



POLICIES AND PROCEDURES

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1 SECTION I – Name and Purpose

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

7 SECTION II - Membership

8 A. Dues

- 9 1. Biennial dues for Public Ballot, Ex-Officio, Designated, Appointed, and Alternate members of
10 This Committee shall be \$40 and \$10 in the case of students. Unless otherwise specified,
11 dues must be paid no later than November 15 following the Statewide General Election prior
12 to the start of the biennial term. The dues requirement must be met prior to serving on This
13 Committee or appointing an Alternate.
- 14 2. Dues may be paid online (preferred), by check, or in cash. Cash dues must be paid in
15 person and a receipt will be issued.
- 16 3. ADEM EBoard Member dues requirements, and those of their alternates must be met by the
17 Friday immediately following the ADEM meeting to be eligible to serve at the Biennial
18 Organizational Meeting of This Committee.
- 19 4. New members appointed to fill a Public Ballot, Ex-Officio, Designated, or Appointed member
20 vacancy at a Central Committee meeting and any Alternate they appoint at that same
21 meeting, will have their dues requirement waived for that meeting only. Their dues
22 requirement must be met within fourteen (14) days of their appointment.
- 23 5. Exiting ADEM EBoard Members, Standing Committee members, and SDCDP Executive
24 Board officers who have their terms extended as part of the biennial organization process
25 have their dues requirement waived.
- 26 6. Each Alternate appointed during the biennial term has a dues requirement that must be met
27 within fourteen (14) days of their appointment.
- 28 7. Lifetime and Associate members have their dues waived.
- 29 8. The Chair, Executive Board, or Executive Director may waive a member's payment of dues
30 partially or entirely upon a showing of good cause. The deadline for requesting a waiver is
31 November 1 to be considered prior to the November 15 dues deadline prior to the start of
32 the biennial term. The deadline for requesting a mid-term dues waiver is within seven (7)
33 days of their appointment.
- 34 9. Should a member obtain Central Committee membership through a different mechanism
35 during a biennial term, their prior dues payment, or any Executive Board waiver, will apply.

36 B. Code of Conduct

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

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

- 43 1. A member shall conduct oneself with civility and respect towards all other members and
44 Democratic candidates while acting in an official capacity as a representative of the San
45 Diego County Democratic Party.
- 46 2. A member shall not disparage an endorsed candidate or support or avow a preference for a
47 non-Democratic candidate, unless there is no Democratic candidate in that race.
 - 48 a. The publication or communication of false and injurious statements that are
49 derogatory of the candidate, the candidate's family.
 - 50 b. The publication or communication of slurs, epithets, name calling, threats or obscene
51 gestures to or about a Democratic candidate.
- 52 3. A member shall not engage in harassment. Harassment includes, but is not limited to:
 - 53 a. Slurs, epithets, name calling, ridicule, threats or obscene gestures
 - 54 b. Inappropriate or profane images in public spaces
 - 55 c. Deliberate intimidation, stalking, or following of persons or witnesses of harassment
 - 56 d. Unwelcome advances
 - 57 e. Coercing inappropriate sexual or other conduct in exchange for a benefit
 - 58 f. Retaliation against complainant or witnesses to harassment
 - 59 g. Advocating for, or encouraging the above behavior
- 60 4. A member shall not discriminate against nor use discriminating language on the basis of
61 race, color, ancestry, national origin, religion, sex, disability, age, genetic information, marital
62 status, sexual orientation, gender identity and expression, medical condition, immigration
63 status, physical appearance, military or veteran status or the status as a victim of domestic
64 violence, assault or stalking.
- 65 5. A member shall abide by the principles embodied in the Code of Conduct when engaging in
66 electronic communications, including on social media and social networking sites.
- 67 6. A member shall observe and abide by the rules of order and shall maintain decorum during
68 meetings.
- 69 7. A member shall observe and abide by the Bylaws and the Policies and Procedures of the
70 San Diego County Democratic Party and attend mandatory trainings as designated by a
71 majority of This Committee.
- 72 8. A member shall not engage in any actions detrimental to This Committee.
- 73 9. Members who violate the code of conduct while speaking at any meeting of the Central
74 Committee, Area Caucuses, and Committees of the San Diego County Party shall forfeit
75 their speaking time. Members who violate the code of conduct or otherwise breakdown the
76 order of a meeting may be ejected from any meeting of This Committee. Members who
77 violate the code of conduct at any point in their service on This Committee may be subject to

78 censure, suspension or removal pursuant to Article III (Vacancies and Removals), Section 8
79 of the San Diego County Democratic Party Bylaws.

80 C. Application and Oath

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

97 D. Credentialing and Eligibility

- 98 1. All requirements for mid-term credentialing must be met at least fourteen (14) days prior to
99 the Central Committee meeting and credentialing will be completed at least seven (7) days
100 prior to the Central Committee meeting.
- 101 2. The only additions to the roster during the credentialing period will be new voting members
102 appointed by This Committee to fill a vacancy. Those members will be added to the roster
103 when they have completed all credentialing requirements.
- 104 3. Members who change their registered address that results in a different Area will be
105 reassigned to their new Area and the Executive Board shall be advised of the changes.
- 106 4. Individual members who cease to be members during the credentialing period will
107 be removed from the roster and the Executive Board will be advised of any changes to the
108 roster.
- 109 5. When a member changes their Alternate, their current Alternate will continue as the
110 credentialed Alternate until the start of the Central Committee meeting where the member's
111 new Alternate is credentialed.
- 112 6. When a club changes their Associate, the club's current Associate member will continue as
113 the credentialed Associate until the start of the Central Committee meeting where the club's
114 new Associate is credentialed
- 115 7. A club may submit an Associate member application prior to chartering or approval for
116 additional affinity club Associate member positions. The member will be fully credentialed
117 when This Committee approves the charter or the position.

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

121 E. Appointment of Alternates

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

134 F. Appointment of Associates

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

146 G. Affinity Club Associate Member Positions

- 147 1. The Central Committee may approve additional Associate members positions for an Affinity
148 club if the club has twenty (20) members in an Area. The request for additional member
149 positions and any updated roster must be received at least fourteen (14) days prior to the
150 Central Committee meeting to be considered.
- 151 2. Once approved, the member position continues through the Biennial Organization Area
152 Meeting as long as the club has twenty (20) members in the Area and the club has met all
153 rechartering requirements by the November 15 deadline.

154 H. Noticing and Decline-to-Serve Vacancies

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

159 I. Challenges to Member Eligibility

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

173 J. Changes to Contact Information or Registration

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

178 K. Membership Roster Updates

179 SDCDP shall make every reasonable effort to have current membership lists available at least

180 five (5) business days prior to each Area or Central Committee meeting.

181 SECTION III - Vacancies and Removals

182 A. Attendance Sign-in, Notification and Records

- 183 1. Members are solely responsible for signing in at all meetings, no one else may sign in for
- 184 them absent a disability which would prevent a member from signing for themselves.
- 185 2. It is the option of the Chair or the Vice Chair to take roll at any time. A member may be
- 186 marked absent if they are not present for roll call even if they have signed in for the meeting.
- 187 Attendance is for the full meeting.
- 188 3. It is the responsibility of the member to notify their Alternate if they will be absent. The
- 189 presence of their Alternate does not excuse their absence.
- 190 4. Members may check on their attendance records by making a request to the SDCDP office
- 191 by email.
- 192 5. If an Alternate member removes themselves by lack of attendance, their appointer will be
- 193 notified.
- 194 6. If an Associate member removes themselves by lack of attendance, their appointer will be
- 195 notified.

196 B. Definition of Publicly Advocating

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

200 C. Petitioning for Reinstatement after a Member Removes Themselves

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

214 D. Petitioning for the Excuse of an Absence

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

218 SECTION IV - Officers

219 A. Temporary Absences

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

222 B. Seeking Public Office

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

228 SECTION V - Biennial Central Committee Organization

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

233 A. Following Certification of the Presidential Primary Election

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

237 B. Following Certification of Statewide Primary Elections

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

241 C. November following the General Election

242 1. In November following the General Election, all new and returning Public Ballot, Ex-Officio,
243 and Designated members will be emailed links to the electronic application form, instructions
244 for appointing alternates, notice of the open officer positions and the application process.
245 Unless different contact information has been provided to the SDCDP by the member,
246 notice will be given by the SDCDP using the email contact info supplied by the candidate to
247 the Registrar of Voters when they filed to run for Central Committee.

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

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

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

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

262 D. November 15 Deadline

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

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

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

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

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

272 6. An incumbent Officer who is exiting as a Central Committee member, has the November 15
273 deadlines waived and the dues requirement waived. They will continue as a voting member

274 of the Executive Board and any committees they serve on; and as a non-voting member at
275 Area or Legislative Caucuses. Their extended membership and duties as an officer will
276 terminate at the end of the Central Committee meeting in the January Biennial Organization
277 meeting of This Committee. Their extended membership does not apply to any prior-term
278 Alternate.

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

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

292 9. Deadline for This Committee to change the date of the January Central Committee meeting
293 from third (3rd) Tuesday to a later date in January.

294 10. Deadline for DSCC delegation candidate statements.

295 E. First (1st) Tuesday in January

296 1. Central Committee member list is available to internal and external candidates. In the event
297 that this is a holiday, this changes to the next business day. This roster is valid for the
298 January Area, Legislative Caucus, and Central Committee meetings.

299 2. Executive Board meeting at the Chair's prerogative.

300 3. Club application deadline for new or late clubs that want to charter/re-charter in January.
301 Primary Associate members application deadline for new and late clubs; member status is
302 pending until club is chartered.

