

**CONSTITUTION AND BY-LAWS**  
**OF THE**  
**LOS ANGELES COUNTY DEMOCRATIC CENTRAL COMMITTEE**

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**LOS ANGELES COUNTY DEMOCRATIC CENTRAL COMMITTEE  
CONSTITUTION AND BY-LAWS**

**ARTICLE I. DEFINITION**

**Section A. NAME**

The name of this organization shall be the LOS ANGELES COUNTY DEMOCRATIC CENTRAL COMMITTEE (LACDCC). It shall be referred to herein as This Committee.

**Section B. CONTINUITY**

This Committee is, and shall function as, a continuing body. To that end, upon the election of new officers or appointment of new chairs, of their removal from office, resignation or protracted illness, the Chair shall appoint two (2) officers or chairs of This Committee, whose responsibility shall be to ensure the safe and intact transfer of all records, correspondence, files, books, financial records and documents as they pertain to This Committee to the newly elected or appointed officers or chairs to ensure the continued operation and function of said office and/or committee.

**Section C. PURPOSES**

1. To serve as the official governing body of the Democratic Party in the County of Los Angeles in cooperation with the State and National Committees.
2. To conduct the Democratic Party campaign in the County of Los Angeles under the general direction of the State Central Committee.
3. To build party organization on district, regional, and county levels to register voters as Democrats and turn out Democratic voters.
4. To encourage the fullest possible participation of all Democratic voters.
5. To develop party policies and positions and to communicate them to the public and to all officeholders.
6. To provide a forum for the study and discussion of public issues.
7. To conduct a public relations program for the Democratic Party throughout Los Angeles County and to represent the Democratic Party within the county.
8. To interview, develop and endorse Democratic candidates for public office.
9. To nominate a qualified Democrat to fill any vacancy occurring in a party nominee position

within this county where applicable law so allows.

10. To charter Democratic organizations within Los Angeles County.
11. To ensure, as far as possible, the election of the Democratic Party Nominees for President and Vice-President of the United States and candidates endorsed by the National, State or applicable County Democratic Party.
12. To perform such other duties and services as will benefit the Democratic Party.

#### **Section D. DEMOCRATIC VOTERS**

As used in these Constitution and Bylaws, the terms “Democrat,” “Democratic voter” and “registered Democrat” refer to a person who:

1. has registered to vote and indicated a preference for the Democratic Party on their voter registration form; or
2. is not a United States citizen, but who would be eligible to register to vote if the person were a United States citizen and who:
  - a. who attests in writing on a form designated by the Chair and, if applicable, the relevant election official that if eligible to register to vote they would do so and do so as political party preference Democratic;
  - b. attests on the form specified in Article I, Section D.2.a, their date of birth and that they reside at an address within the Assembly District of their candidacy, and provides the street address of that residence;
  - c. has fully completed the form specified in Article I, Section D.2.a, and provided the completed form to the Recording Secretary of This Committee by the deadline specified by the Policy Committee and who has also submitted to the Los Angeles County Registrar of Voters an executed version of the form, and filed with the Los Angeles County Registrar of Voters any other necessary paperwork, by the deadline specified by the Los Angeles County Registrar of Voters; and
  - d. has agreed in writing on the form specified in Article I, Section D.2.a, to abide by This Committee’s Code of Conduct.

#### **Section E. HIGHEST FINISHING DEMOCRAT**

As used in these Constitution and By-Laws, the term “Highest Finishing Democrat” refers to the registered Democrat who receives the most votes in the most recent general election for the offices of United States Senate, United States House of Representatives, a California state constitutional office, the California State Senate or the California Assembly. In the event fewer than two (2) registered Democrats appear on the ballot in the most recent general election for one (1) of these offices, the “Highest Finishing Democrat” shall be the Democrat who received the most votes in the primary election for the most recent general election for that office.

#### **ARTICLE II. MEMBERSHIP**

## **Section A. TYPES OF MEMBERS**

There are five (5) types of members of This Committee: Elected Members, Appointed Members, Ex-Officio Members (all of which are classified as "Regular Members"), Alternate Members, and Associate Members. Their rights and duties are as specified within.

### **1. Elected Members**

a. In accordance with Section 7203 of the Election Code each Assembly District contained wholly or partially within Los Angeles County shall be entitled to be represented by seven (7) members residing in and elected from that portion of the Assembly District contained within Los Angeles County.

b. In accordance with Section 7205 of the Election Code This Committee may provide for the division of some or all of its constituent Assembly Districts into divisions. A resident of each division will be elected to represent that division, but will be elected at-large from the Assembly District. Upon petition by a majority of the Regular Members of an Assembly District Delegation This Committee will authorize that District to be divided into seven (7) equally populated divisions effective at the next election of members of This Committee (subject to the deadline imposed by the County Registrar of Voters). Upon petition to This Committee by a majority of the Regular Members of an Assembly District divided into divisions, that District will no longer be so divided.

### **2. Appointed Members**

a. A registered Democrat residing in an Assembly District may be appointed by This Committee to fill a vacancy occurring in that Assembly District.

b. This Committee may appoint only a person who has been recommended by the Delegation of that District, except that if the Delegation fails to make a recommendation within three (3) months of the occurrence of the vacancy, This Committee may appoint any registered Democrat residing in the District who is recommended by the Policy Committee.

c. Appointed members shall be entitled to the same rights and privileges as Elected Members of This Committee except that they must use the designation "Appointed Incumbent" rather than "Incumbent" upon seeking election to This Committee.

### **3. Ex-Officio Members**

a. Ex-Officio Members of This Committee shall be the following, if registered to vote in Los Angeles County:

(i) Incumbent office holders of the following offices who are registered to vote as Democrats: United States President, United States Vice President, United States Senate, United States House of Representatives, a California state constitutional office, the California Assembly

or the California State Senate; the Los Angeles County Sheriff, the Los Angeles County District Attorney, the Los Angeles County Assessor, or a member of the Los Angeles County Board of Supervisors;

(ii) The most recent Highest Finishing Democrat for the following offices: United States Senate, United States House of Representatives, a California state constitutional office, the California Assembly or the California State Senate;

(iii) Statewide Chairs or Presidents of official or chartered statewide Democratic Party Organizations; and Statewide Special Group Caucuses;

(iv) Members of the Democratic National Committee;

(v) State Officers of the California Democratic Party;

(vi) Assembly District Representatives to the Executive Board of the California Democratic Party;

(vii) The Chair of This Committee at the expiration of the immediately preceding term of office for Elected Members of This Committee;

(viii) The Treasurer of This Committee, appointed under Article VI.A;

(viii) The Legal Counsel of This Committee, appointed under Article VI. B.

(ix) The Compliance Officer of This Committee, appointed under Article IV.B.1., who, if the Compliance Officer is a member of This Committee solely on the basis of service as Compliance Officer, shall have no vote at meetings of This Committee or its subordinate bodies while serving as Compliance Officer on a compensated basis.

#### 4. **Regular Members**

a. A Regular Member is any Elected, Appointed or Ex-Officio Member of This Committee.

b. Any Regular Member who wishes to exercise membership rights including the right to appoint an Alternate Member must meet the dues requirement of This Committee.

c. A Regular Member is a member of the Assembly District Delegation and Region for the Assembly District in which she/he resides.

d. A Regular Member shall have the right of vote, voice, and motion at all meetings of This Committee, and its subordinate bodies, except as otherwise specifically provided in Article XI.

#### 5. **Alternate Members**

- a. Any Regular Member in good standing may appoint an Alternate Member, subject to the approval of This Committee, who shall serve at the member's pleasure, upon presentation of written authorization to the Chair of the Credentials Committee. Except at the Organizational Meeting, such appointment shall not be submitted to This Committee for approval unless the Chair of the Credentials Committee has been notified of the appointment at least fifteen (15) days prior to the meeting at which the appointment is to be announced.
- b. An Alternate Member for an Elected or Appointed Member must reside in the same Assembly District. An Alternate Member for an Ex-Officio Member must reside in that political subdivision of Los Angeles County which the Appointing Member was elected to represent or for which the Appointing Member was the Highest Finishing Democrat.
- c. An Alternate Member shall meet the same dues requirement of This Committee as a Regular Member.
- d. **Additional Rights**
- (i) The voting rights, the right of voice and motion of Alternate Members shall be the same as Regular Members of This Committee except as follows:
- (A) an Assembly District is sitting as an Endorsement Recommendation Committee (alone or in combination with other Assembly Districts); or
- (B) At a meeting of This Committee.
- (ii) An Alternate Member has right of voice and motion at meetings of This Committee even if the Appointing Member is present but may vote only in the absence of that member, except as otherwise specifically provided in Article XI.
- (iii) An Alternate Member may serve on a standing or special committee with a Regular Member; may serve as a representative of This Committee to the State Committee or its Executive Board, provided all Regular Members who are candidates for representative are first given the opportunity to be elected; but may not be elected or appointed to serve as an officer of This Committee.
- e. Except when an Assembly District is sitting as an Endorsement Recommendation Committee, alone or in combination with other assembly, an Alternate Member shall be considered a full voting member of the Assembly District Delegation and Region for the Assembly District and Region in which the Appointing Member resides except where an Alternate Member is a voting alternate for the Highest Finishing Democrat or a Democratic officeholder whose District extends into Los Angeles County but who is not himself/herself registered to vote in Los Angeles County. In the case of such an exception, the voting Alternate Member shall be considered a member of the Assembly District Delegation and Region in which the voting Alternate Member is registered to vote.

## 6. **Associate Members**

- a. (i) An Associate Member shall have the right to voice, but not to make motions or

vote, on matters before This Committee.

(ii) In addition, Associate Members shall have the right to be appointed to a special or Standing Committee, except for any committee which authorizes the expenditure of campaign funds, which determines campaign strategy or execution or which recommends endorsements. Associate Members shall have full rights when serving in such a capacity, except they shall not serve as chairs or co-chairs of Standing Committees.

b. An Associate Member shall meet the same dues requirement of This Committee as an Alternate Member.

c. (i) Each club chartered by This Committee shall have the right to designate one (1) of the club's members as an Associate Member. This designation may be revoked upon written notice by the club to This Committee.

(ii) In addition, the Chair of This Committee shall have the right to nominate Associate Members who, in the Chair's opinion, possess qualifications or skills that would assist in meeting the objectives of This Committee.

(iii) Upon verification of the Democratic Party voter registration of the designee or nominee and that the designee or nominee has not been removed from membership in This Committee during the current term, The Policy Committee shall ratify or reject the designee or nominee.

(iv) Upon ratification and payment of dues, the individual will become an Associate Member as of the next meeting of This Committee at least fifteen (15) days after ratification. The Associate Member's term will expire at the end of the term.

d. Upon ratification, the Chair of This Committee may appoint Associate Members to a special or Standing Committee of This Committee.

e. On no committee of This Committee, including any special committees, shall more than twenty percent (20%) of its membership be Associate Members of This Committee.

f. Associate Members shall be considered nonvoting members of the Assembly District in which they reside, but shall not be considered members of that Delegation for purposes of allocation of Standing Committee assignments under Article VII.B.3.

7. A chart illustrating the principal obligations, rights and privileges of the different types of members is appended to these Constitution and Bylaws as Appendix A.

## **Section B. SEATING OF MEMBERS**

1. Elected Members of This Committee shall be seated at the Regular Meeting in the July

following the primary election in which members of This Committee are elected. The meeting at which such seating takes place shall be known as the “Organizational Meeting of This Committee.”

2. a. Appointed Members shall be seated immediately upon appointment by This Committee.
- b. Ex-Officio Members whose ex officio status derives from their status as incumbent public officeholders shall be seated upon taking the public office.
- c. Ex-Officio Members by virtue of their status as the “Highest Finishing Democrat” shall take office as of the date of certification of the primary election.
- d. Ex-Officio Members by virtue of their status as members of the Democratic National Committee, Statewide Officers and Regional Directors of the California Democratic Party, and California Democratic Party Executive Board members elected at Assembly District election meetings shall be seated when they take their Party office.
- e. Ex-Officio Members whose ex officio status derives from their chairpersonship/presidency of statewide chartered organizations or California Democratic Party Special Group Caucuses shall be seated when their respective elections become final under the applicable organizational bylaws.
- f. The Treasurer of This Committee and the Legal Counsel of This Committee shall be seated at the time they assume office.
- g. Alternate Members shall be seated immediately upon approval by This Committee.

## **Section C. TERMINATION OF MEMBERSHIP**

### **1. Voluntary Termination**

- a. A member may tender his or her resignation only in writing.
- b. No member may cast more than one vote. Consistent with this principle, any Elected, Appointed or Alternate Member of This Committee who is an Ex-Officio Member of This Committee shall, as of the thirtieth day after being seated as an Ex-Officio Member, be deemed to have tendered a resignation in writing from the membership status other than ex officio status. A member may retain her/his status as a member by virtue of election or appointment, as well as his/her status as an ex officio, if he/she notifies the Chair in writing, during the thirty-day period after being seated, of his/her desire to retain membership by virtue of more than one membership status. The Credentials Committee shall include, in its next report to This Committee, the names of any members who opt to retain membership by virtue of more than one membership status.
- c. It is the policy of This Committee to provide written notice of the provisions of this Article II, C.1 to members who hold membership in This Committee by virtue of more than one membership status, but the failure to do so shall not invalidate any resignation from elected or

appointed membership where the member has not timely exercised his/her option to retain more than one membership status.

**2. Termination for Lack of Attendance**

a. For purposes of this Article II.C.2 (Termination for Lack of Attendance), a member who attends a meeting of This Committee or has his/her alternate attend in his/her place shall be counted as present, not absent.

b. The absence of an Elected or Appointed Member from three (3) regular meetings of This Committee within a term year (July to June) shall automatically terminate the membership of that member.

c. It is the duty of all members to attend all meetings of This Committee and any Standing Committees to which they are appointed and to assure that their attendance at all such meetings is recorded.

d. A notice shall be sent to an Elected or Appointed Member after his/her second absence in a term year warning of the automatic termination of that member's membership if the member fails to attend a third meeting in that term year.

**3. Termination for Failure to Pay Dues**

a. The Controller shall certify to the Chair of the Credentials Committee the fact of nonpayment of dues of any Elected or Appointed Member within sixty (60) days of the date on which the dues were payable.

b. A notice shall be sent via Certified Mail stating the amount owing and stating that if the amount is not paid within ten (10) days of receipt of the notice the membership is automatically terminated.

c. Unless the dues set forth in the notice are paid within the ten (10) days, the member's membership will be automatically terminated, the member will be notified in writing and the termination will be announced at the next regular meeting of This Committee.

**4. Termination for Additional Grounds**

a. The additional grounds for termination of membership are as follows:

- (i) A member supports a non-Democratic candidate for public office;
- (ii) Except as otherwise provided in Article II, Section F, which is intended to be binding notwithstanding anything else in these Constitution and Bylaws, a member elected to This Committee on the public ballot to represent an Assembly District, or appointed to fill a vacancy in such a seat, ceases to be a registered Democrat in the Assembly District they

were elected or appointed to represent;

- (iii) Death or mental incapacity;
  - (iv) Except as otherwise provided in Article II, Section F, which is intended to be binding notwithstanding anything else in these Constitution and Bylaws, subject to the provisions of Article II, Section A, 3, a and b, any member of This Committee ceases to be a registered Democrat in Los Angeles County except that any Ex-Officio member who is not required to be a registered Democrat in Los Angeles County in order to be a member of This Committee ceases to be a registered Democrat in the jurisdiction they were elected or selected to represent;
  - (v) A member commits This Committee to unauthorized expenditures;
  - (vi) Knowing membership in an organization which should under California Election Code, Sec. 20201 and/or Article XV of these Constitution and By-Laws, be chartered, but does not have such a charter and does not have an application for charter pending;
  - (vii) A member's financial obligation to This Committee (other than dues) are more than thirty (30) days past due from the date written notice of failure to meet such obligation has been given by the Controller of This Committee to said member. A member may, to avoid removal, bring any such obligation current at any time prior to actual removal. An administrative fee to cover costs of processing, not to exceed Five Dollars (\$5.00) plus any bank charges, may be assessed in addition to the actual obligation.
  - (viii) A member found by the Policy Committee to have knowingly violated any duly promulgated code of conduct, anti-harassment or anti-workplace violence policy of which he/she had actual notice.
  - (ix) The provisos to Article II, Section C.4.(a)(ii) and (iv) creating an exception to the rules for termination of membership provided therein where Article II, Section F otherwise provides and this Article II, Section C.4(a)(ix) shall all be automatically deleted from these bylaws without need for further action upon the convening of the next Organizational Meeting of This Committee.
- b. Except in the case of death or mental incapacity the Policy Committee shall not declare the termination of a membership under one (1) of these additional grounds until the member has been notified by Certified Mail that she/he has the right to appear before the Policy Committee to negate the charges.
- c. Termination of membership under Article II.C.4.a.(vi) above shall only be declared upon recommendation of the Credentials Committee and a sixty percent (60%) vote of This Committee's members present and voting, provided, however, that the member is first:
- (i) Informed by Certified Mail that he/she is a member of such an organization; and,
  - (ii) Given thirty (30) days to resign said membership, or the organization in question applies

for charter within said thirty (30) days; and,

(iii) Accorded the due process rights of written notice of the charges against him/her, right of response before both the Credentials Committee and This Committee, and is given the right to representation by counsel.

d. If the organization in question applies for a charter within the thirty (30) day time period after the member is notified as provided above, termination of membership under Article II.C.4.a.(vi) above shall only be recommended and declared if:

(i) The charter application is denied; and,

(ii) The member is informed by Certified Mail of said denial of charter application; and,

(iii) The member does not resign his/her membership in the organization in question within thirty (30) days of receipt of said notice of denial and notify This Committee of same; and,

(iv) The due process rights referred to herein above have been accorded the member; and,

(v) The Credentials Committee recommends termination; and,

(vi) This Committee, by sixty percent (60%) vote of those persons present and voting, votes to terminate the member's membership.

e. Declaration of the termination of membership may only be overruled at the next meeting of This Committee. Upon such overruling, all acts pursuant to the acceptance of the declaration shall be voided.

