

**Bylaws of the
Yolo County Democratic Central Committee**

Table of Contents

Article I: Title and Tenet 2
Article II: Purpose and Definitions 3
Article III: Membership 5
Article IV: Officers 10
Article V: Democratic State Central Committee Representatives 14
Article VI: Committees 16
Article VII: Meetings 20
Article VIII: Committee Finances and Property 23
Article IX: Affiliated Groups and Organizations 25
Article X: Candidate Endorsements 29
Article XI: Legislation and Resolution Endorsement 30
Article XII: Amendment of the Bylaws 31

Bylaws of the Yolo County Democratic Central Committee

Article I: Title and Tenet

Section 1.

This Committee shall be known as the Yolo County Democratic Central Committee.

Section 2.

It is this body's belief that Democratic doctrine dictates that no person - even if they have not achieved wealth or power - should be denied adequate housing, health care, nutrition, a satisfactory environment, the best quality education, and an opportunity to succeed in life. It is further a Democratic principle that when society does not operate in such a way as to provide these basic needs, it is a proper function of government to ensure these needs are met.

ARTICLE II: PURPOSE AND DEFINITIONS

Section 1.

This Committee shall serve as the official representative and governing body of the California Democratic Party in Yolo County, and shall carry out such duties as are consistent with the Elections Code of the State of California and the Bylaws and policies of the California Democratic Party and Democratic National Committee.

Section 2.

This Committee shall have the following purposes and responsibilities:

- A. To conduct the Democratic Party campaign in Yolo County, under the general direction of the Democratic State Central Committee,
- B. To register, educate, and encourage full participation by Democratic voters,
- C. To develop and endorse Democratic candidates for public office and, pursuant to the Elections Code, nominate qualified Democrats to fill any vacancies occurring among nominees of the party within Yolo County,
- D. To promote and assist the election of Democratic nominees and candidates endorsed by this Committee,
- E. To develop, charter, and support Democratic organizations in Yolo County,
- F. To disseminate the platform, policies, and positions of the Democratic Party, and provide a forum for the participation of Democrats in Yolo County in the business and policies of the Democratic Party,
- G. To perform such other duties as may be delegated to it by the Democratic State Central Committee.

Section 3.

In order to ensure the full participation and representation of all Democrats, with particular concern for people of color, women, senior citizens, youth, low-income persons, persons with disabilities, members of the LGBT community, and members of organized labor, this Committee shall adopt and implement affirmative

action programs. The goals of this affirmative action shall be the inclusion, participation, and representation of all interested Democrats in the activities of the Democratic Party in Yolo County.

Section 4.

As used in these Bylaws, the following terms have the following meanings:

- A. “Democratic Clubs” means the affiliated groups and organizations which are chartered pursuant to Article IX.
- B. “Central Committee” means this Committee.
- C. “County Chair” means the Chair of the Central Committee.
- D. “Member” (initial upper case), means a Regular Member or an Ex Officio Member, unless the context dictates otherwise.
- E. “Registered Democrat” means a person registered to vote as a resident of Yolo County, or a person who declares in writing that he or she will register as a Democrat immediately upon becoming eligible to register to vote.
- F. “State Committee” means the Democratic State Central Committee.

Section 5.

This Committee is and shall function as a continuing body. As such, these Bylaws shall remain in effect continuously, unless they are otherwise suspended or amended as provided by this committee.

Article III: Membership

Section 1.

- A. All Members of the Central Committee shall be registered Democrats of Yolo County.
- B. There shall be no dual memberships. However, this does not preclude Members being an associate member of another county's Democratic Central Committee.

Section 2.

- A. Pursuant to the Elections Code, the Central Committee shall have no less than twenty-one (21) and no more than twenty-five (25) Regular Members, apportioned by supervisorial district.
- B. Regular Members shall be elected in the primary election of each presidential election year or appointed by the Central Committee to fill a vacancy pursuant to these Bylaws. Regular Members shall be sworn into office at the Organizational Meeting and shall serve until the call to order of the following Organizational Meeting. At the Organizational meeting after a presidential year, and after being sworn in, Regular Members shall fill any vacancies currently existing in the supervisorial districts. These vacancies shall be filled prior to the election of officers.
- C. Regular Members shall have full rights and privileges of participation, including the right to make and second motions, vote, have a voice in all deliberations, attend closed sessions, and serve as an officer of the Central Committee.

Section 3.

- A. The following persons shall be Ex Officio Members of the Central Committee:
 - 1. Each Democratic nominee or incumbent officeholder for those Assembly, Senatorial, and Congressional Districts that include any part of Yolo County, and each Democratic nominee or incumbent officeholder for Constitutional office who is a resident of Yolo County. A nominee or officeholder shall designate yearly (unless special circumstances arise requiring replacement), in writing, a permanent representative who is resident in Yolo County and who shall serve as the Ex Officio Member.

2. The President or permanent designated representative of each chartered Democratic Club in Yolo County. The appointment of a President or permanent designated representative shall be made in writing in the form prescribed by the Secretary, signed by the President of the chartered Democratic Club, and shall last for a year unless special circumstances arise requiring replacement.
 3. Each member of the Democratic National Committee who is a resident of Yolo County.
 4. Each member of the State Democratic Committee who is
 - a) A resident of Yolo County, and either
 - b) Appointed by either a Democratic elected official or Democratic nominee to elected office whose district contains a portion of Yolo County, or
 - c) Elected delegates at the Assembly District Election Meetings (ADEMs), and
 - d) Has been duly sworn in as a member of this Committee.
- B. Elected Delegates to the State Committee will become Ex Officio members of the Central Committee following their successful election at the ADEMs. The term ends on December 31st of the following even year.
- C. Ex Officio Members shall have full rights, responsibilities, and privileges of participation, including the right to make and second motions, vote, voice in all deliberations, attend closed sessions, and serve as an officer of the Central Committee.

