



DEMOCRATIC CENTRAL COMMITTEE Of SISKIYOU COUNTY BYLAWS

Using the Bylaws in effect from March 3, 2013, these Bylaws have been reformatted into the sequence requested by the CDP and in accordance with Roberts Rules of Order. Any subsequent amendments have been duly authorized by the Democratic Central Committee of Siskiyou County with the date of the amendment recorded on the last page of these Bylaws.

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Article I Name and Purpose

- Section 1:** **Name:** This Committee shall be known as the Democratic Central Committee of Siskiyou County (DCCSC), and is authorized under the Election Code of the State of California.
- Section 2:** **Purpose:** The purpose This Committee shall be to grow the Democratic Party in Siskiyou County by:
- A. Encouraging and promoting public interest and participation in political activity;
 - B. Using all appropriate means to assure public understanding of the principles and issues involved in national, state, and local elections;
 - C. Actively supporting Democratic candidates for elective office;
 - D. Urging citizens to register and vote Democratic, and
 - E. Promoting values and positions of the Democratic Party.
- Section 3:** **Duties:** As the official and duly elected representative of the Democratic Party of Siskiyou County, California, This Committee shall have the following duties:
- A. Have exclusive authority to charter Democratic clubs organized or operating within Siskiyou County, CA.
 - B. Have the authority to make or withhold endorsements in partisan and non-partisan elections, to adopt a platform, and to take positions on ballot measures to the extent allowed under the Constitutions of the United States and the State of California, under the rules of the California Democratic Party, and these Bylaws.
 - C. Perform such other duties and services for the Democratic Party as are for the Party's benefit (E.C. 7242)
- Section 4:** **Policy of Fair and Open Access and Procedures:** This Committee subscribes to the California Democratic Party's general policies of publicizing its activities in advance, of conducting public meetings that are open to all Democrats, and of helping all interested persons know how they may participate in the activities of the party. This Committee will promote the broadest levels of registration, representation, membership, and participation by all Democrats regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, disability or economic status.
- Section 5:** **Rules, Regulations, and Governance:** This Committee is organized pursuant to Division 7, Chapter 1, Part 2, of the California Elections Code (EC 7050 et seq.). This Committee shall be governed by these Bylaws, by the Bylaws of the California Democratic Party, and, except where inconsistent with This Committee's constitutional authority, by the forgoing provisions of the Elections Code and any other pertinent public law.

Article II Membership

Section 1: Qualifications for Membership:

This Committee shall consist of twenty-one (21) Members.

- A. All members of This Committee must be Siskiyou County residents and registered to vote as members of the Democratic Party in Siskiyou County for at least 90 days prior to election as a member, and must maintain residence in the county and registration as a Democrat throughout their term of service.
- B. If not elected at the official biennial election in July of even years, potential candidates for election for Membership must have attended a minimum of two meetings of This Committee prior to their third meeting at which they may be nominated and elected.
- C. In addition to meeting the other requirements for eligibility to sit on This Committee, a prospective member shall have demonstrated: 1) a commitment to the principles of the Democratic Party and This Committee, 2) a demonstrated a capacity for political participation and leadership, 3) availability for attendance at meetings of This Committee and participation in one or more of its standing committees, and 4) acceptance of responsibility for participation in fundraising efforts.
- D. At any time there is a vacancy on This Committee, nominations will be accepted to fill the vacancy at the same or any subsequent meeting and to nominate any number of eligible individuals to fill any or all vacancies that exist.
- E. Prior to election, a prospective appointee shall be required to address This Committee at its meeting and answer questions from the Members present regarding qualifications for membership.

Section 2: The Term of Membership: This Committee's term of Membership shall be for two years beginning August 1 of even numbered years and end July 31 in the next even numbered year.

Section 3: Duties of Membership:

In addition to meeting the membership qualifications all Members shall be required to:

A. Committee Participation: All members must actively participate in at least one (1) Committee of This Committee and participate regularly in fundraising efforts of This Committee;

B. Attendance at Meetings: All elected members are encouraged to attend regularly. Absence from meetings shall be communicated to the Secretary and the Chair of This Committee in writing prior to the upcoming meeting which will be missed. Absences are either excused or unexcused. Members will be excused for illness, personal emergency, religious observance, or absence from Siskiyou County at the time of the regular meeting, if the Chair and Secretary are given the required written notice.