#### **Section D. FILLING OF VACANCIES**

1. Upon termination of the membership of any member, This Committee may appoint, at any meeting by affirmative vote of the majority of the members voting, as a member to fill that vacancy, any registered Democrat from Assembly Districts from which the member whose membership was terminated was elected or appointed.

2. Upon the failure to elect from any Assembly District members sufficient in number to equal those provided in California Election Code, Section 7203, or ineligible to be members, This Committee may appoint at any meeting by affirmative vote of the majority of the members present and voting, as members any registered Democrat from that District, so that District's representation equals the number provided for in the Election Code.

3. This Committee may not appoint as a member from an Assembly District one who has not been recommended by the Delegation of the District for such appointment; provided that upon the failure of that Delegation to so recommend a person during the three (3) months following

the occurrence of the vacancy to be filled, This Committee may appoint any registered Democrat who has been recommended by the Policy Committee for such appointment.

4. Despite the above, once new members have been elected in the direct primary election, any vacancy shall be filled automatically by the top vote getting member-elect residing in the District not already a Regular Member of This Committee.

### **Section E. SEATING OF MEMBERS POST-REAPPORTIONMENT**

1. This instant Section E shall only apply to the status of members in the immediate aftermath of the decennial reapportionment and shall only apply where members of This Committee were selected prior to the 2020 decennial reapportionment, but retained their membership after the reapportionment of Assembly District lines has been adopted and published by the 2020 California Citizens Redistricting Commission (“Commission”).

2. Notwithstanding any other provision of these Constitution and Bylaws, after reapportioned Assembly District lines have been adopted and published by Commission, members who were elected, appointed, or otherwise became members of This Committee, prior to the reapportionment shall *remain seated in their current Assembly District assignment through April 30, 2022, and, thereafter*, be seated in the reapportioned Assembly Districts.

3. Those reapportioned Assembly Districts with less than seven (7) elected members, including members appointed to fill elected members’ vacancies, who shall be counted as part of those seven (7) members, shall recommend to This Committee for election sufficient members to bring the total number of such member to seven (7) in accordance with the process set forth herein.

4. In electing members to fill vacancies as set forth above, any person who was an alternate of members (as defined in Article II, Section E.3) who are not resident in the reapportioned Assembly Districts in which the alternate is registered to vote shall be automatically elected unless their number exceeds the number of vacancies to be filled, in which case the Assembly District delegation shall conduct an election with such alternates being the only eligible candidates. To be eligible for election under this Article II., Section E.4, the alternate must have already been seated by This Committee as of December 27, 2021. The winners of such election, up to the number of vacancies to be filled, shall be recommended to This Committee for final approval as provided in Article II, Section D.

5. In the event that the number of alternates eligible to be elected to fill such vacancies does not bring the number of such members to seven (7), the persons eligible to fill the remaining seats shall be elected by the Assembly District Delegation from among those associate members resident in the reapportioned Assembly District. Such associate members shall be automatically elected unless their number exceeds the number of vacancies to be filled, in which case the Assembly District delegation shall conduct an election with such associate members being the only eligible candidates. To be eligible for election under this Article II.,

Section E.5, the alternate must have already been seated by This Committee as of December 27, 2021. The winners of such election, up to the number of vacancies to be filled, shall be recommended to This Committee for final approval as provided in Article II, Section D.

6. If, after the above two elections have been held, an Assembly District still does not have seven (7) such members, the remaining seats shall be filled by automatic election of any members of the Assembly District Delegation of the reapportioned Assembly District elected at the most recent Assembly District Election Meeting of This Committee who are resident in the reapportioned Assembly District and not already a member of This Committee. The vacancies will be filled in the order in which such candidate was elected in the Assembly District Election Meeting. For example, if the second highest vote-getter is not already a member of This Committee, that candidate will be deemed elected before the third highest vote-getter and so forth. No one who was a candidate in an Assembly District Election Meeting but not selected as a delegate as a result of the vote in the Assembly District Election Meeting shall be deemed an eligible candidate. The winners of such automatic election, up to the number of vacancies to be filled, shall be recommended to This Committee for final approval as provided in Article II, Section D.

7. If after the above three elections have been held, an Assembly District still does not have seven (7) such members, the remaining seats will be filled by election with any Democrat registered in the reapportioned Assembly District eligible to be a candidate for election. The winners of such election, up to the number of vacancies to be filled, shall be recommended to This Committee for approval as provided in Article II, Section D.

8. (a) In the event only one duly elected, incumbent Assembly District Chair resides in a reapportioned Assembly District, that duly elected, incumbent Assembly District Chair shall continue to serve as the Assembly District Chair of the reapportioned Assembly District until the next Organizational Meeting of This Committee, if otherwise qualified. In the event that no or more than one duly elected, incumbent Assembly District Chair reside(s) in a reapportioned Assembly District, there shall be an election for Assembly District Chair at an Assembly District meeting noticed for, and conducted during, the July meeting of This Committee. In the event any duties of an Assembly District Chair must be performed between May 1 and the July meeting of This Committee, the Chair of This Committee shall designate a presiding officer to perform that/those duties on an interim basis.

(b) In the event only one duly elected, incumbent Assembly District Vice-Chair resides in a reapportioned Assembly District, that duly elected, incumbent Assembly District Vice-Chair shall continue to serve as the Assembly District Vice-Chair of the reapportioned Assembly District until the next Organizational Meeting of This Committee, if otherwise qualified. In the event that no or more than one duly elected, incumbent Assembly District Vice-Chair reside(s) in a reapportioned Assembly District, there shall be an election for Assembly District Vice-Chair at an Assembly District meeting noticed for, and conducted during, the July meeting of This Committee. In the event any duties of an Assembly District Vice-Chair must be performed between May 1 and the July meeting of This Committee, the Chair of This Committee shall designate an interim Vice-Chair to perform that/those duties on an interim basis.

9. In all cases, the above elections shall adhere to the noticing provisions of these bylaws and the Open Meeting Rule as interpreted by the Rules Committee of the California Democratic Party.

10. This Section E shall be automatically deleted from these bylaws without need for further action upon the convening of the next Organizational Meeting of This Committee.

### **ARTICLE III. DUES**

#### **Section A. PAYMENT OF DUES**

1. The dues of This Committee shall be established by the Policy Committee and any change in the dues must be announced to the members of This Committee not less than thirty (30) days prior to the date each year on which dues are due and payable. Dues for Elected and Ex-Officio Members shall be payable at the Organizational Meeting and in the same month of the following year.

2. Dues for Appointed and Alternate Members are payable upon appointment.

#### **Section B. DEFERRAL OR WAIVER OF DUES**

Any member may request in writing or in person that the Credentials Committee allow the deferral or waiver of dues on the grounds of economic hardship or inability to pay due to a legal impediment. Denial by the Credentials Committee may be appealed to the Policy Committee.

### **ARTICLE IV. OFFICERS**

#### **Section A. OFFICERS OF THIS COMMITTEE**

1. The officers of This Committee shall be a Chair, Vice-Chair (Other than Self-Identified Female), Vice-Chair (Self-Identified Female), Recording Secretary, Corresponding Secretary, Controller, Parliamentarian, the Immediate Past Chair, and one (1) Vice-Chair from each Region. The office of Treasurer is an appointed position requiring an expert in campaign finance and reporting. As such, the Treasurer is not an officer for purposes of internal governance, but shall be a principal of This Committee for the purposes of campaign finance report filing and compliance with applicable campaign finance, tax and related law. Except for the Treasurer, no officer of This Committee may be an employee of This Committee.

2. Only Regular Members in good standing of This Committee are eligible to be officers of this Committee.

3. The following officers of This Committee shall be elected: a Chair, Vice-Chair (Other than Self-Identified Female), Vice-Chair (Self-Identified Female), Recording Secretary, Corresponding Secretary, Controller, and one (1) Vice-Chair from each Region. The following officers shall not

be elected: Immediate Past Chair, who serves by virtue of his/her status as such, and the Parliamentarian, who shall be appointed by the Chair of This Committee.

## **Section B. DUTIES OF OFFICERS**

### **1. Chair**

a. The Chair shall be chief executive of This Committee with full power to enforce the provisions of these Constitution and By-Laws. She/he shall chair the Policy Committee and shall perform such other duties as are usually incident to the office.

b. The Chair shall preside at all meetings of This Committee and the Policy Committee, shall appoint, and may at his/her discretion remove, a Parliamentarian, Chairs of Standing Committees and such special committees as are required to carry out the program of This Committee, Legal Counsel, a Treasurer, a Compliance Officer and a Sergeant-at-Arms.

i. The Chair of This Committee, subject to approval by the Policy Committee, shall appoint a Compliance Officer: to receive complaints under the code of conduct, and/or the anti-harassment and/or anti-workplace violence policies promulgated by This Committee or its Policy Committee; to conduct or supervise the investigation of any such complaints; to prepare such reports and correspondence as are necessary for the disposition of such complaints; and to otherwise assist the standing committee on Harassment, Workplace Violence and Incivility and/or the Chair of This Committee with the discharge of their duties with respect to such code of conduct and/or anti-harassment and/or anti-workplace violence policies. The qualifications of the Compliance Officer shall be as follows: (a) 5 years or more membership in This Committee of which not less than one year shall be in a leadership role (as determined by the Chair of This Committee); and (b) 5 years or more experience in the practice of labor and employment law, in a managerial position in human resources/personnel or as a workplace investigator. Current members of This Committee shall be given first consideration. Where, in the judgment of the Chair, no current member of This Committee is both qualified and suitable for appointment, the Chair may appoint a non-member, with due consideration given to interested former members of This Committee.

ii. Notwithstanding any other provision of these Constitution and By-laws, subject to the approval of the Policy Committee, the Compliance Officer may be compensated by This Committee as an independent contractor on an as-needed basis.

c. Appointments to the offices described in Article IV.B.1.b., above, shall be subject to confirmation by the Policy Committee. Upon signed, written petition from two (2) or more Policy Committee members, the Policy Committee, by two-thirds (2/3) majority vote, may overturn the Chair's decision to remove from office any of the above appointees.

d. The Chair shall be an Ex-Officio Member of all standing and special committees.

**2. Vice-Chair (Other than Self-Identified Female) and Vice-Chair (Self-Identified Female)**

a. The Vice-Chair (Other than Self-Identified Female) and Vice-Chair (Self-Identified Female) shall perform the duties and have the powers of the Chair when the latter is unable to act. In the event of the removal, resignation or death of the Chair, the Vice-Chair of the opposite sex shall exercise the powers and duties of the Chair. At the next meeting for which due notice can be given, an election shall be held for the office of Chair. Each Vice-Chair shall assist in the performance of the duties of the Chair upon request.

**3. Regional Vice-Chair**

a. The Regional Vice-Chairs shall represent This Committee's Chair on all matters referred to them by him/her.

b. The Regional Vice-Chair shall coordinate work of This Committee in their Regions and shall assist the Chairs of the Assembly District Delegations in their Regions.

c. The Regional Vice-Chairs shall preside over the meetings of their Regions.

d. Each Regional Vice-Chair shall appoint members of This Committee resident in his/her Region to each Standing Committee as provided in elsewhere in these Constitution and By-Laws.

e. Each Regional Vice-Chair shall oversee the activities of such Standing Committees as the Chair of This Committee assigns.

**4. Recording Secretary**

a. The Recording Secretary shall be the recording officer of This Committee and the Policy Committee and the custodian of their records, except as otherwise provided.

b. The Recording Secretary shall attest to all official actions of This Committee such as the election of officers, and termination and appointment of members and all such matters that require official attestation.

c. The Recording Secretary shall keep the roll of the membership of This Committee and of the Policy Committee.

d. In the event of a vacancy in the office of Recording Secretary, an election shall be held to fill the vacancy at the next meeting for which due notice can be given.

**5. Corresponding Secretary**

a. The Corresponding Secretary shall conduct the correspondence of This Committee and of the Policy Committee, except as otherwise provided.

b. The Corresponding Secretary shall send out notices and minutes of the meetings of This

Committee and of the Policy Committee.

c. The Corresponding Secretary shall take the roll at meetings of This Committee and of the Policy Committee.

d. In the event of a vacancy in the office of Corresponding Secretary, an election shall be held to fill the vacancy at the next meeting for which due notice can be given.

e. The Corresponding Secretary shall perform other duties as directed by This Committee, the Policy Committee or the Chair.

## 6. **Controller**

a. The Controller shall be responsible for preparing a budget as set forth in Article VIII.A. herein below.

b. The Controller shall have the right to inspect all financial records upon demand.

c. The Controller shall present written Financial Summaries comparing year to date actual receipts, disbursements and balances with year to date budgeted receipts, disbursements, and balances to This Committee on a Quarterly basis and to the Policy Committee at each of its regular meetings.

## 7. **Parliamentarian**

a. The Parliamentarian's duties shall be those usually performed by such officer and such other duties as the Chair, the Policy Committee, or This Committee may assign. The Parliamentarian, shall, at the request of the Chair, render an opinion on all questions pertaining to these Constitution and By-Laws and the procedures of This Committee when requested.

## **ARTICLE V. ELECTIONS AND RECALL**

### **Section A. COUNTYWIDE OFFICERS OF THIS COMMITTEE**

1. The Chair, Vice-Chair (Self-Identified Female), Vice Chair (Other than Self-Identified Female), Secretaries, and Controller shall be elected at the Organizational Meeting; eligible voters shall be all Regular Members of This Committee or in their absence, such Regular Member's alternate

2. Nominations for these offices shall be accepted at the Organizational Meeting. A member may nominate himself/herself. [See Article IV, Section A.2 for officer qualifications.]

3. In any such election, This Committee's Parliamentarian, unless the Parliamentarian is a candidate for an office at issue in the election, shall be the Presiding Officer. Where the Parliamentarian is a candidate for an office at issue in the election, the most immediate past

Chair of This Committee who is not a candidate for office shall be the Presiding Officer. Other rules for the election shall be established by the Policy Committee, after consultation with the Co-Chairs of the Rules and Legal Committee, and subject to approval by This Committee.

### **Section B. REGIONAL VICE-CHAIRS AND REGIONAL SECRETARIES**

1. Each Regional Vice-Chair shall be elected by no later than the next Regular Meeting of This Committee after the Organizational Meeting of This Committee by those members of This Committee residing in the Region. A Regional Secretary shall be elected at the same time. Regional Vice-Chairs are officers of This Committee and, under Article IV, Section A.2, only a Regular Member of This Committee resident in the Region is eligible to seek election or serve as a Regional Vice-Chair. In addition, only a Regular Member of This Committee is eligible to seek election or serve as a Regional Secretary.

2. Should a vacancy occur during the term of a Regional Vice-Chair, the Secretary of that Region shall notify all the members of that Region that a meeting will be held (within thirty (30) days of the declaration of the vacancy) to fill the vacancy. If the Secretary does not send the notice, the Chair may instruct the Corresponding Secretary to send the notice. The notice shall be sent no less than five (5) days prior to the meeting, which shall be held in the Region or in conjunction with a regular meeting of This Committee.

### **Section C. OFFICER ELECTION CHALLENGES**

Challenges to the election of any officer shall be decided by an Appeals Committee at or during the meeting at which the election occurred, or is to occur.

#### **1. Composition of Appeals Committee**

The validity of any challenge concerning the officer election process shall be determined by an Appeals Committee consisting of the Presiding Officer, one (1) Credentials Committee Co-Chair selected by the Chair of This Committee and one (1) Rules and Legal Committee Co-Chair selected by the Chair of This Committee. Although inclusion of a designated Co-Chair's name on the notice shall not limit the ability of the other Co-Chair to serve in the event of unavailability of the designee, the names of the Co-Chairs of the Credentials and Rules and Legal Committee designated by the Chair of This Committee to serve on the Appeals Committee shall be included in the election notice.