Section 4.

- A. Each Regular Member and each Ex Officio Member shall appoint an Alternate Member who meets the qualifications set forth in Section 1 and subsection B of this section. The appointment of an Alternate Member shall be made yearly (unless special circumstances arise requiring replacement) in writing in the form prescribed by the Secretary, signed by the appointing Member. Alternate Members serve at the pleasure of the appointing Member. No Member shall serve concurrently as an Alternate Member.
- B.
1. An Alternate Member appointed by a Regular Member shall be a resident of the supervisorial district of the Regular Member.
 2. An Alternate Member appointed by an Ex Officio Member who is the Democratic nominee or officeholder for the Assembly, Senate, or

Congress shall be a resident of the same Assembly, Senatorial, or Congressional District.

3. An Alternate Member appointed by an Ex Officio Member who is the President or designated representative of a Democratic Club shall be a member in good standing of the same Democratic Club.
 4. An Alternate Member appointed by an Ex Officio Member who was elected in an Assembly District Election Meeting shall be a resident of that same Assembly District.
 5. An Alternate Member appointed by an Ex Officio Member who was appointed by either a Democratic elected official or the Democratic nominee to elected office whose district contains a portion of Yolo County shall reside in the same district as the Ex Officio Member.
- C. When the appointing Member is absent from a meeting of the Central Committee, an Alternate Member shall serve in lieu of the appointing Member with all the rights and prerogatives of the appointing member, except the right to hold office, the right to appoint an Alternate Member, or as otherwise provided in these Bylaws.
- D. When the appointing Member is present at a meeting of the Central Committee, an Alternate Member shall have only the privilege of voice and the right to attend closed sessions but may not make or second motions or vote.

Section 5.

- A. In the event of the appointment or election of an ineligible person, or whenever any Member dies, submits a written resignation, is removed pursuant to Section 7 or Section 8 of this Article, is declared of unsound mind by an order of court, or ceases to be a registered Democrat resident in Yolo County, a vacancy exists.
- B. A Member may voluntarily terminate his or her membership only through submission of a written resignation.
- C. The change of residence by a Regular Member, or an Alternate Member appointed by a Regular Member, from the supervisorial district from which he or she was elected or appointed shall constitute an automatic resignation.

Section 6.

A vacancy shall be declared when a Member misses three (3) consecutive regular meetings, is not excused, and does not send an alternate. The Chair of this Committee may excuse the absence in those cases when the absence is due to personal or family illness, temporary absence from Yolo County, meeting of a

governmental or Democratic Party body to which the Member is elected or appointed, or scheduled campaign activities on behalf of a Democratic candidate, or other hardship as determined by the Chair of this Committee. The chair shall report the excused absence with the Secretary, and it must be noted in the minutes of the meeting. A written notice shall be sent by the Secretary or the County Chair to the Member after two consecutive unexcused absences.

Section 7.

- A. The Central Committee may remove a Member, or an Alternate Member appointed by a Member who, during their current term of office, commits one or more of the following acts:
 - 1. Affiliates with another political party.
 - 2. Gives support or avows a public preference for a non-Democratic candidate in a race in which a Democratic candidate has been endorsed by the Democratic Party at the local, state, or national level.
 - 3. Uses the title Democrat or any derivative thereof in any campaign literature to describe an unendorsed candidate in any election in which the Central Committee has endorsed a different person as the Democratic Party candidate.
 - 4. Uses their Party title to endorse a candidate against the endorsement of this Central Committee. The addition of the words “title for identification purposes only” or a similar disclaimer would be sufficient to satisfy this section.
 - 5. Engages in serious misconduct detrimental to the reputation of the committee.
- B. The removal of a Member, or an Alternate Member appointed by a Member, may be effected only in the following manner:
 - 1. At least five (5) Members must sign and submit to the Secretary a written statement of each charge containing the grounds for removal. Upon submission of the statement, no material revision shall be made except by majority vote of the membership of the Central Committee.
 - 2. Within four (4) days of receiving the statement of charges, the Secretary shall send a copy of the statement and a copy of this section to the accused Member by registered mail.
 - 3. If the accused Member does not resign within fourteen (14) days of receiving the statement of charges, the County Chair shall schedule a hearing on the charges for the next regular meeting and the Secretary shall send a copy of the statement and a notice of the hearing date and time to each Member of the Central Committee.

4. The presentation of charges and deliberation, but not action, with regard to a hearing to remove a Member, Alternate Member, or representative to the State Committee, will be held in closed session, unless the accused Member requests the session be open. Attendance at closed sessions shall be limited to Regular, Ex Officio, and Alternate Members and any persons otherwise permitted to attend pursuant to these Bylaws or other action of the Central Committee. A motion for removal of a Member, or Alternate Member, shall be made, seconded, and voted upon in open session.
5. At the hearing, the Central Committee shall examine only the charges contained in the statement. The accused Member shall have the right to respond to the charges, to confront any witnesses against them, and to be represented by counsel. The hearing shall be conducted in a manner as to afford the accused Member due process of law.
6. Upon conclusion of the hearing, only a motion for removal, which shall incorporate by reference any or all of the charges set forth in the statement, or a motion to adjourn the hearing shall be in order. Adoption of a motion for removal shall require a two-thirds (2/3) vote of those present and voting. Adoption of a motion to adjourn the hearing shall require a majority vote of those present and voting.

Section 8.

Between biennial Organizational Meetings, the Central Committee shall fill a vacancy by majority vote of those present and voting at a regular meeting. No appointment shall be made until thirty (30) days after the vacancy has been announced at a previous meeting and entered and published in the minutes. Any vacancy at Organizational Meetings shall be filled immediately by majority vote of Regular Members present and voting.