C. Relocation of Member Residence: All Members shall be required to notify the Chair and Secretary if they move from Siskiyou County

D. Member Disclosure: All Members shall be required to provide written disclosure to This Committee regarding the nature of any-and-all financial relationships with and/or fiduciary responsibilities to any political organization or private business or public entity collaborating with or pursuing a business relationship with This Committee.

Section 4: Seating of New Members: All Members newly elected in July of each even numbered year shall be sworn in at the beginning of the following regular August meeting of This Committee. All Members shall take and subscribe to the oath and affirmations set forth in Section 3 Article XX of the California Constitution, prior to entering upon the duties of membership. This oath or affirmation shall be taken before the Chair of This Committee or Designee. Subsequently Members elected after July of even numbered years will be sworn in and seated immediately following their election to fill a vacancy.

Section 5: **Delegates to the State Central Committee of the California Democratic Party (CDP)** will also be elected at the biennial August meeting in even numbered years. Currently the number allocated to This Committee is five (5). From the five (5) elected delegates, one member of the delegates will be elected to serve on the California Central Committee Executive Board of the CDP. The terms of both the delegates and the E-Board representative will also be for two years beginning January 1 of the following odd numbered year through December 31 of the next even numbered year.

Section 6: **Alternate Members:**

- A. Each Member of the This Committee may designate one (1) Alternate** who shall thereafter have all rights, duties, and privileges of the Member when the Member is absent. Alternates shall be appointed in written notice delivered to the Chair and Secretary and kept by the Secretary of This Committee. Written appointments may be temporary or permanent, and a new appointment shall, upon delivery to the Chair and Secretary, automatically supersede any prior appointment. An Alternate must meet the same electoral qualifications as the appointing Member and may vote only in the appointing Member's absence. An individual may be an Alternate for more than one Member but may serve in that capacity for no more than one Member at any given meeting. No Member may serve as an alternate for another Member. (EC Sec.7208)
- B.** When the Member is present; the designated Alternate shall have the privilege of the floor, but not voting rights.

Section 7: **Chartered Organization Representatives:**

- A. Membership may be granted** to a representative from and chosen by each Democratic organization chartered by This Committee.
- B. Any Chartered Organization Representative** may appoint in writing an Alternate to This Committee who is a member in good standing of their chartered organization.
- C. Chartered Organization Representatives** and their Alternates shall have the privilege of the floor, but not voting rights.
- D. In the absence** of the Chartered Organization Representative, the designated Alternate shall serve as the organization's representative.

Section 8: **Honorary Members:**

- A. At the discretion of the** This Committee, the designation "Honorary Member" shall be conferred upon individuals who have demonstrated exemplary dedication and service to the Democratic Party over an extended period of time.
- B. Honorary members** shall have the privilege of the floor, but not voting rights.
- C. Dues shall be waived** for all Honorary Members.

Section 9: **Youth Members:**

- A. At the discretion of the** This Committee, the designation "Youth Member" shall be conferred upon individuals under eighteen (18) years of age who have demonstrated an interest in, have served, and have supported the Democratic Party.
- B. Youth Members** shall have the privilege of the floor, but not voting rights.
- C. Dues shall be waived** for all Youth Members.

Section 10. **Ex Officio Members:** The following individuals may become Ex Officio members of This Committee:

- A.** The most recent nominee or endorsed candidate of the Democratic Party for the offices of Members of Assembly, State Senator, and Representative in Congress, for any district representing all or part of Siskiyou County, California (EC §7206); and

- B. Any among the most recent nominees or endorsed candidates of the Democratic Party for the offices of Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, Insurance Commissioner, Member of the Board of Equalization, or U.S. Senator, who is a resident of Siskiyou County, California (EC §7207).
- C. No Democratic nominee or endorsed candidate in a special election to fill a vacancy in any of the offices listed above shall acquire Ex Officio membership on This Committee unless and until certified by the Secretary of State as winner of the special election, at which time the membership of the preceding nominee, if a different person, shall expire (EC §§7206, 7207).
- D. Participating Ex Officio members shall be entitled to all rights and privileges, including the right to vote, and shall have the same standing in every way as other Members of This Committee, including payment of dues and seating of an alternate, other than the right of ballot designation as an Incumbent Member.