#### **2. Authority of Appeals Committee**

a. The Appeals Committee shall have authority to resolve the challenge and to order such remedy as may be just and equitable. Remedies may include, but are not limited to, disqualifying a challenged ballot, directing that a challenged ballot be counted, or directing that the election or any part thereof be reconducted. The decision of the Appeals Committee shall be final.

b. Except as otherwise set forth in this Article V. Section A.4.b, a challenge must be filed at the meeting at which the election occurred or is to occur except that, if a count of ballots cast in conjunction with the 2020 Organizational Meeting is conducted on a date other than the date of the 2020 Organizational Meeting, any challenge to the count must be filed and decided on the day of such count. In the event a challenge is filed after the meeting in which the election has occurred or of the count as set forth hereinabove, the Appeals Committee may determine that compelling unusual circumstances exist and vote to hear the challenge notwithstanding the fact it was filed after the close of the meeting, but only if the untimely challenge was filed no later than fourteen (14) days before the next regularly scheduled meeting of This Committee. In the event such a post-election appeal is sustained by unanimous vote of the Appeals Committee, the Appeals Committee may order the election re-run and establish the rules and procedures for the re-running thereof; provided that the person selected in the challenged election shall continue to serve until the election has been re-run.

#### **Section D. ASSEMBLY DISTRICT DELEGATION OFFICERS**

1. Each Assembly District Delegation shall elect a Chair and a Vice-Chair at the Organizational Meeting of This Committee or the Delegation's first regular meeting after the Organizational Meeting. Only a Regular or Alternate Member of This Committee resident in the Assembly District is eligible to seek election or serve as a Delegation Chair or a Delegation Vice-Chair.

2. In the absence of the Delegation Chair from any duly called Delegation meeting, or in the event of a vacancy, the Vice-Chair shall perform the duties and have the powers of the Delegation Chair during the course of the meeting or until the vacancy is filled, as applicable. The Vice-Chair shall be responsible for the taking of minutes at any Delegation meeting.

3 a. Should a vacancy occur in the office of Delegation Chair during the term of the Delegation Chair, the Vice-Chair of that Delegation shall notify all the members of that Delegation that a meeting will be held (within thirty (30) days of the declaration of the vacancy) to fill the vacancy.

b. Should a vacancy occur in the office of Delegation Vice-Chair during the term of the Delegation Vice-Chair, the Delegation Chair shall notify all members of that Delegation that a meeting will be held (within thirty (30) days of the declaration of the vacancy) to fill the vacancy.

c. If the applicable Delegation officer (Chair or Vice-Chair) does not send the notice, the Chair of This Committee may cause notice to be given to the Delegation.

d. The notice shall be sent no less than five (5) days prior to the meeting to fill the vacancy, which shall be in the district or in conjunction with a regular meeting of This Committee

4. The Chair or Vice-Chair of the Delegation may be recalled by affirmative vote of two thirds (2/3) of the eligible members present and voting provided that:

a. The Delegation officer's recall has been requested in writing by the Policy Committee or by written petition signed by one-third of the seated regular members of the Delegation. The

written request must be submitted to the Corresponding Secretary and contain the alleged grounds for recall and must be served on the Delegation officer who is the subject of the recall request by U.S. mail at or before the time it is submitted to the Corresponding Secretary;

b. Upon receipt of the written request, the Corresponding Secretary shall forward the request to the Chair of This Committee who shall fix a date and time for a hearing of, and vote on, the request. Written notice of the request and the date and time for the hearing shall be sent not less than ten (10) days prior to the hearing to all members of the Delegation, the Regional Vice-Chair for the Region in which the Assembly District is situated, and the other Countywide officers of This Committee.

c. Immediately before the vote, the petitioners or their designees (who must be members of This Committee) shall be allowed up to five (5) minutes to present the allegations in the request and the Delegation officer who is the subject of the request and/or any persons selected by that Delegation officer shall be allowed up to ten (10) minutes to address the Delegation about the request. If requested, the petitioners or their designees shall be granted up to five (5) minutes for rebuttal. The time limits in this section may be extended by majority vote of the Delegation.

d. If, in the judgment of the Chair of This Committee, it would serve the interests of justice and fair play, the Chair of This Committee may designate the Regional Vice-Chair or any other officer of This Committee to preside at the hearing of, and vote on, the recall request.

#### **Section E. REPRESENTATIVES TO STATE COMMITTEE**

1. The number of representatives accorded This Committee for election to the State Committee, shall be one per 10,000 Democrats in the county, or, as specified in the bylaws of the California Democratic Party, if different.

2. The regular membership of each Assembly District Delegation shall automatically be elected as This Committee's representative to the State Committee provided written intent to serve has been filed with This Committee. Any representatives apportioned to This Committee which are not so elected shall be elected at-large. The at-large Delegates shall be used to balance the Delegation as equally as possible between self-identified females and persons other than self-identified females. Alternate Members shall only be eligible for election provided there are not sufficient numbers of Regular Members, who choose to stand for election, to fill the Delegation. Within these parameters, the at-large candidates for representative receiving the most votes within their respective gender category shall be deemed elected. These representatives shall serve until their successors are elected, provided they remain members of This Committee.

3. Except when the time constraints identified in Section E.3 of this Article V make an election impracticable, all vacancies in This Committee's Delegation to the State Committee shall be filled by election. Elections to fill such vacancies shall be noticed and conducted promptly after the vacancy occurs and the election process shall conform, to the extent possible, to the rules and procedures used for the election to fill the Delegation.

4. In the event there are insufficient candidates who have been selected to serve as representatives to the State Committee in time for This Committee to fill its allotted number of representatives to the State Committee by the State Committee's deadline for submission of representatives' names, the Policy Committee of This Committee or, at the Policy Committee's discretion, the Chair of This Committee shall be entitled to fill the remaining slots by appointment.

#### **Section F. REPRESENTATIVES TO THE STATE COMMITTEE EXECUTIVE BOARD**

1. The number of representatives accorded This Committee for election to the State Committee Executive Board, shall be one per 100,000 Democrats in the county, or, as specified in the bylaws of the California Democratic Party, if different.

2. Representatives to the Executive Board of the State Committee shall be elected pursuant to the Rules adopted by This Committee consistent with the Constitution and By-Laws of the State Committee and This Committee. Alternate Members shall only be eligible for election provided there are not sufficient numbers of Regular Members, who choose to stand for election, to fill This Committee's Delegation to the Executive Board of the State Committee.

3. Except when the time constraints identified in Section F.3 of this Article V make an election impracticable, all vacancies in This Committee's Delegation to the Executive Board of the State Committee shall be filled by election. Elections to fill such vacancies shall be noticed and conducted promptly after the vacancy occurs and the election process shall conform, to the extent possible, to the rules and procedures used for the election of representatives to the Executive Board of the State Committee under Section F.1 of this Article V.

4. In the event there are insufficient candidates who have been selected to serve as representatives to the Executive Board of the State Committee in time for This Committee to fill its allotted number of representatives to the Executive Board of the State Committee a reasonable period of time in advance of the next Executive Board of the State Committee, the Policy Committee of This Committee or, at the Policy Committee's discretion, the Chair of This Committee shall be entitled to fill the remaining slots by temporary appointment. Such a temporary appointment shall be only for the next succeeding meeting of the Executive Board of the State Committee. In making such temporary appointments, candidates who unsuccessfully ran to be representatives of This Committee to the Executive Board of the State Committee shall be given first consideration.

#### **Section G. RECALL OF OFFICERS**

Any officer, representative to the State Committee, and/or any representative to the State Committee Executive Board of This Committee may be recalled by affirmative vote of two-thirds (2/3) of the eligible members present and voting provided that:

1. The officer's, representative's to the State Committee, and/or any representative's to the State Committee Executive Board recall has been requested by the Policy Committee or by written petition submitted to the Corresponding Secretary (or if the Corresponding Secretary is the

object of the petition, the Recording Secretary) signed by thirty (30) Regular Members and containing the alleged grounds for recall;

2. Written notice has been sent at least ten (10) days prior to the regular meeting stating the alleged grounds to each member;

3. The officer representative to the State Committee, and/or any representative to the State Committee Executive Board is allowed thirty (30) minutes during which the officer, representative to the State Committee, and/or any representative to the State Committee Executive Board and/or any persons selected by the officer, representative to the State Committee, and/or any representative to the State Committee Executive Board shall be allowed to address this committee immediately before the vote.

## **ARTICLE VI. TREASURER AND LEGAL COUNSEL**

### **Section A. TREASURER**

1. A Treasurer may be appointed by the Chair of This Committee, subject to approval of the Policy Committee. The Treasurer may be an existing member of the Policy Committee, an employee of This Committee or an outside vendor. The principal duty of the Treasurer is to prepare and execute the statements required to be filed under the political campaign finance laws to which This Committee is subject. It is also a duty of the Treasurer to assure that a competent bookkeeper utilizing a system with an appropriate division of duties (which, at a minimum, shall meet the safe-harbor requirements promulgated by applicable governmental authorities) maintains the books of This Committee.

2. Notwithstanding any other provision of these Constitution and By-Laws, subject to the approval of the Policy Committee, the Treasurer may be compensated by This Committee, either as an employee or as independent contractor.

3. This Committee may enter into an indemnification agreement with the Treasurer. Any such agreement must be ratified by a vote of two-thirds (2/3) of This Committee of those present and voting, a quorum being present.

4. The Treasurer may be assisted by employee(s) or outside vendor(s) of This Committee expert in campaign finance laws to which This Committee is subject, and employee(s) or outside vendor(s), which may be the same or different from the campaign finance expert, to keep the books of This Committee.

### **Section B. LEGAL COUNSEL**

1. The Chair of This Committee, subject to approval by the Policy Committee, may hire or retain Legal Counsel, including a general counsel, to provide such legal services as may be

required.

2. Notwithstanding any other provision of these Constitution and By-laws, subject to the approval of the Policy Committee, Legal Counsel may be compensated by This Committee either as an employee or as an independent contractor.

## **ARTICLE VII. COMMITTEES**

### **Section A. POLICY COMMITTEE**

1. a. The Policy Committee of This Committee shall be the officers of This Committee, the Co-Chairs of Standing Committees, the Sergeant-at-Arms and the Regional Endorsement Coordinators: a quorum being ten (10) members consisting of at least four (4) County-Wide Officers, three (3) Regional Vice-Chairs, and three (3) other members. For purposes of any Policy Committee meetings during the first sixty (60) calendar days after the Organizational Meeting of This Committee, a quorum of the Policy Committee shall consist of a majority of the County-Wide Officers and Regional Vice-Chairs who, at the time of the meeting, are current members of This Committee.

b. While both shall be ex officio members with the right to speak, neither the Treasurer, nor the Legal Counsel, shall have a vote on the Policy Committee, nor count towards a quorum.

c. The Compliance Officer shall represent the Harassment, Workplace Violence and Incivility Committee on the Policy Committee with the same rights, responsibilities and obligations as a Co-Chair of the other Standing Committees, except that the Compliance Officer shall not vote on any matters touching on the HWVIC.

2. The Policy Committee shall be charged with general oversight of the operations of This Committee, including the review and approval of contracts, the hiring and termination of staff, and the resolution of complaints against officers, members, and employees of This Committee, as well as organizations chartered by This Committee, and also including the rules for the dissemination, confidentiality and any other rules concerning email addresses, and lists, of members of This Committee.

3. The Policy Committee shall be responsible for formulating, and overseeing the implementation of, the general policy of This Committee. The Policy Committee may exercise any of the powers of This Committee on an emergency basis if it finds such action to be essential to maintenance of This Committee's operations and programs. Any emergency action requires an affirmative vote of not less than sixty percent (60%) of those members present and voting at a meeting with a quorum. The exercise of emergency powers is to be rare and reserved to situations where immediate action is genuinely essential. Nothing in this Section A.3 shall in any way authorize any deviation from the process for the endorsement of candidates or ballot measures set forth elsewhere in these Constitution and By-Laws. Any emergency action

undertaken under the authority of this Section A.3 shall be reported at the next meeting of This Committee.

4. Any member of the Policy Committee (except for the Chair of This Committee or any member who is also a member of the Audit Committee) is eligible to serve as Treasurer of This Committee.

**Section B. OTHER STANDING COMMITTEES**

1. The following Standing Committees shall be established:

Anti-Harassment and Incivility	Election Protection and Oversight	Resolutions
Ballot Measures	Events	Rules & Legal
Budget & Finance	Judicial Interview	Voter Outreach, Training, and Engagement (VOTE)
Campaign Services	Labor	
Candidate Interview	Legislative Action	
Credentials	Organizational Chartering and Development	

2. The Chair of This Committee shall appoint two (2) Co-Chairs of each Standing Committee, except the VOTE Committee which shall have three (3) Co-Chairs, with the consent of the Policy Committee, within sixty (60) days after the second Monday in July following each statewide primary election. One (1) Co-Chair of each Standing Committee may be an Alternate Member. Additionally, the Chair of This Committee shall appoint at least one (1) additional member to each Committee, which, along with the Committee Co-Chairs shall constitute the initial membership of each Standing Committee. These initial members shall serve until their successors are appointed. The Chair of This Committee shall consider geographic diversity when appointing Co-Chairs of Standing Committees. A separate process for appointments to the Budget and Finance and Audit Committees are described in Article VII.B.4 and Article VII.D.1.

3. Each Regional Vice-Chair shall appoint members of his/her Region to the following Standing Committees within thirty (30) days of the election of the Regional Vice-Chairs in the election described in Article V., Section B.1:

- |                                     |  |
|-------------------------------------|--|
| Ballot Measures.....1 per Region    | Election Protection and Oversight.....1 per Region |
| Campaign Services.....1 per Region  | Events.....1 per Region                            |
| Candidate Interview.....1 per AD    | Judicial Interview.....1 per Region                |
| Community Outreach.....1 per Region | Labor.....1 per Region                             |
| Credentials.....1 per AD            |  |

Legislative Action.....1 per Region  
 Organizational Chartering  
 and Development.....1 per Region  
 Program and Education.....1 per Region

Resolutions.....1 per Region  
 Rules & Legal.....1 per Region  
 Voter Registration and  
 Development.....1 per Region

Any Regular or Alternate Members who wish to serve on a Standing Committee who have not been so appointed may be appointed by the Chair of This Committee.

The Chair of This Committee may appoint additional members to Endorsement Recommendation Committees, except for Assembly District Delegations, to insure geographic or other diversity when considering a particular race(s).

4. The Budget and Finance Committee of This Committee shall be composed of five (5) members of This Committee appointed by the Policy Committee.

5. a. There shall be a Harassment, Workplace Violence and Incivility Committee. which will work with the Compliance Officer to supervise the investigation of allegations of any code of conduct or anti-harassment and/or anti-workplace violence policies promulgated by This Committee or its Policy Committee. The Harassment, Workplace Violence and Incivility Committee shall determine when an investigation is complete and attempt to reach a consensual resolution of any such complaint. If the Harassment, Workplace Violence and Incivility Committee is unsuccessful in reaching a consensual resolution, it shall refer the record of the investigation and any recommendations concerning proper disposition to the Policy Committee for the Policy Committee’s consideration. If there is a consensual resolution, the Harassment Workplace Violence and Incivility Committee will send a written record of the investigation and resolution to the Policy Committee which shall cause it to be filed with the records of This Committee and which also shall publicize the record and resolution to the extent the Policy Committee deems appropriate.

b. The Harassment, Workplace Violence and Incivility Committee shall be composed of the following members:

(i) The Chair of This Committee or highest-ranking officer not involved in the complaint if the Chair is involved in the complaint. The Chair or such other highest-ranking officer shall be the Convener of the Committee as to any given complaint.

(ii) One of the co-chairs of the Rules and Legal Committee and one of the co- chairs of the Credentials Committee. If either the co-chair of the Rules and Legal Committee or the co-chair of the Credentials Committee is involved in the complaint, the other co-chair of the Rules and Legal or the Credentials Committee, as applicable, shall sit in lieu thereof. The Chair of This Committee shall designate which of the co-chairs of the Rules and Legal Committee and of the Credentials Committee are to be seated as the regular members of the Harassment, Workplace Violence and Incivility Committee.

(iii) Two other members of the Policy Committee, at least one of whom is not an officer. These two members are to be appointed by the Chair of This Committee and ratified by the Policy Committee at the first Policy Committee meeting after election of regional vice-chairs. Vacancies in either of two membership slots are to be filled by the Convener.

c. The rules of procedure for the Harassment, Workplace Violence and Incivility Committee shall be promulgated by the Rules and Legal Committee, shall be reported to This Committee and shall be posted on This Committee's website along with This Committee's code of conduct. The internal operating procedures of the Harassment, Workplace Violence and Incivility Committee shall be promulgated by the Rules and Legal Committee and shall be reported to the Policy Committee. The rules of procedure for the Policy Committee when receiving and processing reports and other transmissions from the Harassment, Workplace Violence and Incivility Committee shall be recommended to the Policy Committee by the Rules and Legal Committee with final authority to establish such procedures entrusted to the informed discretion of the Policy Committee. These rules of procedure for the Policy Committee shall be posted on This Committee's website along with This Committee's code of conduct.

d. The Convenor of the Committee shall be empowered to retain an outside investigator upon the recommendation of the Compliance Officer; and the Convenor shall retain the outside investigator recommended by the Compliance Officer unless there is good cause to reject that recommendation. The Policy Committee shall, upon request of the Convenor, authorize the payment of any such outside investigator provided that the fees and costs are reasonable and customary under the circumstances.

e. Nothing in this Article VII will affect the process for recall of officers or termination of membership of members of This Committee except that the Policy Committee, in consultation of the Harassment, Workplace Violence and Incivility Committee, may defer the processing and hearing of any such recall or termination to the extent that the Policy Committee, in its discretion, determines that such a deferral is appropriate or necessary to allow the conduct and completion of a full and fair investigation under the supervision of the Harassment, Workplace Violence and Incivility Committee. Any deferral of more than 180 days shall require the concurrence of This Committee after due notice.