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

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

306 2. The outgoing Vice-Chair will preside; they are only eligible to vote if they are a continuing
307 member in the Area.

308 3. Members of the Area, including Public Ballot, Ex-Officio, Designated, Alternates, Lifetime
309 and Associates will vote to:

310 a. Elect a Vice Chair to be ratified at the Central Committee meeting. If the outgoing
311 Vice Chair is running for re-election, another member of the Executive Board who is
312 registered in the Area will preside over the election. If no other Executive Board
313 member is available or eligible to preside, the caucus will elect a convener for the
314 Vice-Chair election from the membership.

- 315 b. Nominate members for Standing Committees to be ratified at the Central Committee
316 meeting.
- 317 c. Elect an Area Secretary.
- 318 4. Hold legislative caucuses for any districts that are fully enclosed in the Area and have
319 vacancies to be filled at the Central Committee meeting. Make recommendations to fill any
320 vacancies.
- 321 5. Determine the Area meeting dates and time for the terms, location(s) if possible.
- 322 6. The prior-term ADEM EBoard member and their alternate are eligible to vote in the caucus
323 by virtue of their extended membership term. If different, the incoming ADEM Eboard
324 member or their newly designated Alternate, are not yet eligible to participate or vote in the
325 Area meeting.

326 G. Friday before the Central Committee Meeting

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

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

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

355 5. Following this meeting:
356 An updated roster of Central Committee members will be prepared to include new
357 members elected to fill a vacancy and Associate members for clubs that were chartered
358 at the meeting. This will be the credentialed roster for all meetings until the next Central
359 Committee meeting.

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

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

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

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

378 SECTION VI - Meetings and Notice

379 A. Meetings

- 380 1. Central Committee
 - 381 a. Meetings of This Committee shall be held on the third Tuesday of the month, for
382 each month that This Committee meets, as specified in Article V - Meetings, Section
383 1. Number of Regular Meetings of the Bylaws.
 - 384 b. The regular meeting date for an upcoming month may be changed by a majority vote
385 of the quorum at a regular meeting. However, in an emergency, the Executive Board,
386 with at least seven (7) days' notice, may change the date of the meeting.
 - 387 c. The Executive Board, with at least seven (7) days' notice, may call a Special Meeting
388 of This Committee.
 - 389 d. The Central Committee endorsement meeting will be held after the Registrar of
390 Voters closes filing, including any extension to filing, for Primary, General or Special
391 Elections and after the Area endorsement recommendation meetings unless an
392 adjusted timeline has been approved by the Executive Board. The regular Central

- 393 Committee meeting may be rescheduled by the Executive Board to meet this
394 requirement.
- 395 e. In the event an emergency causes a Central Committee meeting to be cancelled, the
396 Chair may reschedule the meeting date, time, and location providing at least seven
397 (7) days' notice to the members.
- 398 f. If the Chair is unable or unwilling to schedule a meeting, it may be called by a
399 majority of the Executive Board or by a petition signed by a majority of the Voting
400 members of This Committee. At least five (5) days' notice must be provided.
- 401 2. Areas
- 402 a. Areas will hold endorsement recommendation meetings at least seven (7) days after
403 the Registrar of Voters closes filing, including any extension to filing, and before the
404 Central Committee endorsement meeting unless an adjusted timeline has been
405 approved by the Executive Board.
- 406 1) A regular Area meeting may be rescheduled by the Vice Chair to meet this
407 requirement.
- 408 2) The Vice Chairs will set the dates, times and locations of the endorsement
409 recommendation meetings and will coordinate their meetings so that eligible
410 members can participate in all meetings.
- 411 3) The Vice Chairs will provide thirty (30) days' notice to Clubs of any endorsement
412 recommendation meeting.
- 413 4) Area Vice Chairs have the option to hold more than one recommendation
414 meeting in this time period if the need arises.
- 415 5) All Area endorsement recommendation meetings will be held within the confines
416 of the Area and at least one (1) calendar day before the Central Committee
417 meeting.
- 418 b. For all other meetings, the date, time, and location of Area meetings shall be
419 determined by vote of the Area's members as defined in Article II - Membership,
420 Section 1. Membership and Article VII - Areas, Section 2. Membership of the Bylaws.
- 421 c. For all other meetings, by the vote of the body, membership may delegate the date,
422 time, and location of the meeting to the Vice-Chair as needed.
- 423 d. An upcoming regular Area meeting date may be changed by a majority vote of the
424 Area quorum. However, in an emergency, the Vice Chair, with at least seventy-two
425 (72) hours' notice, may change the date and/or time of the meeting or add a special
426 meeting.
- 427 e. If the Vice Chair is unable or unwilling to schedule a meeting, it may be called by a
428 majority of the Executive Board or by a petition signed by a majority of the Area's
429 membership. At least seventy-two (72) hours' notice must be provided.
- 430 f. Area Meetings shall be conducted by the Vice-Chair of the Area, or by a member as
431 defined in Article VII - Areas, Section 2. Membership of the Bylaws designated by the
432 Area Vice-Chair.
- 433 g. Only Members as defined in Article VII - Areas, Section 2. Membership of the Bylaws
434 and those with cross-area invitations shall have voting rights.

- 435 3. Special Meetings
- 436 Special meeting of the Central Committee or an Area may be called as defined in the
- 437 preceding paragraphs. All Legislative caucuses are special meetings.
- 438 4. Committees
- 439 a. The Chair of the committee shall propose a meeting date, time and location with the
- 440 approval of a majority of the committee quorum.
- 441 b. An upcoming regular committee meeting date, time, or location may be changed by a
- 442 majority vote of the committee quorum at a regular meeting. However, in an
- 443 emergency, the chair, with at least seventy-two (72) hours' notice, may change the
- 444 date and/or time of the meeting or add a special meeting.
- 445 5. Council of Clubs
- 446 a. The Council of Clubs shall meet on a regular basis, at least eight (8) times per year,
- 447 with notification provided to all chartered club presidents.
- 448 b. The regular meeting date for an upcoming meeting may be changed by a majority
- 449 vote of the Council of Clubs quorum at a regular meeting. However, in an
- 450 emergency, the Director of Clubs, with at least seventy-two (72) hours' notice may
- 451 cancel or change the date of the meeting.
- 452 6. Legislative Caucus
- 453 a. A Legislative Caucus will meet when a vacancy has been declared in that district.
- 454 b. The meeting will take place at least fourteen (14) days after the vacancy is noticed at
- 455 a regular Central Committee meeting. The date, time, and location of the meeting are
- 456 delegated to the convener. Caucus members will be given at least seven (7) days'
- 457 notice of the meeting.
- 458 7. Other Meetings
- 459 For any meeting not otherwise specified or in the Bylaws Article XIII Endorsements,
- 460 members will be given at least seven (7) days' notice of the meeting date, time, and
- 461 location.

462 B. Notice

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

- 464 1. Notice is provided by electronically posting on the SDCDP website and by the Chair or Area
- 465 Vice Chair, or their designee, sending an email through the Central Committee or Area
- 466 mailing lists to the email address listed in the most recent membership records.
- 467 2. It is the responsibility of each member to keep their email current with the SDCDP and to
- 468 read their email.
- 469 3. At member's request, accommodations may be made for alternative notification via
- 470 telephone or U.S. Mail. Arrangements shall be made to the Secretary, Vice Chair or SDCDP
- 471 Executive Director.
- 472 4. Committee notice is provided by each Committee Chair.
- 473 5. Council of Clubs notice is provided by electronically posting on the SDCDP website and via
- 474 email through the Council of Clubs mailing list. When chartering, each club provides a club

475 email address for this list. The club is responsible for keeping that email current with the
476 SDCDP and sharing the notification within the club as needed.

477 C. Agenda and Minutes

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

482 D. Calendar and Timing

483 For the purposes of This Committee:

- 484 1. At least fourteen (14) days' prior means that if a meeting is on a Tuesday, the deadline is
485 11:59 p.m. of the Tuesday two weeks prior to the meeting.
- 486 2. Within seven (7) days means that if a meeting is on a Tuesday, the deadline is 11:59 p.m.
487 the following Tuesday.
- 488 3. Hours are used for anything less than three (3) calendar days. Hours are used for anything
489 less than three (3) calendar days. At least forty-eight (48) hours' notice means that if a
490 meeting is scheduled to start at 7:00 p.m. on Tuesday, the deadline is 6:59 p.m. on the
491 immediately preceding Sunday. Within twenty-four (24) hours means that if an email is
492 received at 8:45 a.m., the deadline to reply is 8:44 a.m. the next morning.
- 493 4. A business day is a non-holiday weekday from 9:00 a.m. to 5:00 p.m. At least one (1)
494 business day means a request or submission must be filed by 9:00 a.m. Friday for a meeting
495 that takes place between 5:00 p.m. on Friday and 5:00 p.m. on Monday.

496 E. Internal Voting Procedures

- 497 1. A voice vote may be conducted if one of the following situations occur:
 - 498 a. There is an internal election where there is only one candidate for a position, or the
499 number of candidates is equal to or less than the number of available seats.
 - 500 b. This Committee is considering an endorsement in which the options are a candidate
501 and no endorsement.
 - 502 c. This Committee is considering an endorsement in which the options are a ballot
503 proposition and no endorsement.
 - 504 d. At the discretion of the Chair of This Committee, a Vice Chair presiding over an
505 official meeting of This Committee, or a committee or workgroup of This Committee.
- 506 2. A vote by show of hands may be conducted if one of the following situations occur:
 - 507 a. There is an internal election where there is more than one candidate for a position.
 - 508 b. This Committee is considering an endorsement in which the options are more than
509 one candidate and no endorsement.
 - 510 c. When there is a consideration of censure or removal of a member of This
511 Committee.
 - 512 d. At the discretion of the Chair of This Committee, a Vice Chair presiding over an Area
513 caucus, a committee chair presiding over a committee, workgroup of This
514 Committee, or any officer presiding over any official meeting of This Committee.

