



**SAN JOAQUIN COUNTY  
DEMOCRATIC CENTRAL COMMITTEE**

**POLICIES AND PROCEDURES**

**Adopted: July 11, 2015**

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**SAN JOAQUIN COUNTY  
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**SECTION I INTRODUCTION**

This document, called the San Joaquin County Democratic Central Committee Policies and Procedures, contains policies, procedures and rules for the governance and operation of the San Joaquin County Democratic Central Committee (SJCDCC). The document also details specific procedures for the implementation of those policies set forth in the SJCDCC Bylaws which are more likely to be subject to change. Following the review and recommendation by the Executive Committee, these policies and procedures may be amended at any meeting of the SJCDCC with a majority vote of the eligible voting members present at the meeting.

**SECTION II MEMBERSHIP**

- A. Additional Duties of Membership:** In addition to the duties of membership specified in the SJCDCC Bylaws, members are further expected to:
1. Attend the Regular Meetings of the SJCDCC, as clarified below.
  2. Actively participate on at least one (1) Committee, either Standing or Ad Hoc, of the SJCDCC;
  3. If eligible to vote, participate in the DSCC Pre-endorsement Conference held prior to the California Democratic Party (CDP) convention each even-numbered year;
  4. Support Democratic candidates endorsed by the CDP and the SJCDCC;
  5. Share in the responsibility of raising money for the CDP and the SJCDCC;
  6. Assist the SJCDCC in communicating with and reaching out to Democrats in San Joaquin County;
  7. Share the general duties of the SJCDCC of building and supporting the Democratic Party.
- B. Appointments for All Types of Membership on the SJCDCC:** For information on how members, other than those Regular Members elected at the direct Presidential Primary Election, are subsequently appointed, refer to Membership Appointments, Resignations and Vacancies below.
- C. Attendance Requirements:**
1. **Regular Members:** Membership attendance requirements for Regular Members are specifically described in the SJCDCC Bylaws, Article II, Section 7, (b). Additionally, to ensure maximum participation, it is the responsibility of each Regular Member who has an Alternate to notify them in advance of their anticipated absence.
  2. **Regular Member Alternates:** The attendance requirement for Regular Members applies to Regular Member Alternates only when serving in lieu of their appointer. However, a Regular Member Alternate is encouraged to attend at least one (1) Regular Meeting per calendar quarter.

3. **Ex-Officio Alternates:** For Ex-Officio Alternates, the acceptable excuses for absence defined below is extended to include work related duties for the appointing Ex-Officio.
4. **Chartered Organization Representative(s) and Their Alternate(s):** There are no attendance requirements for Club Reps or their Alternates. However, should no designated representative for the organization be in attendance at a meeting, no club announcements or club reports to the SJCDCC membership are allowed.
5. **Ex-Officio, Youth and Associate Members** are not subject to attendance requirements.

**D. Processing of the Membership Application:**

1. When the Member completes their Membership Application, it should be given to the Secretary of the SJCDCC.
2. The Member receives their signed Page 3, Code of Conduct and Page 4, Member Duties and Attendance Requirements for their own reference.
3. After verification in MOE of the information provided on Page 1 of the Membership Application, all data, including Occupation and Employer, it is entered onto the SJCDCC Membership Roster by the Secretary.
4. The name and email address is provided to the Communications Committee for inclusion on the appropriate SJCDCC Google Group listservs.
5. If copies of the Bylaws, Policies & Procedures and/or Rosenberg’s Rules of Order have been requested, the Secretary will send electronic versions of the documents to the Member. If no email has been provided or cannot be obtained, hard copies will be provided to the Member at the next Regular Meeting.
6. The Skills Survey portion of the application, Pages 5 and 6, will be retained by the Secretary for future action or reference. For example, the data could be recorded in MOE in the Volunteer Module and/or shared with the applicable Standing or Ad Hoc Committees of the SJCDCC. Pages 1 and 2 are retained by the Secretary as well.

**E. Membership Dues Amounts:**

Regular Members and Ex-Officios Members	<b>\$35.00</b>
Regular Member Alternates and Ex-Officio Member Alternates	<b>\$30.00</b>
Chartered Organization Representatives and their Alternates	<b>\$10.00</b>
Youth Members	<b>\$ 5.00</b>
Associate Members	<b>\$10.00</b>

**F. Dues Payment Guidelines**

1. The term covered is January 1 through December 31 of each year.
2. Dues are considered delinquent if not paid within forty-five (45) days of the January Meeting or within forty-five (45) days of appointment to the SJCDCC.
3. Members may be removed for non-payment of dues.
4. Payment of dues shall not be obligatory for any member to whom it constitutes an economic hardship. Request for waiver of dues because of economic hardship must be made to the chair and the treasurer.
5. Dues shall not be pro-rated for any portion of a year in which a member is appointed to fill a vacancy.