6. The Chair of This Committee may, with the consent of the Policy Committee, appoint members of the Chair's Advisory Committee to any Standing Committee as nonvoting member.

### **Section C. NOTICE AND RULES**

1. The Chair of This Committee may remove the Chair or any member of a Standing Committee. A Standing Committee member who misses two (2) consecutive meetings is considered to have resigned.

2. Each Standing Committee shall meet at the call of its Chair upon seven (7) days written notice unless such Committee meets on a regular basis at a predetermined time and place.

3. a. Each Standing Committee shall have such powers and duties as are implicit in its title and as assigned by these Constitution and By-Laws, the Chair, This Committee or the Policy Committee.

b. Except as otherwise provided in this Constitution and Bylaws, matters within the exclusive jurisdiction of a Standing Committee are to come for a vote of This Committee only upon a report of the Standing Committee.

4. Except as provided in Article VII, Section B.5.c, each Standing Committee shall adopt such rules as are necessary for its own operation not inconsistent with these Constitution and By-Laws; provided that no such rule may impair the voting rights of any person duly appointed to such Standing Committee beyond any restrictions specifically set forth in these Constitution and By-Laws.

5. Chairs of Standing Committees may, at their discretion, form subcommittees of their Standing Committees the recommendations of which may be reported directly to This Committee; provided, however, that any such subcommittees shall have not less than three (3) members and appointments thereto shall be made with due consideration for the principles of fairness and inclusion to which the Democratic Party is committed.

6. A quorum for Standing Committees shall be a majority of the filled positions with a maximum quorum requirement of one (1) Co-Chair and four (4) members, except with regard to Endorsement Recommendation Committees, which shall be as specified in Article XI.A.11.

**Section D. AUDIT COMMITTEE**

1. The Audit Committee shall consist of three (3) members appointed by the Policy Committee and approved by This Committee at the regular meeting following the Organizational Meeting. Members of the Audit Committee may not serve as Treasurer.

2. The members of the Audit Committee shall select the chair from among its members and so notify the Recording Secretary.

3. The members of the Audit Committee can be recalled in the same manner as an officer of This Committee.

4. The Audit Committee shall audit the financial records of This Committee at least once a year at a time determined by the Audit Committee. The chair of the Audit Committee shall report the results of the audit at the next meeting of This Committee.

5. The Audit Committee may inspect the financial records and reports of This Committee or

any subordinated body at any time. It is an affirmative duty of the Audit Committee to assure that the Treasurer has arranged for a bookkeeper utilizing a system with an appropriate division of duties (which, at a minimum, shall meet the safe-harbor requirements promulgated by applicable governmental authorities) to maintain the books of This Committee.

6. The chair of the Audit Committee shall serve as member of the Policy Committee.

#### **Section E. CHAIR'S ADVISORY COMMITTEE**

The Chair of This Committee may appoint non-member Democrats residing in Los Angeles County to the Chair's Advisory Committee, which shall advise the Chair on request.

#### **Section F. REMOVAL OF MEMBERS FROM POLICY COMMITTEE**

1. Notwithstanding any other provision of these Constitution and By-Laws, any member of the Policy Committee who misses three (3) of any four (4) consecutive properly noticed meetings of the Policy Committee is automatically removed from the Policy Committee.

a. Any Policy Committee member subject to removal pursuant to this Section and who wishes to contest such removal must file a written appeal at least ten (10) days before the next regularly scheduled meeting of This Committee. At that meeting, the appeal will be heard, and shall be decided by a majority vote of the members of the Committee in attendance.

b. In the absence of a timely-filed appeal, the Chair will announce the automatic removal of Policy Committee members removed pursuant to this Section during the Chair's report at the next regularly scheduled meeting of This Committee.

2. Removal of a member from the Policy Committee pursuant to this Section shall be deemed to create a vacancy in the position, which shall be filled pursuant to these Constitution and By-Laws.

3. This Section shall not apply to the Treasurer or to other members of the Policy Committee appointed by the Chair.

#### **Section G. LEGISLATIVE ACTION COMMITTEE**

1. Except as set forth in Article VII, Section G.2, the Legislative Action Committee shall have exclusive jurisdiction over recommendations of positions of This Committee on federal, state and local legislation that is not in the form of a ballot measure.

2. Where state legislation has not previously been considered by This Committee during the relevant legislative session and the Chair of This Committee, in consultation with the Co-Chairs of the Legislative Action Committee, has determined that the Legislative Action Committee cannot consider a recommendation on that legislation in a timely manner, a recommendation to support or oppose the legislation may be brought directly to the floor of This Committee by a

petition stating the proposed position on the legislation signed by twenty-five (25) Regular Members from at least five (5) Assembly Districts

## Section H. RESOLUTIONS COMMITTEE

### 1. INTRODUCTION

- a. The following shall govern the submission of resolutions:
  - (i) All resolutions must be typed;
  - (ii) Submitted electronically via the electronic submission site established for this purpose or, if submitted in hard copy form, twenty (20) copies of each resolution must be provided to the Chair of the Resolutions Committee at least seven (7) days in advance of the meeting at which it is to be considered;
  - (iii) Whereas clauses must be limited to three (3) or less and resolved clauses to two (2) or less;
  - (iv) All resolutions must contain an "action clause" indicating the action requested;
  - (v) Resolutions must be no longer than one (1) side of one (1) typewritten page (8-1/2" x 11").
  - (vi) Except upon majority vote, the Resolutions Committee shall not consider any resolutions not in conformity with the foregoing rules.
- b. The Resolutions Committee shall:
  - (i) Consider only those resolutions submitted by a member of This Committee, an Assembly District Delegation, a Region, or by an entity chartered by This Committee.
  - (ii) Combine similar resolutions by re-writing.
  - (iii) Reject resolutions which repeat past positions unless substantially new actions are proposed.
  - (iv) Consider only those resolutions which by subject matter do not fall within the scope of the Legislative Action, Policy, Ballot Measures, and Rules and Legal Committee(s).
- c. Except upon majority vote, the Resolutions Committee shall not consider any resolutions not in conformity with the foregoing rules.
- d. Except as otherwise provided below a resolution must first be presented to the Resolutions Committee. There shall be at least three (3) copies provided.
- e. For a resolution to be brought up directly on the floor of This Committee it must be signed by twenty-five (25) Regular Members Committee present and credentialed to vote at the meeting at which the resolution is submitted; such members must be from at least five (5) Assembly Districts.

## 2. PASSAGE

- a. A resolution approved by the Resolutions Committee shall be brought up automatically for consideration as part of the Resolutions Committee Report.
- b. A resolution not approved by the Resolutions Committee must meet the same signature requirements as one coming directly to the floor. These resolutions shall be considered during presentation of the report of the Resolutions Committee.
- c. No resolution shall be passed except upon sixty percent (60%) affirmative vote.

## ARTICLE VIII. BUDGET AND FINANCE

### Section A. BUDGET

An annual budget shall be proposed by the Controller to the Budget and Finance Committee. The Controller shall timely provide copies of the proposed annual budget to the chairs of all Standing Committees in sufficient time to afford each Standing Committee an opportunity for input into the final proposed budget. The Budget and Finance Committee shall adopt the final proposed budget and propose it to This Committee at the February meeting or as soon thereafter as practicable.

### Section B. EXPENDITURES

1. All appropriations and bills shall be presented to the Treasurer, who shall pay all approved budgeted bills and appropriations without further authorization. The Treasurer or the Treasurer's authorized representative or designee shall report all such expenditures at the next meeting of This Committee.

2. No expenditures shall be made from the general fund except as provided for in the budget. Any unbudgeted expenditures must first be referred to the Budget and Finance Committee for its approval. In exigent circumstances, the Chair and the Controller in conjunction with one (1) officer of This Committee elected on a county-wide basis by This Committee may authorize an unbudgeted expenditure without referral to the Budget and Finance, or any other Committee, provided that they have made a specific finding that there are identifiable offsetting revenues that have a likelihood of eminent collection.

3. The Chair, Treasurer, Vice Chair (Other than Self-Identified Female), and Vice-Chair (Self-Identified Female) are hereby authorized to sign checks on any account carried in the name of This Committee, provided the expenditure has been duly authorized. All checks shall require two (2) signatures. The Treasurer or Chair shall be a signatory on every check.

4. No member of This Committee shall make any financial commitment involving the

expenditure of This Committee's funds other than those provided herein unless such person has been so authorized by a motion passed by This Committee specifically authorizing such expenditure or commitment. Violation of this provision shall constitute grounds for termination of the member's membership. Any member of This Committee may file the charges.

### **Section C. RECEIPTS**

1. All funds received either by donation or by sale of tickets or other items in connection with the activities of any Committee of This Committee shall be deposited into the Treasury of This Committee. Such funds shall then be made available to the responsible Committee chair upon request to the Treasurer of This Committee. Any unused funds shall be returned to the general fund upon completion of the Committee's activity.

## **ARTICLE IX. MEETINGS**

### **Section A. REGULAR MEETINGS**

1. This Committee shall meet on the evening of the second Tuesday of each month except the Chair may designate another weekday evening (other than a Friday) or the meeting if the second Tuesday is a legal holiday or if there falls upon the second Tuesday an event that would make holding the meeting inappropriate in the opinion of the Policy Committee. Should a regular meeting be held on any evening other than the second Tuesday of the month, the absence from such a meeting shall not count for purposes of removal from This Committee.

2. This Committee may cancel its next regular meeting provided that notice of such cancellation is sent to all members of This Committee at least seven (7) days before the date of the meeting being canceled and provided that no two (2) consecutive meetings are canceled.

3. The Organizational Meeting of This Committee shall replace the regular meeting of This Committee in July of the year following the election of new members.

4. The Chair shall schedule meetings at times which provide for the maximum participation of the members.

5. Written notice of all regular meetings of This Committee shall be sent to all members of This Committee at least seven (7) days prior to each meeting. Such notice shall contain time, place (which may include notice that the meeting will take place through the use of conference telephone, electronic video screen communication or electronic transmission if participation in the meeting in that manner is to be permitted), proposed agenda for the meeting, which shall be drafted in the first instance by the Policy Committee subject to adoption by This Committee at the meeting, and any special rules of order. All members of the Policy Committee shall be given notice of all Policy Committee meetings in written form, which can be electronic (where the member has consented to electronic notice), or by telephone at least seven (7) days prior to each meeting. By that same deadline, notice of all Policy Committee meetings shall be

posted on This Committee's website. All such meeting notices shall contain the time, place (which may shall include notice that the meeting will take place through the use of conference telephone, electronic video screen communication or electronic transmission if participation in the meeting in that manner is to be permitted) and proposed agenda for each meeting.

#### **Section B. SPECIAL MEETINGS**

1. The Chair of This Committee may call a special meeting of This Committee on any day that is not a legal holiday. The Chair may call a special meeting of the Policy Committee on any day not a legal holiday.
2. Any thirty (30) Regular Members representing a majority of Assembly Districts may call a special meeting of This Committee on any day not a legal holiday. The names of those calling the meeting shall be included in the written notice of the meeting.
3. Only the business specified in the written notice of a special meeting shall be conducted at such meeting.
4. Written notice of all special meetings of This Committee shall be sent to all members of This Committee at least seven (7) days prior to such meeting. Reasonable advance notice shall be given to all members of the Policy Committee of all special meetings of the Policy Committee in written form, which can be electronic (where the member has consented to electronic notice), or by telephone. In addition, reasonable advance written notice of all special meetings of the Policy Committee meetings shall be posted on This Committee's website. All such meeting notices shall contain the time, place and business to be considered.

#### **Section C. EMERGENCY MEETINGS**

1. The Chair may call an emergency meeting of This Committee to determine the nominee of the Party to partisan office in the event of a vacancy described in Article I.C of these Constitution and By-Laws.
2. As much notice as possible shall be given.

#### **Section D. PROCEDURES**

1. Except as otherwise provided herein or in applicable rules or By-Laws of the Democratic National Committee or California Democratic Party, the proceedings of This Committee, and of the Policy Committee, shall be governed by (i) any special rules of order adopted by This Committee for a specific meeting provided that such special rules of order were first adopted by the Policy Committee and included in the meeting notice and (ii), to the extent not inconsistent with such special rules of order, the latest edition of Robert's Rules of Order, Newly Revised ("Robert's Rules of Order").
2. A quorum for transaction of business at any meeting of This Committee shall consist of

fifty (50) members representing a majority of the Assembly Districts.

3. Except as otherwise provided herein or in Robert's Rules of Order, all actions taken by This Committee or any subordinate body of This Committee shall be by affirmative vote of a majority of those members eligible to vote who are present and voting, a quorum being present. Abstaining members count as being present for purposes of a quorum, but abstentions do not count for purposes of determining the outcome of a vote. Secret ballots shall not be allowed on any vote. In the event a written ballot is utilized in any proceeding, it shall bear the printed name and, to the extent consistent with the technology, the signature of the voter, and shall be maintained by This Committee for a period of at least ninety (90) days. In the case of ballots regarding endorsement recommendation(s) or endorsement(s), such ballots shall be maintained for not less than ninety (90) days or until the day after the next regular meeting of This Committee after the election in question, whichever is later.

4. A member:

a. must be present in order to participate in the business of This Committee or any subordinate body of This Committee. No proxy or absentee voting shall be permitted.

b. shall be considered present at a meeting of This Committee or any subordinate body of This Committee:

(i) if the member has paid the applicable dues;

(ii) if the member has registered for the meeting in accordance with any registration rules in the applicable meeting notice; and

(iii) if the member has so registered by the cutoff time specified in the applicable rules or notice and been issued an appropriate credential; provided that nothing herein shall preclude a member and alternate to that member exchanging the member's credential after registering that exchange with the Credentials Committee of This Committee in accordance with any applicable procedures.

5. It is the express preference of This Committee that all meetings of This Committee and its subordinate bodies be held in person. This is not, however, always practical. As a result,

a. where the presiding officer(s) of a subordinate body of This Committee determine(s) that a meeting of such subordinate body can be conducted via conference telephone, electronic video screen communication or electronic transmission consistent with these Constitution and Bylaws and should be so conducted notwithstanding the foregoing preference, such body may allow or require participation (as the presiding officer deems appropriate) in such meeting in that manner provided that:

(i) the meeting has been noticed to include the ability of participants through the use of conference telephone, electronic video screen communication or electronic transmission, and

(ii) each member and alternate member registered for that meeting and otherwise eligible to participate is able to, and does, participate in such meeting in person and/or through

use of conference telephone, electronic video screen communication, or electronic transmission.

Participation in a meeting through use of conference telephone, electronic video screen communication or electronic transmission other than conference telephone and electronic video screen communication constitutes presence in person at that meeting if all of the following apply:

- (1) Each member participating in the meeting can communicate with all of the other members concurrently;
- (2) Each member is provided the means of participating in all matters on the agenda for that meeting, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken; and
- (3) The meeting can be accessed and heard by third parties to the fullest extent required by Article XIII of the California Democratic Party Bylaws and the Rules Committee of the California Democratic Party's policy on open meetings, which are incorporated here by reference.
- (4) Nothing herein shall preclude the individual chairing/presiding at the meeting from using technology restricting the opportunity to speak to those recognized to speak.
- (5) Nothing herein shall authorize the use of conference telephone, electronic video screen communication or electronic transmission other than conference telephone and video screen communication under circumstances where conduct of a meeting through such means deprives a member or other person of due process or otherwise runs afoul of the requirements of Article XIII of the California Democratic Party Bylaws (or any successor provision thereto) and the Rules Committee of the California Democratic Party's policy on open meetings, which are incorporated here by reference.

b. Notwithstanding the foregoing preference or any other provisions of these Constitution and Bylaws, the Chair of This Committee may allow for or, where the Chair of This Committee deems appropriate, require the conduct of a regular or special meeting of This Committee via conference telephone, electronic video screen communication or electronic transmission, in the event of:

- (i) the existence of official government orders prohibiting or limiting the gathering of persons,
- (ii) a finding of similarly extraordinary circumstances by the Chair of This Committee with the concurrence of 2/3rds of the Countywide Officers of This Committee.

In addition, the Chair of This Committee, with the concurrence of the Policy Committee, may authorize the conduct of a regular or special meeting of This Committee via electronic video screen communication or electronic transmission where the Chair, in their discretion, finds that conduct of such regular or special meeting of This Committee via electronic video screen communication or electronic transmission meets all of the following criteria:

- (i) is likely to promote the presence of a quorum;
- (ii) is likely to facilitate the expeditious conduct of the meeting;
- (iii) there are no items on the agenda in which a member's due process rights would be compromised as a result of the conduct of the meeting by electronic video screen communication or electronic transmission;

- (iv) there is sufficient time to afford members adequate advance notice of the fact the meeting will not be in person;
- (v) the meeting can be accessed and heard by third parties to the fullest extent required by Article XIII of the California Democratic Party Bylaws and the Rules Committee of the California Democratic Party's policy on open meetings, which are incorporated here by reference; and
- (vi) the conduct of the meeting by electronic video screen communication or electronic transmission will not reduce to less than five the number of in-person regular meetings of This Committee in the calendar year in question unless the reason for the number being less than five is the existence of official government orders prohibiting or limiting the gathering of persons, and/or a finding of similarly extraordinary circumstances by the Chair of This Committee with the concurrence of 2/3rds of the Countywide Officers of This Committee.