Article IV: Officers

Section 1.

There shall be six (6) officers: the Chair, the Vice Chair, the Secretary, the Executive Director, the Parliamentarian, and the Controller.

- A. Chair. The Chair shall be the chief executive officer and the official voice of the Central Committee; serve as Chair of the Executive Committee; supervise and direct the activities and affairs of the Central Committee, subject to the control of the Central Committee and the Executive Committee; prepare the agenda and preside at meetings of the Central Committee and the Executive Committee; serve as an ex officio voting member of all standing committees and other subordinate bodies; ensure proper dissemination of information regarding Democratic Party activities to the Central Committee and, when appropriate, the public; carry out the policies and programs of the Central Committee; coordinate the activities of the other officers; and discharge such other duties as the Central Committee may assign or as otherwise provided in these Bylaws.
- B. Vice Chair. The Vice Chair shall perform the duties of the Chair in their absence; serve as a member of the Executive Committee; act as a liaison between the Central Committee and all Democratic Clubs in Yolo County; act as Chair should a vacancy in the Chair occur until the vacancy is filled as set forth in Section 5 of this Article; and discharge such other duties as the Central Committee or the Chair may assign or as otherwise provided in these Bylaws.
- C. Secretary. The Secretary shall maintain all records, files, and papers of the Central Committee; serve as a member of the Executive Committee; make and keep in permanent form complete and accurate minutes of all meetings and actions of the Central Committee; serve all notices, including but not limited to general meeting notices and committee meeting notices; disseminate the agenda and the minutes from the previous meeting to all Members at least seven (7) days prior to the next meeting; call the roll at each meeting for the purpose of establishing the permanent record of attendance, and on each motion for which a recorded vote is required or demanded; keep a roster of the current address, email address, and telephone number of each Member; receive and answer communications; and discharge such other duties as the Central Committee may assign or as otherwise provided in these Bylaws.
- D. Executive Director. The Executive Director shall manage, under the supervision of the Campaign Committee, the campaign headquarters of the Central Committee; serve as a member of the Executive Committee; shall

maintain the voter, contributor, and volunteer database; manage the use, maintenance, and inventory of equipment, supplies, and other property of the Central Committee; shall be in charge of physical and intellectual property of the Central Committee; and discharge such other duties as the Central Committee may assign or as otherwise provided in these Bylaws. The Executive Director may use outside services to accomplish any of the above tasks subject to Executive Committee approval.

- E. Parliamentarian. The Parliamentarian shall assist the County Chair in the conduct of meetings; serve as a member of the Executive Committee; render such opinions and rulings as may be requested by the County Chair or any Member; maintain these Bylaws and provide a current copy to each Member; and discharge such other duties as the Central Committee may assign or as otherwise provided in these Bylaws.
- F. Controller. The Controller shall have access to the financial records maintained by this Committee and shall coordinate financial matters of the Committee with the treasurer hired by the Committee; serve as a member of the Executive Committee; shall deliver at each Executive Committee meeting a report on the financial affairs of this Committee, shall serve as Chair of the Budget and Finance Committee, and shall turn over at the end of their term all records and documents associated with the office of Controller to this Committee.

Section 2.

- A. The officers shall be elected at the Organizational Meeting after the filling of vacancies among the membership. Nominations for office may be made by any Member, and Members may nominate themselves. A second is not needed to nominate a Member.
- B. When more than one nomination has been made and accepted, voting will be by secret ballot and no absentee ballots shall be permitted. No vote for any person shall be counted unless the person is a Member who has been duly nominated and who has accepted the nomination for the office for which the vote is cast.
- C. A majority vote of those present and voting shall be required for election to any office.
- D. No person shall be elected to, or serve in, more than one office concurrently.

Section 3.

- A. An officer may be removed for nonfeasance, malfeasance, or violation of these Bylaws by majority vote of the entire membership of the Central Committee or by two-thirds (2/3) majority vote of those present and voting at a regular meeting, only after completion of the following process:
1. At least five (5) Members must sign and submit to the Secretary a written statement of each charge containing the grounds for removal. Upon submission of the statement, no material revision shall be made except by majority vote of the membership of the Central Committee.
 2. Within four (4) days of receiving the statement of charges, the Secretary shall send a copy of the statement and a copy of this section to the accused officer.
 3. If the accused officer does not resign within fourteen (14) days of receiving the statement of charges, the County Chair shall schedule a hearing on the charges for the next regular meeting and the Secretary shall send a copy of the statement and a notice of the hearing date and time to each Member of the Central Committee.
 4. At the hearing, the Central Committee shall examine only the charges contained in the statement. The accused officer shall have the right to respond to the charges, to confront any witnesses against them, and to be represented by counsel. The hearing shall be conducted in a manner as to afford the accused officer due process of law.
 5. Upon conclusion of the hearing, only a motion for removal, which shall incorporate by reference any or all of the charges set forth in the statement, or a motion to adjourn the hearing shall be in order.
- B. If the accused officer is the Secretary, the duties assigned to the Secretary herein shall be performed by the Vice Chair. If the accused officer is the County Chair, the duties assigned to the County Chair in herein shall be performed by the Vice Chair.

Section 4.

An officer may be removed without cause by three-fourths (3/4) majority vote of the entire membership of the Central Committee. At least five (5) Members must sign and submit to the Secretary a written statement requesting a motion for removal. Within four (4) days of receiving the statement of charges, the Secretary shall send a copy of the statement and a copy of this section to the accused officer.

No such vote shall be in order unless that officer has been provided at least fourteen (14) days written notice of a motion for removal. If the officer in question is the Secretary, the duties assigned to the Secretary herein shall be performed by the Vice Chair.