6. Dues are non-refundable, unless the acceptance of dues is deemed to be collected in error.
7. Only members in good standing, dues current, are eligible: to vote, to run for office in the SJCDCC, or for certification to the CDP as officers, delegates or proxies.

**G. Non-Payment of Dues:** As a normal part of the monthly Treasurer's Report provided to the membership, the Treasurer will also report on any member(s) who have not yet paid their dues. They will be reminded to do so within the next fifteen (15) days, or be subject to the removal process identified below.

1. The Treasurer will advise the Member in writing or via email that the removal process for non-payment of dues has begun. U.S. Postal mail will be sent certified, with return receipt requested; email will be sent with both delivery and read receipt requested. They will be invited to present evidence and/or testimony at the next Executive Committee Meeting. The Chair of the SJCDCC will be copied on the notification as well.
2. The Treasurer will prepare a list of members whose dues are delinquent and who have been properly noticed for the Executive Committee's consideration at their next meeting.
3. At the Executive Committee meeting that precedes the next Regular Meeting of the SJCDCC, the removal action and/or appeal will be considered and voted upon. The Executive Committee's decision will be announced at the next meeting of the SJCDCC.

**H. Unexcused or Excessive Absences:**

1. **Definition:** An excused absence is one caused by illness, personal emergency, religious observance or temporary absence from the County on the date of the meeting. For an absence to be considered excused for any of the reasons stated above, the Chair and/or Secretary of the SJCDCC must be notified at least one (1) hour prior to any Regular Meeting of the SJCDCC. Failure to notify the Chair and/or Secretary in advance will be considered an unexcused absence, even if your Alternate attends the meeting.
2. **Procedure for Removal for Unexcused or Excessive Absences:**
  - a. Within five (5) days of the SJCDCC Meeting in which a Regular Member or their Alternate has had their third unexcused absence, the Secretary of the SJCDCC shall notify the Member in writing or via email that they are deemed to have resigned and are being removed from the SJCDCC Roster and SJCDCC Membership Only Google Group. The Chair of the SJCDCC will be copied on the notification as well.
  - b. The Member being removed has five (5) days to notify the Secretary and the Chair that they are contesting the removal, by submitting testimony and evidence in support of their position.
  - c. At the Executive Committee meeting that precedes the next Regular Meeting of the SJCDCC, the appeal will be considered and voted upon. The Executive Committee's decision will be announced at the next meeting of the SJCDCC.

**I. “For Cause” Censure or Removal:****1. Examples of “for cause” are:**

- a. Violations listed on the Code of Conduct, which is part of the Membership Application;
- b. Neglect of duty defined in Section III below by any officer of the SJCDCC; or
- c. Disloyalty. Examples of disloyalty would be any member who, during his or her term of membership, registers as a member of another political party or who identifies himself or herself as a member of the SJCDCC while advocating that the voters not vote for the nominee of the Democratic Party for any office.

**2. Procedure for Censuring or Removal for Cause:** The procedure for censuring or removing an Officer from their position and/or a Member of the Committee for Cause, shall be as follows:

- a. At least two (2) members of the SJCDCC must sign and submit to the Chair a written "Statement of Charges" containing the alleged grounds for removal or censure.
- b. A meeting will be held by the Executive Committee of the SJCDCC at a special hearing to discuss the charges and determine whether or not to proceed with an action.
- c. Upon a decision to proceed and upon receipt of the "Statement of Charges", from the Executive Committee, the Chair must send a copy of the "Statement of Charges" to the accused Member or Officer by certified mail and a letter stating removal or censure proceedings of the accused member or Officer.
- d. The Member or Officer being charged will be given an opportunity to appeal the censure or removal at the next scheduled Executive Committee Meeting. They will be allowed to present testimony and evidence in support of their position.
- e. If the Executive Committee agrees that the Member or Officer should be removed, the Member or Officer will be asked to resign.
- f. If the member or Officer does not resign, the Chair shall send copies of the “Statement of Charges” and any other pertinent correspondence to all voting Members, with the expressed intent to remove or censure the Member or Officer in question at the next Regular Meeting.
- g. The membership shall then vote on the removal or censure of the Member or Officer in question at the next Regular Meeting. A two-thirds (2/3) majority of the eligible voting Members present shall be needed for removal or censure.
- h. In the event that the Chair is the Member/Officer in question, the Vice Chair shall resume all duties of the Chair as described in Section III of the SJCDCC Policies and Procedures.