In the event participation in a regular or special meeting of This Committee via conference telephone, electronic video screen communication or electronic transmission is permitted or required, in addition to any other procedural requirements of this Article IX., Section D applicable to regular and special meetings of This Committee, the conduct of a meeting allowing or requiring such participation shall be subject to the notice and registration requirements of subpart a of this Article IX., Section D.5, and all of the requirements for participation in a meeting through the use of conference telephone, electronic video screen or electronic transmission in subpart a(ii) of this Article IX., Section D.5 shall also be applicable.

6. All Regular, Alternate and Associate Members of This Committee shall have the right to speak at meetings of This Committee. Only members of the Policy Committee shall have the right to speak at meetings of the Policy Committee except as otherwise authorized by the Policy Committee.

7. Privilege of the floor may be granted if:

- a. The speaker has been requested to speak by the Chair.
- b. The speaker has been requested to report on the activities of a sub-committee by the chair of that sub-committee.
- c. Time is ceded by someone eligible for the floor.

8. All notices of meetings of This Committee and its constituent parts, including any standing or special committees, shall include a link to the code of conduct or anti-harassment and/or anti-workplace violence policies promulgated by This Committee or its Policy Committee, including any procedures for filing a complaint thereunder.

## **Section E. GENERAL POLICIES**

The Los Angeles County Democratic Party acknowledges and adopts, as its own, the following General Policies of the National and State Democratic Party:

1. All public meetings at all levels of the Democratic Party shall be open to all members of the Democratic Party without regard to race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.
2. There shall be no membership requirements tests, or loyalty oaths for This Committee or at any other level of the Democratic Party causing or requiring, either directly or indirectly, prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.
3. This Committee shall support nondiscriminatory, and the broadest possible, voter registration.
4. This Committee shall publicize fully and in such a manner as to assure notice to all interested parties a full description of the legal and practical procedures for selection of Democratic Party Officers and representatives on all levels.

#### **Section F. EMAIL NOTICE**

1. By providing This Committee with an email address for contact purposes, the recipient shall be deemed to have provided This Committee consent to receiving notice by email. This Committee shall presume that the recipient can be contacted at the email address provided until the recipient provides This Committee with notice in writing of a new email address in the manner specified by the Secretary of This Committee.
2. Notwithstanding Section F.1 of this Article IX, for purposes of notice concerning endorsement-related matters only, a candidate for any office for which This Committee can make an endorsement under Articles XI and/or XII shall be deemed to have provided consent to receiving notice via email at any address that candidate has provided to the applicable election official without regard to any of the other requirements of Section F.1. Such a candidate shall also be deemed to be subject to the obligation to inform This Committee of a subsequent change of email address in Section F.1 of this Article IX.

#### **ARTICLE X. CANDIDATE NOMINATION**

This Committee, alone or in conjunction with other County Committee or State Committee members, shall nominate candidates to fill vacancies as provided by Section 8806 of the Election Code.

**ARTICLE XI. ENDORSEMENT PROCESS FOR BALLOT MEASURES, JUDICIAL AND FOR NON-PARTISAN, NON-STATEWIDE OFFICES**

**Section A. GENERAL PROVISIONS**

The following general provisions shall govern all endorsement recommendation and endorsement proceedings of This Committee or its Endorsement Recommendation Committees:

**1. Definition and Jurisdiction of Endorsement Recommendation Committee**

**a. Jurisdiction**

The following Committees may be referred to as Endorsement Recommendation Committees and shall have the following jurisdiction:

- (i) Assembly District Delegation(s) – The Assembly District Delegation of each Assembly District in which a candidate for a particular race is on the ballot, shall have jurisdiction over Local Races; defined herein as races covering less than four (4) Assembly Districts, excluding Los Angeles County offices, municipal offices of the City of Los Angeles, Los Angeles Unified School District, and Los Angeles Community College District. If more than one (1) Assembly District Delegation has jurisdiction, they shall meet jointly. If more than four (4) Assembly District Delegations would have jurisdictions, the race shall be considered by the Candidate Interview Committee. Meetings shall be held at the call of the Chair of This Committee, or his or her designee;
- (ii) Candidate Interview Committee – The Candidate Interview Committee shall have jurisdiction over all Non-Judicial Races that involve Los Angeles County offices, municipal offices of the City of Los Angeles, Los Angeles Unified School District, and Los Angeles Community College District elections and/or other non-partisan races covering more than four (4) Assembly Districts;
- (iii) Judicial Interview Committee – The Judicial Interview Committee shall have jurisdiction over all Judicial Races and retention questions; and,
- (iv) Ballot Measure Committee – The Ballot Measure Committee shall have jurisdiction over all measure contests including state and local initiatives, propositions, and referenda, other than recall elections.
- (v) Screening and Early Endorsement Recommendation Committee (SEER Committee) – The SEER Committee shall have jurisdiction over non-partisan races that have been placed into a “Candidate Recruitment Track”, which may allow certain participating candidates to receive early endorsements.

**2. Percentage Required for Endorsement or Recommendation for Endorsement**

This Committee may endorse, and Endorsement Recommendation Committees may recommend, by affirmative vote of sixty percent (60%) of those members voting any Democrat who has filed as a candidate for non-partisan office or for partisan office in a special election; blank ballots, void ballots, and abstentions shall not count towards the total. The same sixty percent (60%) requirement shall apply to endorsements in support of, or opposition to, ballot measures.

### **3. Validity of Written Ballot**

To be valid, a written ballot must include the printed name of the member or alternate casting the ballot and their signature.

### **4. Calculation of Percentages**

The sixty percent (60%) threshold is calculated by multiplying the number of ballots cast--excluding blank ballots, void ballots, and abstentions--by .6 and if a whole number is not obtained, rounding up to the next whole number.

*[For example: If one hundred (100) votes are cast, sixty percent (60%) is sixty (60) votes; however, if one hundred two (102) votes are cast, multiplication by .6 results in 61.2, which is rounded up to the next whole number. Accordingly, sixty-two (62) votes would be needed to make an endorsement or recommendation of endorsement.]*

### **5. Prohibition on Multiple Endorsements**

This Committee shall not endorse more candidates for an office than the number to be elected for that office.

### **6. Only One Form of Endorsement**

This Committee shall make no form of endorsement or support other than an official endorsement for judicial or non-partisan, non-statewide public office or state and local ballot measures as expressly described in this Article XI or for partisan office, statewide nonpartisan office (other than a judicial office, which is governed by this Article XI) and Democratic Party office as described in Article XII of these Constitution and By-Laws. Any other form of endorsement or support for any office of any kind or nature whatsoever is expressly prohibited.

### **7. Prohibition on Supporting or Endorsing Non-Democrats**

This Committee shall not in any way support or endorse a candidate who is not a registered Democrat.

This Committee shall not in any way support or endorse a candidate who is a candidate for County Central Committee.

#### **8. Notice of Endorsement Proceedings, Service of Standard Candidate Questionnaire & Proof of Service**

a. Whenever an endorsement procedure is initiated, except as to ballot measures, the Chair of the relevant Endorsement Recommendation Committee, or his/her designee, shall be responsible for sending to all candidates notification in writing, at the Chair or their designee's discretion, to either the postal or email address the candidate has provided to the applicable election official of:

(i) The date, time and place of all relevant meetings;

(ii) Their right to consideration;

(iii) The requirement that, in order to be considered for endorsement by This Committee, they must be registered Democrats as of the close of filing or the first consideration by an Endorsement Recommendation Committee of their race, whichever is earlier;

(iv) The content of the Standard Candidate Questionnaire adopted by the Policy Committee of This Committee by providing them with a copy of the questionnaire;

(v) The instructions for return of the completed Standard Candidate Questionnaire; and,

(vi) The instructions for payment of Administrative Fees.

These requirements do not apply to the Early Endorsement Procedure for races on the Candidate Recruitment Track.

b. The Chair of This Committee may reassign the above responsibilities to another member of This Committee.

c. The above written notification shall be sent at least seven (7) days prior to the meeting of the Endorsement Recommendation Committee.

d. A proof of service of notification shall be maintained by This Committee for a period of at least thirty (30) days after the relevant election.

#### **9. Special Notice Provisions for Ballot Measures**

Whenever an endorsement procedure is initiated as to a ballot measure, the Chair of the Ballot Measure Committee or his/her designee, shall be responsible for causing to be posted on This Committee's public website not less than seven days prior to the first such meeting the date,

time and place of all relevant meetings in the endorsement process for that measure and, in the event additional meetings are added, reasonably in advance of any such meetings. The Chair of This Committee or his/her designee shall endeavor to provide members of This Committee with reasonable advance notice by electronic mail of the date, time and place of all such relevant meetings. The failure of the Chair of This Committee to provide such notice by electronic mail shall not be sufficient grounds for challenging an endorsement recommendation or endorsement decision.

**10. Application of the Open Meetings Rule to Endorsement Recommendation Process; Notification of Committee Actions and Recommendations**

a. The Rule of this Party that all public meetings of This Committee are open to all registered Democrats applies with full force and effect to meetings of Endorsement Recommendation Committees.

The meetings of Endorsement Recommendation Committees are public meetings subject to this rule with the following exceptions:

(i) Endorsement interviews and review and discussion of completed candidate questionnaires may reflect deliberations about campaign strategy and, as a result, are not public parts of any Endorsement Recommendation Committee meetings. As a result, only members of the Endorsement Recommendation Committee, officers of This Committee and the Chair's designees, unless otherwise excluded herein, may attend these parts of any Endorsement Recommendation Committee meetings.

(ii) A candidate for the office under consideration at the relevant portion of the Endorsement Recommendation Committee meeting and any other persons serving in paid employment at the pleasure of such candidate may only attend the non-public portion of the meeting dealing with her/his race in which that candidate is being interviewed and shall otherwise be excluded therefrom.

b. Voting on recommendations to This Committee, including debate on any such motion, is a public part of any Endorsement Recommendation Committee meeting and recommendations of an Endorsement Recommendation Committee are public information and are not to be kept secret.

To that end, and to insure the free and fair flow of information regarding such recommendations, the chair of an Endorsement Recommendation Committee:

(i) Shall, within seventy-two (72) hours of a decision of an Endorsement Recommendation Committee, diligently attempt to notify the Chair of This Committee, along with all candidates whose races have been considered, of the content of the recommendations of the Endorsement Recommendations Committee; and,

(ii) May provide such notice either orally, in writing, telephonically, or electronically, or by any other form of actual notice.

## 11. Conflict of Interest Provisions

a. A member of This Committee may not vote on nor make a motion concerning a recommendation for endorsement of a candidate during proceedings of an Endorsement Recommendation Committee if:

(i) The member is a candidate for the public office under consideration; or,

(ii) The member is a paid employee or independent contractor of the controlled committee of a candidate for the office under consideration; or,

(iii) The member is an employee who serves or works in paid employment at the pleasure of a person standing for election to the office under consideration; provided, however, that nothing in this rule shall preclude any person serving on a non-salaried basis as an appointee to a public panel, board or commission from voting on such a recommendation for endorsement.

b. Disqualified members may, however, participate in discussion and debate.

## 12. Quorum

### a. Minimum Participation

#### (i) Endorsement Recommendation Committees Consisting of an Assembly District(s)

(A) When Assembly District Delegations are meeting as Endorsement Recommendation Committees, the voting members shall consist of: all Regular Members in attendance, unless disqualified; and any Alternate Member in attendance either in the absence of their Regular Member or when their Regular Member is disqualified, provided that the Alternate Member is not herself/himself disqualified.

(B) Assembly District Delegations meeting as Endorsement Committees, either alone or in conjunction with other Assembly District Delegations, have the following quorum requirements:

a) In the case of a single Assembly District Delegation, a majority of the voting members or six (6), whichever is lesser;

b) In the case of a two (2) Assembly District Delegations meeting jointly, a majority of the voting members or nine (9), whichever is lesser;

c) In the case of a three (3) Assembly District Delegations meeting jointly, a majority of the voting members or twelve (12), whichever is lesser; and

d) In the case of a four (4) Assembly District Delegations meeting jointly, a majority of the voting members or fifteen (15), whichever is lesser.

*[Note: Regular Members are defined as Elected, Appointed, and Ex-Officio Members.]*

**(ii) Endorsement Recommendation Committees Consisting of a Standing or Ad Hoc Committee**

A quorum of any meeting of an Endorsement Recommendation Committee, which is a Standing Committee, an Ad Hoc Committee or any subcommittee thereof, is a majority of the filled positions.

*[Note: A majority is calculated by first determining the number of filled positions and then subtracting any disqualified members as described in XI.A.10 above.]*

**b. Effect of Disqualification on Quorum**

**(i) Endorsement Recommendation Committees Consisting of an Assembly District(s)**

In the event a member of an Assembly District Delegation is disqualified from participating in a specific race, that member's alternate may participate and shall be counted for purposes of determining a quorum, unless the alternate is otherwise disqualified. If both the member and alternate are disqualified, neither shall be counted as a member of the Delegation for purposes of determining a quorum, for that specific race.

**(ii) Endorsement Recommendation Committees Consisting of a Standing or Ad Hoc Committee**

Whenever a member of a Standing Committee or Ad Hoc Committee considering endorsements is disqualified from voting, that individual shall not be counted as a member of the Standing Committee or Ad Hoc Committee for purposes of determining a quorum, for that specific race.

**13. Participation of Alternate Members**

a. Alternates may only vote on endorsement recommendations at the Assembly District level, if:

(i) The Appointing Member is not present at the time of the vote, or

(ii) Their Appointing Member is disqualified, whether or not the Appointing Member is present at the time of the vote.

d. Alternate Members serving on Endorsement Recommendation Committees that are Standing or Ad Hoc Committees have the same rights and privileges as Regular Members on the committee.

**14. Exclusive Procedure**

Except as provided in this Article XI.E.,G.,H. and J., the only valid motions to endorse must

originate from an Endorsement Recommendation Committee. No other motions to endorse shall be in order. If a motion to endorse originating from an Endorsement Recommendation Committee is not adopted, balloting shall proceed as provided in Article XI.D.5.

## 15. **Binding Nature of Rules**

The rules in this Article XI are substantive and may not be suspended, modified, supplemented or waived by any Endorsement Recommendation Committee nor by This Committee, except as specifically provided herein.

## **Section B. PREREQUISITES TO CANDIDATE ENDORSEMENT PROCESS**

### 1. **Initiation of Endorsement Process**

a. Endorsement procedures for a candidate shall only take place when requested in writing by a candidate who has taken out papers for a non-partisan office, or by a member of This Committee.

b. In any race in which the Chair of This Committee reasonably believes that the Endorsement Recommendation Committee responsible for initiating an Endorsement Recommendation process will fail to do so, or has failed to do so, upon proper request, the responsibility for making such recommendation may be reassigned by the Chair of This Committee to the Candidate Interview Committee or Policy Committee.

### 2. **Restriction on Timing of Endorsement**

No endorsement or recommendation for endorsement shall take place until the deadline for filing has passed unless the race has been placed in the Candidate Recruitment Track. Nothing in this section shall prevent:

- a. The scheduling of meetings;
- b. The Notice of Endorsement Proceedings; and/or
- c. The Service of a Standard Candidate Questionnaire prior to the close of filing.

### 3. **Administrative Fees for Endorsement & Waiver**

#### a. **Fees**

Each candidate seeking the endorsement of This Committee shall submit to the relevant Endorsement Recommendations Committee Chair, a non-refundable administrative filing fee in an amount determined by the Policy Committee. This fee shall be submitted by the time of the Endorsement Recommendations Committee Meeting in which his/her name is considered.

**b. Waiver**

In the event of economic hardship, candidates may offset the filing fee by submitting proof of registration of new Democrat voters who have been registered within the three (3) months immediately preceding the Endorsement Recommendation Committee meeting. Each registration shall reduce the filing fee by One Dollar (\$1) for each proof of such registration submitted. Except as otherwise expressly provided herein, the fee and/or proof of registration must be delivered by the time of the Endorsement Recommendation Committee meeting. A waiver of all or part of the filing fee may also be granted for economic hardship by the Chair of This Committee.

**4. Submission of Completed Standard Candidate Questionnaire**

The Candidate or the Candidate's designee is to submit at least ten (10) copies of the completed Standard Candidate Questionnaire to the Chair of the Endorsement Recommendation Committee prior to consideration of that particular race. Completed Standard Candidate Questionnaires are an adjunct to deliberations about electoral strategy. The Chair of the Endorsement Recommendation Committee and any other person with custody of an original or copy thereof shall take such steps as are necessary to safeguard the confidentiality of such completed Standard Candidate Questionnaires pursuant to the written guidance promulgated by the Policy Committee of This Committee.

