

Bylaws
of the Placer County Democratic Central Committee
Revised 3/14/2018

ARTICLE I: TITLE

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

ARTICLE II: GOALS

The goals of the PCDCC are:

1. To increase the visibility of the Placer County Democratic Party in Placer County.
2. To increase the number of registered democrats in Placer County.
3. To develop and execute an endorsement process for local, state and federal campaigns.
4. To support PCDCC endorsed local, state, and federal campaigns.
5. To develop alignments with organizations and individuals that benefit Placer County Democratic Party goals.
6. To support chartered clubs in visibility and voter registration efforts.
7. To raise funds to support PCDCC Goals.

ARTICLE III: MEMBERSHIP AND REMOVAL

Section 1: Membership

The PCDCC is composed of six [6] types of memberships: Elected Members, Appointed Members, Associate Members, Chartered Organization Representatives (aka Club Representatives), Ex-Officio Members, and Alternates as defined below. No one person shall hold more than one type of membership concurrently at any given time. Any person who becomes eligible for membership on more than one basis shall inform the Secretary of such eligibility and immediately identify the one position that person shall occupy. If the person fails to identify such a position, the Central Committee shall designate a position. The remaining position shall be considered a vacancy. All members and their Alternates must be registered Democrats in Placer County. Residency and/or voter registration eligibility must be confirmed by the Committee prior to election or appointment to the PCDCC, where applicable. All members except Associate and Ex-Officio Members shall serve on at least one standing sub-committee of the PCDCC.

No member of the body shall cast more than one vote.

When a vacancy occurs, it shall be filled by the PCDCC in accordance the PCDCC bylaws.

Installation of members and reorganization of the PCDCC shall take place in the month following the primary election.

A. Elected Members

1. Elected Members of the PCDCC shall be elected at the direct Primary in presidential election years as prescribed by law.

2. Elected Members must pay dues, submit a complete Member Information Form, and be sworn in by the PCDCC Chair before being installed.
 3. Elected Members shall have the privilege of the floor and voting rights.
 4. Elected Members must take the Oath of Affirmation within 45 days of election as required by law. Any Elected Member that fails to do so will forfeit their seat on the PCDCC.
 5. When an Elected Member vacancy exists, the PCDCC shall declare that such a vacancy exists at the first meeting following the occurrence of the vacancy.
 6. The following steps shall be taken to fill a seat vacated by an Elected Member:
 - 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/hear nominations from the floor in the absence of a successful nomination from the Supervisorial District's membership.
 - c. If an incumbent Member vacates his/her seat between the Primary Election and the Organizational Meeting of the next Central Committee term, the procedures defined above shall be followed.
- B. Appointed Members
1. When an Elected Member's seat becomes vacant or is not filled by the election process, the committee may appoint a qualified person to fill that vacancy as defined below.
 2. Appointed Members must meet the same qualifying criteria and reside in the same Supervisorial District as the Elected Member they replace.
 3. Appointed Members shall have all the same rights and privileges as Elected Members, including the privilege of the floor and voting rights, the only difference being that they have been appointed by the committee to fill a vacancy rather than being elected by the voters in their districts.
 4. To be considered for appointment, a qualified registered Democrat must attend two consecutive regular meetings of the PCDCC and be approved by a majority vote of the membership at the subsequent (third consecutive) regular meeting.
 5. Appointed Members must pay dues, submit a complete Member Information Form, and be sworn in by the PCDCC Chair before being installed.
 6. Appointed Members must take the Oath of Affirmation within 45 days of appointment as required by law. Any Appointed Member that fails to do so will forfeit their seat on the PCDCC.
 7. 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 by the recommendation of the Executive Board and a vote of the membership to any registered Democrat in Placer County. An example of the use of