**J. Membership Appointments, Resignations and Vacancies:** Filling the vacancies on the Committee is crucial to the future effectiveness and the direction of the SJCDCC. Considerable care and consideration should be taken when doing so. To the extent possible, every effort should be made to recruit from the under-represented demographics of San Joaquin County. Additionally, when recruiting potential members, be sure to inform them of the duties of membership and the time commitment involved. Look for Members who will actively participate and contribute to the growth of the SJCDCC and the Democratic Party in San Joaquin County

With the exception of a Member's relocation, disclosure of financial/fiduciary conflicts, Article II, Section 3 of the SJCDCC Bylaws, and removal for any of the reasons identified in above, any resignation presented in writing to the Chair or the Secretary of the SJCDCC shall be considered final. Per Article II Section 8 of the SJCDCC Bylaws, any associated Alternate position is considered null and vacant as well.

The process for subsequent appointment and/or the filling vacancies described in Article II, Section 7 of the SJCDCC Bylaws or other openings on the SJCDCC, are described below. Immediately following the announcements and/or elections to fill vacancies described below, the new Member shall be administered the Oath of Office by the Chair of the SJCDCC, prior to being seated.

**1. Regular Members:**

- a. When the number of Democrats that "pull papers" for slots on the SJCDCC is less than the number of available openings in each Supervisorial District, there are immediate known vacancies in those Supervisorial Districts immediately following the Presidential Primary. Recruitment and identification of possible Democrats should begin immediately following the June Primary. New members are not seated until the January Organizational Meeting of the odd-numbered year, so there is ample time for outreach to fill any vacancies. Following the seating of new members at the Organizational Meeting, the Chair will ask if there are any nominations to fill any remaining vacant slots. Nominations can be taken at that meeting for any potential member who has completed the Potential Member attendance requirements noted below. Verification of Democratic registration and residency requirements must be done, if not previously confirmed. The election of member(s) to fill vacant slots will follow and requires a majority vote of the eligible voting members present to pass.
- b. When, throughout the term of office, Regular Members relocate, resign, or otherwise vacate their membership, openings will occur. When a Member vacancy exists, the SJCDCC shall immediately declare that such a vacancy exists or at the first meeting following the occurrence of the vacancy, should the notification be received after a Regular Meeting.
- c. When an opening has been declared, Associate Members, Youth Members, Club Representatives or their Alternate, the previous Alternate or any Democrat who has met the attendance requirements for Potential members below and the Membership Requirements of the SJCDCC's Bylaws may apply to fill the opening.
  - i. Once the vacancy is declared, any eligible person who wishes to apply may announce their candidacy. A nomination by another Member is not required. The announcement by the applicant for the vacancy may be at the meeting at which the opening is declared or at any subsequent Regular Meeting during the DCC Member Updates of the Meeting Agenda.
  - ii. Prior to the next Executive Committee Meeting, a fully completed Membership Application is submitted to the SJCDCC Secretary, if not previously provided along with a short bio, describing themselves, their values and any political experience. The Secretary will confirm the Democratic registration, residency and supervisorial district of the applicant.



- iii. The application to fill the vacancy is reviewed by the Executive Committee. Upon discussion and approval, the election to fill the vacancy will be placed on the Meeting Agenda for the next Regular Meeting.
    - iv. The election to fill the vacancy shall be held at the following Regular Meeting. If there is more than one applicant for the vacancy, each applicant will be given an opportunity to speak to the membership. In the event, the proposed applicant is not in attendance, a surrogate can be designated to speak on their behalf. A majority vote of the eligible voting members present is required to fill the vacancy.
2. **Alternate Members:**
  - a. The process for an Ex-Officio to name an Alternate is addressed in the SJCDCC Bylaws, Article II, Section 2 (c).
  - b. When a Regular Member has identified the Alternate of their choosing, the following process will ensue:
    - i. Prior to the next Executive Committee Meeting, a fully completed Membership Application is submitted to the SJCDCC Secretary, if not previously provided along with a short bio, describing themselves, their values and any political experience.
    - ii. The Secretary will confirm the Democratic registration, residency and supervisorial district of the applicant.
    - iii. The application to fill the vacancy is reviewed by the Executive Committee, followed by a vote to accept or reject the proposed Alternate. The Executive Committee's decision will be announced at the next Regular Meeting.
3. **Chartered Organization Representative(s) and Their Alternate(s):** The proposed Chartered Organization Representative or the Alternate for the designated Chartered Organization Representative must submit a completed Membership Application to the Chair of the SJCDCC, along with a signed statement from the Chartering Organization that the Chartered Organization Representative or Alternate is a member in good standing of their organization. All documentation submitted by the Chartered Organization will be reviewed and approved by the Executive Committee. Announcement of Chartered Organization Representative and/or their Alternate is made by the Chair at the next Regular Meeting of the SJCDCC.
4. **Youth Members:** Youth Members may be granted to individuals qualifying for membership in accordance with SJCDCC Bylaws, Article II, Section 2 (e). Prior to any Executive Committee Meeting, a Membership Application is given to the Secretary. The applications will be reviewed and approved by the Executive Committee. Announcement of the Youth Member is made by the Chair at the next Regular Meeting of the SJCDCC.
5. **Associate Members:**
  - a. Associate membership may be granted to any registered Democrat who wishes to be affiliated with the SJCDCC. The Democrat interested in joining the SJCDCC as an Associate Member must fulfill the Potential Member Requirements below. Upon submission of the Membership Application to the Secretary, The applications will be reviewed and approved by the Executive Committee. Announcement of the Associate Member is made by the Chair at the next Regular Meeting of the SJCDCC.