**5. Eligibility of Candidates for Endorsement**

Only a candidate who has timely paid or had waived the applicable administrative filing fee and timely submitted a completed Standard Candidate Questionnaire shall be eligible for endorsement.

**6. Candidate Recruitment Track and Early Endorsement Procedure**

a. Overview and Purpose – In rare circumstances, This Committee may select certain races and candidates to qualify to be included in a Candidate Recruitment Track, which allows them to receive training, endorsements and support before the close of filing.

b. Selection of Races – Any member of This Committee may suggest non-partisan races to be considered for the Candidate Recruitment Track to the Co-Chairs of the Campaign Services Committee. The Chair of This Committee, in consultation with the Co-Chairs of the Campaign Services Committee, may select non-partisan races to be included in the Candidate Recruitment Track. To be selected, races must exhibit at least one (1) of the following characteristics:

- (i) Currently or historically held by a non-Democrat;
- (ii) Historically difficult for a Democrat to be victorious;
- (iii) Democratic disadvantage in voter registration; and/or,
- (iv) Democratic disadvantage in voter performance.

c. Candidate Recruitment – After a race is selected, members of the Assembly District Delegation(s) in whose jurisdiction(s) the race is situated, the Campaign Services Committee, organizations chartered by This Committee, the Chair of This Committee and its staff may all offer people to be considered for the screening and early endorsement process.

d. Recommendation of Candidates for Early Endorsement – After a race is selected, the Chair of This Committee shall appoint a “Screening and Early Endorsement Recommendation Committee” (SEER Committee), for that race which shall consist of:

- (i) The Co-Chair(s) of the Campaign Services Committee and the Co-Chair(s) of the Candidate Interview Committee;
- (ii) The Chair(s) of the affected Assembly District Delegation(s), or their designee(s), who must be members of This Committee;
- (iii) The Regional Vice-Chair(s) and Regional Endorsement Coordinator(s) of the affected Region(s);
- (iv) Associate Members appointed by a chartered organization who reside in the affected Assembly District(s) (who shall be non-voting members); and
- (v) The Chair of This Committee’s designee, who may be an employee of This Committee.

e. SEER Committee Duties – The SEER Committee shall have the responsibility to conduct a screening process to determine whether suggested candidates are appropriate to receive an early endorsement. The SEER Committee, by a vote of sixty percent (60%) of those present and voting, may vote to recommend a candidate or candidates for early endorsement in a race that has been selected. As with all endorsements, blank ballots, void ballots and abstentions do not count toward the total. The SEER Committee need not recommend candidates for all open seats in a selected race.

f. SEER Committee Quorum – A quorum of the SEER Committee shall be the lesser of a majority of the SEER Committee’s membership or six (6).

g. Consideration of Candidates for Early Endorsement – The SEER Committee’s candidate recommendations shall be considered at a regular meeting of This Committee at which time, subject to the ordinary rules concerning severance, the sole motion before the body will be whether to accept or reject the SEER Committee’s recommendation.

h. Percentage Required for Early Endorsement – This Committee may make an Early Endorsement of a candidate who has been recommended for Early Endorsement by the SEER Committee. Early endorsement requires an affirmative vote of sixty percent (60%) of those members voting any Democrat; blank ballots, void ballots, and abstentions shall not count towards the total.

i. Effect of the Early Endorsement Process on This Committee’s General Endorsement Process

(i) Early endorsements shall carry through to the date of the election or subsequent run-off election unless revoked by means outlined in these Constitution and By-Laws.

(ii) Should early endorsement(s) be granted to fewer candidates than the number of open seats in a given race, other candidates shall be eligible to be considered for endorsement to the remaining seats through the general endorsement process.

(iii) Otherwise eligible candidates who do not receive an early endorsement shall be eligible to participate and be considered in the general endorsement process.

## **Section C. ENDORSEMENT RECOMMENDATION COMMITTEES AND PROCESS**

### **1. Regional Endorsement Coordinators**

#### **a. Appointment and Jurisdiction**

The Chair of This Committee shall appoint one Regional Endorsement Coordinator for each Region who shall be responsible for coordinating local endorsements in their Region. If a local race includes portions of more than one (1) Region, the Chair of This Committee shall determine which of the Regional Endorsement Coordinators shall be responsible for coordinating that endorsement.

### **2. Calendar**

a. For all endorsement procedures, a calendar shall be established which includes the dates of all elections, the date/time/location for Endorsement Recommendation Committee meetings, and dates by which notice shall be required to be served for those meetings.

b. For Endorsement Recommendation Committees that are Standing Committees, the chairs of those committees shall be responsible for creating this calendar.

c. For Endorsement Recommendation Committees that are Assembly District Delegations, the Regional Endorsing Coordinator, in consultation with the Assembly District Delegation Chair(s), shall be responsible for creating this calendar for races in or assigned to their respective regions.

### **3. Endorsement Recommendation Committee Meetings, Options and Actions**

#### **a. Endorsement Recommendation Options and Required Percentage**

An Endorsement Recommendation Committee may, upon affirmative vote of sixty percent (60%) of those present and voting, with blank ballots, void ballots, and abstentions not being counted toward the total, make any of the following recommendations:

(i) Recommend This Committee endorse a particular candidate or position.

(ii) Recommend This Committee take a position of “No Endorsement”.

**b. “No Consensus”**

In the event an Endorsement Recommendation Committee considers a race and fails to make one of the recommendations set forth in Article XI. C.3.a. above, the report of the Endorsement Recommendation Committee shall be “No Consensus”.

**c. Recommendation of Finding of Unacceptability**

In rare circumstances, an Endorsement Recommendation Committee may also recommend This Committee make a finding that a specific candidate is “Unacceptable”.

**Section D. ENDORSEMENT PROCESS**

**1. Presentation of Endorsement Recommendation Committee Report**

**a. Consent Calendar**

A consent calendar may be used at the discretion of the Chair of This Committee, provided:

(i) It is only used for a report of the Candidate Interview Committee, Judicial Interview Committee, and/or Ballot Measure Committee;

(ii) It is not used by (an) Assembly District Delegation(s) unless the Chair of This Committee, in consultation with the applicable Endorsement Recommendation Committee chair/presiding officer, has determined that the race is likely to be non-controversial; and,

(i) It is in writing, is posted on This Committee’s webpage by noon of the day and distributed at or before the meeting at which the consent calendar is considered, and is distributed at that meeting.

**b. Endorsement Recommendation Committee Reports Not on a Consent Calendar**

(i) The chair or designated spokesperson of an Endorsement Recommendation Committee shall present a report on its recommendation(s) including a brief description of its process and setting forth in full the reason for its recommendation(s).

(ii) Each jurisdiction will be presented and voted on individually.

(iii) For purposes of this Article XI, a jurisdiction is the County, a city, a school or community college district or any other district (i.e.: a water or library district).

(iv) At-large offices will be presented and voted on separately from all other offices.

Example A) In a city that has multiple City Council Members that are each elected in separate

districts, plus an elected Mayor and Treasurer, all endorsement recommendations will be presented as a single motion.

Example B) In a city that has multiple City Council Members that are elected at-large by all voters in the city, plus an elected Mayor and Treasurer, the endorsement recommendations for Mayor and Treasurer will be presented as a single motion, with all of the recommendations for the at-large City Council presented as a separate motion.

(v) Any office, including an at-large office, for which the Endorsement Recommendation Committee's report reflects "No Consensus" shall be considered separately under a separate procedure for addressing a "No Consensus" result.

## 2. **Severance**

Candidates, at-large offices and/or ballot measure positions may be severed from a consent calendar or a motion from an Endorsement Recommendation Committee upon request of a credentialed member of This Committee who is a member of the applicable Endorsement Recommendation Committee, seconded by forty (40) members who show their voting credentials. No written petitions are required for this process.

A severance request, however denominated, in connection with an at-large race shall result in all recommendations (candidates or other positions) in that race being severed and considered separately and individually.

A report that the Endorsement Recommendation Committee reached a "No Consensus" result with respect to an office does not need to be severed as it shall be dealt with separately under a separate procedure.

## 3. **Order of Consideration**

The order of endorsement recommendation consideration shall be as follows:

- a. All parts of a consent calendar, or Endorsement Recommendation Committee's motion, which have not been severed;
- b. Candidates or positions severed from a consent calendar or Endorsement Recommendation Committee recommendation, with the first vote being on the Endorsement Recommendation Committee's recommendation;

In at-large races where severance has been requested by a member of the applicable Endorsement Recommendation Committee and has been seconded by forty (40) members, balloting for each seat shall occur separately and individually considering each recommended candidate or position, one (1) at a time in alphabetical order by last name. Each of the Endorsement Recommendation Committee's recommendations shall be considered before any other balloting is to occur;

- c. One (1) or more written ballot(s) including all eligible candidates not already endorsed, with the option of No Endorsement being included in all such balloting;
- d. Consideration of races or seats under the separate procedure for addressing a “No Consensus” result;
- d. Ballot measure positions other than “No Consensus”; and
- e. Consideration of ballot measures under the separate procedure for addressing a “No Consensus” result.

#### 4. **Debate**

- a. Except when presented as a consent calendar or when subject to the separate procedure for addressing a “No Consensus” result, after the presentation of an Endorsement Recommendation Committee report, the members of This Committee shall be given the opportunity to debate the recommendation. Speakers shall be limited to no more than three (3) speakers in favor and three (3) speakers opposed, with a time limit of no more than one (1) minute per speaker. The number of speakers or time allotted may be extended by a majority vote of those present and voting.
- b. In the event a race is severed from an Endorsement Recommendation Committee’s report, debate and the first vote will be held on the Endorsement Recommendations Committee’s recommendation for the severed race. In such a debate, speakers shall be limited to no more than three (3) speakers in favor and three (3) speakers opposed, with a time limit of no more than one (1) minute per speaker. The number of speakers or time allotted may be extended by a majority vote of those present and voting.

#### 5. **Failure to Adopt Endorsement Committee Recommendation**

- a. In the event the Endorsement Recommendation Committee’s recommendation is not adopted, This Committee shall consider endorsement by written ballot.
- b. After the defeat of an endorsement recommendation presented by an Assembly District Delegation(s), there shall be only one (1) ballot. The ballot shall include the option of “No Endorsement” and all eligible candidates who have not yet been endorsed.

In at-large races, each member may cast her/his ballot for up to the number of seats on which no position concerning endorsement has yet been adopted. The candidates with the highest number of votes up to the number of seats available for endorsement shall be endorsed; provided that each endorsed candidate must receive the sixty percent (60%) minimum threshold of valid ballots cast as set forth in Article XI.A.2. If there is a tie among such candidates, the tie shall be broken by lot.

In the event no candidate is endorsed for an office or a seat in an at-large race, it shall be deemed that This Committee has taken a position of “No Consensus.”

c. After the defeat of an endorsement recommendation presented by the Candidate Interview Committee or the Judicial Interview Committee, there shall be up to three (3) ballots. “No Endorsement” shall be an option in all balloting. The first ballot shall include all eligible candidates.

(i) In the event no candidate receives the sixty percent (60%) majority required for endorsement on the first ballot, any candidate not receiving twenty percent (20%) shall be dropped, and a second ballot shall be conducted. In the event no candidate receives a sixty percent (60%) majority on the first ballot, but all candidates receive at least twenty percent (20%) of the vote, balloting shall cease.

(ii) In the event no candidate receives the sixty percent (60%) majority required for endorsement on the second ballot, any candidate not receiving twenty percent (20%) shall be dropped and a third ballot shall be conducted. In the event no candidate receives a sixty percent (60%) majority on the second ballot, but all candidates receive at least twenty percent (20%) of the vote, balloting shall cease.

(iii) In the event no candidate is endorsed it shall be deemed that This Committee has taken a position of “No Consensus”.

d. If an endorsement recommendation presented by the Ballot Measure Committee is defeated, there shall be only one (1) ballot, which shall include the option of “Yes” (support), “No” (oppose), and “No Endorsement”.

## **6. Separate Procedure for Consideration by This Committee of an Endorsement Recommendation Committee Report Reflecting a “No Consensus” Result**

a. Races Involving Candidates for Public Office

(i) After all consideration of the Endorsement Recommendation Committee’s report recommending the endorsement of one or more candidates and any findings that (a) candidate(s) for the office in question is/are unacceptable has been completed, This Committee shall consider by written ballot whether to endorse, notwithstanding the Endorsement Recommendation Committee’s failure to reach a consensus.

(ii). In considering this question, there shall be only one (1) ballot. The ballot shall include all eligible candidates who have not yet been endorsed and the option of “No Endorsement.”

(iii). Unless authorized by an affirmative vote, there shall be no presentations by the candidates or their designees or other debate; provided that if any candidate/candidate’s designee is afforded the opportunity to address This Committee, all other qualified candidates must be afforded the same opportunity.

a. **Ballot Measures**

When the Ballot Measure Committee has considered a ballot measure and failed to reach a consensus, it shall so report. This Committee shall proceed to vote on an endorsement. There shall be only one (1) ballot. The ballot shall include the options of support, oppose and “No Endorsement.”

7. **Waiver of Written Ballot**

The requirement of written ballot may be waived by a majority vote of those present and voting at any stage in the proceedings.

8. **Failure to Endorse**

In the event of a failure of This Committee to endorse or take a position, This Committee’s position shall be “No Consensus”

9. **Determination of Publication**

In the event a position of “No Consensus” shall be sustained, or otherwise become the position of This Committee, the Chair of This Committee shall determine whether such race shall be listed in any publication of This Committee.

**Section E. CHALLENGES**

1. **Challenges to Recommendation and Endorsement Process**

a. **Standing to Challenge**

Any alleged violation of this Article XI, or any other error or omission in the recommendation process of This Committee's endorsement procedure must be challenged by any of the following:

- (i) A member of This Committee;
- (ii) A candidate whose race is being considered; or,
- (iii) In the case of a ballot measure a representative of a qualified committee primarily formed to support or oppose that ballot measure;

b. **Timing of Challenge**

(i) **To Recommendation Process**

In order to allow for a timely remedy, any challenge to the recommendation process should be made to the officer presiding at the time of the challenge and at the earliest possible point in time. Except as otherwise provided in Article XI.E.2.b. below, all challenges to the recommendation process must be made before a vote to endorse is taken by This Committee.

(ii) **To Endorsement Process**

Except as otherwise provided in Article XI.E.2.b. below, a challenge to any error or omission in the endorsement or recommendation process must be made before the vote to endorse is taken by This Committee. In the event of such a challenge, the challenge must be made to the Chair of This Committee prior to a vote to endorse taking place, and should be in writing.

c. **Challenge to Member's Right to Vote**

If a timely challenge relates to the eligibility of a member of the recommending body to vote and the challenged member does not agree that the challenge should be sustained, the challenged member shall be allowed to vote a provisional ballot.

2. **Appeals and Determinations of Challenges**

a. **Composition of Appeals Committee**

The validity of any challenge concerning the recommendation or endorsement process shall be determined by an Appeals Committee consisting of the Chair of This Committee, its Parliamentarian and both Rules and Legal Committee Co-Chairs and a member of the Policy Committee selected and appointed by the Chair of This Committee. This appointment is to take place within thirty days of the adoption of the Bylaws amendment providing for such an appointed member and, thereafter, in July of each calendar year. At the time the Chair of This Committee appoints the member of the Policy Committee to participate on the Appeals Committee, the Chair of This Committee shall also select and appoint another member of the Policy Committee to serve as an alternate member of the Appeals Committee, who shall serve on a single-appeal basis when the appointed member (i) is disqualified from doing so or (ii) is otherwise unable or unwilling to serve. The name of the Chair's appointments to the Appeals Committee shall be reported to the Policy Committee and This Committee at the meeting of the relevant body immediately succeeding the appointments; provided that any failure to so report in a timely manner shall not affect the effectiveness of the appointment.

b. **Authority of Appeals Committee**

The Appeals Committee shall have authority to resolve the challenge and to order such remedy as may be just and equitable. Remedies may include, but are not limited to, disqualifying a challenged ballot, directing that a challenged ballot be counted, or directing that endorsement in the race be considered by This Committee by written ballot containing the names of all of the candidates determined to be eligible by the Appeals Committee. The decision of the Appeals Committee shall be final. In the event a challenge is filed after the vote to endorse occurs, the

Appeals Committee may determine that compelling unusual circumstances exist and vote to hear the challenge. In the event such a post-endorsement appeal is sustained by unanimous vote of the Appeals Committee, the Appeals Committee may suspend the endorsement.

**c. Erroneous Endorsement of Non-Democrats**

In the event the Chair of This Committee determines that an endorsed candidate was not a registered Democrat as of the close of filing or the time the Endorsement Recommendation Committee first meets, whichever is earlier, or any time thereafter, the endorsement shall be void.

**Section F. COMMUNICATION OF REGISTRATION STATUS**

Nothing in this Article XI shall preclude This Committee from communicating to voters that any candidate for public office is not registered to vote as a Democrat.

