All other Standing Committees shall meet no fewer than (4) times per year but must meet often enough to accomplish the stated committee's goals. This can be quarterly, seasonally, or as the needs arise.
- E. A summary of each Committee meeting, including attendance and all decisions made, shall be provided to the Executive Board at the next Executive Board meeting following the Committee meeting.
- F. Committee members shall attend all committee meetings. They shall be removed from the Standing Committee if one (1) of the following occurs:
  - 1. Has three (3) consecutive unexcused absences
  - 2. Is not present for 5 meetings in a calendar year.
- G. Non-Central Committee members may serve on Committees.
  - 1. Individuals must meet the same membership requirements as Central Committee members, as stated in Article II, Section 2.1 Membership.
  - 2. The Committee Chair will present the nomination to the Central Committee for approval.
  - 3. The Non-Central Committee member may serve after receiving a majority vote of the Central Committee

## **Section 4.2: Standing Committees**

- A. Campaign Services Committee shall:
  - 1. Assist the Central Committee in campaign services;
  - 2. Assist in Democratic Campaign Efforts
  - 3. Have jurisdiction for:
    - a) Candidate recruitment
    - b) Recommendations for campaign contributions
    - c) Recommendations for candidate endorsements
    - d) Recommendations for candidate training events
  - 4. Shall comply with the endorsement policies set forth in the Bylaws of the California Democratic Party
  - 5. At its first meeting after the Central Committee Reorganization meeting, the committee shall review the sections of the Bylaws of the California Democratic Party and the PCDCC Bylaws that cover the endorsement of candidates.
  - 6. Fulfill the duties set forth in Article V of these bylaws; and
  - 7. Perform such other duties as designated by the Executive Board and/or Central Committee

- B. Fundraising Committee shall:
  - 1. Assist the Central Committee in fundraising to meet the projected revenues as outlined in the annual budget;
  - 2. Plan and coordinate all fundraising activities throughout the year;
  - 3. Coordinate with the Communications Committee Chair to ensure that all fundraising activities are accurately reported to all interested parties and listed correctly on all means of communication; and
  - 4. Perform such other duties as designated by the Executive Board and/or Central Committee.
- C. Communications Committee shall:
  - 1. Assist the Central Committee at all levels of communications;
  - 2. Establish and maintain all outbound means of communication;
  - 3. Assist in promoting the Democratic Party and its platform;
  - 4. Have jurisdiction for creating and revising (messaging) on behalf of the Central Committee. The PCDC Chair shall have the authority to deny or edit specific messaging in consultation with the Communication Committee. The PCDC Chair may also recommend that a given message be presented to the entire Central Committee for approval.; and
  - 5. Perform such other duties as designated by the Executive Board and/or Central Committee.
- D. Governance Committee shall:
  - 1. Recommend changes to the Central Committee's Bylaws;
  - 2. Provide advice concerning any questions that might arise about the interpretation of the Bylaws;
  - 3. Ensure that the most accurate copy of the Central Committee Bylaws are provided to the Communications Committee to post to the website and distribute to all members of the Central Committee;
  - 4. Be responsible for review of club charter or recertification applications and make recommendations to the Central Committee for charter; and
  - 5. Perform such other duties as designated by the Executive Board and/or Central Committee.
- E. Community Engagement Committee shall:
  - 1. Promote efforts designed to increase Democratic voter participation in elections;
  - 2. Work to increase the visibility and positive image of the Democratic Party in the community;
  - 3. Coordinate with the Campaign Services Committee for Get Out the Vote (GOTV) initiatives; and
  - 4. Coordinate the Central Committee's participation in the Placer County Office of Elections High School Outreach Program.
  - 5. Perform such other duties as designated by the Executive Board and/or Central Committee.
- F. Public Events Committee shall:
  - 1. Work to increase the visibility and positive image of the Democratic Party and its candidates at community events;
  - 2. Coordinate the Central Committee's involvement in fairs, festivals, community service events, and other community events;
  - 3. Be responsible for voter registration activities of PCDC;
  - 4. Perform other duties as designated by the Executive Board and/or Central Committee.
- G. Legislation Committee shall:
  - 1. Create and maintain a chart depicting the voting record of the legislators who represent Placer County and provide this chart to PCDC members.