- b. Per SJCDCC Bylaws, Article II, Section 8, Associate Membership may also be granted to any Regular Member Alternate whose appointing member resigned or was removed, provided all Membership Requirements above have been met. No further action is required by the membership.
6. **Potential Member Requirements:**
- a. Attendance: A potential Regular Member must have attended at least two (2) meetings in the previous (4) months; Regular Member Alternates, Youth Members, and Associates must have attended at least one (1) meeting in the previous two (2) months.
  - b. During one of the meetings attended above, any potential new Member should give a brief verbal presentation stating their reasons for wanting to become a member of the SJCDCC and a short bio.

### SECTION III OFFICERS

#### A. Duties of Officers:

1. **The Chair shall:**

- a. Be the Chief Executive Officer and the official spokesperson for the SJCDCC;
- b. Carry out the policies of the SJCDCC and its Executive Committee;
- c. Conduct official business as required by law;
- d. Carry into effect the purposes of the SJCDCC;
- e. Preside at all meetings of the SJCDCC in accordance with SJCDCC Bylaws;
- f. Make no motion or amendment and shall not vote on any decision unless the vote be equally divided, in which case the Chair shall cast the deciding vote;
- g. Appoint Standing Committee chairs and subsequently approve Members of those Standing Committees;
- h. Be responsible for arranging an independent audit at the end of his/her term of office, if so requested by the SJCDCC; and
- i. Serve as an Ex-Officio Member of all Standing Committees, with full voting rights thereon.

2. **The Vice Chair shall:**

- a. Assist the Chair in performance of his/her duties;
- b. In event of absence or vacancy of the Chair, perform the duties and exercise all powers of the Chair, being bound by the voting limitations placed upon the Chair; and
- c. Serve as Ex-Officio Member of any Standing Committees as directed by the Chair.

3. **The Treasurer shall:**

- a. Work with the Controller to secure and disburse SJCDCC funds and pay the bills of the SJCDCC;
- b. Maintain complete records of receipts and disbursements of accounts;
- c. Deposit all funds within five (5) business days into a financial institution approved by the Executive Committee;
- d. Present monthly financial and Membership Dues Delinquency reports to the SJCDCC;
- e. Notify in writing or via email any Member, excluding Ex-Officio Members, whose dues are delinquent and are being removed, as described in Section II above; and

- f. Serve as a Member of the Finance/Fundraising Committee and the Political Action Committee.

**4. The Secretary shall:**

- a. Keep written records of the proceedings of all (Regular, Special and Executive Board) Meetings and submit to Chair within seven (7) days of the meeting for approval;
- b. Process the Membership Applications of all Members of the SJCDCC as described in Section II above;
- c. Keep and maintain a current roster of Members of the SJCDCC;
- d. Keep written records of attendance at all meetings; serve as the point-of-contact for Members when they are unable to attend Regular Meetings.
- e. The Secretary shall also notify any Member and the Chair when a Member has exceeded the number of absences allowed, as described in Section II above;
- f. Be responsible for sending out of all (Regular, Special and/or Executive) Meeting Minutes of the SJCDCC, along with upcoming Regular Meeting Agendas as well as any other announcements concerning the SJCDCC, to the Members via email or the DCC Member Google Group;
- g. Keep written record of the ratified SJCDCC Bylaws and Policies and Procedures;
- h. Maintain a copy of all supporting documentation related to officially chartered and re-chartered clubs within San Joaquin County;
- i. Be the holder of all official records of the SJCDCC.
- j. Carry on the correspondence pertaining to the SJCDCC as directed by the Chair, the Executive Committee or action by the body;
- k. Notify the appropriate print or electronic media of Regular Meetings of the SJCDCC and other noteworthy business of the SJCDCC as directed by the Chair or by action of the body;

**C. Officer Election Process:**

- 1. Officers shall be elected at the Organizational Meeting described in Article V of the SJCDCC Bylaws following the seating and appointing of members, per Section II of the SJCDCC Policies and Procedures. Any eligible voting Member is allowed to nominate, be nominated and to vote to elect Officers at this meeting.
- 2. All officers shall be nominated from the floor.
- 3. A written ballot shall be used in all elections of officers, except in the absence of a contest. In the absence of a contest, the election shall be by acclamation.
- 4. Nominees must receive a majority vote of the eligible voting members present at the meeting to be elected. In the event a vote does not yield a majority, there will be a run-off election with the top two vote-getters. If there is still no majority, the election will be decided by a coin flip.
- 5. All new officers shall be seated immediately following their election.
- 6. In the event that an officer vacancy exists after the Organizational Meeting, any person who is eligible to vote on the SJCDCC may then be nominated to run for that office at the next Regular Meeting. Such vacancies shall be filled by a majority vote of the eligible voting members present at the time of appointment for the unexpired term of office.