Section 11: Membership Dues:

- A. All Members, Permanent Alternates and participating Ex Officio Members are required to pay annual dues. Nonpayment of dues shall be grounds for removal. A Member may apply to the Executive Board for deferral or waiver of dues on grounds of economic hardship.
- B. Dues Rates:
 - 1. All dues of This Committee shall be established at the August Organizational Meeting of the even-numbered year.
 - 2. All dues are non-refundable and are not pro-rated.

C. Dues Payment

- 1. Annual dues shall be payable within thirty (30) days of the Organizational Meeting or within thirty (30) days of the subsequent appointment of a new Member, Permanent Alternate, or participating Ex-Officio Member.
- 2. The second year of the two-year term dues shall be payable within thirty (30) days of August 1.
- 3. All dues shall be considered delinquent after sixty (60) days.

Article III: Officers

Section 1: Officers: The Officers of This Committee shall be Chair, Vice-Chair, Secretary, Treasurer, and the Representative to the Executive Board of the California Democratic Party.

Section 2: Duties of Officers

A: The Chair shall:

- 1. Preside over meetings of This Committee, and subject to the approval or ratification of This Committee, shall be empowered to act as spokesperson for This Committee; appoint Members to serve as chairs of standing committees and special ad hoc committees, and approve standing committee and special committee members. The Chair shall be an ex-officio member of all standing committees.
- 2. Prepare a draft agenda for each upcoming regularly scheduled meeting of This Committee a minimum of ten (10) days prior to its meeting; and review and further develop the meeting agenda with the Executive Board prior to distribution to the membership.
- 3. Be responsible for sending out of all (regular, special and/or Executive) meeting minutes of This Committee, along with upcoming regular meeting agendas no less than seven (7) days prior to the upcoming

meeting, as well as any other announcements concerning This Committee, to the Members, Alternates, and participating Ex-Officio Members.

4. Conduct official business of This Committee as required by law;
5. Facilitate the purposes of This Committee;
6. Submit any changes to This Committee's Bylaws to the California Democratic Party for review and approval.
7. Arrange for meeting facilities, providing that all meetings shall be held in quarters which are accessible to the physically handicapped (EC Sec 7235).

B. The Vice Chair shall:

1. Assist the Chair in performance of his/her duties;
2. Prepare minutes of all Executive Board meetings for distribution to members of This Committee;
3. Exercise all powers of the Chair in event of absence or vacancy of the event of the absence of the Chair; and
4. Serve as Ex-Officio member of all Standing Committees as directed by the Chair.
5. Perform other duties as may be assigned by the Chair.

C. The Secretary shall:

1. Keep written records of the proceedings of all (regular and special) meetings and submit to Chair within five (5) days of the meeting for approval;
2. Keep and maintain a current roster of Members, Alternates, Ex-Officio, Associate, Youth and Honorary Members of This Committee;
3. Keep written records of attendance at all meetings;
4. Serve as the point-of-contact for members when they are unable to attend regularly scheduled meetings and record the number of missed meetings during each annual term of membership;
5. Notify the Chair when a member has three (3) absences and send notification to the member that upon one more absence within the annual 12 month membership term the member will be removed from membership in This Committee;
6. Keep written record of the ratified Bylaws and standing rules;
7. Maintain a copy of all supporting documentation related to officially chartered and re-chartered clubs within Siskiyou County;
8. Be the holder of all official records of the This Committee;
9. Carry on the correspondence pertaining to This Committee as directed by the Chair, the Executive Committee or action by the body; and,
10. Notify the appropriate media of regular meetings of This Committee and other noteworthy business of This Committee as directed by the Chair or by action of the body;
11. Perform other duties as may be assigned by the Chair.