2. Recommend positions on any State and/or Local Legislation which has not been determined by the California Democratic Party Legislation Committee;
    - a) Obtain analysis pertaining to proposed and/or enacted Legislation
    - b) Research impact of proposed and/or enacted Legislation
  3. Report to the Central Committee and chartered clubs regarding proposed and/or enacted Legislation and the potential impacts;
  4. Coordinate with other organizations/individuals to provide analysis and education on proposed and/or enacted Legislation;
  5. Coordinate with the Communications Committee to author and publish Op-Ed articles, Letters to the Editor, and similar position papers as appropriate;
  6. Have the option to submit legislation to CADEM for endorsement consideration per the current CDP rules, with the approval of 2/3 affirmative vote by the PCDCC membership. Legislation approved for submission shall be forwarded to CADEM by the PCDCC Chair or a designee.
  7. Perform such other duties as designated by the Executive Board and/or Central Committee.
- H. Resolutions Committee shall:
1. Review resolutions referred to the committee and make recommendations as to the resolutions the PCDCC should endorse.
  2. Consider and evaluate only those resolutions submitted by a member of the PCDCC, a committee of the PCDCC, or by an entity chartered by the PCDCC.
  3. Assist any PCDCC member who wants to create a resolution for consideration by the PCDCC membership, providing instructions and reviewing for form, format, and content.
  4. Draft its own resolutions, as needed, to be submitted to the PCDCC for approval.
  5. Develop and oversee an outreach program with the Placer County Democratic clubs to provide education about all aspects of the resolution process and assist clubs in developing their own efforts to write or endorse resolutions.
  6. Analyze countywide ballot measures for submission to PCDCC for endorsement.
  7. Perform such other duties as designated by the Executive Board and/or Central Committee.

## **ARTICLE V: ENDORSEMENT POLICY**

### **Section 5.1: Endorsement Timeline**

- A. The Campaign Services Committee shall establish and document a process for evaluating candidates and making recommendations to the Central Committee. The evaluation process shall be presented to the Central Committee for approval prior to implementation.
- B. The Campaign Services Committee shall assess the needs and viability of the recommended candidates, make endorsement recommendations, and propose to the Central Committee recommended allocation and use of campaign funds. All official recommendations shall be made after filing has closed for the election in question.

### **Section 5.2: Endorsement Process**

- A. The Central Committee shall:
  1. only endorse candidates who are registered Democrats.
  2. only endorse candidates in non-partisan races within Placer County
  3. only endorse candidates for partisan public office that are endorsed by the CDP.

4. only endorse a candidate in a non-partisan office that includes another county if it also includes a portion of Placer County, in compliance with CDP Bylaws.
  5. not endorse more Democrats than there are seats to be filled.
- B. The Central Committee shall vote on any local ballot measures submitted by the Resolutions Committee or Chartered Clubs.
- C. The Central Committee shall hold a public vote. It requires a two-thirds(2/3) affirmative vote of the members present at a Central Committee meeting, or participating in an email vote or online form, to grant an endorsement for a resolution, legislation, or a candidate.
1. Notice of the endorsement vote must be contained in the notice of the meeting.
  2. The Central Committee chair shall notify the candidates in writing of the Central Committee's decision.

## **ARTICLE VI: DUES**

Annual membership dues are as listed below. Payment of dues shall not be obligatory for any member to whom it constitutes an economic hardship. Dues are payable at the April meeting each year, except for club representative dues which are payable with the club charter process. Members must be current in their dues in order to be eligible to vote at Central Committee meetings. Alternate members are not required to pay dues.

### **Annual Dues:**

\$50 Elected Members

\$50 Appointed Members

\$50 Associate Members (unless prohibited by law)

\$50 Ex-Officio Members (as required)

\$125 Annual Charter Fee (Includes Club Representative Dues)

## **ARTICLE VII: QUORUM**

### **Section 7.1: Central Committee / Executive Board**

A Central Committee quorum shall consist of a majority of membership.

An Executive Board quorum shall consist of a majority of membership.

### **Section 7.2: Standing / Ad Hoc Committees**

A quorum shall consist of 25% of the committee's official membership, or 2 people, whichever is greater.

The attendance of the Committee Chair or Vice Chair is mandatory.

## **ARTICLE VIII: MEETINGS**

### **Section 8.1: Regular or Special Meetings**

- A. Robert's Rules of Order, newly revised, shall govern the Central Committee in all cases in which they are not consistent with these bylaws.
- B. Notice of a special meeting shall be given to all members as soon as possible, and all actions taken at such a meeting shall be ratified at the next regular meeting.
- C. Each Central Committee Member shall be allowed the opportunity to make an announcement limited to 2 minutes.

- D. Central Committee meetings are open to the public. Public Comment is limited to 2 minutes per person.
- E. Official Notice to Members:
  - 1. Email delivery shall be considered sufficient notice for all purposes except in the case of members without email or members which have chosen not to receive notice by email which shall receive official notices by postal mail.
  - 2. All notices by Central Committee via email will be considered valid if:
    - a) the sender and receiver have both consented, in writing, to sending and receiving notice in this manner,
    - b) the notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver, and
    - c) the obligation to inform and procedure for informing of any change in email address has been specified in writing.
- F. All meetings may be held via an online meeting or, if utilizing a physical location, shall also include an online option. All Central Committee members who choose to join via the online option shall have their full name listed as the attendee and are expected to share their webcam for the duration of the meeting.
- G. Guests are required to introduce themselves when requested by the Chair and are expected to share their video camera for the duration of the meeting.