- D. Transfer of records:** Within fifteen (15) days of the completion of their respective terms of office, an outgoing officer shall turn over the records referred to above to the corresponding new incoming officer.

#### SECTION IV THE EXECUTIVE COMMITTEE

As a part of the Chair's Report given at each SJCDCC Regular Meeting, the Chair will provide a verbal report of the actions taken at the last Executive Committee Meeting. Any other matters reviewed by the Executive Committee and requiring action by the membership body will be listed on the Regular Meeting Agenda.

#### SECTION V MEETINGS

- A. Regular Meeting Agendas:** Regular Meeting agendas should be "timed", i.e., have time limits for Speakers/Presenters (to include Questions and Answers), Officer Reports, Discussion Agenda matters, Committee Reports, Chartered Club Reports and Announcements. As a courtesy, agendas should be set to allow invited Speakers, Ex-Officio Members to speak and/or their Alternate Members to report early in the meeting.
- **Call to Order**
  - **Pledge of Allegiance**
  - **Roll call** (taken by the Secretary), followed by the Credentials Report as to whether a quorum has been established. (A quorum is defined as one third (1/3) of the Regular Members present at the time of the meeting or, in case of absence, their designated Alternate.)
  - **Introduction of Guests** (only guests/new folks)
  - **Speaker/Presentation** (if applicable)
  - **Consent Calendar:** Approval of the agenda, minutes and Treasurer's Report.
  - **Officer Reports:** Ex-Officio Reports (CD, SD, AD, Regional Director); Chair's Report, which should include a summary of the Executive Committee Meeting.
  - **DCC Member Update:** Ex-Officio Alternates, Chartered Organization Representatives and/or their Alternate are announced. Resignations, vacancies, appointment of Ex-Officio Alternates, Regular Member Alternates, Club Reps and/or their alternates, Youth Member and/or Associate Members are announced. Election to fill Regular Member vacancies take place. Following the election, the Oath of Office is administered and the new member seated.
  - **Action Agenda:** The items requiring action and/or votes by the membership are normally on those items recommended by the Executive Committee and previously reported through the Chair's Report above.
  - **Discussion Agenda** (those items for consideration, disposition/determination). There should be a discussion time limit as well as a speaker limit (e.g., three for and three against rule) prior to a vote.
  - **Committee Reports** – Limited to 2-3 minutes each. (Longer items, like discussion of dinner/BBQ, Bylaws changes, club charters, the Ad Hoc Endorsement Committee Report, etc. should fall under Action or Discussion Agenda items). Finance/Fund Raising, Political Action, Community Outreach, Issues, Bylaws/Charter Review and Communications Committees are the currently recognized Standing Committees.
  - **Chartered Club Reports** – Limited to 2 minutes each. (Only currently chartered clubs report)
  - **Announcements** – Limited to 1 minute each. Affiliated clubs and organizations, candidate announcements, etc. –
  - **Adjournment**

- B. Organizational Meeting Agenda:** There is a unique format for Organization Meetings, as no regular DCC business takes place beyond the seating of new members, election of new members and the election of officers.
- **Call to Order**
  - **Pledge of Allegiance**
  - **Roll call, of Regular “elected” Members and Ex-Officios and Ex-Officio alternates,** if properly identified by Ex-Officio.
  - **Oath of office administered to the above members.** The above identified members should be sworn in prior to voting on other new members.
  - **Nomination of Regular Members to fill vacancies** (not elected at the previous June Presidential Primary Election), followed by a vote of the membership present and eligible to vote.
  - **Announcement of any approved Alternates to Regular Members (elected and appointed),** in accordance to the process identified in Section II J 2.b.i-iii above.
  - **Oath of office administered to named alternates and appointments.**
  - **Election of officers** in accordance with Section III C above.
  - **Setting of dues, chartering fees and endorsement fees**
  - **Procedural announcements:** Notification to members regarding the SJCDCC Membership Application, dues delinquency dates, attendance requirements, Standing or AD Hoc Committee participation and Charter/Re-charter processes and deadlines. Copies of SJCDCC Bylaws and SJCDCC Policies and Procedures should be available for new members as well as a copy of Rosenberg’s Rules of Order.
  - **Adjournment**