Section 5.

- A. A vacancy shall exist in an office in the event that the officer submits a written resignation, is removed pursuant to Section 3 or Section 4, or ceases to be a Member of the Central Committee.
- B. Vacancies shall be filled by election as set forth in Section 2 at the next regular meeting occurring no fewer than ten (10) days after occurrence of the vacancy.

Article V: Democratic State Central Committee Representatives

Section 1.

- A. At the Organizational Meeting, the representatives of the Central Committee to the State Committee shall be elected after the election of officers in the number and manner prescribed by the Bylaws of the California Democratic Party.
- B. No Alternate Member, whether or not serving in lieu of a Regular or Ex Officio Member, shall be elected as a representative of the Central Committee to the State Committee, unless no nomination of a Regular or Ex Officio Member has been made and accepted.
- C. A majority vote of those present and voting shall be required for election as a representative to the State Committee.
- D. Of the representatives elected by the Central Committee to serve on the State Committee, at least one shall be elected from each supervisorial district in which a nomination is made and accepted.

Section 2.

- A. A vacancy shall exist among the representatives to the State Committee in the event that a representative submits a written resignation, is removed by the Central Committee, is removed pursuant to Section 8 of Article II of the Bylaws of the California Democratic Party, or ceases to be a Member of the Central Committee.
- B. A vacancy shall be automatically declared when a representative of the Central Committee to the State Committee is absent from two (2) consecutive meetings of the Central Committee, unless such absence is due to personal or family illness or temporary absence from California.
- C. The Central Committee may remove a representative to the State Committee through the process for removal of an officer set forth in Section 4 and Section 5 of Article IV.
- D. Vacancies shall be filled by election as set forth in Section 2 at the next regular meeting occurring no fewer than ten (10) days after occurrence of the vacancy.

Section 3.

Of the representatives elected by the Central Committee to serve on the State Committee, the County Chair shall designate, with the advice and consent of the Executive Committee, one Member who shall be the representative to the Executive Board of the State Committee.

Article VI: Committees

Section 1.

The following standing committees are established:

- A. Campaign. The Campaign Committee shall be comprised of the following members: the County Chair, the Vice Chair, the Executive Director, the presidents or representatives of the Democratic Clubs, the Democratic nominees and incumbent officeholders or their representatives, and additional Members appointed at the discretion of the County Chair.
The Campaign Committee shall coordinate political campaigns on behalf of endorsed candidates, Democratic nominees, and ballot measures, supervise all campaign-related activities and services of the Central Committee, and promote the involvement of Members and other Democrats in Yolo County in campaigns on behalf of Democratic nominees and endorsed candidates.
- B. Endorsement and Candidate Development. The Endorsement and Candidate Development Committee shall be comprised of one Member appointed by the County Chair from each supervisorial district and additional Members appointed at the discretion of the County Chair.
The Endorsement and Candidate Development Committee shall recruit Democratic candidates of the highest quality for all elective offices in Yolo County, oversee the endorsement process, and assure the full participation of Members of the Central Committee at regional pre-endorsing conferences held pursuant to Section 2 of Article VIII of the Bylaws of the California Democratic Party.
- C. Executive. The Executive Committee shall be comprised of the Chair, the Vice Chair, the Controller, the Secretary, the Executive Director, the Parliamentarian, and the chairs of the Finance, Endorsement and Candidate Development, and Party Development and Outreach Committees.
The Executive Committee shall be authorized to act on behalf of the Central Committee between meetings of the Central Committee, except that the Executive Committee may not remove Members or fill vacancies on the Central Committee, remove or appoint officers or representatives to the State Committee, amend or repeal these Bylaws, amend or repeal any resolution of the Central Committee that by its express terms is not so amendable or repealable, or take final action on any matter that requires approval of a supermajority of the Central Committee or any majority of the entire membership of the Central Committee, or approve any contract or transaction to which a member of the Executive Committee is a party. The committee shall prepare and propose the annual budget for approval by the Central Committee, coordinate the activities of the standing and special

committees, implement the affirmative action programs described in Section 3 of Article II, and perform other duties and responsibilities assigned by the Central Committee.

- D. Budget and Finance. The Budget and Finance Committee shall be comprised of the Controller, who shall be the Chair of this committee, the Executive Director and one Member appointed by the County Chair from each supervisorial district and additional Members appointed at the discretion of the Executive Director or the County Chair.

The Budget and Finance Committee shall assist the Executive Director and Controller in developing a budget for the upcoming two-year election cycle that will allow this organization to achieve its purposes and fulfill its responsibilities under Article Two.

- E. Party Development and Outreach. The Party Development and Outreach Committee shall be comprised of the Vice Chair, and additional Members appointed at the discretion of the County Chair.

The Party Development and Outreach Committee shall promote the Democratic Party and the Central Committee in the general public, support the development, growth, and activism of the Democratic Clubs, and encourage active participation by Democrats in Yolo County in the activities and business of the Democratic Party. The Party Development and Outreach Committee shall also be responsible for advancing, supporting and promulgating the resolutions and legislation that the Central Committee is supporting.

- F. Rules. The Rules Committee shall be comprised of the Parliamentarian and one Member elected from each supervisorial district by the Members resident in the district. In the event there is no Member of a particular district to serve on this committee, then any other Member regardless of district may be appointed to this committee by the County Chair.

The Rules Committee shall review, interpret, and propose amendments to these Bylaws, ensure that these Bylaws are consonant with the Bylaws of the California Democratic Party and the Elections Code of the State of California, review and make recommendation to the Central Committee regarding the Bylaws submitted by an organization desiring chartering pursuant to Article IX, and review the credentials and qualifications of Regular, Ex Officio, and Alternate Members, officers and candidates for Central Committee office, and participants in endorsement meetings.