D. The Treasurer shall:

1. Oversee receipt and disbursement of all funds belonging to This Committee and be responsible for their safekeeping and accounting;
2. Provide written report of all financial transactions and the financial status of the This Committee at least five (5) days prior to each regular meeting;
3. Notify in writing any Member, Alternate, or Ex-Officio, or chartered organizations whose dues are delinquent;
4. Keep an inventory of all properties owned by the Committee;
5. Serve as a member of the Finance Committee; and,

6. As necessary and upon approval of This Committee, the Treasurer is authorized to engage a professional political accountant, who shall be known as the Assistant Treasurer, perform the role of accountant, oversee bookkeeping and file accurate state and federal reports on behalf of This Committee. The Treasurer shall coordinate with and oversee the work of the Assistant Treasurer which will include:

- a. Creating and filing all reports required by the state and federal agencies within the required time limits.
 - b. Opening a bank account for This Committee.
 - c. Working with the Treasurer, establish procedures to assure that funds are disbursed only for approved expenditures.
 - d. Providing ongoing access to banking, financial and reporting information to the Executive Committee.
 - e. Establishing a method by which the accountant will receive, deposit and report contributions to and receipts by This Committee.
 - f. Maintaining or cause to be maintained a permanent file copy of any contracts between This Committee and other entities or individuals, any invoices to This Committee for goods or services, any receipts submitted to This Committee for reimbursement, copies of checks paid by This Committee, and any such other documents as are necessary including a spreadsheet of all checks received to fully account for This Committee's receipt and disbursement of funds.
7. Perform other duties as may be assigned by the Chair.

E. Executive Board Representative shall:

1. Attend the Executive Board meetings of the California Democratic Party, representing the positions of This Committee.
2. Report to This Committee.

Section 3: Officer Elections:

- A. Officers shall be elected at the Organizational Meeting described in Article IV Section 1A. Only duly elected Members, participating Ex Officio members or their designated alternates shall be allowed to nominate ~~be nominated~~ and vote to elect officers at this meeting.
- B. Only Members shall be allowed to be nominated.
- C. All officers shall be nominated from the floor.
- D. A ballot shall be used in all elections of officers, except in the absence of a contest.
- E. **In the absence** of a contest, the election shall be by acclamation.
- F. **All new officers** shall be seated immediately following their election.
- G. **In the event that an officer vacancy** exists after the Organizational Meeting. Any Member of This Committee may then be nominated to run for that office

Section 4: Officer Terms of Office:

- A. The terms of office for Officers of This Committee shall be two (2) year terms, beginning in August of each even numbered year. All officers' terms end on the day of the next Organizational Meeting.
- B. A member may hold the same office as long as all qualifications for the office are met and the member receives the majority of votes at the next Organizational Meeting.

Article IV: Member and Officer Vacancies, Removal, Censure, and Replacement

- Section 1: Member Vacancies:** Vacancies shall exist whenever fewer Members have been elected and seated than the 21 seats allocated to Siskiyou county by the California Democratic Party; whenever an ineligible person has been elected or appointed; or whenever a Member dies, becomes incapacitated, has resigned, or been removed or otherwise has been disqualified or becomes ineligible to hold membership. Vacancies shall be filled by the remaining Members of THIS COMMITTEE as early as at the meeting at which the vacancy occurs or at a later meeting. Candidates for Membership, including Permanent Alternates, must have attended at least three meetings of This Committee to be eligible for nomination. Candidates to become Members shall be by nomination from the floor followed by a vote. A simple majority of the Quorum present is needed to elect.
- Section 2: Officer Vacancies:** In event of a vacancy in the office of Chair, the Vice Chair shall assume the responsibilities of the Chair. In the event of a vacancy in any office other than Chair, the vacancy shall be filled by a majority vote of the Quorum present at the meeting that follows the notification of vacancy.
- Section 3: Reasons for Vacancies:** Vacancies of Members and Officers may occur for many reasons.
- A. Resignations:** A Member or Officer may resign from This Committee upon written notice to the Chair and the Secretary of This Committee or upon any notice to This Committee's satisfaction that the Member no longer meets the eligibility requirements.
 - B. Non-payment of Dues:** Following written notice from the Treasurer to a Member for failure to pay annual dues within sixty (60) days of August 1 or within sixty (60) days of a new Member's election to This Committee, a Member may be removed at the next regular meeting of This Committee by a two-thirds (2/3) majority vote of the Members present, unless the Member has previously received a hardship waiver or deferral of dues on grounds of economic hardship from the Executive Committee.
 - C. Unexcused Absences:** Following the recommendation from the Chair, written notice shall be sent to a Member that he/she may be removed at the next regular meeting of This Committee by a two-thirds (2/3) majority vote of the Members present, for three (3) unexcused absences from regular meetings. Unexcused absences are those not excused for illness, personal emergency, religious observance, or absence from Siskiyou County at the time of regular meetings.
 - D. Removal for Cause or Censure:** Any member, other than a participating Ex-Officio member, may be removed from This Committee or censured by This Committee (for cause) by two-thirds (2/3) majority vote of the Members present, for misconduct, neglect of duties or for disloyalty by the following procedures:
 - 1. At least two (2) members of This Committee must sign and submit to the Chair a written "Statement of Charges" containing the alleged grounds for removal or censure.
 - 2. Upon receipt of the "Statement of Charges", 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 will be held.
 - 3. A special hearing will be held by the Executive Committee of This Committee to which the accused Member or Officer will be invited. Discussion of the charges will be held presenting all the charges, evidence and a chance for the accused to refute the accusations. If the Executive Committee agrees that the Member or Officer should be removed, the Member or Officer will be asked to resign.
 - 4. 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.