- 515 3. A vote by signed ballot may be conducted if one of the following situations occur:
516 a. There is an internal election with more than two candidates for a position.
517 b. This Committee is considering an endorsement in which the options are more than
518 two candidates and no endorsement.
519 c. At the discretion of the Chair of This Committee, a Vice Chair presiding over an Area
520 caucus, a committee chair presiding over a committee, workgroup of This
521 Committee, or any officer presiding over any official meeting of This Committee.
- 522 4. A roll call vote may be conducted at the discretion of the Chair of This Committee, a Vice
523 Chair presiding over an Area caucus, a committee chair presiding over a committee,
524 workgroup of This Committee, or any officer presiding over any official meeting of This
525 Committee.
- 526 5. A secret ballot shall not be an option available to This Committee.
- 527 6. This Committee, the Area Caucus, a committee, or the members of any other official
528 meeting may vote by simple majority to change the method of voting on any business item
529 to a voice vote or show of hands.
- 530 7. This Committee, the Area Caucus, a committee, or the members of any other official
531 meeting may vote by a two-thirds (2/3) majority to change the method of voting to a roll call
532 vote.
- 533 8. For internal elections if no candidate receives a majority of the vote, a run-off election shall
534 be held between the two candidates receiving the most votes, either by voice vote or show
535 of hands.
- 536 9. For an internal election if there are multiple vacancies for the same position, each vacancy
537 will be considered separately.
- 538 10. In the case of a roll call vote or a signed ballot vote the members recorded vote shall be kept
539 on record at the SDCDP office either physically or digitally for the remainder of the term.
- 540 11. Members may inspect any vote record by making a request to the SDCDP staff with X
541 business hours. Such a request must be answered within ten (10) days.
- 542 12. SDCDP DSCC Delegate elections and SDCDP DSCC Executive Board representative
543 elections shall be conducted pursuant to the Policies and Procedures, Section XVI DSCC
544 Delegation.

545 SECTION VII – Areas and Caucuses

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

547 A. North Area

548 92003, 92007, 92008, 92009, 92010, 92011, 92014, 92024, 92025, 92026, 92027, 92028,
549 92029, 92054, 92055, 92056, 92057, 92058, 92059, 92060, 92061, 92064, 92067, 92069,
550 92075, 92078, 92081, 92082, 92083, 92084, 92091, 92096, 92127, 92128, 92129, 92130,
551 92672

552 B. Metro West Area

553 92037, 92038, 92092, 92093, 92101, 92102, 92103, 92104, 92105, 92106, 92107, 92108,
554 92109, 92110, 92111, 92115, 92116, 92117, 92119, 92120, 92121, 92122, 92123, 92124,
555 92126, 92131, 92134, 92140, 92145, 92147

556 C. East Area

557 91901, 91905, 91906, 91916, 91917, 91931, 91934, 91935, 91941, 91942, 91945, 91948,
558 91962, 91963, 91977, 91978, 91980, 92004, 92019, 92020, 92021, 92036, 92040, 92065,
559 92066, 92070, 92071, 92086

560 D. South Area

561 91902, 91910, 91911, 91913, 91914, 91915, 91932, 91950, 92113, 92114, 92118, 92135,
562 92136, 92139, 92154, 92155, 92173

563 E. Assembly District Divided Zip Codes

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

570 F. Legislative Incumbents

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

574 G. Club Associates

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

577 H. Area or Caucus Nominated Positions

- 578 1. A special meeting of the Area may be called for noticing an Area nomination vacancy. A
579 Legislative Caucus may be called as part of a regular Area meeting or as a special meeting.
- 580 2. Area or Caucus members must have at least seven (7) days' notice of the vacancy and the
581 dates of the meetings where nomination and ratification will be considered.
- 582 3. For a committee member vacancy, the Area Vice Chair may designate a member to serve
583 on the committee until the Area makes their nomination. Following nomination, the nominee
584 will serve on the committee until This Committee meets for ratification.
- 585 4. The Section IV. Internal Election Voting Procedures shall be followed for making the
586 nomination.
- 587 5. Ratification of the nomination shall be a consent item at the first meeting of This Committee
588 that follows the Area or Caucus nomination.
- 589 6. Should two candidates tie at fifty percent (50%) for nomination, a run-off election will be held
590 at the meeting of This Committee.
- 591 7. Should the Area or Caucus fail to make a nomination, the election may be held at the
592 meeting of This Committee.

593 8. Should This Committee fail to ratify or elect an Area or Caucus member to fill the vacancy,
594 the vacancy is returned to the Area or Caucus and the process repeats.

595 SECTION VIII - Executive Board

596 A. Voting by Email

597 1. The Executive Board shall be permitted to conduct votes by email.

598 2. Email Voting Procedures for Executive Board:

599 a. The Secretary shall serve as the Coordinator unless the Secretary is unavailable or
600 ineligible to serve, in which case the Chair shall appoint another Executive Board
601 member to serve as the Coordinator.

602 b. The Coordinator shall determine that all Executive Board members have the
603 capability of receiving and sending email in a timely manner. If a Board member
604 does not have email access, the Coordinator shall contact the member by telephone
605 or other means to Section IV obtain their vote.

606 c. When an email vote is called for, it need not be the exclusive means of voting. An
607 eligible voter may choose to cast a ballot by telephone or in writing, if signed by the
608 voter, and received by the Coordinator within the time allotted for voting.

609 d. An email vote is permissible only when it is determined that a matter must be
610 decided before the next regularly scheduled Executive Board meeting and that it is
611 not practical to call a special meeting in the time available. A call for a vote by email
612 shall be made by either the Chair, by one of the Vice Chairs if the Chair is out of
613 town or otherwise unavailable, or by a two-thirds (2/3) vote of the elected officers.
614 For email voting purposes, a quorum shall be considered a majority of the Executive
615 Board eligible to vote and is determined as votes are received by the Coordinator.

616 e. For this purpose, a vote of "abstention" shall count as a vote cast toward the quorum.
617 If the Coordinator does not receive a number of eligible votes equal to or greater
618 than the quorum by the deadline for voting, the question shall fail.

619 f. The Coordinator shall use all due diligence to assure that all Board members eligible
620 to vote have received notice of the vote to be taken and any information or
621 discussion necessary to be fully informed of the matter to be voted on and the
622 consequences of the vote.

623 g. The Coordinator shall allow a reasonable time for response of at least thirty-six (36)
624 hours and make the deadline a prominent part of the call for ballot. If the notice of the
625 vote is sent out between noon on Friday and 8:00 a.m. on Monday, the time for
626 response shall be at least seventy-two (72) hours.

627 h. The Coordinator shall verify that the email vote was cast from an email address
628 registered to an eligible Executive Board member.

629 i. The Coordinator shall not release any information prior to the final tally about the
630 number of ballots or the nature of the votes cast except described below.

631 j. The Coordinator shall tally the votes and announce the results to the Chair or
632 presiding officer if other than the Chair within twenty-four (24) hours of the deadline

- 633 for voting or as soon as the number of votes cast is sufficient to determine the
634 outcome.
- 635 k. Board members shall be permitted to change their votes until the time that the results
636 are announced to the Chair.
- 637 l. At the time of the announcement of the results to the Chair, the coordinator shall
638 notify the members of the Executive Board of the outcome and of the specific vote
639 cast by each Executive Board member.
- 640 m. The Executive Board shall notify This Committee of the outcome of the vote no later
641 than the next regular meeting of This Committee.
- 642 n. Matters not covered herein shall be governed first, by the San Diego County
643 Democratic Party Central Committee Bylaws, and second, by the most current
644 edition of Roberts Rules of Order, Newly Revised.

645 SECTION IX - Committees

646 A. Standing Committees

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

- 649 1. Administration Committee
- 650 a. Be chaired by the Director of Administration.
- 651 b. Assist in drafting, reviewing, and recommending amendments to the Bylaws and
652 Policies and Procedures of This Committee for its approval.
- 653 c. Serve as part of the Credentials Committee of This Committee.
- 654 d. Be composed of the Director of Administration and one member from each Area to
655 be chosen by that Area and ratified by This Committee. Up to three at-large
656 members may be appointed by This Committee for gender or area balance.
657 Additional members may be appointed for special expertise or to fill a vacancy using
658 the process defined in IX.D.1 Appointments to Committees of these Policies and
659 Procedures.
- 660 e. Meetings without a quorum will be considered working groups and materials
661 developed will be voted on at subsequent meetings or via email.
- 662 2. Club Development Committee
- 663 a. Be chaired by the Director of Clubs.
- 664 b. Assist in drafting and implementing the annual plan for club development.
- 665 c. Assist in the organization of Democratic clubs and coalitions.
- 666 d. Provide assistance to Democratic clubs.
- 667 e. Review grievances against Democratic clubs or coalitions and advise the Executive
668 Board of their findings.