- this membership type may be to accommodate members who become elected to a public office or are appointed to a public board, and are no longer able to meet the attendance requirements of these bylaws.
2. Associate Members may designate an Alternate to serve in their absence subject to the terms set forth in these bylaws.
 3. Associate Members shall have the privilege of the floor and voting rights however their membership is not considered by the CDP for purposes of Delegate selection and other CDP related activities.
 4. Associate Members are not subject to the attendance requirements of Elected or Appointed Members.
 5. Associate Members must pay dues, submit a Member Information Form, and be sworn in before being installed as an Associate Member.
 6. Associate Memberships become void as of the subsequent organizational meeting in a presidential election year.
 7. Associate Members must take the Oath of Affirmation within 45 days of appointment as required by law. Any Associate Member that fails to do so will forfeit their seat on the PCDCC.
- D. Chartered Organization Representatives (aka Club Representatives)
1. Membership may be granted to one [1] representative from, and chosen by, each Democratic club chartered by the PCDCC, under Article X of these bylaws.
 2. The Chairperson of the Chartered Organization must submit in writing the name and full contact information of their designated Representative.
 3. Club Representatives must submit a complete Member Information Form to the PCDCC Chair, and be sworn in by the PCDCC Chair before being installed.
 4. Club Representatives must take the Oath of Affirmation within forty five [45] days of appointment as required by law. Any Club Representative that fails to do so will forfeit their seat on the PCDCC.
 5. Any Club Representative, or the membership of the Chartered Organization, may appoint an Alternate Representative who is a member in good standing of their chartered organization and who meets the requirements for membership in PCDCC. The Club Chair/President must notify the PCDCC Chair in writing of the appointment of an Alternate. In the absence of the Club Representative, the designated Alternate shall serve as the club's representative.
 6. Club Representative Alternates must submit a completed Member Information Form and be sworn in by the PCDCC Chair before being installed.
 7. The dues for Club Representatives are included in the Club's recertification fees.
 8. Club Representatives and their Alternates shall have the privilege of the floor and voting rights
 9. Each Club Representative must be a currently registered Democrat in Placer County, a Member in good standing of the club represented, and

named on the club roster submitted to the PCDCC for the purposes or chartering and re-chartering.

10. Club Representative Memberships and their Alternates become void as of the subsequent organizational meeting.

E. Ex-Officio Members

1. Any Democratic partisan incumbent, or Democratic nominee for the State Senate, State Assembly, or House of Representatives, who represents any part of Placer County or any State Constitutional Officer who resides in Placer County shall be an Ex-Officio member of the PCDCC and shall have the privilege of the floor and voting rights.
 - a. The California Constitutional Officers are:
 - i. Governor
 - ii. Lieutenant Governor
 - iii. Attorney General
 - iv. Secretary of State
 - v. State Controller
 - vi. Insurance Commissioner
 - vii. Board of Equalization Members
 - b. All references to “nominee” shall refer to that registered Democrat in a voter-nominated election who received the highest number of votes in the general election. Should there be no registered Democrat among the “top-two” in the general election, “nominee” shall refer to that registered Democrat who received the highest number of votes in the top-two open primary.
 - c. If there is no incumbent or nominee, the Ex-Officio seat shall remain vacant until the following primary election for the office in question.
2. California Democratic Party (CDP) Regional Director in the Region where this Central Committee is located may serve as an Ex-Officio member of the PCDCC with the privilege of the floor and voting rights.
3. Any Ex-Officio Member may appoint an Alternate to the PCDCC, provided the Alternate meets the voter registration requirements identified above.
 - a. The appointment of an Alternate by an Ex-Officio Member shall be made in writing, by the Ex-Officio Member and shall remain in effect until the Alternate designation is rescinded by resignation of the Alternate, by notification from the Ex-Officio Member, or when the Ex-Officio Member no longer meets the requirements of the position.
 - b. Announcement of Ex-Officio Alternates shall be made by the Chair at the next regularly scheduled meeting of the PCDCC.
 - c. In the absence of the Ex-Officio Member, the designated Alternate shall have all rights and privileges that member.
4. Ex-Officio Members must submit a complete Member Information Form to the PCDCC Chair, and be sworn in by the PCDCC Chair before being installed.

F. Alternates

1. Each Member of the PCDCC 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.
2. When the Member is present, the designated Alternate shall have the privilege of the floor, but not voting rights.
3. In the event that an Alternate attends in the absence of the member, the absent member will be considered excused for that meeting provided the member has previously notified the Chair of their pending absence, notified the Chair in writing of the appointment of their Alternate, the Alternate has fulfilled the requirements set forth in these bylaws, and the member's number of absences has not exceeded the number allowed by these bylaws.
4. The designated Alternate must and reside in the Supervisorial District of the member they are representing and be qualified for membership in the PCDCC as described in these bylaws.
5. Alternate appointments are void as of the subsequent organizational meeting in a presidential election year. Alternates and the Chair must be provided a written authorization to vote by the member they are representing.
6. Alternates must submit a Member Information Form and be sworn in by the PCDCC Chair before being installed.
7. Alternates are not required to pay dues.