5. At the next regular meeting of This Committee the members present will discuss the charges and the accused will be given an opportunity to refute the accusations. The Membership shall then vote on the removal or censure of the Member or Officer in question. A two-thirds (2/3) majority of the Members present shall be needed for removal or censure. In the event that the Chair is the Member/Officer in question, the Vice Chair shall assume all duties of the Chair.

Article V: Meetings

Section 1: Types of Meetings:

A. Organizational Meeting: The Organizational Meeting of This Committee shall be held at the first regularly scheduled meeting in August of even-numbered years. At this meeting, all Members, having been newly elected at the previous meeting in July, shall be sworn in and seated, (see Article II Section 4). The purpose of the Organizational Meeting, with its newly elected Members, shall be the election new officers, whose two year term begins immediately at this Organizational Meeting (August of the current even numbered year through July 31, of the next even numbered year. The election of Officers shall be overseen by the outgoing Chair.

The newly elected Chair shall oversee the election of the currently CDP allocated five (5) delegates to the CDP convention. From the elected five (5) delegates one (1) Executive Board Representative will be elected, whose two year term begins January 1, of the following year through the end of the next even numbered year:

1. The Chair, whose term is expiring, shall call the Organizational Meeting and ensure notification of duly elected Members and participating Ex-Officio Members of the date and time of the Organizational Meeting and of the election of new Officers, This Committee's delegates to the State Central Committee of the CDP and to the CDP Executive Board.
2. In the event that a Chair is not elected at the Organizational Meeting or proper election procedure is not followed, the past Chair may remain as interim Chair until a new Chair is duly elected in accordance with these by-laws.

B. Regular (Monthly) Meetings: This Committee shall meet monthly at a date and time chosen by majority vote of the Members.

C. Executive Board Meetings: The Executive Board of the This Committee may meet monthly, at least eight (8) days preceding the Regular Monthly Meeting above for the purposes of finalizing the upcoming meeting agenda and to discuss in detail issues to be brought before the entire membership. Alternatively, the agenda may be decided by

D. Special Meetings: Special meetings of This Committee may be called by:

1. The Chair;
2. The Executive Committee; agreement via email.
3. A majority vote of the This Committee Membership; or,
4. A written request to the Chair signed by at least the same number of voting Members as would constitute a quorum providing it is not held on a legal holiday and provided that written notice is given as prescribed in these by-laws and further provided that This Committee shall only transact such business at the special meeting as is specified in the notice thereof.

E. Quorum required for all meetings: For regular and special meetings, a quorum shall be 50 percent +1 of the total number of Members and must include at least one (1) officer of This Committee.

Section 2 Meeting Procedures:

- A. Voting:** Once a quorum has been met, all eligible voting members as defined in Article II of these Bylaws who are present may vote.
- B. Meeting Rules:** The California Elections Code, the California Democratic Party (CDP) By-Laws, the This Committee's Bylaws and Robert's Rules of Order shall govern all meetings, as interpreted by the Chair or Parliamentarian. The This Committee shall provide the Chair with a copy of Robert's Rules of Order, which shall be available to any Member during meetings.