- 669 f. Ensure SDCDP's Bylaws with respect to endorsements made by chartered clubs are
670 understood and being followed. Work with individual clubs as needed to mitigate any
671 problems that arise during the charter term.
- 672 g. Perform biennial review of SDCDP Clubs Manual.
- 673 h. Be composed of the Director of Clubs and one member from each Area to be chosen
674 by that Area and up to two at-large members to be chosen by the Council of Clubs.
675 At least one member of the committee shall be a representative of an Affinity club
676 and at least one member of the committee shall be from a Geographic club. Nothing
677 shall prevent said Committee from appointing additional members by majority vote,
678 where special expertise is required using the process defined in IX.D.1 Appointments
679 to Committees of these Policies and Procedures.
- 680 3. Credentials Committee
- 681 a. Be chaired by the Director of Administration and comprised of the Administration
682 Committee and the Secretary.
- 683 b. Meets on an as needed basis for the purpose of examining the eligibility of members
684 and reviewing any challenges to membership as outlined in Bylaws Article II-
685 Membership, Section 1-5, and these Policies and Procedures Section II-
686 Membership, Subsection A, C-K.
- 687 c. In the case of the planned or unforeseen absence of the Director of Administration,
688 they may appoint one of the Credentials Committee members to chair the meeting or
689 report the ruling in their absence.
- 690 4. Grassroots Organizing Committee (GO Team Board)
- 691 a. Be chaired by the Director of Grassroots Organizing.
- 692 b. Provide ongoing leadership for the Grassroots Organizing (GO) Team, an ongoing
693 organization of precinct volunteers who focus on door-to-door and telephone contact
694 in their own neighborhoods, responsible for:
- 695 c. Turning out voters for the Party's endorsed candidates and propositions.
- 696 d. Using consistent voter contact guidelines throughout the county to maximize
697 effective use of Party and volunteer resources.
- 698 e. Encouraging voter registration, permanent mail voting, and down-ballot voting.
- 699 f. Work with SDCDP Executive Director to develop GO Team goals and policies that
700 support the Party's mission and strategy.
- 701 g. Be composed of the GO Team's Countywide and Regional Coordinators who
702 automatically are appointed as SDCDP Associate members if they are not already
703 members in another class. Regional and Countywide Coordinators who serve as
704 Associate members of This Committee are ratified during the Biennial Organization
705 or following their appointment. Nothing shall prevent said Committee from appointing
706 additional members by majority vote of the GO Team Board, where regional
707 representation, community representation, or special expertise is required.
- 708 5. Resolutions Committee

- 709 a. The Resolutions Committee meets on an as needed basis to review and make
710 recommendations on resolutions that have been submitted for endorsement by This
711 Committee.
- 712 b. Resolutions must follow the rules in Article XIII – Endorsements, Section 1
713 Resolutions in the Bylaws and in Section XIII – Endorsements, Section A
714 Resolutions of these Policies and Procedures.
- 715 c. Be composed of the Chair Pro-Tem and one member from each Area to be chosen
716 by that Area and ratified by This Committee. Up to three at-large members may be
717 appointed by This Committee for gender or area balance. Additional members may
718 be appointed for gender balance, special expertise or to fill a vacancy using the
719 process defined in IX.D.1 Appointments to Committees of these Policies and
720 Procedures.¹
- 721 6. Ethics Committee
- 722 a. Be chaired or co-chaired by an appointee(s) of the Chair of This Committee.
- 723 b. Be composed of the Chair of This Committee, two appointees of different self-
724 identified genders designated by each Area Vice Chair.
- 725
- 726 c. Review and evaluate allegations of unethical behavior or activities involving any
727 Democrat residing in San Diego County.
- 728 d. Review and evaluate alleged violations of the SDCDP Bylaws and Policies and
729 Procedures.
- 730 e. Make a full report of their findings to the Executive Board in Executive Session
731 including recommendations of a course of action including but not limited to;
732 censure, removal, state party notification, law enforcement notification, or no action
733 at all.
- 734 f. If the Executive Board recommends action, they will make a full report of their
735 findings to This Committee in Executive Session.
- 736 g. Operate as follows:
- 737 1) All allegations shall be brought to the attention of the Chair of This Committee in
738 writing.
- 739 2) The Chair shall refer the matter to the Ethics Committee.
- 740 3) The Ethics Committee shall meet with the maker(s) of the complaint in Executive
741 Session.
- 742 4) If the Ethics Committee determines that a basis for review exists, the individual
743 accused of unethical behavior shall be notified in writing by the chair of the Ethics
744 Committee and shall be given the opportunity to rebut the allegations in person,
745 also in Executive Session.

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

746 5) If the Ethics Committee recommends a course of action to the Executive Board, it
747 shall be in Executive Session.

748 6) If there is a minority opinion on the Ethics Committee, a member of that
749 Committee shall have the option to report it to the Executive Board.

750

751

752 7. Extended Term During Biennial Reorganization

753 a. Standing Committees meet on an as-need basis during the extended term from
754 November through the January Biennial Organizational meeting.

755 b. If an Area-elected Standing Committee member declines to participate during the
756 extended term, the Area Vice Chair shall serve in the role.

757 B. Special Purpose Committees

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

760 1. Candidate Support and Assistance Committee (CSAC)

761 a. Support Democratic candidates for partisan state-level offices.

762 b. Be solely responsible for raising and expending all funds to be used by this
763 Committee.

764 1) This Committee shall have sole discretion over all its expenditures.

765 2) This Committee shall be responsible for its entire overhead.

766 3) This Committee shall maintain its own checking account.

767 c. Operate by majority vote.

768 d. Be composed of three members, who shall be the Chair of This Committee and two
769 members appointed by the Chair of This Committee.

770 1) One of the members appointed by the Chair of This Committee shall be
771 designated as Chair of the Committee.

772 2) The other member appointed by the Chair of This Committee shall be designated
773 as Controller of this Committee.

774 3) A three-fourths (3/4) majority vote of This Committee is required to remove a
775 member.

776 2. Communications Committee

777 a. Assist in the development and execution of the SDCDP's Communications plan to
778 include strategic objectives, tactics, audiences, benchmarks, messages, marketing,
779 and steps for implementation.

780 b. Be chaired by an appointee of the Chair of This Committee to be known as the
781 Communications Coordinator and ratified by This Committee as a consent item.

782 c. Be composed of the Communications Coordinator and no less than three (3)
783 Democrats registered in San Diego County based on their experience and expertise

- 784 in communications to be appointed by the Communication Coordinator and Chair of
785 This Committee.
- 786 d. Periodically review, evaluate, and update the SDCCDP Communications plan.
- 787 e. Provide communications support to SDCCDP staff, Executive Board, and volunteers
788 as needed.
- 789 3. Credentials Committee
- 790 a. Be chaired by the Director of Administration. The Credentials Committee is
791 comprised of the Administration Committee and the Secretary.
- 792 b. The Credentials Committee meets on an as needed basis for the purpose of
793 examining the eligibility of members and reviewing any challenges to membership as
794 outlined in the Bylaws Articles II - Membership and III – Vacancies and Removals
795 and these Policies and Procedures Section II – Membership and III – Vacancies and
796 Removals. Article II – Membership of the Bylaws.
- 797 c. In the case of the planned or unforeseen absence of the Director of Administration,
798 he or she may appoint one of the Credentials Committee members to chair the
799 meeting or report the ruling in his or her stead.
- 800 4. Membership Development Committee
- 801 a. Further the objective of having the membership of This Committee reflect the
802 makeup of Democrats in San Diego County.
- 803 b. Be chaired by an appointee of the Chair of This Committee to be known as the
804 Membership Development Coordinator and ratified by This Committee as a consent
805 item.
- 806 c. Be composed of its coordinator and at least one registered Democrat from each Area
807 of This Committee, appointed by the Membership Development Coordinator.
- 808 d. Recruit persons from underrepresented communities to run for This Committee.
- 809 e. Compile a list of registered Democrats from underrepresented communities who may
810 be considered for appointment as alternates or when a vacancy on This Committee
811 exists.
- 812 5. Nomination Committee
- 813 a. The Most Recent Past Chair will serve as the presiding officer for the committee. If
814 the Most Recent Past Chair is not available or willing to serve in this capacity, the
815 Executive Board will elect a different Chair from the Officers.
- 816 b. One member elected from each Area will serve on the committee. Each Area will
817 also select an alternate member as previously defined.
- 818 c. The committee will review and interview applicants for the following Executive Board
819 positions: Secretary, Controller, and Director of Administration.
- 820 d. The committee will submit a report of its recommendations for the Executive Board
821 positions at the Biennial Organizational Meeting.
- 822 e. Recommendations for each of the Executive Board positions requires three (3) votes
823 of the Nomination Committee.

- 824 f. If no applicant for an Executive Board position receives three (3) votes, or there is no
825 applicant for said position, the positions is considered vacant and nominations for the
826 vacant position will be accepted at the Biennial Organizational Meeting, as specified
827 in Article IV - Officers, Section 2. Elections of the Bylaws.
- 828 g. The purpose of the committee will be considered completed following the election of
829 the Executive Board at the Biennial Organizational Meeting.
- 830 6. Voter Registration Committee
- 831 a. Create, update, and execute the Voter Registration Plan for the SDCCDP;
- 832 b. Be chaired by an appointee of the Chair of This Committee to be known as the Voter
833 Registration Coordinator and ratified by This Committee as a consent item;
- 834 c. Be composed of its coordinator and at least one registered Democrat from each Area
835 of This Committee, appointed by the Voter Registration Coordinator;
- 836 d. Assist the Vice-Chairs in the development, deployment, and execution of SDCCDP
837 Voter Registration objectives.
- 838 7. Platform Committee
- 839 a. Be chaired or co-chaired by an appointee(s) of the Chair of This Committee and
840 ratified by This Committee.
- 841 b. Assist in drafting, reviewing, and recommending amendments to the Platform of the
842 San Diego County Democratic Party for This Committees approval.
- 843 c. Be composed of the co-chairs and two members of different self-identified genders
844 from each Area to be chosen by that Area and ratified by This Committee. Up to
845 three at-large members may be appointed by This Committee for special expertise or
846 to fill a vacancy using the process defined in IX.D.1 Appointments to Committees of
847 these Policies and Procedures.
- 848 d. Meetings without a quorum will be considered working groups and materials
849 developed will be voted on at subsequent meetings or via email.
- 850 e. Amendments to the Platform recommended to the full Central Committee for
851 consideration for adoption will be distributed via email to This Committee at least
852 seven (7) calendar days prior to the meeting at which it is to be considered. A limited
853 number of printed copies shall be available at the Central Committee meeting.