Section 2: Resignation of Members

- A. Resignation is automatic when a member:
 1. Ceases to be a registered Democrat.
 2. Moves from the supervisorial district said 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 at a regular PCDCC meeting.

Section 3: Removal of Members

A. Grounds for Removal

A member, with the exception of Ex-Officio Members, shall be removed by the PCDCC if:

1. during his/her term of membership he/she affiliates with, or registers as a member of another party, publicly advocates that the voters should not vote for the endorsed candidate of this party for any office, or in any way gives public support or publically avows a preference for any candidate for any political office that is not currently registered as a Democrat, or 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.

2. during his/her term of membership has three consecutive unexcused absences.
3. during his/her term of membership is not physically present for 5 meetings in a fiscal year.
4. during his/her term of membership fails to comply with the requirement to serve on at least one sub-committee of the PCDCC, as described in section 1 of this Article.
5. during his/her term of membership engages in any form of harassment.
6. during his/her term of membership fails to pay dues in accordance with Article VII.
7. during his/her term of membership exhibits conduct deemed to be disruptive or unbecoming during the execution of Central Committee business.

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 Committee 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, he/she may deliver a petition, signed by at least one-third of the Central Committee members, to the Central Committee at one of its regular meetings.
4. Complaints investigated by the Executive Committee 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 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 his or her behalf prior to the vote. The member may appoint an advocate to present his/her 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.

Section 4: Removal of Officers:

A. Grounds for Removal

An officer of the PCDCC shall be removed from office if:

1. during his/her term of office he/she willfully neglects the duties of the office.
2. during his/her term of office he/she misuses the Central Committee's funds.
3. during his/her term of office he/she engages in any conduct that would be grounds for the removal of a member.

B. Procedure for the Removal of an Officer

1. The procedure for removing an officer from his/her post shall be the same as that for removing a member.
2. The only sanction available under this section is removal of an officer from his/her executive office, not the Central Committee.
3. If a member is removed from the Central Committee in accordance with Section 3 of this Article, the member automatically forfeits any office he/she holds

ARTICLE IV: EXECUTIVE BOARD

Section 1: The Executive Board of the PCDCC shall be: Chairperson, First Vice Chairperson (Policy), Second Vice-Chairperson (Constituent Services), Secretary, Controller, California Democratic Party Executive Board Representative, and the chair or designee of all standing sub-committees. The Executive Board shall be divided evenly by gender whenever feasible.

Section 2: The elected members of the Executive Board shall be elected at the organizational meeting of the PCDCC for a two-year term. All votes for Executive Board shall be public. The elected members shall be: Chairperson, First Vice Chairperson (Policy), Second Vice-Chairperson (Constituent Services),

Secretary, Controller, and California Democratic Party Executive Board Representative.

Section 3: The terms of standing sub-committee chairs or designees shall expire at the next organizational meeting of the PCDCC.

Section 4: Members of the Executive Board must be members of the Central Committee.

Section 5: Vacancies of elected seats on the Executive Board shall be filled by an election at a regular Central Committee meeting. Notification that a vacancy exists on the Executive Board shall be given at the regular Central Committee meeting following the date that the seat became open. An election to fill the vacancy must be held at the regular Central Committee meeting following the meeting at which the vacancy was announced.

Section 6: The duties of the Executive Board:

A. Chairperson shall:

Convene monthly executive board meetings, in addition to regular meetings of the PCDCC.

Be an Ex-Officio member of all sub-committees

Sign all outgoing communications on behalf of the PCDCC.

Lend his/her prestige as chair for fundraising purposes.

Serve as the Central Committee's point of contact for major political donors.

Represent the PCDCC at all district meetings or send a substitute.

B. First Vice-Chairperson (Policy) shall:

Reside on the executive board.

Perform all duties of the Chair in his or her absence.

Have an oversight on internal matters such as standing and ad-hoc committees.

Be an Ex-Officio member of all sub-committees, excluding Communications and Voter Outreach.

Serve as parliamentarian.

C. Second Vice-Chairperson (Constituent Services) shall:

Perform all duties of the chair in the absence of both the Chair and the First Vice-Chair.