### **Section 8.2: Organizational Meetings**

- A. Organizational meetings shall be held once every two (2) years in April.
- B. The main purposes of the Organizational Meeting are:
  - 1. Installation of Elected Members in presidential election years
  - 2. Election and installation of the Executive Board
  - 3. Determining the dates and times of the Central Committee meeting schedule. This decision may be changed at any subsequent regular meeting.
- C. Elected Members, Appointed Members, Ex-Officio Members, Associate Members, and Chartered Club Representatives shall be entitled to vote in the organizational meetings.
- D. Alternate Members shall not be entitled to vote in the organizational meetings.
- E. To ensure that members are duly installed and eligible to vote in the Executive Board elections, the following actions must be completed in the following sequence prior to the Executive Board elections:
  - 1. Elected members are installed.
  - 2. Appointed members are elected to fill any open seats and are installed.

### **Section 8.3: Expenditures Approval**

- A. Recurring expenditures will be automatically paid by the accountant and reported each month to the Central Committee.
- B. Non-recurring expenditures less than \$250 shall be approved by the Executive Board or the Central Committee.
- C. Non-recurring expenditures between \$250 and \$500 shall be approved by a majority vote of the Central Committee Members present.
- D. Non-recurring expenditures over \$500 must be reviewed and recommended by the Executive Board before being approved by a majority vote of the Central Committee Members present.

## **Section 8.4: Voting by e-mail or Online Form**

- A. The vote originator must be the committee chair/designee.
- B. If a committee member wants to make a motion, it must be referred to the committee chair/designee.
- C. The vote originator must conduct the vote.
- D. Must allow a minimum 48 hours to vote.
- E. Include on subject line of email or online form (required unless noted):
  - 1. Online vote
  - 2. Deadline: Date and time
- F. Body of email or online form:
  - 1. Subject on which the members are voting.
  - 2. Members must “reply all” when voting.
- G. The first vote constitutes a 2nd on the motion.
- H. After the vote, the vote originator sends a summary with results, clearly listing Yes/No/Abstain votes, within 48 hours of the vote conclusion.
- I. An endorsement requires a two-thirds (2/3) affirmative vote of the Central Committee voting members who participated in the email or online form vote.
- J. The vote originator shall submit to the Secretary the results of the vote to be included in the minutes of the next regular Central Committee meeting.
- K. Committee members without access to email must be contacted by phone or in person.

## **ARTICLE IX: CLUB CHARTERS**

### **Section 9.1: Democratic Club Requirements**

- A. The Central Committee shall have the authority to recognize and charter all Democratic Clubs in Placer County.
- B. A Democratic Club is any club of primarily Placer County residents.
- C. Any chartered club shall have the name Democratic or a derivative thereof in its title.
- D. To be chartered, a club must submit a completed Application for Charter or Recertification. The club shall comply with all provisions included in the application.
- E. Clubs are encouraged to appoint a Club Representative to attend Central Committee meetings. Clubs must include in their bylaws the procedure for selecting their Club Representative and Alternate to the Central Committee, before they are seated on the Central Committee.
- F. The club may grant membership to any registered Democrat who seeks to join, and who is a resident of the geographical area from which the Club draws its membership and meets the club membership requirements. Unless otherwise stated in the club’s bylaws, the geographical area from which the club draws its membership shall be the State of California.
  - 1. There must be at least ten (10) members.
  - 2. Each club member must be a registered Democrat or is a person devoted to the principles of the Democratic Party but is ineligible to register as a voter at this time. Any such ineligible person has expressed the intent to register as a Democrat immediately upon becoming eligible.
- G. All clubs must have an FPPC (Fair Political Practices Commission) number. Although not required an FEC (Federal Elections Commission) number is strongly encouraged if the club plans on contributing to Federal Candidates.



- H. Clubs must submit to the Central Committee any changes to the Club's Officers in writing within 30 days of the change taking effect.
- I. The bylaws of the club must conform to the requirements as outlined by the Central Committee and the California Democratic Party.
- J. The Chair of the Central Committee, or their duly selected representative, shall have the right to inspect the records of all chartered clubs.