854

855 C. Ad Hoc Committees

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

859 1. Audit Committee

- 860 a. Be chaired by an appointee of the Chair of This Committee.
- 861 b. Arrange for an audit of the fiscal affairs of This Committee.

- 862 c. Present the results of that audit, together with recommendations relating to the fiscal
863 affairs of This Committee, to the Executive Board within ninety (90) days after the
864 end of the preceding fiscal year.
- 865 d. Present the findings of the audit at the following meeting of This Committee.
- 866 e. Be composed of the appointed Chair and one member from each Area to be chosen
867 by that Area, although nothing shall prevent said Committee from appointing
868 additional members by majority vote, where special expertise is required.
- 869 2. Elections Monitoring and Systems Committee
- 870 a. Be chaired by an appointee of the Chair of This Committee.
- 871 b. Recruit, train, and organize poll watchers.
- 872 c. Recruit, train, and organize poll workers for the Registrar of Voters [ROV].
- 873 d. Recruit, train, and organize mobile, quick-response teams to address issues that
874 arise on Election Day.
- 875 e. Recruit, train, and organize legal advisors to be available throughout Election Day.
- 876 f. Recruit, train, and organize designated observers at the ROV on Election Night.
- 877 g. Recruit, train, and organize media teams together with the Communications
878 Committee to report immediate post-election results.
- 879 3. Fundraising Committee
- 880 a. Be chaired by an appointee of the Chair of This Committee to be known as the
881 Fundraising Coordinator.
- 882 b. Build a broad, sustainable donor base.
- 883 c. Assist in the coordination of Area fundraising events.
- 884 d. Perform such other duties as determined by This Committee.
- 885 e. Be composed of the Fundraising Coordinator and one member from each Area to be
886 chosen by that Area, although nothing shall prevent said Committee from appointing
887 additional members by majority vote, where special expertise is required.
- 888 4. Media Relations Committee
- 889 a. Be chaired by an appointee of the Chair of This Committee.
- 890 b. Assist in the development and execution of the SDCDP's media marketing plan.
- 891 c. Be composed of the Media Relations Coordinator, and at least one member from
892 each Area.
- 893 1) Members must be registered Democrats and member of the SDCDP or
894 Chartered Democratic Clubs.
- 895 d. As directed by the Executive Board or Chair of the SDCDP be responsible for the
896 following:
- 897 1) Develop a media kit for distribution to Democratic Clubs and Candidates.
- 898 2) Write and produce press releases for print and broadcast media.

- 899 3) Develop a relationship with the news directors, editors, and reporters at the local
900 newspapers, television stations, and local radio stations that have significant
901 news departments.
- 902 4) Distribute Press releases and arrange press conferences with the appropriate
903 media.
- 904 5) Develop a comprehensive list of media and media contacts for each area of the
905 county.
- 906 6) Assist Clubs and other Democratic event planners in the creation and distribution
907 of press releases.
- 908 7) Develop “talking points” for those Democrats who may be interviewed by the
909 local media.
- 910 8) Develop a list of Democratic Office Holders, Candidates, and Clubs as a mailing
911 list for media information, talking points, etc.
- 912 9) Coach and prepare Democrats, who may be interviewed by the media.
- 913 10) Critique interviews and articles done with and by Democrats
- 914 11) Assist in writing “letters to the editor” on current issues and in response to
915 editorials.
- 916 12) Monitor pertinent media.
- 917 13) Develop a rating standard to track any political preferences of the various media.
- 918 14) Coordinate the providing of spokespeople as the media requests.

919 D. Committee Membership

- 920 1. Appointments to Committees
- 921 a. Any gender or area balance requirements must be observed in all appointments.
- 922 b. In the event of an opening or vacancy on a committee where a representative
923 member is chosen by an Area’s members, the vacancy will be filled as previously
924 outlined in these Policies and Procedures, Section VII. E. Area or Caucus Nominated
925 Positions.
- 926 c. The Chair can recommend to the Executive Board additional members for a
927 Standing Committee as the need arises. The Executive Board, by a majority vote,
928 can approve the recommendation. The Standing Committee itself shall have fourteen
929 (14) days to vote on the recommendation to add the member. If a majority of the
930 committee votes in favor of the addition, the new member will be added to the
931 committee, followed by ratification at the next Central Committee meeting. If they
932 decline to meet or vote, it will be considered a vote in favor of the addition. If they
933 vote against the addition, the Executive Board may request that This Committee
934 approve the addition with a sixty percent (60%) vote.
- 935 d. Where special expertise is required, the Administration Committee and the Club
936 Development Committee may appoint additional members by majority vote followed
937 by ratification by This Committee. The GO Team Board may appoint Regional or
938 Countywide coordinators to fill a vacancy. The Executive Board may approve the

- 939 recommendation, and the new member may be added to the committee until such
940 time as This Committee is able to vote to ratify the new member.
- 941 e. All other vacancies on a committee, once any minimum threshold of members has
942 been met, shall be up to the Chair of the Committee or the Chair of This Committee
943 to determine whether or not to fill the vacancy, dependent upon the nature of rules of
944 the committee.
- 945 f. For any increase in membership being voted on by the committee itself, a minimum
946 of fourteen (14) days' notice to all members must be provided by email prior to the
947 meeting where the potential new member will be considered.
- 948 2. Resignation from or Removal from Committees
- 949 a. A member who has missed three (3) of the committee's meetings, from the time of
950 their appointment to date, has failed to meet the minimum level of attendance and is
951 deemed to have resigned from the committee.
- 952 b. Members appointed to the committee by the committee itself may also be removed
953 by a vote of the committee, a minimum of three (3) days' notice to all members must
954 be provided by email prior to the meeting where vote will be considered.
- 955 c. Any member may be removed from a committee for cause.
- 956 d. Cause shall be defined as absences preventing the committee from meeting quorum,
957 lack of participation, or violations of the Code of Conduct.
- 958 3. Removal from Committee for Cause Procedure
- 959 a. If a member meets the criteria for removal:
- 960 1) The Chair of the Committee shall refer the matter to the Executive Board to
961 consider recommending removal and shall notify the affected member of the
962 pending action.
- 963 2) Prior to the vote of the Executive Board, the affected member shall be offered the
964 opportunity to appear before the Executive Board and show cause why removal
965 is unwarranted. Notification shall be from the Secretary of This Committee.
- 966 3) The vote shall be conducted pursuant to Policies and Procedures, Section VI, E.
967 Internal Voting Procedure.
- 968 4) Upon removal by a two-thirds (2/3) vote of the Executive Board of This
969 Committee, the Secretary of This Committee shall notify the affected member of
970 the Executive Board's action.
- 971 b. If a member has been removed from a committee, said former committee member
972 cannot be elected nor appointed to the committee from which they were removed
973 until the term of This Committee from which the committee was formed has expired.
- 974 c. All notification to the affected member shall be in writing to the email address on file.
- 975 4. Absence or Vacancy of Committee Chair
- 976 a. In the absence of a committee chair, the chair will designate another committee
977 member to serve for that meeting.

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

982 E. Committee Policies

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

989 SECTION X - Democratic Organizations

990 A. Chartering and Charter Renewals

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

- 994 1. All chartering is done electronically with online forms and email. The club or coalition shall
995 provide a copy of its constitution and/or bylaws, its membership list, and the completed
996 charter application form. It shall also transmit to the SDCDP a chartering fee, and proof of
997 compliance with Article X - Democratic Organizations, Section 3. Requirements of the
998 Bylaws.
- 999 2. For clubs renewing their charter, the deadline for all chartering requirements, including any
1000 Associate member applications and additional Associate member applications, is November
1001 15. Renewing clubs that meet all aspects of the November 15 deadline have vote eligibility
1002 at the January Area meeting for their designated Area(s). Renewing clubs that miss any
1003 aspect of the November 15 deadline are ineligible for participation in the January Area
1004 Organizational meeting; they may still charter in January
- 1005 3. The deadline for meeting all chartering requirements is at least fourteen (14) days prior to
1006 the Central Committee meeting for the charter to be considered.
- 1007 4. Club Associate member designations and applications that are submitted at least fourteen
1008 (14) days prior to the Central Committee meeting where the club charter is being considered
1009 will be credentialed as pending. The pending status will be removed as soon as the club is
1010 chartered, and the Associate member(s) will have full standing at their Area meetings.
- 1011 5. The annual chartering fee shall be \$48 which will be pro-rated for any new charters during
1012 the annual term. Fees for additional Associate members shall be \$20 per additional member
1013 requested. The Executive Board may waive the chartering fee for any club or coalition that
1014 demonstrates that payment of the chartering fee would constitute an economic hardship.
1015 Campus organizations and other student-based clubs demonstrating all other criteria listed
1016 in Article X - Democratic Organizations, Section 3. Requirements of the Bylaws shall have
1017 their chartering fee waived.