## SECTION VI COMMITTEES

- A. Requirements of any SJCDCC Committee:**
1. Standing Committee Meetings shall take place no less frequently than once a quarter, with the exception of the Bylaws/Charter Review Committee, which will meet on an as-needed basis.
  2. Meeting minutes shall be taken and maintained for all Committee Meetings, Standing or Ad Hoc. Minutes will include a list of attendees and all efforts should be made to ensure minimum quorum attendance. A quorum for the transaction of business at a Standing Committee meeting shall be at least one third (1/3) of the members from the most recently published Committee membership list.
  3. The Chair (or their designee) of any Committee, Standing or Ad Hoc, is responsible for notifying the SJCDCC membership of all upcoming meetings via the SJCDCC Membership Google Group.
  4. The Chair (or their designee) of any Committee, Standing or Ad Hoc will provide a verbal or written report each month to the SJCDCC.
- B. Standing Committees Plans and Budgets:** Within one month of the Planning/Strategy Meeting, each Standing Committee will develop a Plan for their specific committee, based on the goals and focus identified in the Planning/Strategy Meeting
1. At the February Meeting, following the Organizational Meeting, each Committee will provide a preliminary report to the Membership of the goals and focus for their Committee.
  2. At the same time, the Chair of each Committee will provide the Chair of the Finance/Fundraising Committee the budget associated with their Plan.

3. The two-year budget will include projected expenses and anticipated income, using the SJCDCC “timeline” budget format.
4. Failure to prepare a Plan and/or submit the required budget will result in the dissolution of the Committee.
5. A new chair and members will be designated by the Chair of the SJCDCC, as specified in the SJCDCC Bylaws.
6. The new Committee will meet and prepare the Plan and Budget for presentation at the March meeting of the odd-numbered year.

**C. Duties and Responsibilities of Standing Committees:**

**1. The Finance & Fundraising Committee shall:**

- a. Review the submitted budgets from the various Standing Committees. Working with the committees, they will make agreed upon adjustments to the committee budgets.
- b. Be responsible for devising a comprehensive two-year budget for all activities of the SJCDCC. Following a review by the Executive Committee, the proposed budget will be presented to the body for adoption within sixty (60) days;
- b. Ensure the budget contains a reserve sufficient to cover potential extraordinary legal and/or accounting expenditures incurred in support of and/or defense of SJCDCC contributions to political campaigns and/or SJCDCC disbursements for political activities;
- c. Be responsible to the body for recommending adjustments to the adopted budget;
- d. Assert reasonable control to assure that the SJCDCC does not enter into any binding agreement that causes SJCDCC exposure to an unfunded liability;
- e. Define the requirements for outside professional accounting and legal services should they be needed to reasonably assure that the SJCDCC remains in compliance with all applicable laws and campaign finance disclosure requirements. In furtherance of this purpose, the Committee would solicit multiple bids from vendors capable of providing the SJCDCC with the abovementioned services, and make recommendations as to the preferred vendors of such services, and present same to the body for budget approval;
- f. Oversee the work of the Controller of the SJCDCC;
- g. Establish a year round fundraising plan for the SJCDCC;
- h. Set a timetable for achieving fundraising goals;
- i. Prepare and present quarterly written reports to the Membership outlining fundraising activities of the SJCDCC;
- j. Have the ability to establish sub-committee(s) for specific fund raising events; as determined necessary.

**2. The Political Action Committee shall:**

- a. Be responsible for the development of the field and voter-engagement programs for the SJCDCC by setting out the plan to engage voters and to elect Democrats each election cycle.
- b. Identify, recruit, screen, train, advise and facilitate campaigns of Democrats who are candidates or potential candidates for appointed or elected public office.

- c. Direct the informational resources for Democratic candidates to facilitate their successful appointment or election to public office.
- d. Ensure that candidates and potential candidates, demonstrate a commitment to carrying out the philosophy and program of the Democratic Party.
- e. Be responsible for making recommendations to the body regarding distribution of political action funds to candidates, in accordance with the endorsement policy in Article VIII;
- f. Have the ability to establish sub-committee(s) for specific election related activities, such as Farm Team Development, Election/Voter Contact, Candidate Recruitment, Candidate Training and Voter Registration;
- g. Oversee the development of and/or coordinate unique voter registration programs throughout San Joaquin County. These voter registration programs may be implemented by the Community Outreach Committee and/or may include those initiated by chartered organizations;
- h. Be responsible for developing and submitting an annual budget for the Political Action Committee to the Finance and Fundraising Committee within 30 days from appointment.

**3. The Community Outreach Committee shall:**

- a. Be primarily engaged in reaching out to all segments of the county with a goal toward improving the diversity of the makeup of the SJCDCC and the visibility of the Democratic Party in San Joaquin County;
- b. Promote networking with other groups and like-minded organizations within San Joaquin County;
- c. Devise methods, through the use of speakers, printed materials, and media contact, to inform the public about the SJCDCC and the Democratic philosophy and programs;
- d. Spearhead SJCDCC visibility and participation in community events and projects;
- e. Provide outreach to the high schools and colleges in the county and assist in developing Young Democrat Clubs in all local educational institutions;
- f. Where applicable, implement the Voter Registration programs developed by the PAC Committee or those initiated by SJCDCC chartered organizations by registering voters at booths, local fairs and schools, etc. throughout San Joaquin County;
- g. Oversee the development of the youth Membership program in the SJCDCC; and
- h. Be responsible for developing and submitting an annual budget for the Community Outreach Committee to the Finance and Fundraising Committee within 30 days from appointment.