### **Section 9.2: Club Chartering Time Frame**

- A. Each Chartered Club shall have its charter recertified according to the rules set forth in these bylaws effective each year at the July meeting of the Central Committee.
  - 1. It shall take a majority vote of the Central Committee, at a regularly scheduled meeting to grant a club charter
  - 2. Failure to recertify shall result in the forfeiture of all rights, privileges, and the use of the word Democratic or any derivative thereof in its title.
- B. The annual club chartering fee covers the fee for chartering or recertifying and the dues of the Club Representative.
- C. The Governance Committee Chair shall send the recertification materials to all active club chairs by May 1st.
  - 1. Any club which has not met the requirements for recertification by the deadline will have their charter suspended until the missing requirements are met and the recertification is approved by the Central Committee.
  - 2. Clubs may ask in writing for a 30-day extension from the date of the regular July meeting of the Central Committee in order to remain in good standing. No more than 3 consecutive extensions within a year may be granted.
  - 3. If a club's charter is suspended, the Club Representative shall not be entitled to vote at Central Committee meetings.

### **Section 9.3: Club Endorsements**

- A. Clubs may endorse Democratic candidates for nonpartisan offices independent of the Central Committee. Clubs may not endorse candidates independent of the CDP endorsements.
- B. Clubs must follow the CDP endorsements for statewide ballot measures.
- C. Clubs may endorse local ballot measures independent of the Central Committee.
- D. Clubs may endorse in Central Committee Executive Board elections pursuant to their club bylaws.
- E. If a club chooses to endorse in the CDP Pre-Endorsement Conferences, they may do so pursuant to the procedures outlined in their bylaws. The CDP Regional Director(s) shall determine each club's eligible voters using the criteria stated in the CDP Bylaws for the purpose of voting in the club's procedures for endorsing in the CDP Pre-Endorsement Conference.

### **Section 9.4: Club Grievance, Inactive Status and Dissolution**

- A. Disputes or grievances may be resolved with the Central Committee Executive Board.
  - 1. Such resolution may be appealed to the Central Committee membership whose decision shall be final.
  - 2. Upon notice of a club's decision to appeal, the matter must be included on the agenda for the next regular meeting of the Central Committee.
- B. A club that has neither been recertified nor dissolved shall be in inactive status.

1. An inactive club wishing to become active shall submit an application for recertification.
  2. A Club that has been inactive for 6 months must submit a written report to the Central Committee Executive Board stating whether the club intends to remain inactive, become active, dissolve, or reestablish itself as an organization not affiliated with the Democratic Party.
  3. A Club that has been inactive for one (1) year shall forfeit its affiliation with the Democratic Party. Such a club must not use the name Democratic or a derivative thereof in its title.
- C. In the event that a chartered club wished to dissolve, that club shall notify the Central Committee in writing the date and reason for dissolution.
1. The dissolution of the club shall be announced at the next regularly scheduled Central Committee meeting.
  2. It will also be announced at that meeting how the club's remaining funds and assets were disbursed.

## **ARTICLE X: AMENDMENTS**

These Bylaws may be amended or revised by a two-thirds (2/3) affirmative vote of the Central Committee Members present under any of the following methods.

- A. At any regular or organizational meeting of the Central Committee if notice of the proposed amendment(s) is contained in the notice of such meeting.
- B. At any regular or organizational meeting of the Central Committee if the proposed amendment was advanced at the preceding regular or organizational meeting and submitted to the members in the minutes as required.

## **ARTICLE XI: INTERPRETATION**

Questions of interpretation of these bylaws shall be addressed in the following order:

- A. The First Vice-Chair shall make an interpretation and render a decision.
- B. If the decision is not accepted an appeal can be made in writing to the Executive Board who shall make an interpretation and render a decision.
- C. If the decision by the Executive Board is not accepted an appeal may be made in writing to the Central Committee whose decision shall be final. A vote of 2/3 of the members in good standing, present, and voting is required to overturn the decision of the Executive Board.

## **ARTICLE XII: ANTI-DISCRIMINATION PROVISIONS**

The Central Committee is committed to non-discrimination on the basis of economic status, class, race, color, creed, age, ethnic identity, ethnicity, national origin, language, culture, gender, gender identification, sexual orientation, religion, or disabilities as defined by the Americans with Disabilities Act of 1990 or any other factor unrelated to membership and the mission of the Central Committee. Any conduct by any official or official body of the Central Committee contrary to this non-discrimination commitment should immediately be brought to the attention of the Executive Board. Membership in the Central Committee shall not be denied on the basis of age, race, creed, ethnic origin, gender, physical handicap, religion, or sexual orientation.

## **ARTICLE XIII: PREVIOUS BYLAWS**

Any and all previous bylaws governing the Central Committee are hereby declared to be superseded by these bylaws.

## **CERTIFICATE**

We, the undersigned, certify that the foregoing is a true and correct copy of the Amended Bylaws of the Placer County Democratic Central Committee, and that these Amended Bylaws, consisting sixteen (18) pages, were duly adopted by a majority vote of the members of the Placer County Democratic Central Committee present and voting on the 13th of March, 2024.

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Kathleen Crawford, Central Committee Chair

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Deana Rhoades, Central Committee Governance Committee