- 1018 6. The Executive Board may waive the list requirement in the chartering process and fashion
1019 alternative means to verify the number and registration of club or coalition members.
- 1020 7. Successful chartering with twenty (20) unique voting members shall entitle the club to a
1021 Central Committee Associate membership with all of the duties and responsibilities outlined
1022 for Associate Members in the Bylaws, Policies and Procedures.
- 1023 8. When seeking the renewal of its charter, a club or coalition shall furnish the Director of Clubs
1024 with the items specified in Paragraph A of this section. The failure to provide these items
1025 shall constitute good cause for denying renewal of a charter.

1026 **B. Club Officer and Associate Member Changes During the Charter Period**

- 1027 1. See Section II. Membership, C. Appointment of Associates for requirements on
1028 completing the member form.
- 1029 2. Club officer changes must be submitted to the Director of Clubs within thirty (30) days of
1030 the change or election whichever comes first. Reporting a change in officers does not
1031 change the Club's Associate member(s) to This Committee.
- 1032 3. The incoming president of the club may fill the Associate Member position, or the club
1033 may select a different member to fill the position according to the process defined in the
1034 club's bylaws and as required by the SDCCDP Bylaws X.3.F.
- 1035 4. Clubs should be cognizant of the deadlines and requirements for Associate appointment
1036 and credentialing to ensure that they have continuous representation at Area meetings.

1037 **C. Bylaws Changes During the Charter Period**

1038 If a club changes their bylaws during the charter period, a new copy of the bylaws with an
1039 outline of the changes must be submitted to the Director of Clubs within thirty (30) days and
1040 their charter is subject to review by the Executive Board. A club has the option to submit
1041 proposed bylaw changes and have those changes reviewed by the Executive Board prior to
1042 taking a club vote on the new bylaws.

1043

1044 **D. Organization of New Affinity Clubs**

1045 Prior to submitting a charter application, at least one representative of a proposed new Affinity
1046 club shall appear in person at a Central Committee meeting to provide an overview of the
1047 purpose and goals of the club and to announce the notice of their next organizational meeting.
1048 The proposed club's organizational meeting shall be added to the SDCCDP calendar, noticed to
1049 all Central Committee members via email, and must be open to all interested Democrats. The
1050 club's charter application may be considered at the next meeting of This Committee following
1051 the club's organizational meeting.

1052 **SECTION XI - Annual Budget Development**

1053 **A. Deadlines**

- 1054 1. Each officer shall submit a proposal for a budget to the Controller by September 1 of each
1055 calendar year preceding the fiscal year. For example, Officers elected in 2013 shall submit
1056 their budget proposals by October 1, 2013.
- 1057 2. The Controller shall submit to the Executive Board a proposed annual budget at the
1058 regularly scheduled Executive Board meeting in November.
- 1059 3. As of March 1 of each year, all reimbursements, receipts, requests for payment, requests to
1060 transfer expenses, or any other type of expenditure request from the preceding fiscal year
1061 that are not or have not been received by the Finance Committee shall not be honored
1062 except by a two-thirds (2/3) vote of the Executive Board.
- 1063 **B. Revisions**
- 1064 1. The Controller may submit a revised budget to the Executive Board at any time during the
1065 fiscal year.
- 1066 2. Upon its approval by the Executive Board, the revised budget shall be presented at the next
1067 meeting of This Committee.
- 1068 3. Approval by This Committee shall follow the procedure set forth in Article XI - Annual
1069 Budget, Section 2. Unbudgeted Expenditures of the Bylaws.

1070 SECTION XII - Requirements for Expenditures

1071 A. All Expenditures

1072 All expenditures shall be made in accordance with Article XII - Requirements for Expenditures of
1073 the Bylaws.

1074 B. Unbudgeted Expenditures

1075 The Executive Board may approve an unbudgeted expenditure of less than one thousand
1076 dollars (\$1,000). The approved action shall be announced at the following regular meeting of
1077 This Committee. An unbudgeted expenditure equal to or greater than one thousand dollars
1078 (\$1,000) shall require approval from This Committee.

1079 C. Competitive Bidding

1080 When feasible, major projects shall be let out for bid and awarded at the conclusion of the
1081 competitive bidding process.

1082 D. Signatures

- 1083 1. Either the Chair of This Committee, an appointed designee of the Executive Board, or the
1084 Treasurer may sign checks.
- 1085 2. All expenditures shall be immediately reported to the Treasurer to ensure compliance with
1086 campaign finance laws.

1087 SECTION XIII - Endorsements

1088 A. Resolutions

- 1089 1. Submission

- 1090 a. Resolutions shall be submitted electronically in an editable format to the Chair of the
1091 Resolutions Committee unless other accommodations are needed. at least seven (7)
1092 calendar days prior to the Central Committee meeting at which consideration is
1093 requested.
- 1094 b. Resolutions must be received at least seven (7) calendar days prior to the Central
1095 Committee meeting at which consideration is requested.
- 1096 c. Submissions will be considered by the Resolutions Committee before submission to
1097 This Committee.
- 1098 d. The Chair of the Resolutions Committee may determine that immediate
1099 consideration of a resolution received less than seven (7) calendar days prior to a
1100 Central Committee meeting is warranted because of its emergency nature and
1101 forego review by the Resolutions Committee for consideration and bring it directly to
1102 This Committee.
- 1103 e. Resolutions recommended to the full Central Committee for consideration for
1104 endorsement will be distributed via email to This Committee at least two (2) calendar
1105 days prior to the meeting at which it is to be considered. A limited number of printed
1106 copies shall be available at the Central Committee meeting.
- 1107 f. The Chair of the Resolutions Committee shall determine whether a member is willing
1108 to sponsor any resolution submitted by a non-member.
- 1109 2. Format
- 1110 a. Resolutions shall be no longer than 400 words.
- 1111 b. Whereas clauses shall be limited to three (3) or less.
- 1112 c. Resolve clauses shall be limited to two (2) or less. The final resolve clause shall
1113 explicitly detail what actions the resolution will require of This Committee.
- 1114
- 1115
- 1116 3. Applicability
- 1117 a. Resolutions shall be relevant to the purpose of This Committee as defined in Article
1118 XIII - Endorsements, Section 1. Resolutions of the Bylaws.
- 1119 b. If such a resolution is not deemed relevant to the purpose of This Committee, then
1120 one of the whereas clauses must explain why said resolution is being brought before
1121 This Committee.
- 1122
- 1123 4. Adoption
- 1124 a. A resolution must be reviewed by the Resolutions Committee for recommendation,
1125 or, by the Chair of the Resolutions Committee for emergency consideration.

- 1126 b. Resolutions that are heard on an emergency basis, are related to legislation, or
1127 pertain to local initiatives need a minimum sixty percent (60%) vote to be adopted by
1128 This Committee. All other resolutions shall be adopted by a majority vote.
- 1129 c. Should the Resolution Committee decline to recommend a resolution, or the Chair of
1130 the Resolution Committee declines a late submission for emergency consideration,
1131 This Committee, by a two-thirds (2/3) vote, may take up the resolution provided there
1132 are one hundred (100) printed copies for distribution.

1133 5. Action

- 1134 a. Approved resolutions will be added to the SDCDP website.
- 1135 b. If specified in the resolve clause, the resolution will be printed on letterhead, with as
1136 many copies as specified in the resolve clause and accompanied by a letter signed
1137 by the Chair.

1138 6. Sponsor Responsibilities

- 1139 a. Sponsors of resolutions that are declined for recommendation or emergency
1140 consideration and who wish to petition This Committee to add the resolution to the
1141 agenda, must also make seventy-five (75) printed copies available for consideration
1142 at the Central Committee meeting.
- 1143 b. If the resolution is endorsed, the sponsor may request a general-purpose cover letter
1144 and additional copies on letterhead. Dissemination and distribution beyond what is
1145 specified in the resolve clause is the responsibility of the sponsor of the resolution.

1146 B. Candidate Endorsement Application and Questionnaires

- 1147 1. The Executive Board, or it's designee, shall produce a Judicial Candidate Questionnaire and
1148 Non-Judicial Candidate Questionnaire and submit said Questionnaires to This Committee
1149 for approval no later than the May Central Committee meeting following the Biennial Central
1150 Committee Organization Meeting. The Executive Board may develop additional
1151 Questionnaires at their discretion for approval of This Committee.
- 1152 2. The Executive Board shall appoint a committee of members and staff to review and update
1153 the Non-Judicial Candidate Questionnaire and Judicial Candidate Questionnaire at their
1154 Biennial Organization meeting. Questionnaires, whether modified or not, shall be submitted
1155 to This Committee for approval no later than the May Central Committee meeting following
1156 the Biennial Central Committee Organization Meeting.
- 1157 3. At a minimum, the Non-Judicial Candidate Questionnaire shall contain the following
1158 questions:
- 1159 a. If elected, I will not endorse non-democratic candidates in any challenged political
1160 race. YES or NO
- 1161 b. If I have endorsed a non-democratic candidate in a non-challenged political race and
1162 a Democratic challenger is subsequently endorsed by This Committee, I agree I
1163 must withdraw my endorsement of the non-Democratic challenger immediately. YES
1164 or NO
- 1165 4. Democratic candidates are provided an endorsement application and questionnaire by
1166 SDCDP when they file for office or are being considered for early endorsement.