- G. Legislation and Resolutions. The Legislation and Resolutions Committee shall be comprised of at least five (5) members appointed at the discretion of the County Chair. This committee shall follow the process and procedures as specified in Article XI of these Bylaws.

H. Communications. The Communications Committee shall be comprised of members appointed at the discretion of the Chair.

The Communications Committee shall coordinate publicity on behalf of activities of the Central Committee. This will include the composing and issuing of press releases, public statements of policy, maintaining of media relations and responsibility for publicizing the endorsements, resolutions and legislation that the Central Committee is supporting. The Communications Committee shall also be responsible for creating written and graphic content for the Central Committee's official promotional and informational productions, including its websites, social media, and printed materials.

I. Fundraising. The Fundraising Committee shall be comprised of members appointed at the discretion of the Chair.

The Fundraising Committee shall coordinate and, upon approval of the Central Committee, implement programs and events to raise funds for the activities and campaigns of the Central Committee as required in the budget process described in Article VIII of these Bylaws.

Section 2.

A. Each Member of the Central Committee shall serve on at least one standing committee. The County Chair will strive whenever possible to include representation of all supervisorial districts in the standing committees established by the Central Committee. However, in situations where complete regional representation would present a hardship to the Members of the Central Committee, Members of the standing committees, or those Members serving as Chair of standing committees, incomplete regional representation is acceptable.

B. The County Chair shall serve as an ex officio voting member of all standing committees.

C. In addition to the members specified in Section 1, the County Chair may appoint associate members to each of the standing committees. Associate members shall have the rights and privileges of members of the standing committees, except the right to vote or to serve as committee chair. Associate membership on any standing committee may be open to registered Democrats resident in Yolo County, including persons who are not Regular or Ex Officio Members of the Central Committee.

Section 3.

- A. The chairs of the standing committees shall be appointed by the County Chair. The County Chair shall serve as chair of the Campaign Committee, the Parliamentarian shall serve as chair of the Rules Committee, and the Vice Chair, at his or her option, may elect to serve as chair of any one of the remaining standing committees.
- B. Upon appointment, a member or chair of a standing committee appointed by the County Chair may be removed by the County Chair only upon approval of the Central Committee by majority vote of the membership.

Section 4.

The County Chair may appoint special committees as established by the County Chair or the Central Committee. All special committees shall be chaired by a Member, and Members shall comprise a majority of the membership of any special committee.

Section 5.

Committees shall be governed and operated under Robert's Rules of Order, Newly Revised Edition, except as otherwise provided by these Bylaws.

Article VII: Meetings

Section 1.

- A. The Organizational Meeting shall be called by the Yolo County Clerk for the second Monday after the first day in January following the direct primary election. At the Organizational Meeting, vacancies among the Regular Members shall be filled, followed by administration of the oath of office to the Members by the County Clerk, election of the officers, and election of the representatives to the State Committee.
- B. Regular meetings of the Central Committee shall be held each month at a date and time set at the Organizational Committee.
- C. Special meetings of the Central Committee may be called by the Executive Committee or by a petition signed by a majority of the membership of the Central Committee for such dates and times as may be specified in the call, except that no special meeting shall be called for a legal holiday.

Section 2.

Fifty percent (50%) of the Regular Members and duly appointed Alternate Members serving in lieu of Regular Members shall constitute a quorum of the Central Committee. Ex Officio Members shall not be counted in the calculation or constitution of quorum.

Section 3.

- A. The agenda for each regular and special meeting shall contain the time and place of the meeting and all items to be considered for action, and shall be delivered by personal delivery, first-class mail, or electronic mail to each Member no later than seven (7) days prior to the meeting. The agenda for each regular meeting shall be prepared by the County Chair, and shall include any item proposed or forwarded by a standing committee. The agenda for each special meeting shall be specified in the call.
- B. No action shall be taken on any matter unless it has been included on the agenda distributed pursuant to this section and denoted as an item for action, except that, in extraordinary circumstances requiring immediate action, the Central Committee may at the beginning of a meeting add an item for action by a two-thirds (2/3) majority vote of the entire membership.

Section 4.

- A. Voting by proxy, telephone, or absentee ballot shall not be permitted.
- B. A vote on a main motion where a supermajority of those present and voting or a vote of entire membership is required for adoption shall be by recorded roll call.
- C. The Chair may request a vote by email, but only under particular circumstances:
 - 1. The matter being voted on is of a time sensitive nature, and action was not taken for justifiable reasons at the most recent Central Committee meeting.
 - 2. The request is not within seven (7) days of the next Central Committee meeting.
 - 3. Two-thirds of all Members must cast their ballots by email, and among those voting there must be two-thirds support for the proposition. These thresholds do not change regardless of the subject of the vote, or whether there is a financial impact to the vote.
 - 4. If there is a financial component to the vote, the Chair or the Executive Director must send out a message informing the Central Committee of our current account balances.
 - 5. All voting will be open for a period of at least 120 hours, or five (5) days, to ensure optimal turnout and access to voting.
 - 6. All votes will be sent to the Chair as well as the Secretary, who will maintain a record of all votes cast, and these vote totals will be included as part of the next month's minutes.
 - 7. If a member does not have electronic mail, they will be telephoned by the County Chair or Secretary of the vote, and will be able to submit their ballot via the postal service or by hand delivery.

Section 5.

- A. Meetings of the Central Committee shall be open to persons registered to vote as members of the Democratic Party, but may be closed at the discretion of the County Chair to the news media and persons who are not members of the Democratic Party.
- B. The Central Committee, by majority vote of those Members present and voting, may meet in closed session for the purpose of considering campaign strategy, litigation and potential litigation, or negotiations of any kind. Attendance at closed sessions shall be limited to Regular, Ex Officio, and Alternate Members and any persons otherwise permitted to attend pursuant to these Bylaws or other action of the Central Committee.