Enforce the time limits for all agenda items.

Coordinate Central Committee activities with clubs, and partner with local, state, and national organizations and campaigns.

Build an ongoing relationship with Placer County constituents.

Be an Ex-Officio member of the Communications and Voter Outreach sub-committees.

Serve as the Sergeant at Arms.

D. Secretary shall:

Reside on the executive board.

Record the minutes of the PCDCC meetings.

Send email minutes to members within a week of meetings prior to the next meeting.

Issue all notices

Answer all correspondence

Report all outside correspondence at meetings.

- E. Controller shall:
 - Reside on the Executive Board.
 - Receive, record and deposit all monies.
 - Pay all bills and retain records and invoices.
 - Be responsible for communicating with the PCDCC’s accountant and be responsible for verifying the filing of all FEC and FPPC required reporting documents.
 - Submit a report to the members at each monthly meeting.
- F. The Standing Subcommittee Chairs or Designees shall:
 - Reside on the Executive Board, attend Executive Board meetings and vote in Executive Board actions.

Section 7: The Elected Members of the Executive Board shall:
 Have first choice for a delegate position to the California Democratic Party. Remaining delegate seats will be filled by a public vote of the PCDCC membership. If an Executive Board Member does not expect to be able to attend and participate in the annual Democratic State Conventions or does not wish to be a Delegate their seat will be filled by election from among the members of the PCDCC.

Section 8: The Executive Board shall:
 Meet monthly prior to the regular meeting to determine the agenda of the next regular meeting.
 Publish the minutes of Executive Board meetings to the members of the Central Committee.
 Review and approve the annual budget as proposed by the Finance Committee, and submit it to membership for approval at the July meeting.
 Approve non-recurring expenditures up to \$250, which will be reported to the PCDCC membership at the meeting following the expenditure approval. (Expenditures higher than \$250 must be approved by the PCDCC membership.)
 Be responsible for all grant applications, and for the administration of all grants. The Executive Board shall review all grant applications, and make a recommendation to the Central Committee as to whether an application for a grant should be submitted. The Central Committee shall decide whether to apply for a grant. After grant funds are received, the Executive Board shall provide a monthly financial report to the Central Committee.

ARTICLE V: SUB-COMMITTEES

- Section 1: All sub-committees shall be created by the Central Committee. Non-PCDCC members may serve on sub-committees with the approval of the PCDCC.
- Section 2: The PCDCC shall maintain the following standing sub-committees:
- A. Campaign Services Committee.
 The Campaign Services Committee shall fulfill the duties set forth in Section VI of these bylaws.
 - B. Resolutions Committee.
 The Resolutions Committee shall review resolutions referred to it by the Executive Board or the Central Committee, and make recommendations as to

the resolutions the Central Committee should endorse. The Resolutions Committee may also draft its own resolutions to be submitted to the Central Committee for approval.

C. Fundraising Committee.

The Fundraising Committee shall identify fundraising opportunities, and plan fundraising events.

D. Communications Committee.

The Communications Committee shall determine the modes by which the Central Committee will communicate with its members, with Democratic activists, and with Democrats voters in Placer County. The Communications committee will set up and manage the modes of communication.

E. Governance Committee.

1. The Governance Committee shall recommend changes to the Central Committee's Bylaws, and provide advice concerning any questions that might arise about the interpretation of the Bylaws.
2. The Governance Committee shall be responsible for review of club charter applications and club recertification applications. This committee will review applications and submit recommendations to the PCDC on decisions of club charters.

F. Voter Engagement Committee.

The Voter Engagement Committee shall work to facilitate where possible general community involvement, and shall be responsible for coordinating possible PCDC efforts during GOTV initiatives.

G. Voter Registration Committee.

The Voter Registration Committee shall coordinate voter registration activities, including participation in concert with the county office of elections and other outside organizations to encourage Democratic registration in the county.

H. Legislative Committee.

The Legislative Committee will track legislation passing through various state governmental committees, present a full bill analysis, research bill amendments and revisions, draft a statement of pros and cons, align with other coalition or advocacy groups, and attend hearings in order to build mutually beneficial alliances. The Legislative Committee may recommend that the PCDC endorse or oppose legislation.