- 1167 5. All applications shall be delivered by email, or absent an email address by U.S. Mail, to the
 1168 address on file with the County Registrar of Voters unless the candidate has otherwise
 1169 submitted a different preferred email or U.S. Mail address to the SDCDP.
- 1170 6. Candidates seeking endorsement must return the completed application and questionnaire
 1171 at least two (2) business days prior to the meeting where they are seeking a
 1172 recommendation or endorsement.
- 1173 a. In the event the Registrar of Voters extends the filing period for a specific office, the
 1174 application must be returned at least twenty-four (24) hours prior to the meeting
 1175 where the candidate is seeking recommendation or endorsement.
- 1176 b. Questionnaires which are returned after the stated deadlines may not be included in
 1177 the summary provided to members for consideration.
- 1178 7. Candidate questionnaire responses are summarized for internal use only by the Area
 1179 Caucuses and This Committee. Summary documents or candidate responses are prohibited
 1180 from release by any Central Committee member to the public.
- 1181 8. Candidate questionnaire responses for successful candidates shall be retained by the
 1182 SDCDP office for the duration of the officeholder's term(s) in that office.
- 1183 9. No part of the candidate applications, questionnaires, or summaries are released by This
 1184 Committee or the SDCDP to the public, allies, or any affiliated organization including
 1185 chartered clubs.

1186 **C. Strategically Critical Designation and Endorsement**

- 1187 1. This Committee may make early endorsements in "strategically critical" races in order to
 1188 give the Party a chance to play a more significant role in races where early involvement and
 1189 organizing could prove to be a key factor in winning that particular election.
- 1190 2. The designation, recommendation, and endorsement is a multi-step process:
- 1191 a. Recommendation from Area to the Executive Board for the race to be considered
 1192 strategically critical.
- 1193 b. Approval by the Executive Board for the race to be considered strategically critical.
- 1194 c. Approval of strategically critical designation by a two-thirds (2/3) vote of This
 1195 Committee.
- 1196 d. Endorsement recommendation from Area for the designated race.
- 1197 e. Endorsement approval by This Committee.
- 1198 3. Recommendations should meet at least one of the following criteria:
- 1199 a. The district must have statistically competitive advantage.
- 1200 b. Having an identified Democrat who has garnered support through numerous
 1201 endorsements, has previously been endorsed by the Party, has demonstrated the
 1202 ability to fundraise, or has established a significant campaign organization.
- 1203 c. Areas are encouraged to limit their recommendations to no more than three (3) races
 1204 per Area in an election cycle.
- 1205 4. The designation of strategically critical pertains to early endorsements and does not confer
 1206 any other benefits or any guarantee that there will be a candidate or an endorsement.

1207 D. Races that Cross Area Boundaries

1208 The Secretary will prepare a list of the members who will have cross-area invites including
1209 which districts they are eligible to vote for. This list will be used by SDCDP and the Vice Chairs
1210 to invite members to Area endorsement recommendation meetings and to add members to the
1211 credentialed list of voters for the appropriate districts.

1212 E. Rules Concerning Recommendations, Endorsements and Ballot
1213 Propositions/Initiatives

1214 The rules outlined in this section apply to full Central Committee endorsement meetings and
1215 Area endorsement recommendation meetings. Only the Central Committee can make an
1216 endorsement and the Areas recommend endorsements to that body.

1217 1. Areas may make recommendations on Endorsements and Ballot Propositions at meetings
1218 held prior to the Central Committee meeting.

1219 a. Club Associate members endorsement recommendation voting rights are activated
1220 when:

1221 i. The number of Democratic candidates is equal to or less than the number of
1222 available seats.

1223

1224 ii. The Club has held a valid endorsement vote in that race and provides proper
1225 documentation of the Club's endorsement vote, and submits the form to the
1226 Party forty-eight (48) hours prior to the Area Caucus meeting at which the
1227 endorsement recommendation will occur, and shall be bound to the clubs
1228 position during the endorsement vote until that position is no longer an
1229 option.ⁱ

1230

1231 b. For Countywide and San Diego Citywide races including ballot measures, each Area
1232 may make a non-consent recommendation on the race.

1233 c. For races where the district is fully contained in an Area, the enclosing Area shall
1234 make the recommendation.

1235 d. For all other races, endorsement recommendation meetings will be hosted in the
1236 Area Caucus in which there is a plurality of voters registered as Democrats of the
1237 last General Election either Gubernatorial or Presidential.

1238 1) Central Committee members registered to vote outside of the hosting Area,
1239 but inside of the district for which recommendation is being considered, shall
1240 also be eligible to vote and shall be notified of the consideration meeting at
1241 the same time and in the same manner as the Area's members.

1242 2) Vice Chairs shall coordinate their endorsement recommendation meetings so
1243 they will not overlap and all eligible members have the opportunity to
1244 participate.

- 1245 3) All cross-area races will be considered before races fully contained in the
1246 Area.
- 1247 B. Voting shall be done pursuant to Policies and Procedures, Section VI, E. Internal Voting
1248 Procedure.
- 1249 C. No candidates may be present during debate on their specific endorsement or
1250 recommendation.
- 1251 D. A position on a candidate requires a minimum sixty percent (60%) vote.
- 1252 1. Members shall be presented with a “No Endorsement” option on all votes.
- 1253 2. If no candidate receives a minimum of sixty percent (60%) in the first round of
1254 balloting, a second ballot shall be taken after removing the candidate receiving the
1255 least votes and any candidates receiving zero votes.
- 1256 3. If in the second round of balloting a candidate receives at least fifty percent (50%)
1257 but less than the sixty percent (60%) threshold, subsequent balloting shall continue
1258 after removing the candidate receiving the least votes and any candidates receiving
1259 zero votes.
- 1260 4. Balloting shall continue using the same procedure described in D.3, as long as one
1261 (1) candidate receives at least fifty percent (50%) but less than sixty percent (60%)
1262 and at least one (1) other candidate remains.
- 1263 5. If after the completion of balloting, no candidate has received the minimum required
1264 votes to reach the sixty percent (60%) threshold for endorsement, the position of the
1265 body shall be “No Endorsement”.
- 1266 E. A position on a ballot initiative or proposition requires a minimum sixty percent (60%)
1267 vote. Members have the option of voting "No Position." If a motion to endorse or oppose
1268 fails, the position of the body is "No Position."
- 1269 F. If the Executive Board recommends a Consent Agenda of candidates or ballot
1270 measures, acceptance shall require the approval of a minimum sixty percent (60%) vote.
- 1271 G. Any member of This Committee may request that a candidate or ballot measure be
1272 pulled from the Consent Agenda for consideration with a fifty percent (50%) vote.
- 1273 H. Those races pulled from the Consent Agenda shall be handled as non-consent agenda
1274 items in accordance with Part D or E of this section.
- 1275 I. Any endorsement made in a Primary election carries forward with any candidate who
1276 advances to a run-off election for the same office.
- 1277 J. Once the results of a Primary Election are clear, any race lacking an endorsed
1278 Democratic candidate for the General Election run-off may be considered for

1279 recommendation at the next Area meeting provided the Clubs have been given thirty
1280 (30) days' notice and then for endorsement the Central Committee meeting following
1281 that Area meeting.

1282

1283 SECTION XIV - Awards, Honorariums or Grants

1284 A. Format

1285 All proposed awards, honorariums or grants (awards) shall be typed or printed. They may not be
1286 handwritten.

1287 B. Criteria and Details

1288 The proposed awards must set forth the following:

- 1289 1. The purpose of the awards and the Democratic ideals or values that will be promoted by the
1290 award;
- 1291 2. Identity of the individual or organization sponsoring the award;
- 1292 3. Whether the award will be a single award or perpetual award;
- 1293 4. The amount of the award;
- 1294 5. The funding of the amount awarded; and
- 1295 6. The criterion for choosing the recipient of the award.

1296 C. Applicability

- 1297 1. Awards shall be relevant to the purpose of This Committee as defined in Article I - Name
1298 and Purpose, Section 2. Purpose of the Bylaws.
- 1299 2. If an award is not relevant to the purpose of This Committee, then good cause must be
1300 presented in writing accompanying the proposed award.

1301 SECTION XV - Records

1302 A. Custody and Maintenance

- 1303 1. The Secretary shall maintain all Central Committee membership records and keep custody
1304 of an up-to-date electronic copy of the current fiscal year's membership records.
- 1305 2. The Secretary or The Chair shall ensure all adopted agendas, approved minutes, and
1306 attendance records for meetings of This Committee and Executive Board are provided to the
1307 SDCDP Executive Director within seventy-two (72) hours. The Secretary shall maintain all
1308 Central Committee and Executive Board minutes and keep custody of an up-to-date
1309 electronic copy of the current fiscal year's minutes.
- 1310 3. The Vice Chairs or convener shall ensure all adopted agendas, approved minutes, and
1311 attendance records for their Area meetings are provided to the SDCDP Executive Director
1312 within seventy-two (72) hours.