Section 3 Notifications:

- A. Meeting Date Notification:** Any changes to the date of the regularly scheduled monthly meeting or a Special Meeting must be noticed with at least five (5) days advance notice, emailed to all members unless circumstances of weather or other unforeseen circumstances dictates cancelation with shorter notice.
- B. Meeting Location Notification:** Any changes to the location of the regularly scheduled monthly meeting or a Special Meeting must be noticed with at least five (5) days advance notice, emailed to all members.
- C. Meeting Agenda, Minutes, Treasurer's Report and documents to be reviewed at the meeting:**
 - 1. Meeting agendas (whether regular or special meetings) as well as prior meeting minutes, when applicable, will be provided to the membership at least seven (7) days prior to the scheduled meeting.
 - 2. Treasurer's Reports for regular meetings and special meetings, if applicable, will be provided to the membership at least seven (7) days prior to the scheduled meeting. The members should print these documents, as only limited copies will be available at meetings.
 - 3. Any documents scheduled for review at a meeting will be provided to the membership at least **seven (7)** days prior to the scheduled meeting.

Article VI: Committees

This Committee may create Standing or Special Committees by motion or resolution to assist in carrying out the goals and objectives of This Committee. The Chair of This Committee shall appoint the members of such committees. Members of the Democratic Party who are not voting members of This Committee may be appointed and carry a vote in the Standing and Special Committees. Chairs of Standing Committees are members of the Executive Committee.

Within sixty (60) days of every July Organizational meeting of the This Committee, the Chair will convene a Planning/Strategy Meeting for the coming term. The purpose of this meeting is to gain a consensus of the This Committee's membership on the focus for the coming year, provide Standing Committees, specifically Finance and Fundraising, Outreach with a framework around which to develop their committee's Plan and to identify any Ad Hoc Committees that may need to be formed.

Section 1: Eligibility and Appointments for any committee of the This Committee:

- A. All Members**, Permanent Alternates, Ex-Officio Members and their alternates, Chartered Organization Representatives, Associates, Honorary and Youth members of the This Committee are eligible to serve on Standing or Ad Hoc Committees.
- B. All Members** and member Permanent Alternates of the This Committee are expected to serve on at least one Standing or Ad Hoc Committee.
- C. The Chair** shall appoint all committee chairs.
- D. Members** of all committees shall be appointed by and shall serve at the pleasure of the Chair unless otherwise specified in these by-laws.

Section 2: Standing Committees of the This Committee: Within one month of the Planning/Strategy Meeting above, each Standing Committee will develop a Plan for their specific committee, based on the goals and focus identified in the Planning/Strategy Meeting, and to submit their Plan and budget (with projected income and/or expenses) to the membership and the chair of the Finance for approval at the next regularly scheduled This Committee meeting.

All Standing Committee Meetings shall be guided by the following provisions: 1) Standing Committee Meetings shall take place no less frequently than once a quarter, 2) Meeting Minutes shall be taken and maintained for all Committee Meetings 3) the Chair of each Standing Committee, except the Finance Committee which meets quarterly, will provide a verbal or written report, or verbal if there has been no activity, at each regular monthly meeting to the This Committee.

The Standing Committees of This Committee are:

A. The Finance Committee: The Finance Committee is comprised of three Members of This Committee, including the Chair, and is chaired by the Chair of This Committee. The Finance Committee meets at least quarterly and shall:

- a. Be responsible for devising an annual budget for This Committee at the beginning of This Committee's fiscal year (January-December). This proposal will be presented to the body for adoption no later than the December regular meeting of This Committee ~~sixty (60) days~~;
- b. Be responsible to the body for recommending adjustments to the adopted budget;
- c. Assert reasonable control to assure that ~~the~~ This Committee does not enter into any binding agreement that causes This Committee exposure to an unfunded liability;
- d. Define the requirements for outside professional accounting and legal services should they be needed to reasonably assure that This Committee 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 This Committee with the abovementioned services, and make recommendations as to the preferred vendors of such services, and present same to the body for budget approval;
- e. Direct the Treasurer to reserve a minimum of three percent (3%) of all monies allocated specifically for contribution to political campaigns or organizations. The amount of said reserve shall be sufficient to cover ongoing legal and accounting expenses, as well as potential extraordinary legal and/or accounting expenditures incurred in support of and/or defense of This Committee contributions to political campaigns and/or This Committee disbursements for political activities;
- f. Oversee the work of the Treasurer of This Committee;
- g. Establish a year round fundraising plan for This Committee;
- h. Set a timetable for achieving fundraising goals;
- i. Prepare and present quarterly written reports to the membership outlining fundraising activities of This Committee; and,
- j. Have the ability to establish sub-committee(s) for specific fund raising events; as determined necessary.