I. Ad Hoc Committees.

Ad hoc committees meet as the need arises, and may include the following:

1. Finance Committee
2. Headquarters Committee
3. High School Outreach
4. New Citizens
5. Resolutions
6. Other ad hoc committees as may become necessary, i.e., specific event committees for such events as fairs, festivals, fundraising events, etc..

ARTICLE VI: ENDORSEMENT POLICY

Section 1: Candidate Services Sub-committee.

- A. The Central Committee will appoint a Candidate Services Sub-Committee, per Article V. The Candidate Services Sub-Committee will be a standing Sub-Committee. It will have jurisdiction for:
 1. Candidate recruitment.
 2. Recommendations for campaign contributions.
 3. Recommendations for candidate endorsements.
 4. Recommendations for endorsements of local ballot propositions.
- B. The Candidate Services Sub-Committee shall consist of at least 3 Central Committee members.
- C. The Candidate Services Sub-Committee will comply with the endorsement policies set forth in the Bylaws of the California Democratic Party. At its first meeting for each election cycle, the Candidate Services Sub-Committee must review the sections of the Bylaws of the California Democratic Party that cover the endorsement of candidates.
- D. The Candidate Services Sub-Committee shall establish a process for evaluating candidates and making recommendations to the Central Committee as a whole.
- E. The Sub-Committee's evaluation process shall be presented to the Central Committee for approval prior to implementation.
- F. The Sub-Committee will research the candidates before making a recommendation.
- G. The Candidate Services Sub-Committee will assess the needs and viability of the recommended candidates and propose to the Central Committee the distribution of candidate contribution funds, based on the budgeted amount set aside by the Finance Sub-Committee. The Candidate Services Sub-Committee will release its contribution proposal at the same time that it releases its endorsement recommendations and at any other time it wishes to recommend a campaign contribution. The PCDDC may follow the Sub-committee's contribution proposal, or at its discretion, make contributions to those candidates that have requested contributions.
- H. It is recommended that the Candidate Services Sub-Committee use the following timeline for endorsements.
 1. The Candidate Services Sub-Committee may recommend a campaign contribution to a candidate at any time. A candidate need not be endorsed in order to receive a contribution.
 2. At least three months prior to Election Day: The Candidate Services Sub-Committee reviews the sections of the State Bylaws that deal with endorsements, develops candidate vetting materials, and creates a schedule.
 3. [Candidate filing begins]

4. As candidates are pulling papers to run for office the Sub-Committee will contact them and determine if they would like to be considered for an endorsement.
5. The Candidate Services Sub-Committee begins to evaluate the candidates.
6. [Candidate filing closes]
7. At least two months prior to Election Day: The Central Committee notifies the membership that endorsements will be voted on at the next meeting.
8. The Candidate Services Sub-Committee finishes the candidate evaluations, and makes its endorsement recommendations for Central Committee approval.
9. Prior to Election Day minus 30 days: The Central Committee votes on the endorsements.

Section 2: PCDCC Endorsement Process.

- A. The PCDCC will only endorse candidates who are registered Democrats.
- B. The PCDCC will only endorse candidates in non-partisan races within Placer County, and candidates for partisan public office that are endorsed by the CDP.
- C. If the PCDCC wishes to endorse a candidate in a non-partisan district that includes both a portion of Placer County and a portion of a neighboring county, provisions must be made for compliance with CDP Bylaws Article VII, Section 4, f, which provides for the CDP delegating its endorsing power to a specially organized body including Democratic County Central Committee members resident in the election district with CDP State Chair, in consultation with the relevant County Committee Chairs determining the manner in which that delegated power is to be implemented
- D. The PCDCC will only endorse candidates who have affirmed that they have read the California Democratic Party Platform.
- E. The PCDCC will not endorse a candidate for any office until after the filing deadline for that race is closed.
- F. The PCDCC will not endorse more Democrats than there are seats to be filled.
- G. The Central Committee may choose to meet with any or all of the candidates prior to granting an endorsement.
- H. A public vote of two-thirds [2/3] of the members present at a Central Committee meeting shall be required to grant an endorsement. Notice of the endorsement vote must be contained in the notice of the meeting.
- I. The Central Committee chair will notify the candidates in writing of the Central Committee's decision.

ARTICLE VII: 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 shall become due and payable effective at the July meeting each year. 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:

\$40 Elected Members

\$40 Appointed Members

\$40 Associate Members

\$40 Chartered Organization Representatives (A.K.A. "Club Representatives)

\$ 0 Ex-Officio Members

\$ 0 Alternates

ARTICLE VIII: QUORUM

A quorum shall consist of seven (7) members or fifty percent (50%) of the membership, whichever is less.