C. At his or her discretion, the presiding officer may recognize a person who is not a Member. Any Member, having been duly recognized by the presiding officer, may yield the floor to a person who is not a Member.

Section 6.

Any action may be taken without a meeting if all Members consent in writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action of the Central Committee. All such written consents shall be filed with the minutes of the Central Committee.

Section 7.

The Central Committee shall be governed and operated under Robert's Rules of Order, Newly Revised Edition, except as otherwise provided by these Bylaws.

Article VIII: Committee Finances and Property

Section 1.

- A. The Budget and Finance Committee shall prepare and submit to the Executive Committee a two-year budget for the period commencing July 1 and ending June 30. Not later than April of each odd-numbered year, the Executive Committee shall prepare and submit to the Central Committee a budget accounting for all anticipated revenues and expenditures for the term of office of the Regular Members. The Central Committee shall adopt the budget no later than the regular meeting held in July by majority vote of the entire membership. In the event a budget is not adopted prior to this July meeting, the existing budget shall continue in effect for up to two months following the July meeting.
- B. Subsequent to adoption of the budget, amendments to the budget may be adopted by the Central Committee. If an amendment proposes to augment, reduce, or transfer more than \$500 in any single budget item, it shall require a majority vote of those present and voting for adoption.

Section 2.

- A. All appropriations, reimbursements, bills, and other demands for payment shall be presented to the Controller for payment by the treasurer. No funds shall be committed, encumbered, or disbursed except as provided in the budget or by special appropriation.
- B. The Controller may authorize the treasurer to disburse funds within amounts budgeted for specific purposes, except that disbursements in excess of \$500 shall require joint authorization of the Controller and either the County Chair, or the Vice Chair, or Executive Director. All disbursements payable to the Controller, whether or not in reimbursement for an approved expenditure, shall be authorized by the County Chair or the Vice Chair.
- C. A special appropriation may be approved by a majority vote of the entire membership of the Central Committee. Each proposed special appropriation shall be first referred by the County Chair to the Executive Committee, which shall review the proposed appropriation and report its findings and recommendation to the Central Committee.
- D. No retroactive special appropriation or budget amendment shall be permitted except by recommendation of the Executive Committee and unanimous consent of the Central Committee at a regular meeting.

Section 3.

- A. The Central Committee, by majority vote of those present and voting, shall designate a depository, and all funds of the Central Committee shall be deposited in the designated depository. Expenditures and other disbursements shall be by check drawn on the depository, except that the Executive Committee may establish a petty cash fund under the direct control of the Executive Director, County Chair, and Controller, who shall account for the petty cash at each regular meeting. All funds received by donation or by sale of tickets or other items in connection with activities of the Central Committee shall be deposited in the designated depository, and expenditures and other disbursements for the event shall be by check drawn on the depository.
- B. The Treasurer or Controller shall be a signatory on every check.
- C. Every officer of the Central Committee shall be authorized to make deposits.

Section 4.

No mandatory dues or assessments shall be imposed on any Member. Any Member may contribute voluntary dues or make monetary or in-kind contributions to the Central Committee.

Section 5.

The Central Committee, by majority vote of the entire membership, may contract with vendors for goods, services, and office space and establish charge accounts with vendors. Any such contract shall be executed, and any such charge account shall be controlled, only by the County Chair, the Executive Director, and the Controller jointly, on behalf of the Central Committee.

Section 6.

The property, files, lists, databases, records, and papers of the Central Committee shall not be made available to any candidate, group, cause, or Member without first receiving approval of the Central Committee.

Article IX: Affiliated Groups and Organizations

Section 1.

All organizations which include in any part of their name the name of the Democratic Party and directly or indirectly solicit funds in Yolo County for any purpose whatsoever under the representation, either express or implied, that the funds are being solicited for the use of the Democratic Party must first be chartered by one of the following:

- A. The Yolo County Democratic Central Committee,
- B. The California Democratic State Central Committee, or
- C. A majority of the members of the California Delegation of the Democratic National Committee.

Section 2.

Subject to the provisions set forth herein below, this Committee may charter any organization that has as its objective the advancement of the Democratic Party.

Section 3.

The procedure for requesting an initial charter from this committee shall be as follows:

- A. A representative of the group or organization to be chartered shall submit to the Chair of this Committee:
 - 1. The proposed name of the organization.
 - 2. A copy of the Constitution or Bylaws of the organization, and if applicable, the Articles of Incorporation, all of which must contain the following provisions:
 - a) The organization's Bylaws must state that in the event any member is not registered as a Democrat, that member's party affiliation shall be disclosed to the Central Committee.
 - b) The Bylaws must state that the organization will hold regular meetings of its membership.
 - c) The Bylaws must ensure that the organization supports and endorses the political platform of the State and National Conventions of the Democratic Party.
 - d) The Bylaws must state that the organization shall, in partisan races, endorse only candidates who are registered Democrats.
 - e) The Bylaws must include a position whose role will include maintaining the minutes of the organization.