- 1313 4. The Controller shall maintain the Central Committee budget records and keep custody of an
1314 up-to-date electronic copy of the current fiscal year's budget.
- 1315 5. The Treasurer shall maintain all Central Committee financial reporting and campaign
1316 spending records and keep custody of an electronic copy of the current fiscal year's financial
1317 reporting and campaign spending records.
- 1318 6. The Director of Administration shall maintain the Central Committee Bylaws and Policies
1319 and Procedures and keep custody of an up-to-date electronic copy of them and provide
1320 them to the SDCDP Executive Director who shall retain electronic copies of them.
- 1321 7. The Director of Administration shall maintain a list of all submitted amendments and their
1322 current status. The list will be viewable by all Central Committee members.
- 1323 8. The Chair of the Resolutions Committee shall maintain the proposed Resolutions and
1324 provide an electronic copy of them to the SDCDP Executive Director who shall maintain
1325 electronic copies of approved resolutions.
- 1326 9. The Chair of the Platform Committee shall maintain the proposed Platform
1327 recommendations and current platform of the San Diego County Democratic Party and
1328 provide an electronic copy of them to the SDCDP Executive Director who shall maintain
1329 electronic copies of the approved platform.
- 1330 10. The Director of Clubs shall acquire of the most current bylaws and membership records of
1331 all chartered organizations and provide them to the SDCDP Executive Director who shall
1332 retain electronic copies of them.
- 1333 11. The SDCDP Executive Director shall ensure that electronic data is backed up.

1334 **B. Copies**

- 1335 1. Records that are not available electronically shall be printed and stored at SDCDP
1336 headquarters.
- 1337 2. Electronic back-up copies of all records mentioned in Section XV, Paragraph A of these
1338 Policies and Procedures shall be kept by the officers responsible for them.

1339 **C. Access**

- 1340 1. Democrats registered in the county of San Diego shall be able to view a printed copy of This
1341 Committee's current:
- 1342 a. List of Members.
- 1343 b. Central Committee minutes.
- 1344 c. Central Committee Bylaws, Policies and Procedures, and Resolutions.
- 1345 d. Chartered organization bylaws.
- 1346 2. Central Committee members shall be able to view and obtain a printed copy of This
1347 Committee's current and previous:
- 1348 a. Budgets.
- 1349 b. Financial reporting and campaign finance records.
- 1350 c. Chartered-club officer lists.

- 1351 3. Executive Board members shall be able to make an appointment to view This Committee's
1352 current voter information data.
- 1353 4. Individuals or organizations with business before This Committee may request a list of
1354 current members for communication purposes related to that business.
- 1355 a. The list is not transferrable.
- 1356 b. The list will include names, political districts, SDCDP Area, mailing addresses, and
1357 preferred phone numbers of all members including Alternates and Associates. Email
1358 addresses will be included for members who have opted in to receive email for this
1359 purpose.
- 1360 c. For candidates and campaigns, the processing fee is \$25.
- 1361 1) The business in front of This Committee shall be disclosed, and campaigns shall
1362 be named.
- 1363 2) The list may be used for the disclosed purpose only.
- 1364 3) An updated version of the Central Committee list may be requested for the same
1365 business or campaign within the same election cycle in which the list was
1366 purchased for a fee of \$10.00.
- 1367 d. At their written request, an incumbent Legislative Ex Officio member of this
1368 committee will be provided with a complimentary Central Committee member list.
1369 They may request a complimentary update once per quarter.
- 1370 e. For internal Party elections, declared candidates for the Executive Board or Standing
1371 Committees may request one complimentary copy of the Central Committee member
1372 list for the stated purpose of that election only. In addition, one complimentary update
1373 of the list may be requested at least one (1) business day prior to the election.
- 1374 1) Any additional updates may be purchased for \$10.00.
- 1375 2) The list may be used for purposes of internal elections only.
- 1376 3) For Vice Chair elections the list will be limited to members of that Area.

1377 D. Archives and Storage

- 1378 1. Electronic copies of the above data from past years shall be stored in multiple locations,
1379 which may include a Safe Deposit Box. The Chair and the Controller of This Committee shall
1380 have the only keys.
- 1381 2. Access to historical records shall be governed by the same limitations that govern access to
1382 current records.

1383 E. Transfer of Records

- 1384 1. Within thirty (30) days of the completion of their terms of office, outgoing custodians of the
1385 aforementioned records shall turn over all copies to the incoming office-holders.
- 1386 a. The transfer shall include one year's worth of the most recent records.
- 1387 b. The most recent records and those of previous years shall reside at SDCDP
1388 headquarters.

1389 2. Outgoing custodians shall delete and destroy all electronic copies of records that were once
1390 in their care.

1391 F. Electronic Recordings

1392 No Executive Board, Area, or Central Committee meeting can be recorded via audio or video
1393 means without prior written consent of the Executive Board.

1394 Section XVI DSCC Delegation Policies and Responsibilities

1395 A. Delegation Membership and Election

1396 1. The member form is used to indicate a member's desire to serve as part of the DSCC.

1397 2. Prioritization for election to the SDCDP DSCC Delegation shall be in this order: Public
1398 Ballot, other Voting members, Alternate, and Associate members.

1399 3. The election shall be conducted as part of the Biennial Organization as follows:

1400 a. All candidates must declare their intention to run via the member form and may
1401 submit a 2400-character statement by the November 15 deadline, with the proviso
1402 the statement be free from mentioning other candidates by name, reference or
1403 inference. Statements shall be published as submitted; additions, corrections, or
1404 other edits are prohibited. Statements that fail to meet the proviso will be replaced
1405 with "candidate statement did not meet the requirements."

1406 b. Any member elected to fill a vacancy at the January Biennial Organization meeting
1407 may declare their candidacy at that same meeting. This also applies to any Alternate
1408 they appoint at that same meeting.

1409 c. In the case of an odd number delegation, the Chair will do a coin flip to decide which
1410 gender receives the additional seat.

1411 d. In the case where there are equal or less Voting members that declared candidacy
1412 than positions available, the vote will be by acclamation. Otherwise the vote will be
1413 by paper ballot where members may vote for up to the maximum open positions per
1414 gender with a maximum of one (1) vote per candidate.

1415 e. Balloting shall continue in the same manner for open positions from the Alternate
1416 candidates and then the Associate candidates.

1417 f. If there is a tie, the Chair will do a coin flip or draw lots as appropriate for the number
1418 of positions available.

1419 g. Electioneering within the Central Committee meeting room is limited to credentialed
1420 members of This Committee.

1421 4. In electing at-large members to or filling a vacancy in the DSCC Delegation, an effort shall
1422 be made to balance the delegation between genders, as required by the CDP, and to be
1423 demographically representative of the county.

1424 B. SDCDP DSCC Executive Board Representatives

1425 1. The Chair is automatically appointed to serve as one of This Committee's Executive Board
1426 representatives.

1427 2. The remaining positions will be elected using the Internal Election Voting Procedure.

1428 C. Participation and Responsibilities

1429 1. Participation in the DSCC is voluntary. Delegation members are responsible for their dues,
1430 fees, and travel expenses.

1431 2. Delegation members must attend the annual CDP convention or secure an eligible proxy to
1432 attend in their absence. A delegation member who fails to attend a CDP convention, fails to
1433 secure a proxy or ask This Committee's Chair to secure a proxy on their behalf, or fails to
1434 meet their CDP dues requirement, has vacated their delegate position and applicable any
1435 DSCC Executive Board position.

1436 3. DSCC Executive Board members must additionally attend the CDP Executive Board
1437 meetings or secure a proxy from This Committee to attend in their absence. Such a member
1438 who fails to attend a CDP Executive Board meeting or fails to secure a proxy or ask This
1439 Committee's Chair to secure a proxy on their behalf, has vacated their DSCC Executive
1440 Board position; this is independent of their delegate position.

1441 D. DSCC Delegation and Executive Board Vacancies

1442 1. Vacant delegation positions will be filled by a vote of This Committee from the DSCC
1443 Delegation Waitlist using the Internal Election Voting Procedure. Absent sufficient
1444 candidates on the waitlist, a nomination may be taken from the floor.

1445 2. Vacant DSCC Executive Board positions will be filled by a vote of This Committee from the
1446 delegation using the Internal Election Voting Procedure.

1447 3. Absent a regularly scheduled Central Committee meeting prior to CDP deadlines which
1448 would result in a smaller delegation than this Committee's allotment, the Executive Board of
1449 This Committee may fill the vacancy.

1450 4. If a vacancy occurs after CDP deadlines for appointing delegates, the Executive Board of
1451 This Committee may designate a proxy and the outgoing delegation member is asked to
1452 appoint said proxy.

1453 Section XVII Amendment of the Rules

1454 1. Proposed amendments shall be filed with the Director of Administration using the online
1455 form or may be given to the Director of Administration at a Central Committee meeting to be
1456 placed on the Administration Committee's agenda.

1457 2. Amendments approved or revised by the Administration Committee will be placed on This
1458 Committee's agenda for consideration.

1459 3. If the Administration Committee declines a proposed amendment or fails to begin review
1460 within ninety (90) days of receiving an amendment, then it may be added to the agenda of
1461 the Central Committee meeting with the consent of a majority of This Committee.

1462 4. Proposed Bylaws changes affecting chartered clubs and/or the Council of Clubs shall be
1463 routed to the Director of Clubs for review by the Council of Clubs prior to consideration by
1464 the Administration Committee. The Council of Clubs shall have thirty (30) days to review and
1465 comment on the proposed changes prior to Administration Committee action.

- 1466 5. Administration Committee recommend wording of Bylaws amendments shall be made
1467 available electronically to all members of This Committee at least seven (7) days prior to the
1468 Central Committee meeting. Any member who wishes to have a printed copy shall make
1469 that request at least three (3) business days prior to the Central Committee meeting.
- 1470 6. The Director of Administration or any member of This Committee may move to add a
1471 Policies and Procedures amendment to a Central Committee agenda. A written copy of the
1472 amendment shall be made available to all members of This Committee in attendance. The
1473 sponsor must provide a minimum of seventy-five (75) written copies of the proposed
1474 amendment at the Central Committee meeting unless it has already been provided by the
1475 Director of Administration.
- 1476

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