**4. The Issues Committee shall:**

- a. Research and devise position papers and/or presentations for educational purposes of the SJCDCC;
- b. Research and devise recommended resolutions and platform planks for the CDP or for the national Democratic Party; and
- c. Assist in recruiting experts to make presentations to the SJCDCC at meetings and events;

- d. Be responsible for developing and submitting an annual budget for the Issues Committee to the Finance and Fundraising Committee within 30 days from appointment.

**5. The Bylaws/Charter Review Committee shall:**

- a. Be responsible for reviewing and making recommendations to the SJCDCC on all proposed amendments to the Bylaws in accordance with the procedures in Article VIII;
- b. Be responsible for furnishing copies of proposed Bylaw amendments to the membership of the SJCDCC for review;
- c. Receive and review applications from organizations desiring to become chartered or re-chartered by the SJCDCC in accordance with the procedures in Article V; and
- d. Make Chartering recommendations to the SJCDCC in accordance with the procedures of Article V.

**6. The Communications Committee shall:**

- a. Be responsible for the dissemination of general information from the SJCDCC via the SJCDCC website, email, Facebook, Twitter, and other electronic means available, as requested by the Chair;
- b. Be responsible for the development, operation and maintenance of the SJCDCC web site;
- c. Be responsible for the selection of a vendor to assist with the development, operations and updating of the web site. (The Executive Committee will approve of any and all contracts for services for the web site.);
- d. Be responsible for developing and submitting an annual budget for the Communications Committee to the Finance and Fundraising Committee within 30 days from appointment.

**D. The Endorsement Ad Hoc Committee shall:**

This Ad Hoc Committee is a stand-alone committee rather than a sub-committee of the PAC Committee above. The reason for this is to create a functional separation between the PAC Committee and the Endorsement Committee -- so as to eliminate the perception of bias or any other conflict of interest. The PAC Committee identifies, recruits and trains candidates. The Endorsement Committee shall be responsible for compiling the lists of all candidates for endorsement, either from the PAC Committee or external sources, and then interviewing those Democratic candidates who are interested in receiving the SJCDCC endorsement. Upon completion of the interviews, the Endorsing Committee shall make endorsement recommendations to the SJCDCC membership body and shall formally notify all candidates of the results of the endorsement process. Once that endorsement is granted, the PAC Committee then recommends which of the endorsed candidates will receive funds from the DCC and in what amount.

Membership on the Ad Hoc Endorsement Committee is open to all interested, eligible voting members of the SJCDCC. However no more than one third (1/3) of the membership of this short-term committee may also be members of the PAC Committee.



The Endorsement Committee will review the existing endorsement process each election cycle and make procedural recommendations, as needed. They will then be responsible for the implementation of the endorsement process contained in Section VIII of this document.

## **SECTION VII CHARTERING/RECHARTERING**

1. Per California Elections Code Section 20201, unless a club is currently authorized through the charter process described herein, they cannot use any variation of the word "Democrat" in their name to directly or indirectly solicit funds for any purpose whatsoever. Unchartered organizations are not recognized on the Regular Meeting agendas, are not listed as chartered organizations on the CDP website or SJCDCC literature.
2. New applications for charter and re-charter shall be submitted in writing to the Chair of the SJCDCC or the Chair of the Bylaws/Charter Review Committee.
3. There are no deadlines for requesting a charter or re-charter. However, the submission requirements for re-charter are somewhat less than the requirements for new applications for charter. These more stringent charter requirements apply to organizations that have never been chartered by the SJCDCC, for those organizations who were not chartered in the previous year, or for those organizations chartered in the prior year who did not submit their re-charter application by February 28<sup>th</sup> of the current year. Additionally, for an organization to participate in the CDP's Pre-Endorsement Conferences, held roughly one month before the CDP Annual DSCC Convention each even-numbered year, the organization must be fully chartered by July 1 of the odd-numbered year.
4. **New Applications for Charter shall contain:**
  - a. The name of the organization;
  - b. A copy of the applicant's current constitution and/or bylaws;
  - c. The names and contact information of the organization's officers;
  - d. A current roster of {at least} twenty (20) members in good standing, who are verified registered Democrats;
  - e. The Charter Application fee of \$50.00
  - f. A statement of goals and focus for the organization
  - g. A statement of compliance with Article VII of these Bylaws;
  - h. A statement of receipt and disbursement of funds for the year to date, if requested by the SJCDCC committee reviewing the charter application.
5. **Re-Charter Applications shall contain:**
  - a. A copy of the current constitution and/or bylaws or, in unchanged, a signed statement to that effect
  - b. Updated list of contact information of the organization's officers
  - c. A current roster of at least twenty (20) members in good standing, who are verified registered Democrats
  - d. A Re-Charter Application fee of \$50.00
  - e. A statement of goals attained during the prior period and objectives for the coming term, if the organization is involved in specific election related activities.