ARTICLE IX: MEETINGS

Section 1: Regular Meetings

- A: Meetings of the PCDCC shall be governed by the rules contained in the latest edition of Robert's Rules of Order in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the PCDCC.
- B: Regular meeting dates shall be selected by the PCDCC at its organizational meeting.
- C: Notice of the date, time and place of the next regular meeting shall be communicated to all members no later than 7 days prior to the meeting.
- D: Notice of an emergency meeting shall be given to all members and all actions taken at such a meeting shall be ratified at the next regular meeting.
- E: Meeting agendas will be set by the Executive Board.
- F: Each Elected/Appointed member, Club Representative or Alternate will have an opportunity to present reports and make announcements as part of the regular agenda. Members will be required to limit their reports to 3 minutes.
- G: PCDCC meetings are open to the public. There will be the opportunity for public comment by non-PCDCC members who attend meetings. Comments will be limited to 3 minutes.
- H: 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 PCDCC 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.

Section 2: Organizational Meetings

- A: Organizational meetings shall be held once every two years in the month following a primary election. The main purposes of the organizational meetings are to install members and to elect the Executive Board.
- B. Non-elected members, such as Appointed members and Club Representatives, shall be installed every two years.
- C. Elected members shall be installed once every four years, at the organizational meeting that occurs in presidential election years.
- D. Elected members, Appointed members, Ex-Officio members, and Club Representatives shall be entitled to vote in the organizational meetings.
- E. Alternate members and Associate members shall not be entitled to vote in the organizational meetings.
- F. 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.
 - 3. Clubs that have fulfilled the recertification requirements are recertified, and their designated Representatives are installed.
- G. The Central Committee will decide upon the dates and times of its regular meetings. This decision may be changed at any subsequent regular meeting.

Section 3: Expenditures:

- A. Recurring expenditures will be automatically paid by the accountant, and reported each month to the Central Committee.
- B. Non-recurring expenditures over \$250 must be approved by a vote of the Central Committee.
- C. Non-recurring expenditures less than \$250 must be approved by the Executive Board.
- D. Large Expenditures:
 - 1. A large expenditure is defined as any expense that meets either of the two following criteria.
 - a. A budgeted expense that exceeds the budgeted amount by more than \$250.
 - b. A non-budgeted expense that exceeds \$250.
 - 2. If a motion is made at a Central Committee meeting for a large expenditure, the Central Committee may vote to either disapprove the motion, or refer it to the Finance Sub-Committee.
 - 3. Upon referral, the Finance Sub-Committee will review the proposed expenditure, and make a recommendation to the Central Committee. The Finance Sub-Committee may seek advice from other sub-committees.
 - 4. At the Central Committee meeting following the one in which the large expenditure was proposed, the Finance Sub-Committee will report its recommendation to the Central Committee.
 - 5. The Central Committee will vote to approve or disapprove the large expenditure.

Section 4: Voting by e-mail

- 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: Committee chair/designee must conduct the vote.
- D: Must allow a minimum 48 hours to vote.
- E: Include on subject line of email (required unless noted):
1. On line vote
 2. Committee name
 3. Deadline: Date and time
 4. Name of vote (optional)
- F: Body of email:
1. What members are voting on
 2. Noted that members must reply all
- G: The first vote constitutes a 2nd on the motion.
- H: After vote committee chair/designee, to send a summary with results and statements. Must show Yes/No/Abstain votes
- I: Committee chair/designee must keep vote summary for 1 year.
- J: Committee member without access to email must be contacted by phone or in person.
- K: Quorum shall be 50%+1 of committee
- L: Simple majority is required on all matters, except endorsements.
Endorsements require $\frac{2}{3}$ of members voting to pass