**Section G. SPECIAL PROCEDURES FOR RUNOFF/GENERAL ELECTIONS IN WHICH THIS COMMITTEE HAS NO ENDORSED CANDIDATE AND A CANDIDATE ELIGIBLE FOR ENDORSEMENT IN THE INITIAL/PRIMARY ELECTION REMAINS ELIGIBLE FOR ELECTION**

**1. Continued Endorsement of Candidates Still Eligible for Election Who Were Endorsed in the First Round of Voting**

Unless properly revoked, the endorsement of a candidate for election in a first round of voting continues in the second round of voting, however denominated (e.g. runoff or general election) if that candidate remains eligible for election in the second round of voting.

**2. Endorsement in the Second Round of Voting for Races in Which No Endorsed Candidate is Still Eligible for Election**

In a race in which there is a second round of voting, and no endorsed candidate of This Committee remains eligible for election, but one (1) or more candidates eligible for This Committee's endorsement in the first round of voting remain(s) eligible for election in the second round of voting, This Committee may endorse a candidate in the second round of voting. Such an endorsement shall be made solely in accordance with the procedures set forth in this Article XI.G.

**a. Request**

The endorsement process for the second round of voting shall be commenced only upon request of either:

(i) A candidate eligible for endorsement in the first round of voting who remains eligible for election in the second round of voting; or,

(ii) A member of This Committee.

**b. Notice**

The Chair of This Committee shall cause written notice of This Committee's intention to consider endorsement in the second round of voting to be sent to all candidates who were eligible for This Committee's endorsement in the first round of voting and who remain eligible for election in the second round of voting. Such notice shall be provided not less than seven (7) days before the meeting of This Committee at which such an endorsement is to be considered.

c. **Balloting and Debate**

At the meeting of This Committee at which endorsement in the second round of voting is to be considered, there shall be only one (1) ballot. The ballot shall include the option of "No Endorsement" along with the names of all candidates who were eligible for This Committee's endorsement in the first round of voting and who remain eligible for election in the second round of voting.

If any candidate receives a sixty percent (60%) affirmative vote, that candidate shall receive This Committee's endorsement in the second round of voting in that race.

Unless authorized by an affirmative vote, there shall be no presentations by the candidates or their designees or other debate; provided that if any candidate/candidate's designee is afforded the opportunity to address This Committee, all other qualified candidates must be afforded the same opportunity.

d. **"No Consensus" Endorsement Where No Candidate Receives a Sixty Percent (60%) Affirmative Vote**

If no candidate receives a sixty percent (60%) affirmative vote, This Committee's endorsement shall be "No Consensus."

**Section H. PROVISIONS FOR POLICY COMMITTEE ENDORSEMENT IN SPECIAL ELECTIONS**

If a special election in Los Angeles County is to take place within thirty (30) days after the close of filing, the Policy Committee may endorse any Democrat who has filed for that office. Any such endorsement shall require a sixty percent (60%) affirmative vote of those persons present and voting, blank ballots, void ballots, and abstentions not counting towards the total. If there is a scheduled meeting of This Committee prior to the election the Policy Committee may delegate its endorsement power to This Committee.

**Section I. RECALL**

1. **Motion to Support or Oppose Recall**

The motion to support or oppose the recall of an elected public official in a non-partisan race may be made and seconded without the necessity of prior notice. This motion requires the affirmative vote of sixty percent (60%) of the members voting, blank ballots, void ballots, and

abstentions not counting towards the total.

**2. Motion to Endorse Successor Candidate**

A motion to endorse a successor candidate in a recall election is subject to all of the same provisions of this Article XI that would apply to a motion to endorse a candidate in a regularly scheduled election.

**Section J. PROCEDURE FOR RECONSIDERATION, RESCISSION OR REVOCATION OF ENDORSEMENT**

**1. Intent**

The following procedures shall be the exclusive procedures governing motions, however denominated, to Reconsider, Rescind, or Revoke any position resulting from the Endorsement process set forth in this Article XI. These procedures take the place of, and supplant, the procedures specified in the edition of Robert's Rules of Order which governs the proceedings of This Committee.

**2. Sole Method**

Once the consideration of an endorsement has been terminated, the resulting position may only be revisited, whether by a motion to Reconsider, Rescind, or Revoke the resulting position, by the process specified herein or by an appeal or challenge under Article XI.E. Consideration of an endorsement is terminated by endorsing a candidate or position, or taking a position of "No Endorsement" or "No Consensus."

**3. Process for Reconsideration, Rescission, or Revocation of an Endorsement Position**

The following is the process and pre-requisites of a motion to Reconsider, Rescind, or Revoke an Endorsement Position:

- a. Maker of the Motion
  - A motion to Reconsider, Rescind, or Revoke an Endorsement Position may be made by:
    - (i) Any member of This Committee;
    - (ii) A sixty percent (60%) majority vote at a Policy Committee meeting, a quorum being present.
- b. Notice of Intent to Make a Motion

(i) Except when initiated by a sixty percent (60%) majority of the Policy Committee, notice of intention to make a motion for Reconsideration, Rescission or Revocation of an endorsement shall be made in writing and submitted to the Chair of This Committee at This Committee's address of record at least ten (10) days before the next regular meeting of This Committee.

(ii) Notwithstanding anything in Article XI.J.3.b.(i), no prior notice of intention to make a motion for Reconsideration, Rescission or Revocation of an endorsement is necessary when the motion is made at the same meeting at which the vote concerning the endorsement at issue is being conducted.

c. Content of Notice of Intent to Make a Motion

The notice of intent to make a motion for Reconsideration, Rescission or Revocation of an endorsement must state:

(i) The name of the maker of the motion or that it is coming from the Policy Committee;

(ii) The specifics about the subject of the motion;

a) If a candidate, the name and jurisdiction of the specific candidate(s);

b) If a ballot measure, the title of the measure, the letter or number used to designate the measure on the ballot and the jurisdiction;

c) If the position that is the subject of the motion is "No Endorsement" or "No Consensus," the position adopted by This Committee along with the specific office and jurisdiction;

d) If the matter is a finding of unacceptability of a candidate, the name and jurisdiction of the specific candidate(s) and the fact that the subject of the motion is the finding of unacceptability shall be identified.

(iii) The reason for the motion, which must include a specific statement setting forth either:

a) New and material information not available to This Committee at the time the original endorsement vote was taken; and/or,

b) Extraordinary circumstances, which make revisiting an endorsement necessary.

(iv) If applicable, the reason(s) the information was not presented at the same meeting at which the vote concerning the endorsement was conducted.

d. Seconding Requirements

The requirements of seconding a motion to Reconsider, Rescind, or Revoke an Endorsement Position are:

- (i) That a second is not needed if the motion comes from the Policy Committee; or
  - (ii) Affirmative declaration of fifty (50) members of This Committee who show their voting credentials if the motion is made by a single member of This Committee.
- e. Notice of Motion
- (i) No notice of a motion for Reconsideration, Rescission or Revocation is needed when made at the same meeting at which the vote concerning the endorsement at issue is being conducted.
  - (ii) In all other cases, at least seven (7) days advance written notice of a motion for Reconsideration, Rescission or Revocation shall be given to the members of This Committee and, if the subject of the motion is an endorsement for a public office, the candidates who were eligible to have received the endorsement of This Committee at the time it was last considered. Notice to such candidates shall include the content of the Notice of Intent to Make a Motion, where applicable.
- f. Debate
- Once a motion for Reconsideration, Rescission or Revocation of an endorsement position is duly made and seconded, the members of This Committee shall be given the opportunity to debate it.
- Before any speakers are recognized from the floor, the maker of the motion shall be afforded up to three (3) minutes to present their position and the affected candidate or ballot measure sponsor shall be afforded up to three (3) minutes to respond. Either side may designate a speaker in their stead. Thereafter, speakers shall be limited to no more than three (3) speakers in favor and three (3) speakers opposed, with a time limit of no more than one (1) minute per speaker. The number of speakers or time allotted may be extended by a majority vote of those present and voting.
- g. Seventy Percent (70%) Affirmative Vote Required.
- An affirmative vote of seventy percent (70%) of those members present and voting is necessary to adopt a motion for Reconsideration, Rescission or Revocation of an endorsement position.

#### h. Effect of Adoption

Upon the adoption of a motion for Reconsideration, Rescission or Revocation of an endorsement position:

- (i) The endorsement shall be considered invalidated and of no force or effect.
- (ii) This Committee shall immediately proceed to the consideration of endorsement by way of a single ballot.
  - (iii) The ballot shall include all candidates eligible to be considered for endorsement at the time This Committee made its original endorsement, including the option of “No Endorsement”.
  - (iii) In at-large races, ballots shall not include any candidate who has a current and valid endorsement.
- (v) Failure of any candidate, position, or the option of “No Endorsement” to receive an affirmative vote of sixty percent (60%) of those members present and voting shall result in a position of “No Consensus”.

#### i. Suspension of Endorsement

Whenever the Chair of This Committee finds that new and material information not available to This Committee at the time of the original endorsement vote was taken and /or extraordinary circumstances may exist and that there may be a need for immediate action, the Chair of This Committee shall promptly convene the Appeals Committee to consider appropriate immediate action, including a temporary suspension of This Committee’s endorsement until the next Policy Committee meeting. In the event of any such finding by the Chair of This Committee, the Policy Committee, when it next meets, shall hear and decide whether to make a motion for Reconsideration, Rescission or Revocation and whether to extend any temporary suspension until that motion can be acted upon by This Committee.

## **ARTICLE XII. OTHER ENDORSEMENTS**

### **Section A. OFFICES AS TO WHICH THIS COMMITTEE MAY MAKE AN ENDORSEMENT**

In addition to non-partisan, non-statewide offices, judicial office and state and local ballot measures expressly described in Article XI of these Constitution and Bylaws, This Committee may make endorsements for partisan office, statewide nonpartisan office (other than judicial offices, which are governed by Article XI of these Constitution and Bylaws) and Democratic Party office as set forth in this Article XII of these Constitution and Bylaws. Any other form of endorsement or support for any office of any kind or nature whatsoever is expressly prohibited.

## **Section B. INITIATION OF PROCESS**

Any member of This Committee may initiate the endorsement process for partisan, statewide nonpartisan and Democratic Party office by submitting a request to the Chair of This Committee. Once initiated, the endorsement process shall proceed as set forth in this Article XII.

## **Section C. ENDORSEMENTS FOR PARTISAN AND STATEWIDE NONPARTISAN OFFICE**

1. Once the endorsement process has been initiated, the request that This Committee consider making endorsements for partisan office and nonpartisan statewide office (other than judicial office) shall be referred to the Policy Committee of This Committee. Except as set forth in Section C.3, below, the Policy Committee shall ascertain the endorsement(s) of the California Democratic State Central Committee for such state, including statewide, office(s) and, where applicable, whether voting for the office(s) in question include(s) any voters living in the County of Los Angeles. Once the Policy Committee has verified that voting for the office(s) in question will include voters living in the County of Los Angeles and has also verified that the California Democratic State Central Committee has made an endorsement in the race, the Policy Committee shall cause such qualifying endorsement(s) to be noticed for consideration at the next meeting of This Committee as the recommended endorsement(s) of This Committee. Where necessary to allow This Committee to make expenditures in connection with a special election, if desired, the Policy Committee of This Committee shall cause the Chair to call a special meeting of This Committee to consider such endorsement(s). Where the 7-day notice requirements for a special meeting make such a determination appropriate, the Policy Committee shall have the authority to make a determination to call, and cause the Chair to call, a special meeting to consider such endorsement(s) before an endorsement of the California Democratic State Central Committee has been made or finalized.

2. The endorsement for each such office shall be submitted to a vote of This Committee, which shall either, by a majority vote, ratify the endorsement of the California State Democratic Central Committee as the endorsement of This Committee or, if there is no such majority vote of ratification, not make an endorsement in that race.

3. The nominees of the Democratic National Convention Committee (or other appropriate national nominating body in the event of a vacancy during the pendency of the general election campaign) for the offices of President and Vice-President of the United States shall be the endorsed candidates of This Committee for those offices.

## **Section D. DEMOCRATIC PARTY OFFICE**

1. Once the endorsement process has been initiated, the request that This Committee consider making endorsements for Democratic Party office shall be referred to the Policy Committee of This Committee. The Policy Committee shall ascertain whether the geographic area from which the office(s) in question is elected include(s) any area within the County of Los Angeles. Once the Policy Committee has ascertained the geographic area from which the office(s) in question is elected include(s) any area within the County of Los Angeles, the Policy

Committee shall determine whether, in its judgment, it is prudent to wait for close of filing before This Committee makes an endorsement or whether, given the proximity of the filing cutoff date, such a delay would constitute an unwarranted impediment to This Committee weighing in on a matter of importance to the Democratic Party. Once the appropriate determinations have been made, the Policy Committee shall cause such qualifying endorsement(s) to be noticed for consideration at the next meeting of This Committee at which such consideration would be appropriate. Where voting on an endorsement at a regular meeting of This Committee would effectively prevent This Committee from making an endorsement reasonably in advance of when voting for the office(s) begin(s), the Policy Committee shall cause the Chair to call a special meeting of This Committee to consider such endorsement(s).

2. The process for endorsement for each such office shall include a presentation of reasonable duration, as determined by This Committee, upon recommendation of the Policy Committee, by each candidate or her/his designee(s). Thereafter, the question whether to endorse a candidate shall be submitted to a vote of This Committee. The endorsement shall require a 60% (sixty percent) vote. Where the office in question only involves the election of a single person to that office, no matter the number of candidates, there shall be only one ballot.

3. The Policy Committee shall devise and cause to be published with the notice of the endorsement vote an appropriate procedure for the casting of ballots for endorsement for any office which involve the election of more a single person to that office.

#### **Section E. DETERMINATION OF A MAJORITY**

In determining whether sixty percent (60%) of ballots have been cast for a candidate's endorsement, blank ballots, void ballots, and abstentions shall be excluded.

#### **Section F. OTHER PROCEDURES**

1. Promptly after the referral of an initiation of the endorsement process to the Policy Committee, the Chair of This Committee or her/his designee shall be responsible for sending to all known candidates for the office(s) in question who are registered as Democrats notification in writing of:

a. The date, time and place of all relevant meetings;

b. Their right to consideration, if applicable;

c. If they have a right to be considered for endorsement, the requirement that, in order to be considered for endorsement by This Committee, they must be registered Democrats as of the date of the Policy Committee's consideration of endorsement in the race.

2. The procedure for challenges of any proceedings or votes under this Article XII shall be the procedure set forth in Article XI.E.

3. The procedure for reconsideration, rescission or revocation of an endorsement under this Article XII shall be the procedure set forth in Article XI.J.

4. The procedure for the consideration of support or opposition to a recall of any elected public official under this Article XII shall be the procedure set forth in Article XI.I. The procedure for consideration of a successor candidate in a recall election governed by this Article XII shall be the same as the procedure that would apply to a motion to endorse a candidate for that office in a regularly scheduled election.

## **ARTICLE XIII. RESOLUTIONS**

### **Section A. INTRODUCTION**

1. The following shall govern the submission of resolutions:

a. All resolutions must be typed;

b. Twenty (20) copies of each resolution must be provided to the Chair of the Resolutions Committee at least seven (7) days in advance of the meeting at which it is to be considered;

c. Whereas clauses must be limited to three (3) or less and resolved clauses to two (2) or less;

d. All resolutions must contain an "action clause" indicating the action requested;

e. Resolutions must be no longer than one (1) side of one (1) typewritten page (8-1/2" x 11").

2. The Resolutions Committee shall:

a. Consider only those resolutions submitted by a member of This Committee, an Assembly District Delegation, a Region, or by an entity chartered by This Committee.

b. Combine similar resolutions by re-writing.

a. Reject resolutions which repeat past positions unless substantially new actions are proposed.

b. Consider only those resolutions which by subject matter do not fall within the scope of the Legislative Action, Policy, Ballot Measures and Rules and Legal Committee(s).

3. Except upon majority vote, the Resolutions Committee shall not consider any resolutions

not in conformity with the foregoing rules.

- 4. Except as otherwise provided below a resolution must first be presented to the Resolutions Committee. There shall be at least three (3) copies provided.
- 5. For a resolution to be brought up directly on the floor of This Committee it must be signed by twenty-five (25) Regular Members from at least five (5) Assembly Districts.

**Section B. PASSAGE**

- 1. A resolution approved by the Resolutions Committee shall be brought up automatically for consideration as part of the Resolutions Committee Report.
- 2. A resolution not approved by the Resolutions Committee must meet the same signature requirements as one coming directly to the floor. These resolutions shall be considered during presentation of the report of the Resolutions Committee.
- 3. No resolution shall be passed except upon sixty percent (60%) affirmative vote.

**ARTICLE XIV. REGIONS**

**Section A. COMPOSITION**

This Committee shall have no less than five (5) and no more than eight (8) Regions the composition of which shall be determined by majority vote of the Committee not later than ninety (90) days after the opening of nominations for the first regular election after reapportionment.

**Section B. DUTIES**

- 1. The Region shall implement the duties and functions of This Committee in the local districts and shall assist in broadening the participation and initiative of the members in the Region.
- 2. Specifically each Region shall be responsible for:
  - a. Coordinating regional programs developed in the local districts and carrying out county-wide programs in the Region.
  - b. Regional meetings of certain Standing Committees.
  - c. Such other duties and functions as may contribute to more visible and viable presence of the Democratic Party in the Region.
- 3. Rules of procedure consistent with these Constitution and By-Laws may be made

by each Region.