- f) The Bylaws shall contain a provision that only members in good standing as of July 1 of the year preceding CDP's pre-endorsement conferences shall be included in the organization's roster of members for purposes of the CDP's endorsement process.
 - g) The Bylaws must define the phrase "member in good standing".
 - h) The status of members of the organization pursuant to the preceding two sections shall be certified by the organization's President, Secretary or Treasurer.
 - i) The organization's representative to any particular CDP pre-endorsement conference shall be from the list above and the overall list of representatives to all conferences shall be equally selected at a duly-noticed meeting of the organization, affirmed by a vote of those members in good standing in attendance and voting.
 - j) Either 1) the rules or bylaws of the organization 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 organization, affirmed by a vote of those members in good standing in attendance and voting.
3. A "Statement of Purpose" or other document that outlines the goals and objectives of the organization.
 4. A list containing the individual signatures, names, addresses and telephone numbers of not less than ten (10) of the organization's members who have not signed another organization's charter application.
 5. Agreement by the organization that it will give notice of any and all of its meetings, both regular and special to the Chair of this Committee.
- B. After receipt of a request for charter and submission of all required materials, the Chair of this Committee shall place the name of the requesting organization on the agenda of the next regularly scheduled meeting of this Committee. Items 1, 2, 3, and 5 shall be made available to any member of this Committee who requests them prior to the meeting at which the charter request will be considered.
- C. Upon review of the submitted materials and after verification with the County Registrar of Voters that all organizing members are registered as affiliated with the Democratic Party, this Committee shall, by a majority vote of those present and voting, approve or deny the charter request.

Section 4.

Organization charters shall be renewed on a biennial basis. This Committee will consider applications for charter renewal at its March meeting.

Notwithstanding the foregoing, charter requests which have otherwise met all requirements of this Article IX may be approved or renewed at any regular meeting of this Committee on a properly noticed agenda by a vote of Members present at the meeting at which the vote is taken, with a majority of those Members present necessary to approve a charter renewal and a supermajority (2/3) vote for initial charter requests. This Committee shall notify, in writing, no later than the third Monday in January during odd numbered years, all currently chartered clubs of the need to renew charters.

The procedure for applying for renewal of chartered status shall be as follows:

Prior to the February meeting of each year, the President/Chair of each chartered organization shall submit to the Chair of this Committee:

1. A list containing the name, address, email address and telephone number for each of its current officers and the date their term of office expires;
2. A list containing the name, address, and telephone number for each member of the organization;
3. An oral or written review of the club activities that lists and summarizes the major activities, accomplishments, and areas of political involvement of the organization during the previous year;
4. A copy of the organization's Constitution or Bylaws if amended during the past two years; and
5. A biennial chartering fee equal to one dollar (\$1.00) times the total number of members of the organization, but in no event less than twenty dollars (\$20.00). Upon petition by the organization, this provision may be waived or reduced by this Committee.

The Chair of this Committee shall announce the names of those organizations that have requested renewal of chartered status at the February meeting of this Committee.

Upon review of the submitted materials, and prior to the March meeting, the Rules Committee shall vote to recommend to the full committee approval or denial of each separate charter renewal request. The recommendation of the Rules Committee shall be considered by the membership of this Committee at the March meeting. This Committee shall, by a majority of those members present and voting, affirm or reject the recommendation of the Rules Committee for each charter renewal request.

The Rules Committee rationale for recommending denial shall be sent in writing to members of this Committee and the officers of the club at least one (1) week prior to the March meeting. At least one (1) representative of each club recommended for denial shall be granted an opportunity to address this Committee prior to the vote.

Section 5.

- A. The charter received by an organization from this Committee may be revoked or suspended by a two-thirds (2/3) majority vote of the entire Committee whenever:
1. The organization in question ceases to be in compliance with its own Bylaws,
 2. The organization's Bylaws cease to meet the criteria cited in this Committee's Bylaws, Article IX, Section 3, or,
 3. In the event that the organization acts in a manner that is substantially prejudicial to the election of the nominees or endorsed candidates of the Democratic Party.

A full hearing before this Committee must be held at which officers or representatives of the concerned organization are invited to be present. No hearing will be held unless all members of this Committee and the chair of the concerned organization are notified of the hearing at least one (1) week prior to such hearing and are given an opportunity to respond.

The charter received by an organization from this Committee will automatically be suspended if they fail to request their charter be renewed and do not submit any of the requisite documents under Article IX, Section 4, within 6 months of the Organizational Meeting.

Article X: Candidate Endorsements

Section 1. The purpose of the Yolo County Democratic Central Committee Candidate Endorsement process is to promote outstanding local candidates who support the Democratic Party platform and will fight for Democratic values and to enhance the ability of the Committee to elect Democrats to partisan office. The candidate endorsement process will be fair, open, and inclusive, giving all registered Democratic candidates for local office the opportunity to earn the endorsement of the Yolo County Democratic Central Committee.

Section 2. The Yolo County Democratic Central Committee Candidate Endorsement process will be guided by Standing Rule #2013-01.

Section 3. As defined in Section 2 of Article VIII of the Bylaws of the California Democratic Party, the Committee may not make any endorsements which conflict with the endorsements from the California Democratic Party.

Section 4. Under no circumstances shall YCDCC funds be used in support of a candidate not officially endorsed by the Committee.

Article XI: Legislation and Resolution Endorsement

- A. The Legislation and Resolutions Committee will recommend positions on local, state, and national issues to the County Committee.
 - 1. The Legislation and Resolutions Committee will review all resolutions submitted to the County Committee and recommend a position on them.
 - 2. All legislation and resolutions to be considered by the County Committee must be sent to the County Chair and the Chair of the Legislation and Resolutions Committee no less than 14 days prior to the next meeting of the County Committee.
 - 3. All Members of the Central Committee shall be notified of future meetings of the Legislation and Resolutions Committee and any potential items to be discussed. The Legislation and Resolutions Committee report will go out with the Central Committee agenda.
- B. By accepting the report of the Legislation and Resolutions Committee, the Central Committee is adopting its recommendations.
- C. Prior to accepting the report, any Member of the Central Committee can request a piece of Legislation or a Resolution be removed from the report and discussed separately by the body as a whole. In these circumstances, it will require a simple majority vote of those present and voting in order to endorse a given piece of legislation or pass a given resolution.
- D. The Central Committee may consider resolutions that have not been reviewed by the Legislation and Resolutions Committee as set forth in Section A of this Article, but only under particular circumstances:
 - 1. The resolution being considered is of a time sensitive nature, and was not submitted to the Legislation and Resolutions Committee in a timely fashion for justifiable reasons.
 - 2. A simple majority vote of the Executive Committee is necessary to place the resolution on the agenda of the next regular meeting. That vote must take place prior to the timely dissemination of the agenda.
 - 3. If the resolution has been placed on the agenda, the Central Committee must approve its consideration by a simple majority vote of the entire membership. If approved for consideration, it will require a simple majority vote of those present and voting in order to pass the resolution.