ARTICLE X: CLUB CHARTERS

- Section 1: It being recognized that the strength of the Democratic Party resides with the individual participation of the citizen, it is the aim of the PCDCC to encourage and aid in the organization and growth of Democratic clubs.
- Section 2: The only authentic and recognized Democratic Clubs in Placer County are those clubs that shall have been duly chartered by the PCDCC. The PCDCC shall have the authority and power to charter all Democratic Clubs in Placer County. A Democratic Club is any club of County residents that uses the name Democratic or a derivative thereof in its title.
- Section 3: To be chartered a club must submit a completed Application for Charter or Recertification including a complete roster of its members and officers, a signed copy of the club's current bylaws, and all other required information and documents in the Application for Charter or Recertification.
There must be at least ten members. 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.
- Section 4: The Governance Committee will investigate the bona fides of the proposed club and report to the PCDCC.
- Section 5: A majority vote at any regular PCDCC meeting or at a special PCDCC meeting is necessary to grant a Charter to any Club.
- Section 6: Each Chartered Club shall contain the following provisions in their bylaws:

TITLE

The title of the organization shall be [Club Name], hereinafter referred to as [short name or acronym].

PURPOSE

This Club is organized for the purpose of strengthening the Democratic Party and never will endorse publicly a candidate for political non-partisan office other than a candidate of the Democratic Party.

JURISDICTION AND ACCOUNTABILITY

The [Club Name] is established and operates under charter of the Placer County Democratic Central Committee and is bound by the rules and bylaws of the PCDDC. The Club shall comply with bylaws of the PCDDC and the California Democratic Party, as they apply to fully chartered local affiliates and operates in compliance with the appropriate laws of the State of California.

All items within this club’s charter and bylaws are within the jurisdiction of the Placer County Democratic Central Committee (PCDDC), the Charter and Bylaws of the California Democratic Party (CDP), and all California Statutes.

ANTI-DISCRIMINATION PROVISIONS

The [Club Name], Club 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 Club. Any conduct by any official or official body of The Club contrary to this non-discrimination commitment should immediately be brought to the attention of the club’s Executive Board and the PCDDC Executive Board. Membership in this Club shall not be denied on the basis of age, race, creed, ethnic origin, gender, physical handicap, religion, or sexual orientation. Upon violation of this provision, any club’s charter shall be rescinded.

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 The Club 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.

Section 7: Open Membership:

The Club shall grant membership to any registered Democrat who seeks to join, and who is resident in the geographical area from which the Club draws its membership. Unless otherwise stated in the club’s bylaws, the geographical

area from which the club draws its membership shall be the State of California.

Section 8: Clubs are encouraged to appoint a Club Representative to attend PCDDC meetings. Club Representatives must be appointed by a majority vote of the membership of the club and notice must be given by the Club Chair/President to the PCDDC Chair in writing. The Club Representative must complete a PCDDC Membership Form and take the Oath of Affirmation before the Representative will be installed. Club Representative Members shall have the privileges set forth in Article III, Section 1 of these Bylaws. Club Representatives are required to pay PCDDC member dues. These dues shall be paid by the appointing club, and are transferrable if the Club Representative changes during the term.

Section 9: 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 PCDDC. Failure to do so shall result in the forfeiture of all rights and privileges and the use of the word Democrat, Democratic, or any derivative thereof. To be considered for recertification, the Club must submit to the PCDDC a completed Chartered Club Application for Charter or Recertification, a current and complete roster of members with complete addresses, a signed and dated copy of the Clubs' current bylaws (if changes were made since the club was last recertified), and annual club dues in the amount of \$50 [fifty dollars] by July 1. The annual club dues include the fee for chartering, and the dues for the Club Representative. The Governance Committee will review all recertification applications and if accepted, the application will be submitted to the PCDDC membership for ratification. Ratification of recertification requires a majority vote of the PCDDC members present at a regular PCDDC meeting. The Governance Committee shall assist the clubs in the recertification process as needed. The Governance Committee chair shall send the recertification materials to the club chairs by May 1. Any club not submitting the Recertification Application with the required supporting documents, and/or clubs which have not met the requirements for recertification by the deadline will have their charter suspended until the documents are submitted and approved and the PCDDC has voted to recertify the club. Clubs may ask in writing for a thirty [30] day extension from the date of the regular July meeting of the PCDDC. No more than three [3] such extensions may be granted. During the period that a club's charter is suspended, the club's Representative shall not be entitled to vote at Central Committee meetings. In odd numbered years, the Governance Committee may, with the approval of the Central Committee, relax some or all of the requirements for club recertification for all clubs in good standing that were recertified the previous year. If a club is certified/recertified within six months of the renewal date, the certification shall be good for the remaining portion of the current year, and for all of the next year. The annual dues shall not be waived even if the club is not required to apply for certification/recertification.