B. The Candidate Development Committee shall:

- a. Identify potential Democrats for upcoming down ticket elections;
- b. Vet and bring potential candidates to the Central Committee for approval; and,
- c. Provide assistance with candidate development once This Committee's approval is obtained, including but not limited to, reaching out to the CDP for guidance, training and funding to elect the identified candidates.

C. The Grassroots/Outreach Committee shall:

1. Organize volunteers to work on grassroots efforts, to include maintaining a precinct captain structure.
2. Conduct outreach to engage voters in discussing issues of importance in Siskiyou County.
3. Establish a system for getting out the vote for elections to include registering voters, making phone calls, monitoring ballot submissions, and using the MOE data tool to provide information for use in contacting voters.
4. Develop methods to inform the public about Democratic philosophy and programs as well as the activities of This Committee.
5. Provide voter registration outreach to the high schools and college in the county, and as feasible, assist in developing young democrat clubs in local educational institutions.

Section 3 Ad Hoc Committees. The Chair of This Committee, as deemed appropriate, shall appoint Ad Hoc committees – separate from sub-committees to Standing Committees. These committees meet, as needed, to perform specific short-term duties, such as bylaws review, election-specific voter outreach activities, etc.

**Article VII: Democratic Party Clubs and Organizations
Chartering/Re-Chartering**

Section 1 General Description: In order to encourage organized participation in political activities by Democrats in Siskiyou County, the This Committee may charter any group meeting the requirements cited below. Such charter authorizes the use of the term "Democrat" or "Democratic" in the chartered organization's name and/or activities, including the ability to raise funds on behalf of their "Democratic" organization.

Section 2 Conformity: The constitution and/or by-laws of chartered groups shall conform to the policies for chartering established by the California Democratic Party, This Committee and any applicable state codes and laws.

Section 3 Requirements For Charter And Re-Charter:

- A. All Chartered Organization Members** be registered Democrats, except minors and/or legal residents applying for citizenship who declare that they will be registering as a Democratic when eligible;
- B. Membership Rosters** must consist of at least twenty (20) verifiable members;
- C. Hold** at least four (4) regular meetings annually, within This Committee's operational year beginning August 1;
- D. Designate** an Organizational Representative to report on the chartered organization's activities to This Committee on a monthly basis;
- E. Support** only Democrats who are running for public office;
- F. Have the right** to seek This Committee's endorsement and support for local Democratic candidates and pertinent issues; and
- G. Annually (year beginning August 1) provide**, by September 30:
 1. A current membership roster;
 2. A current list of Officers;
 3. A current copy of the organization's constitution and/or by-laws;
 4. Applicable minutes from the most recent meeting of the organization and the minutes where current officers were elected); and.
 5. 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.

Section 4 Charter Application Submission Process:

- A. New applications** for charter and re-charter shall be submitted in writing to the Chair of This Committee.
- 1. New applications** for charters shall contain:
 - 1. The name of the organization;
 - 2. A copy of the applicant's current constitution and/or by-laws;
 - 3. The names and contact information of the organization's officers;
 - 4. A roster of (at least) twenty paid members;
 - 5. A statement of goals and focus for the organization;
 - 6. A statement of compliance with Article III (Election and Duties of Officers) of these Bylaws; and,
 - 7. A statement of receipt and disbursement of funds for the year to date, if requested by This Committee.
- C. Upon receiving the By-Laws**, the This Committee shall approve or disapprove the chartering request by a majority vote of the Members present.