### **Section C. MEMBERSHIP**

1. All Regular Members of This Committee residing in a given Region shall be members of that Region.

2. Alternate Members shall be full voting members of the Region in which their Appointing Member resides, except when serving as an alternate for the Highest Finishing Democrat or Democratic officeholder whose District extends into Los Angeles County, but who is not himself/herself registered to vote in Los Angeles County. In the case of such an exception, the Alternate Member shall be a full voting member of the Region in which the Alternate Member is registered to vote.

3. Club Presidents, Democratic State Central Committee members, elected officials and other Democratic leaders may be included as non-voting members.

### **Section D. MEETINGS**

1. Each Region shall hold at least one (1) meeting every twelve (12) months at the call of the Regional Vice-Chair. All meetings shall be held in the Region or in conjunction with a regular meeting of This Committee. Failure of the Regional Vice-Chair to call these meetings will authorize the Policy Committee to remove the Regional Vice-Chair and authorize new elections.

2. Written notice containing the time, place, and agenda shall be sent to each member at least seven (7) days prior to any meeting.

3. Within two (2) weeks after any Region meeting the Secretary shall send a copy of the minutes and a list of those in attendance to the Recording Secretary of This Committee.

## **ARTICLE XV. ASSEMBLY DISTRICT DELEGATIONS**

### **Section A. MEMBERSHIP**

1. All Regular Members of This Committee residing in a given Assembly District shall be members of that Assembly District Delegation.

2. Except when the Assembly District is sitting as an Endorsement Recommendation Committee, alternate Members shall be full voting members of the Assembly District Delegation in which their Appointing Member resides, except when serving as an alternate for the Highest Finishing Democrat or Democratic officeholder whose District extends into Los Angeles County, but who is not himself/herself registered to vote in Los Angeles County. In the case of such an exception, the Alternate Member shall be a full voting member of the Assembly District Delegation in which the Alternate Member is registered to vote.

## Section B. MEETINGS

1. The first meeting of the Delegation shall be called by the previous Chair, if re-elected to This Committee, or by the Assembly nominee. If the meeting is not called within two (2) weeks after the Organizational Meeting of This Committee, the Chair of This Committee shall appoint a member of the Delegation to call the meeting.

2. a. Each Delegation shall meet at least twice every twelve (12) months at the call of the Delegation Chair. Failure to call these meetings will authorize the Policy Committee to remove the Delegation Chair upon request of the Delegation and to authorize new elections.

b. A majority of members of the Delegation may petition in writing the Chair of This Committee to call a special meeting of the Delegation. The petition shall contain the printed name and signature (which may be electronic) of each signatory, and the date of each signatory's signature. All signatures must bear a date within 30 days of the submission of the petition to the Chair of This Committee. Upon verification of the compliance of the written petition with the requirements of this Article XV, section B.2.b, the Chair of This Committee shall call such a special meeting and cause an appropriate notice to be sent to the members of the Delegation.

3. Written notice containing the time, place, and agenda shall be sent to each member at least seven (7) days prior to the meeting.

4. Meetings may be held in conjunction with a meeting of a Region or This Committee.

5. Within two (2) weeks after any meeting, the Secretary of the Delegation shall send a copy of the minutes and a list of those attending to the Recording Secretary of This Committee.

6. Except when sitting as an Endorsement Recommendation Committee, all Regular Members and all Alternate Members present be full voting members of the Assembly District Delegation and shall count toward a quorum. The number of voting members needed to constitute a quorum for meetings of Assembly District Delegation(s) is the lesser of the number equal to:

a) A majority of the filled positions of all Regular Members, or six (6);

[For example, if there are four (4) filled Regular Member positions and every one of the four (4) Regular Members has appointed an alternate, the quorum is four (4) voting members since four (4) -- the number of filled Regular Member positions -- is less than six (6) and any of the eight voting members of the delegation (the four (4) Regular Members and four (4) alternates) may be counted for the purpose of constituting a quorum].

*[Note: Regular Members are defined as Elected, Appointed, and Ex-Officio Members.]*

## **Section C. RULES**

1. Rules of Procedure consistent with these Constitution and By-Laws may be made by each Delegation.
2. This Committee may determine any issue or election that any Delegation has been unable to resolve at three (3) or more meetings in which there was voting on the issue or elections.

## **ARTICLE XVI. CHARTERS**

### **Section A. AUTHORITY**

1. Pursuant to California Elections Code Section 20201, all organizations which include in any part of their name the name of the Democratic Party and directly or indirectly solicit funds in Los Angeles 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 (1) of the following:
  - a. The Los Angeles County Democratic Central Committee;
  - b. The California State Democratic Central Committee; or,
  - c. A majority of the members of the California Delegation of the Democratic National Committee.

### **Section B. GRANTING**

1. 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.
2. Any charter granted by This Committee shall be effective from the date said charter is granted to the date of the regular meeting of This Committee in January of the immediately following odd year, unless the chartered organization fails to apply for continued chartered status by no later than the last day of March of the year after the year in which the organization was chartered (where the charter would otherwise extend to that March) or the charter is revoked as hereinafter provided. In the event that a chartered organization fails to apply for continued chartered status by no later than the last day of March of the year after the year in which the organization was chartered (where the charter would otherwise extend to that March), the charter shall be deemed to be, and is, immediately terminated without further action of or by This Committee.
3. There shall be three (3) types of organizations eligible for charter:
  - a. A membership organization, including a Democratic Club;

- b. A council made up of representatives from various Democratic Party and chartered organizations; and,
- c. A political action committee.

Eligibility to charter shall also be contingent upon meeting the following requirements;

(i). A membership organization, including a Democratic Club, shall require that its voting members be of voting registration or pre-registration age; provided that membership organizations recognized to be affiliates of the California Young Democrats or College Democrats of America may extend voting rights to persons who meet the age requirements of the California Young Democrats and/or College Democrats, as applicable. In addition, a membership organization shall require that its voting members be registered Democrats, or persons ineligible to register as Democrats who express an intent to register as a Democrat upon becoming eligible. It shall also require that its members pay dues, and affirmatively apply for membership in a manner in which the member, at a minimum, is identified by name and address.

A membership organization, including a Democratic Club, may have a category of nonvoting allies who are registered voters who disclosed no preference for a political party (or, prior to that designation, registered as “decline to state”) on their voter registration card. The designation in the organization’s bylaws and any filing with any Democratic Party organization of any such nonvoting members must make their nonvoting status clear.

(ii). Any organization comprised entirely of a specified membership made up of representatives from a Democratic Party Central Committee and/or Democratic Party chartered organizations who are members by virtue of their office/title shall require that its voting members be registered Democrats, or persons ineligible to register as Democrats who express an intent to register as a Democrat upon becoming eligible.

4. This Committee may only charter an organization, which has been recommended for chartering by:

- a. The Organizational Chartering and Development Committee of This Committee; or
- b. If the organization seeking a charter is a membership organization, including a Democratic Club, the majority of the members of the Assembly District Delegation in which a majority of the members of the organization reside.

5. This Committee shall have no authority to grant a charter to an organization which has not complied with the provisions of Article XV.B.4 above.

### **Section C. DENIAL AND REVOCATION**

1. This Committee shall have the power and authority to deny or revoke a charter of any organization, for cause by majority vote. Cause for denial or revocation shall include:

- a. The endorsement of a non-Democrat for elective office;
  - b. Use of the name of the Democratic Party without a charter;
  - c. In the case of a "membership" organization, knowing enrollment of a person registered to vote as anything other than a member of the Democratic Party as a voting member of the organization;
  - d. Transferring of funds from the organization's accounts to an account of a non-Democrat running for elective office;
  - e. Acting in violation of State or Federal laws or regulations; and/or
  - f. Failure to finally dispose of a complaint under the organization's own duly adopted Code of Conduct within the shorter of the period specified in the bylaws of the organization for such disposition or 120 days from filing unless all parties to such complaint shall have consented in a signed and dated writing to a clearly specified longer period of time in a written consent specifically identifying the complaint to which the longer period applies and which was entered into after the filing of such complaint.
  - g. Taking an affirmative action, or having a stated purpose of the organization, which a two-thirds majority of those members of This Committee voting, after affording the chartered organization an opportunity to be heard, finds to be inimical to the interests of Democratic Party.
2. No organization's charter may be revoked without sixty (60) days written notice of grounds of revocation having been mailed to the Chair of the organization in question, and the rights of response before This Committee having been granted to said organization's designated representative. For purposes of this Section the Chair shall mean the last person designated in writing to This Committee as Chair.
3. The Organizational Chartering and Development Committee of This Committee shall have the right to investigate, upon written complaint by a member of the organization or of This Committee, whether changes to the bylaws of a membership organization affecting matters governed by This Committee's chartering requirements have been made since the membership organization submitted its bylaws as part of its chartering application or application for continued chartered status. Where the Organizational Chartering and Development Committee of This Committee finds that such changes have been made and that such changes materially adversely affect the membership organization's compliance with This Committee's chartering requirements, the organization shall be referred to the Policy Committee of This Committee for appropriate remedial action. Such remedial action shall consist, in the first instance, of giving the chartered organization a reasonable period of time, not to exceed 90 days, to bring its bylaws back into compliance with This Committee's chartering requirements. Where the chartered organization fails to achieve such compliance in a timely manner, the Policy Committee shall initiate the process of revocation of the chartered organization's charter under the procedures set forth in this Article XVI, Section C unless it finds that an alternative remedial action is more appropriate.

## **Section D. APPLICATION REQUIREMENTS**

1. All organizations which fall under the mandatory chartering provisions of Election Code Section 20201 and desire to be chartered by This Committee shall make application for such charter in writing. The application shall contain:
  - a. The name of the organization;
  - b. A copy of the Constitution and By-Laws of the organization, and if applicable, its Articles of Incorporation, all of which must contain such provisions as This Committee may require;
  - c. Agreement by the organization that it will give ten (10) days written notice of any and all of its meetings, both regular and special, to:
    - (i) All members of the Assembly District Delegation which recommended its charter; or,
    - (ii) The Chair of This Committee and the chair(s) of the Organizational Chartering and Development Committee of This Committee if the organization was not recommended for charter by an Assembly District Delegation.
  - d. The names, addresses, and phone numbers of all persons appearing on the organization's Statement of Organization filed with the applicable filing officer, including the organization's officers which shall include as a minimum a chair and a treasurer.
  - e. The identification number(s) used by the organization when filing statements with the Secretary of State, the Fair Political Practices Commission, and/or the Federal Elections Committee.
  - f. A written certificate signed by the President and Secretary of the organization, certifying that each of its members is a registered Democrat or is a person devoted to the principles of the Democratic Party and of voting registration or pre-registration age; provided that membership organizations recognized to be affiliates of the California Young Democrats or College Democrats of America may extend voting rights to persons who meet the age requirements of the California Young Democrats and/or College Democrats, as applicable. In addition, the certificate shall state that the organization requires that its voting members be registered Democrats, or persons ineligible to register as Democrats who express an intent to register as a Democrat immediately upon becoming eligible.
  - g. Individual signatures, addresses and telephone numbers of the organization's members who have not signed another organization's charter application as set forth below:
    - (i) For membership organizations recognized as an affiliate of the California Young Democrats or College Democrats of America: not less than ten (10) members;
    - (ii) For all other membership organizations, including all other Democratic Clubs: not less than twenty (20) members;

(iii) Because political action committees are not membership organizations, the only signatures required for political action committees are of a responsible official agreeing to comply with the chartering requirements and making the certifications required by the application form.

h. The appropriate chartering fee.

i. Unless an organization is a political action committee, it shall also include the following in its application:

(i) A complete roster (in hard copy and electronic format, if available) containing the names, addresses, and phone numbers of all its members.

(ii) Constitution and By-Laws which contain provisions indicating that the organization has regularly scheduled meetings.

(iii) An agreement that the organization will send notice to each member of the Assembly District Delegation in which a majority of the members reside. Said notice shall be given to the Chair of This Committee and the chair(s) of the Organizational Chartering and Development Committee if such organization does not have a majority of its membership in one (1) Assembly District.

j. Agreement by the organization that it will give ten (10) days written notice of any and all proposed amendments to its bylaws submitted to its membership for final approval to the Chair of This Committee and the chair(s) of the Organizational Chartering and Development Committee of This Committee.

2. An organization granted a charter that extends beyond the last day of March of the year after the year in which the charter was granted must make an application for continued chartered status by no later than the last day of March of the year after the year in which the charter was granted.

a. If such organization fails to make a timely application for continued chartered status, its charter is deemed terminated without further action of This Committee as of the last day of March of the year in which such application for continued chartered status is to be made.

b. The Organizational Chartering and Development Committee shall require the same application information and fees for an organization applying for such continued chartered status as it does for an ordinary application for a charter. Notwithstanding the foregoing sentence, that the Organizational Chartering and Development Committee may waive the requirements to provide the information required by Section D.1(g) and D.1.i(i) of this Article XVI with respect to all or some subset of organizations applying for continued chartered status so long as such waiver is uniformly extended to all similarly situated organizations.

3. This Committee may charter by a sixty percent (60%) vote of those present and voting, one (1) organization using the name Los Angeles County Democratic Central Committee Political Action Committee. Any group of persons desiring to be chartered by This Committee to use the name Los Angeles County Democratic Central Committee Political Action Committee shall make written application for charter. In addition to those items set forth in Article XV.D.1 above, the application shall contain:

a. A copy of the Constitution and By-Laws of the organization and, if applicable, the Articles of Incorporation. These documents must indicate that the group having decision-making authority in the organization consists of at least one (1) person from each Supervisorial District in this county.

b. An agreement that the political action committee will not oppose any candidate which This Committee has endorsed.

c. An agreement that the political action committee will not support or oppose a proposition, ballot measure or recall in opposition to a position which This Committee has adopted.

4. This Committee, upon recommendation of the Policy Committee, may adjust the chartering fees. Such adjustments shall be made no more frequently than once per calendar year. In addition, the Policy Committee shall establish uniform late application fees/penalties for organizations filing their application for a charter in an untimely manner may, in its discretion, modify the late application fee/penalty; provided that no such modification may take effect until the calendar year immediately following the calendar year in which the modification was adopted.

#### **ARTICLE XVII. AMENDMENTS**

Proposed amendments to the Constitution and By-Laws must be submitted in writing at a regular meeting of This Committee, presented thereat, and at the next regular meeting may be adopted by two-thirds (2/3) affirmative vote of those members present and voting, a quorum being present. A notice in writing shall be mailed at least seven (7) days prior to the meeting at which the vote will be taken to all members of This Committee.

**APPENDIX A**  
**Reference Guide for Membership Roles and Responsibilities**

Privilege/Right/Obligation	Regular Member	Alternate Member	Associate Member
Payment of Dues	Yes	Yes, but may pay only after appointing member has paid*	Yes
Right of Voice in meetings of This Committee	Yes	Yes	Yes
Right to Make Motions in meetings of This Committee	Yes	Yes (but see limitations on right to pull endorsements)*	No
Right to Vote during meetings of This Committee	Yes, if credentialed	Yes, but may only vote in the absence of the appointing member & if the credential was	No

		issued or duly transferred to the alternate *	
Pull endorsement recommendations made by an Endorsement Recommendation Committee (ERC) other than an Assembly District (AD) Acting (Alone or in Combination with other ADs) as an ERC	Yes, if a member of that Committee	Yes, if a member of that Committee	No
Pull endorsement recommendations made by an AD Acting (Alone or in Combination with other Ads) As an ERC	Yes, if a member of one of the Assembly District delegations making the recommendation	No	No
Serve as a County-Wide Officer of This Committee	Yes	No	No
Serve as a Regional Vice-Chair or Regional Secretary of This Committee	Yes	No	No
Serve as a Member of a Standing or Special Committee Established by This Committee	Yes	Yes, but only up to one co-chair of each Standing Committee may be an Alternate Member	Yes, except for any Committee that authorizes the expenditure of campaign funds, which determines campaign strategy or execution or which recommends endorsements; there is a 20% cap on Associate member membership on any Committee to which Associate Members may be appointed
Be a Voting Member of a Standing or Special Committee	Yes, if appointed	Yes, if appointed	Yes, if appointed

Right of Voice in AD	Yes	Yes	Yes
Right to Make Motions/Nominations in AD	Yes	Yes	No
Right to Vote in AD	Yes	Yes, except that if the AD is acting as an ERC, may only vote if appointing member is absent or disqualified*	No
Serve as an Assembly District Officer	Yes	Yes	No
Right of Voice in Region	Yes	Yes	No
Right to Make Motions/Nominations in Region	Yes	Yes	No
Right to Vote in Region	Yes	Yes	No
Serve as a Representative to the State Central Committee	Yes	Yes, but only if there are not a sufficient number of regular members who choose to stand for election	No, but could be appointed
Serve as a Representative to the State Party Executive Board	Yes, if elected as a representative to the State Central Committee by This Committee	Yes, if elected as a representative to the State Central Committee by This Committee and only if there are not a sufficient number of regular members who choose to stand for election	No, but could receive a temporary appointment

\*Does not apply to alternate for elected member whose jurisdiction extends into Los Angeles County, but who resides outside LA County. In that event, the alternate has the same rights as a regular member.