In order to have representation at the CDP's endorsing caucuses, or other CDP sponsored activities, clubs must provide a current roster upon request from the Central Committee.

Section 10: All clubs must have an FPCC (Fair Political Practices Commission) number.

Section 11: Clubs may endorse Democratic candidates for nonpartisan offices independent of the PCDDC. CDP endorses for all partisan offices. Clubs may not endorse partisan candidates independent of the CDP endorsements.

Section 12: Dissolution: In the event a chartered club wishes to dissolve, a resolution stating the date of dissolution and reasons for the same shall be adopted by a majority vote of the club after being submitted in writing at the previous meeting. When the club disbands for any reason, the club shall submit to the PCDDC a statement showing how the club's remaining assets and funds were disbursed.

Section 13: Inactive Clubs:

- A. A club that has neither been recertified nor dissolved shall be in inactive status.
- B. An inactive club wishing to become active shall submit an application for recertification.
- C. A club that has been inactive for six months must submit a written report to the Executive Board stating whether it intends to remain inactive, become active, dissolve, or reestablish itself as an organization not affiliated with the Democratic Party.
- D. A club that has been inactive for one 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.

Section 14: Grievances: Disputes and grievances may be resolved with the PCDDC Executive Board. Such resolution may be appealed to the PCDDC membership, whose decision shall be final. Upon notice of a club's decision to appeal, the matter must be included in the agenda for the Central Committee's next regular meeting.

Section 15: All Clubs must submit to the PCDDC any changes to the Club Officers in writing within thirty [30] days of date of change.

Section 16: All club bylaws must conform to the requirements of the PCDDC and the California Democratic Party.

Section 17: The Chair of the PCDDC or his or her duly selected representative shall have the right to inspect the books and records of all chartered clubs.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended or revised under any of the following three methods. Regardless of the method being used, a majority vote of the PCDDC Committee members present is needed for an amendment to become effective.

- A. At the organizational meeting of the PCDDC, the bylaws may be amended by a majority vote of the members who have taken the oath of affirmation.
- B. At any regular meeting of the PCDDC if notice of the proposed amendment is contained in the notice of such meeting.

- C. At any regular meeting of the PCDCC Committee if the proposed amendment was advanced at the preceding regular meeting and submitted to the members in the minutes as required.

ARTICLE XII: INTERPRETATION

- Section 1: Questions of interpretation of these bylaws arising other than in the course of a meeting may be appealed in writing to the PCDCC Executive Board, who shall render its decision.
- Section 2: Questions of interpretation of these bylaws requiring resolution at a meeting may be appealed orally or in writing to the PCDCC Executive Board. Any requests for amendment or revision of these bylaws must be presented as set forth in Article XI of these bylaws.
- Section 3: Decisions of the Board concerning interpretation of these bylaws may be appealed to the membership, whose decision shall be final. A vote of two-thirds [2/3] of members in good standing present and voting is required to overturn the decision of the Board.

ARTICLE XIII: ANTI-DISCRIMINATION PROVISIONS

The PCDCC 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 PCDCC. Any conduct by any official or official body of the PCDCC contrary to this non-discrimination commitment should immediately be brought to the attention of the Executive. Membership in the PCDCC shall not be denied on the basis of age, race, creed, ethnic origin, gender, physical handicap, religion, or sexual orientation.

ARTICLE XIV: PREVIOUS BYLAWS

Any and all constitutions and/or bylaws heretofore governing the PCDCC are hereby declared to be superseded by these bylaws.

CERTIFICATE

We, listed below, are all of the persons named as the current Executive Board of the Placer County Democratic Central Committee, and pursuant to the authority granted to the Executive Board by these Bylaws, hereby adopt the foregoing Bylaws.

Chair: C.J. Jawahar

First Vice-Chair (Policy): Scott Warren

Second Vice-Chair (Constituent Services): Angela Torrens

Secretary: Martha Hanley

Controller: Greg Harnage

CDP Executive Board Representative: Wes Clark

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 fifteen [15] pages, were duly adopted by a majority vote of the members of the Placer County Democratic Central Committee present and voting on the 10th day of August, 2016.

C.J. Jawahar, PCDCC Chair

Martha Hanley, PCDCC Secretary

Scott Warren, PCDCC Governance Committee Chair