Section 5 Denial or Revocation

- A. This Committee may reject** an application for charter or revoke an existing charter for an organization's failure to comply with the rules and procedures contained in this document.
- B. In event of a rejected chartering application** or revocation of an existing charter, the affected organization shall be notified in writing. The affected organization may appeal this action in writing up to sixty (60) days after notification or by appearance before ~~the~~ This Committee.

ARTICLE VIII: ENDORSEMENT PROCEDURE

Section 1 Definition - Candidate Endorsement: This Committee has the legal right to endorse, not endorse or take no position on candidates running for public office. Endorsement can be in the form of use of This Committee's name, use of human resources, monetary contributions or any combination thereof. All contributions must be made in accordance with state law.

Section 2 Monetary Limitations: This Committee should always have at least \$200 in the bank for ongoing Central Committee operating expenses, anticipated fund raising expenses, campaign office expenses, specific Standing and/or Ad Hoc committee expenses, seed money, etc. Any monies above and beyond this amount can be used as campaign contributions. An accounting to determine the availability of funds shall be taken approximately 30 days prior to the election in question. Exceptions shall be considered on a case-by-case basis.

Section 3 Candidate Endorsement Procedures:

- A. If appropriate**, the appropriate media shall be notified by the Secretary in a timely manner that This Committee is seeking candidates for endorsement.
- B. Candidates** wishing to be considered for This Committee's endorsement must contact the Chair of This Committee to arrange an interview appointment.
- C. Candidates** wishing to be considered for This Committee's endorsement must provide the following to the Chair of This Committee in writing no later than ten (10) days prior to the candidate's scheduled interview:
 - 1. The name, address and telephone number(s) of the candidate;
 - 2. The title of the office sought by the candidate;
 - 3. The name of the Member of This Committee who will serve as the candidate's sponsor;
 - 4. A two to four page biography and/or resume of the candidate;

- 5. A statement telling why the candidate is seeking the endorsement of This Committee and what is wanted from This Committee; and,
- 6. Information about the candidate's campaign management and staff and the focus of the campaign.

Section 4 Candidate Interviews: All candidates applying for endorsement who have complied with the stated application requirements shall be interviewed by This Committee.

Section 5 Recommendations: On the basis of a candidate's application, interview, and vetting by This Committee to ensure the candidates commitment to the philosophy and platform of the Democratic Party, the voting Members of This Committee shall make final decisions on endorsement by a majority vote of the Members present.

Section 6 Notification to Candidates: All candidates applying for endorsement shall be notified in writing of the decisions of This Committee in a timely manner. Endorsed candidates, as appropriate, shall be listed in a press release distributed to the appropriate media.

Section 7 Democratic Central Committee of Siskiyou County Issue Advocacy: By This Committee's action, positions may be taken on pending legislation, proposition, and any other social issues of importance to the Democratic philosophy by a majority vote of the Members present.

Article IX: Bylaws Amendment, Revision and Ratification Process

This Committee shall provide a copy of the current Bylaws to the newly elected and Ex-Officio Members at the Organizational Meeting, as well as to those members elected after the Organizational Meeting.

Section 1 Bylaws Amendment Process:

- A. Proposed amendments to the Bylaws** shall be submitted in writing to the Chair of This Committee. Proposed amendments may be submitted by any member or alternate to This Committee in good standing.
- B. This Committee shall review** all proposed amendments to the Bylaws or those that are deemed appropriate and shall recommend approval or disapproval to This Committee within sixty (60) days.
- C. This Committee shall review the Bylaws** every two years to determine if updating is necessary.

Section 2 Adoption/Ratification of Bylaws: Following the review by This Committee any proposed amendments or revisions shall be voted on at the next regular meeting of This Committee. A two-thirds (2/3) majority vote of voting Members present shall be required for adoption. Upon ratification, these Bylaws will be considered legal and binding. The Chair of This Committee will submit the newly amended Bylaws to the California Democratic Party for review and approval.

Section 3 Reference: For state laws governing County Central Committees, including This Committee, see relevant sections of the California Election Code.

Section 4 Initial Ratification and Subsequent Amendment Adoption History:

Initial Ratification:

Subsequently amended 01/01/2013

Subsequently amended 03/05/2013

Subsequently amended 05/06/2014

Subsequently amended 09/14/2016

Subsequently amended 02/14/2018

Subsequently amended 06/13/2018