Article XII: Amendment of the Bylaws

These Bylaws may be amended by two-thirds (2/3) majority vote of those present and voting at a regular meeting. If a Member submits a proposed amendment to the Secretary, the Secretary must provide written notice to each Member within five (5) days of receipt. In all cases, written notice of a proposed amendment, including the complete text of the amendment, shall be provided to each Member at least twenty-eight (28) days prior to the meeting at which the vote will be taken. Each proposed amendment shall be immediately referred by the County Chair to the Rules Committee, which shall meet to consider the amendment at least twelve (12) days before the regular meeting at which the amendment will be voted upon. The Rules Committee shall review the proposed amendment and report its findings and recommendation to the Central Committee.

Standing Rule 2013-01

- A. The Chair of the Endorsement and Candidate Development Committee (the Standing Committee) shall submit to the Central Committee Chair annually an endorsement timeline for elections for local office, to be approved by the full membership at a regularly scheduled meeting. This timeline will include the date(s) of the meeting(s) where endorsement will be considered by the full membership.
 - 1. Endorsements may take place prior to the deadline for filing for the particular office at the discretion of the Standing Committee.
- B. The annual endorsement timeline may include dates for a candidate training to be offered to educate candidates on the Democratic Platform in advance of our endorsement process.
- C. All known viable Democratic candidates in the elections included in the adopted timeline will be invited to participate in the endorsement process.
- D. A motion for immediate action that waives the adopted timeline shall require advance notice of the full membership of at least ten (10) days before the Central Committee meeting where this motion will be considered.
 - 1. If there is less than ten (10) days notice, a vote of eighty (80) percent of the full membership would be required to waive the timeline.
- E. All candidates, including those being considered for immediate action, must submit a written questionnaire to the Endorsement and Candidate Development Committee prior to any interview or full committee action. These questionnaires will be for internal purposes only and will not be made public beyond the members of the Central Committee.
- F. No endorsement shall be given to any candidate who does not request recommendation from the Standing Committee.
- G. All candidates will be interviewed by the Endorsement and Candidate Development Committee using identical questions developed by the committee. Interviews via telephone or other electronic medium, at the discretion of the Committee, may be included if a candidate cannot attend a scheduled interview.
- H. The Committee shall operate on a consensus basis where possible.
 - 1. If there is not a consensus, only candidates who have the support of at least 65% of the Endorsement and Candidate Development Committee members present and voting shall be forwarded for consideration by the full membership.
 - 2. Only Endorsement and Candidate Development Committee members who were present for all interviews conducted for a given race may vote on endorsement in that race.

- I. The Endorsement and Candidate Development Committee will report its recommendation(s) to the Executive Committee at the conclusion of the interviews.
- J. The Endorsement and Candidate Development Committee may recommend that no candidate be supported or that one or many candidates warrant the support of the Central Committee. The Standing Committee may also recommend more candidates than there are available seats.
- K. Notice will be sent via email to all members and alternates of the full membership at least ten (10) days prior to the regularly scheduled full committee meeting at which the endorsement will be considered.
- L. All recommendations of the interview committee for races in the geographic area of a particular supervisorial district will be considered for concurrence by a caucus of the Central Committee members from that supervisorial district.
- M. All endorsements under consideration shall be presented to the full Central Committee as a consent calendar that will include the recommendation of the interview committee and the concurrence or non-concurrence of the supervisorial district caucus, if any. The Central Committee must then vote as follows:
 - 1. The consent calendar must be passed by a supermajority (2/3) of the members present and voting.
 - 2. A motion to pull a particular race from the consent calendar shall require a majority of the members present and voting.
 - 3. For any race that is pulled, members present will vote to affirm or reject the recommendation of the Endorsement and Candidate Development Committee.
 - 4. All voting will be by voice vote or roll call if called for by any voting member. There shall be no secret balloting.
- N. For candidates being considered for immediate action, an opportunity to briefly address the full Central Committee may be offered in lieu of the interview with the Endorsement and Candidate Development Committee.
 - 1. At the discretion of the Executive Committee, a longer, more extensive interview may be conducted by the full Central Committee at the meeting, using the identical questions used previously by the interview team.
- O. To be officially endorsed by the Central Committee, a candidate must receive supermajority (2/3) of the votes cast for that office in the endorsement meeting.

1. If the supermajority vote threshold is not met, the Central Committee may refer the race back to the Endorsement and Candidate Development Committee for a substitute recommendation.
 2. If there is no referral back to the Committee and no candidate receives the required supermajority vote, the official position of the Central Committee shall be neutral in that race.
- P. No member of the Central Committee may support any candidate not officially endorsed by the Central Committee in their capacity as an officer or member of the Central Committee.

Standing Rule 2021 - 01

Club and Elected Reports

Adopted by Yolo County Democratic Central Committee Executive Board on 4 March 2021

- I. All reports by chartered clubs and Yolo County elected officials shall be in writing.
- II. Reports will be submitted to the Secretary at least eight days before the regular meetings of the Central Committee.
- III. Meeting time shall be allotted to club representatives by prior arrangement with the Chair or by consent of Central Committee.