6. For those chartered clubs that wish to participate in the CDP's Pre-Endorsement Conferences, see #3 above, there is specific language that must be included in their organizational constitution or bylaws:
  - a. There must be a provision that only members in good standing, who are registered Democrats, as of the July 1 deadline shall be included on the roster;
  - b. A definition of the phrase "member in good standing" must be included;
  - c. The status of such members shall be certified by the Club's President, Secretary or Treasurer;
  - d. The Club's representatives to any Pre-Endorsing Conference shall be from the list described above and that the overall list of representatives to all conferences be equally apportioned between men and women, to the extent possible.
  - e. Either (1) the rules or bylaws of the Club shall outline the process by which representatives to the Pre-Endorsing Conference shall be selected, ensuring that only members in good standing participate in the process or (2) the representatives shall be selected at a duly-noticed meeting of the Club, affirmed by a vote of those members in good standing in attendance and voting.
7. Upon receiving the report of the committee reviewing the charter or re-charter application, the SJCDCC shall approve or disapprove the chartering request by a majority vote of the voting Members present, and so record such action in the SJCDCC meeting minutes.

## **SECTION VIII ENDORSEMENT PROCEDURE**

### **A. Candidate Endorsement Procedures:**

1. The appropriate media shall be notified by the Chair of the Endorsement Committee in a timely manner that the SJCDCC is seeking candidates for endorsement.
2. Candidates wishing to be considered for SJCDCC endorsement must contact the Chair of the Endorsement Committee to arrange an interview appointment.
3. Candidates wishing to be considered for SJCDCC endorsement must provide the following to the Endorsement Committee in writing no later than fifteen (15) days prior to the candidate's scheduled interview:
  - a. The full name, address and telephone number(s) of the candidate.
  - b. The title of the office sought by the candidate.
  - c. The name of the Member of the SJCDCC who will serve as the candidate's sponsor.
  - d. A biography and/or resume of the candidate.
  - e. A statement telling why the candidate is seeking the endorsement of the SJCDCC and what is wanted from the SJCDCC.
  - f. Information about the candidate's campaign management, budget and staff and the focus of the campaign.

- ### **B. Candidate Interviews:**
- All eligible candidates applying for endorsement who have complied with the application requirements above shall be interviewed by the Endorsement Committee. When possible, all endorsement interviews shall be taped for future reference. All questionnaires and interview notes will be retained by the Chair of the Endorsement Committee until the SJCDCC membership has voted to endorse or not endorse. At that point, all candidate interview data is turned over to the Secretary of the SJCDCC. Any SJCDCC Member in good standing is eligible to attend the Candidate

- interviews, but only members of the Endorsement Committee shall participate in the interview process or vote on the endorsement recommendations.
- C. Recommendations:** On the basis of a candidate's application and interview, the Endorsement Committee shall make endorsement recommendations to the SJCDCC membership at the Regular Meeting following the candidate interview. The Members of the SJCDCC shall make final decisions on endorsement by a majority vote of the eligible voting Members present.
  - D. Notification to Candidates:** All candidates applying for SJCDCC endorsement shall be notified in writing of the decisions of the SJCDCC in a timely manner. Endorsed candidates may be listed in a press release distributed to the appropriate media.

#### **SECTION IX: MISCELLANEOUS**

- A. Duties of the Controller/Paid Treasurer:**
  1. A Controller may be appointed by the SJCDCC, subject to the recommendation of the Executive Committee, followed by approval of the body.
  2. The principal duty of the Controller is to prepare and submit the monthly financial reports to the SJCDCC as well as the FPPC and/or FEC filings to be filed under the political campaign finance laws to which the SJCDCC is subject.
  3. It is also the duty of the Controller to ensure that the financial records of the SJCDCC are maintained in accordance with all applicable laws.
  4. Turn over all records and documents associated with the office of Controller to the SJCDCC at the end of his/her contract term.
- B. Charter/Re-Charter Application fees:** The fees for chartering and/or re-chartering is \$50.00 per year.

#### **SECTION X: ADOPTION AND AMENDMENTS**

- A.** These Policies and Procedures were initially adopted July 11, 2015.
- B. Subsequent Amendments** or changes to these Policies and Procedures, as voted on by a majority of the membership took place on the following dates and can be found in the sections noted: