

# Riverside County Democratic Party

## BYLAWS

AMENDED JULY 10, 2023

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# **RIVERSIDE COUNTY DEMOCRATIC PARTY BYLAWS**

Amended July 10, 2023

## **RIVERSIDE COUNTY DEMOCRATIC PARTY BYLAWS**

### **ARTICLE I. DEFINITION AND PURPOSES**

#### **SECTION A. NAME**

The name of this organization shall be the RIVERSIDE COUNTY DEMOCRATIC CENTRAL COMMITTEE (RCDCC) and shall also be officially referred to as the RIVERSIDE COUNTY DEMOCRATIC PARTY (RCDP). It shall be referred to herein as the RCDP.

#### **SECTION B. CONTINUITY**

The RCDP shall function as a continuing body. To assure continuity, upon the election of new officers, of their removal from office, resignation or protracted illness, the Chair shall appoint two (2) officers 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 the RCDP to the newly elected or appointed officers or chairs to ensure the continued operation and function of said office and/or committees.

#### **SECTION C. PURPOSES**

- 1) To serve as the official governing body of the Democratic Party in the County of Riverside in cooperation with the State and National Committees.
- 2) To conduct the business of the Democratic Party in the County of Riverside under the general direction of the State Central Committee.
- 3) To build party organization on the 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 Riverside 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 Riverside County where applicable law so allows.
- 10) To charter Democratic organizations within Riverside County.
- 11) To support, 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 Bylaws, the terms “Democrat,” “Democratic voter” and “registered Democrat” refers to a voter who has indicated a preference for the Democratic Party when completing their voter registration form.

#### **SECTION E. HIGHEST FINISHING DEMOCRAT**

As used in these Bylaws, 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 the RCDP, 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**

In accordance with Section 7202 of the California Election Code, each Assembly District contained wholly or partially within Riverside County shall be entitled to be represented by six (6) members residing in and elected from that portion of the Assembly District contained within Riverside County. Elections occur during presidential primary elections.

#### **2) APPOINTED MEMBERS**

- a) A registered Democrat residing in an Assembly District may be appointed by the RCDP to fill a vacancy occurring in that Assembly District.
- b) The RCDP may appoint only a person who has been recommended by the Delegation of that District except if the Delegation fails to make a recommendation within three (3) months of the occurrence of the vacancy, the RCDP may appoint any registered Democrat residing in the District who is recommended by the Executive Board.
- c) Appointed members shall be entitled to the same rights and privileges as Elected Members of the RCDP except they must use the designation "Appointed Incumbent" rather than "Incumbent" upon seeking election to the RCDP.

#### **3) EX-OFFICIO MEMBERS**

- a) Ex-Officio Members of the RDCP shall be the following if registered to vote in Riverside County:
  - i) Incumbent office holders for the following offices: United States President, United States Vice-President, United States Senate, United States House of Representatives, California State Constitutional Offices, the California Assembly, the California State Senate, State Board of Equalization, and the Riverside County Board of Supervisors. Ex-Officio Members whose districts extend into Riverside County, but who are themselves not registered to

- vote in Riverside County, shall have the right to appoint a voting alternate, provided such alternate is registered to vote in Riverside County.
- ii) The most recent Highest Finishing Democrat for the following offices: United States Senate, United States House of Representatives, California State Constitutional Offices, the California Assembly and 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 immediate past Chair of the RCDP,
- b) Incumbent officeholders of, and the Highest Finishing Democrat for the offices of United States House of Representatives, the State Board of Equalization, the State Senate, and the State Assembly whose districts extend into Riverside County, but who are themselves not registered to vote in Riverside County, shall have the right to appoint two (2) voting alternates provided such alternates are registered to vote in Riverside County.
- c) The term of office of Ex-Officio Members whose membership in the RCDP is based on their status as the Highest Finishing Democrat shall be as follows:
- i) The Highest Finishing Democrat serves on the RCDP until the end of the term of office for which that member was a candidate or, in the case of an office in which the officeholder's term is cut short (by, for example, death or resignation of the officeholder), until the seating of a successor. So, for example, the Highest Finishing Democrat in a State Senate race held in 2014 remains seated until December 2018 unless the current officeholder's term is cut short for some reason.
  - ii) If zero Democrats advance to the general election ballot, the "Highest Finishing Democrat" is the Democrat who received the most votes in the primary election and shall be seated when the primary election results are certified.



iii)(A) If fewer than two (2) Democrats advance to the general election ballot, the “Highest Finishing Democrat” is the Democrat who received the most votes in the primary election and shall be seated when the primary election results are certified. (B) If two (2) Democrats advance to the general election ballot, no one is the “Highest Finishing Democrat” after the primary election; and, therefore, the Democrat who receives the most votes in the general election achieves membership as a result of incumbency rather than as the “Highest Finishing Democrat”.

d) Ex-Officio Members shall be entitled to the same rights and privileges as Elected Members of the RCDP except that they may not use the designation of "Incumbent" upon seeking election to the RCDP.

#### 4) REGULAR MEMBERS

a) A Regular Member is any Elected, Appointed, or Ex-Officio Member of the RCDP.

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

c) A Regular Member is a member of the Assembly District Delegation in which the member resides.

d) A Regular Member shall have the right of vote, voice and motion at all meetings of the RCDP, and its subordinate bodies except as otherwise specified in Article XI.

#### 5) ALTERNATE MEMBERS

a) Any Regular Member in good standing may appoint a First Alternate Member and a Second Alternate Member, subject to the approval of the RCDP and 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 an appointment shall not be submitted to the RCDP for approval unless the Chair of the Credentials Committee has been notified of the appointment with information and dues requirements met at least five (5) 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 Riverside 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 the RCDP as a Regular Member.
  - d) An Alternate Member has the right of voice and motion at meetings of the RCDP even if the Appointing Member is present but may vote only in the absence of the Appointing member, except as otherwise specified in Article XI. Both First and Second Alternate members may serve on Standing or Special or Ad Hoc committees with a Regular member; may serve as a representative of the RCDP to the Democratic State Central Committee (DSCC) 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 the RCDP. An Alternate Member may serve as Chair or Co-Chair of Standing and Ad Hoc Committees.
  - e) An Alternate Member shall be considered a member of the Assembly District Delegation 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 Riverside County but who is not himself/herself registered to vote in Riverside County. In the case of such an exception, the Alternate Member shall be considered a member of the Assembly District Delegation in which the Alternate Member is registered to vote.
  - f) Alternate Members will be seated onto the RCDP at a Regular General Membership Meeting; Alternates will not be seated at a Reorganization Meeting.
- 6) ASSOCIATE MEMBERS
- a)
    - i) An Associate Member shall have the right to voice, but not to make motions or vote, on matters before the RCDP.
    - ii) Associate Members shall have the right to be appointed to a Standing Committee or Special Committee or an Ad Hoc 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 as an Alternate Member.

- i) Each club chartered by the RCDP shall have the right to designate up to two (2) of the club's members as an Associate Members. This designation may be invoked or revoked upon written notice by the club president to the RCDP Chair and Credentials Chair.
- ii) In addition, the RCDP Chair shall have the right to appoint twelve (12) Associate Members who, in the Chair's opinion, possess qualifications or skills that would assist in meeting the objectives of the RCDP. Appointees shall be registered Democrats residing in Riverside County.
- iii) Upon verification of the Democratic Party voter registration of the designee or nominee and that the designee has not been removed from membership of the RCDP during the current term, the membership 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 the RCDP. The Associate Member's term will expire at the end of the term.
  - (a) The Chair of the RCDP may appoint Associate Members to a Special or Standing or an Ad Hoc Committee of the RCDP.
  - (b) No committee of the RCDP, including any Special or Ad Hoc committees, shall more than twenty percent (20%) of its membership be Associate Members.
  - (c) Associate Members shall be considered non-voting members of the Assembly District in which they reside.

## **SECTION B. SEATING OF MEMBERS**

- 1) Elected Members of the RCDP shall be seated at the first General Membership meeting in the month following the certification of the primary election in which members of the RCDP are elected, effective starting with the primary election in 2020. Members are elected for a four (4) year term. The meeting at which such seating takes place shall be known as the "Organizational Meeting of the RCDP." Notwithstanding any other provisions of these Bylaws, the Chair of the RCDP, in consultation with the Executive Board, shall schedule the Organizational Meeting to be conducted in person, or by use of conference telephone, electronic video screen communication, or electronic transmission, in compliance with any otherwise applicable safer-at-home (Safer-at-Home Orders), and subsequent related orders of the Governor, and/or the Board of Supervisors of the County.

- 2) At its April 2022 General Membership meeting the RCDP will elect a new slate of officers which include: Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, Controller. Assembly District Chairs will also be elected at that time. Their term of office shall expire at the 2024 Organizational Meeting of the RCDP.
- 3) Beginning with the 2024 Organizational Meeting of the RCDP, all Officers and AD Chairs will be elected to serve for a four (4) year term.
  - a) Appointed Members shall be seated immediately upon appointment by the RCDP.
  - b) Ex-Officio Members whose ex officio status derives from their status as incumbent public officeholders shall be seated upon taking the public office for the length of their term. They and all Ex-Officio Members, will become voting members once dues requirements have been met.
  - c) Ex-Officio Members by their status as the “Highest Finishing Democrat” shall take office as of the date of certification of the election in which they obtained their status.
  - d) Ex-Officio Members by 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) Alternate Members shall be seated immediately upon ratification by the membership of the RCDP.

## **SECTION C. TERMINATION OF MEMBERSHIP**

- 1) VOLUNTARY TERMINATION
  - a) A member may tender resignation only in writing.
  - b) No member may cast more than one vote or hold more than one membership status in the RCDP. Consistent with this principle, any Elected, Appointed, or Alternate Member of the RCDP upon becoming an Ex-Officio Member of the RCDP shall be deemed to have tendered resignation from the membership status other than Ex-Officio status.

## 2) TERMINATION FOR LACK OF ATTENDANCE

- a) A member who attends a meeting of the RCDP or has an alternate attend in the place of the member, shall be counted as present, not absent.
- b) The absence of an Elected or Appointed Member from three (3) regular meetings of the RCDP within a term year (month of Organizational meeting and the next 11 months) shall automatically terminate the membership of that member.
- c) It is the duty of all members to attend all meetings of RCDP and any Standing, Special or Ad Hoc 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 the member's second absence in a term year warning of the automatic membership termination if the member fails to attend a third meeting in that term year.

## 3) TERMINATION FOR FAILURE TO PAY DUES

Dues of the RDCP shall be established by the Executive Board and any change in dues must be announced to the members of the RCDP no less than thirty (30) days in advance each year of the date when dues are payable. All members' dues are due at the time without exception.

- a) Chair or Chair of the Credentials Committee shall notify RCDP Members in writing at least thirty (30) days in advance of the date on which dues are payable.
- b) Chair or Chair of the Credentials Committee shall send an electronic communication to any member serving notice of nonpayment of dues thirty (30) days after requisite beyond dues date, stating that if the amount is not paid within ten (10) days of the receipt of the notice the membership is automatically terminated.
- c) Termination for unpaid dues will be announced at the next regular meeting of the RCDP by the Chair of the Credentials Committee.

## 4) TERMINATION FOR ADDITIONAL GROUNDS

- a) Additional grounds for termination of RCDP membership are as follows:
  - i) A member supports a non-Democratic candidate for public office.
  - ii) Affiliates with or registers as other than party preference Democratic; publicly avows preference for another party; publicly advocates that the voters should not vote for the endorsed candidate of The RCDP for any office; or who publicly gives to or avows a

- preference for a candidate registered as other than party preference Democratic in the voter-nominated top-two open primary;
- iii) An Elected or Appointed Member moves out of the Assembly District;
  - iv) Death or mental incapacity;
  - v) A member elected to the RCDP on the public ballot to represent an Assembly District, or appointed to fill a vacancy in such a seat, ceases to be registered Democrat in the Assembly District they were elected or appointed to represent;
  - vi) Any member of the RCDP ceases to be a registered Democrat in Riverside County except that any Ex-Officio member who is not required to be a registered Democrat in Riverside County in order to be a member of the RCDP ceases to be a registered Democrat in the jurisdiction they were elected or selected to represent;
  - vii) A member commits the RCDP to unauthorized expenditures;
  - viii) A member's financial obligation to the RCDP (other than dues) is more than thirty (30) days past due from the date email notice of failure to meet such obligation has been given by the Controller of the RCDP 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 fifteen (\$15.00) plus any bank charges, may be assessed in addition to the actual obligation.
  - ix) A member found by the Executive Board to have knowingly violated any duly promulgated code of conduct, anti-harassment, or anti-workplace violence policy of which the member had actual notice.
- b) Knowing membership in an organization which should under California Election Code, Sec 20201 and/or Article XIV of these Bylaws, be chartered, but does not have such a charter and does not have an application for charter pending; Except in the case of death, or mental incapacity, the Executive Board shall not declare the termination of membership under one (1) of these additional grounds until the member has been notified by email at the address on file that the member has the right to appear before the Executive Board to negate the charges.
  - c) Termination of membership shall only be declared upon recommendation of the Executive Board and a sixty percent (60%) vote of the RCDP's members present and voting at the RCDP meeting, provided, however, that the member is first:

- i) Informed by email at the address on file 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 right of written notice of the charges against the member, right of response before both the Credentials Committee and the RCDP, 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.(viii) shall only be recommended and declared if:
- i) The charter application is denied; and,
  - ii) The member is informed by email of said denial of charter application; and,
  - iii) The member does not resign the member's membership in the organization in question within thirty days of said notice of denial and notify the RCDP of the same; and,
  - iv) The due process rights referred to hereinabove have been accorded the member; and,
  - v) The Credentials Committee recommends termination; and,
  - vi) The RCDP, 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 the RCDP. Upon such overruling, all acts pursuant to the acceptance of the declaration shall be voided.

## **SECTION D. FILLING OF VACANCIES ON THE RCDP**

- 1) Upon termination of the membership of any member, the RCDP may appoint, at any meeting by an 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 7202, or ineligible to be members, the RCDP may appoint at any meeting by an 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) The RCDP 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, the RCDP may appoint any registered Democrat who has been recommended by the Executive Board 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 the RCDP.

## **ARTICLE III. DUES**

### **SECTION A. PAYMENT OF DUES AND CREDENTIALLING PROCESS**

- 1) The dues of the RCDP shall be established by the Executive Board and any change in the dues must be announced to the members of the RCDP not less than thirty (30) days prior to the date each year on which dues are due and payable.
- 2) Dues for all members are payable through Act Blue or check annually

### **SECTION B. CREDENTIALLING PROCESS**

- 1) New members or members returning at an organizational meeting must complete membership form on the RCDP website at least five (5) days before by 5:00 PM to the RCDP General Membership meeting.
- 2) Members appointing Alternates must complete the RCDP Alternate appointment form and the alternate must complete the member form on the RCDP website at least five (5) days before by 5:00 PM to the RCDP General Membership meeting.
- 3) Dues having been paid, all forms correctly completed before the deadline, Credentials Committee will process and submit for vote at RCDP General Membership meeting for vote.



## **SECTION C. DEFERRAL OR WAIVER OF DUES**

- 1) Any member may request in writing or in person that the Chair and the Vice-Chair grant the deferral or waiver of dues on the grounds of economic hardship. Denial may be appealed to the Executive Board. Waivers are treated on a confidential basis.

## **ARTICLE IV. OFFICERS**

### **SECTION A. OFFICERS OF THE RCDP**

- 1) Only Regular Members in good standing of the RCDP are eligible to be officers of the RCDP.
- 2) The officers of the RCDP shall be a Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, and Controller, who are elected by the General Membership at the Organization meeting.

### **SECTION B. DUTIES OF THE RCDP OFFICERS**

- 1) CHAIR
  - a) The Chair shall be the chief executive of the RCDP with full power to enforce the provisions of these Bylaws. The Chair shall chair the Executive Board and shall perform such other duties usual to the office.
  - b) The Chair shall appoint three Executive Assistants consisting of a Parliamentarian and two others, having the same rights, duties and voting privileges at Executive Board meetings as the elected officers. All such Executive Assistants shall be Regular Members.
  - c) Chairs of Standing and Special Committees, and such Ad Hoc committees as are required to carry out the program(s) of the RCDP.
  - d) Appointments to the offices described above shall be subject to confirmation by the Executive Board. Upon signed, written petition from two (2) or more Executive Board members, the Executive Board, by two-thirds (2/3) majority vote, may overturn the Chair's decision to remove from office any of the above appointees.
  - e) The Chair shall be an Ex Officio Member of all Standing, Special, and Ad Hoc committees.
  - f) In the event of a vacancy for an RCDP Officer position, the Chair will call an election at the next meeting for which due notice can be given. The Chair may appoint temporary Officers until the vacancy is filled.

- g) The Chair may remove the following appointees, the Parliamentarian, Committee Chairs and dissolve Ad Hoc Committees.

## 2) VICE-CHAIR

- a) The Vice-Chair 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, death, or other incapacity of the Chair, the Vice-Chair shall exercise the powers and duties of the Chair.
- b) At the next meeting for which due notice can be given, an election shall be held for the office of Chair.
- c) The Vice-Chair shall be the chief administrative officer of the RCDP performing duties such as club chartering, all reporting functions to the California Democratic Party, preparing RCDP internal, non-financial data.
- d) The Vice-Chair shall assist in the performance of the duties of the Chair upon request.

## 3) RECORDING SECRETARY

- a) The Recording Secretary shall be the recording officer of the RCDP and the Executive Board and the custodian of their records, except as otherwise provided.
- b) The Recording Secretary shall attest to all official actions of the RCDP 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 prepare and keep the minutes of all General Membership, Executive Board, and Bylaw Committee meetings. The Minutes, when approved, shall constitute the official record of the proceedings.
  - i) Minutes shall reflect all pertinent information. Non-pertinent information need not be included, such as announcements; discussion on motions or resolutions; or other items not directly related to a motion or the business of the RCDP.
  - ii) Minutes shall reflect the exact wording of all motions, the name of the person making the motion, and the name of the person seconding. The maker of a motion shall appropriately state the motion, to enable the Recording Secretary to accurately reflect the motion.
  - iii) Upon approval by the membership, the Recording Secretary shall file the minutes in the RCDP digital files maintained to preserve an official record of such meetings.

4) CORRESPONDING SECRETARY

- a) The Corresponding Secretary shall conduct the correspondence of the RCDP and of the Executive Board as directed by the RCDP Chair or the Executive Board.
- b) The Corresponding Secretary shall perform other duties as directed by the RCDP, the Executive Board, or the Chair.

5) CONTROLLER

- a) The Controller shall have the primary responsibility to prepare a budget and performance reporting as set forth in these bylaws.
- b) The Controller is responsible for maintaining the relationship with the RCDP's professional Treasurer.
- c) The Controller shall have the right to inspect all financial records upon demand.
- d) The Controller shall report Financial Summaries comparing year-to-date actual receipts, disbursements, and balances with year-to-date budgeted receipts, disbursements, and balances to the RCDP on a Quarterly basis and to the Executive Board at each of its regular meetings.

6) PARLIAMENTARIAN

- a) The Parliamentarian shall be confirmed by a majority vote of the general membership.
- b) The Parliamentarian's duties shall be those usually performed by such officer and such other duties as the Chair, the Executive Board or the RCDP may assign. The Parliamentarian, shall, at the request of the Chair, render an opinion on all questions pertaining to these bylaws and the procedures of the RCDP when requested.

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

### **SECTION A. OFFICERS OF THE RCDP**

- 1) The Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, and Controller shall be elected at the Organizational Meeting; eligible voters shall be all Regular Members of the RCDP or in their absence such Regular Members' alternate.
- 2) Nominations for these offices shall be accepted at the Organizational Meeting. A member may self-nominate.
- 3) In such an election the RCDP's Immediate Past Chair shall be the Presiding Officer. Other rules for the election shall be established by the Executive Board, subject to approval by the RCDP.

## **SECTION B. ASSEMBLY DISTRICT (AD) DELEGATION OFFICERS**

- 1) Each Assembly District Delegation shall elect an AD Chair and an AD Secretary at the Organizational Meeting of the RCDP or the Delegation's first regular meeting after the Organizational Meeting. Only a Regular or Alternate Member of the RCDP resident in the Assembly District is eligible to seek election or serve as a Delegation Chair or Secretary.
- 2) In the absence of the Delegation (AD) Chair from any duly called Delegation meeting, or the event of a vacancy, the AD Secretary shall perform the duties and have the powers of the Delegation Chair during the meeting or until the vacancy is filled, as applicable. The AD Secretary shall be responsible for the taking of minutes at any Delegation meeting.
- 3) Vacancies
  - a) Should a vacancy occur in the office of Delegation Chair during the term of the Delegation Chair, the Secretary 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 the Delegation Secretary during the term of the Delegation 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 Secretary) does not send the notice, the Chair of the RCDP may cause notice to be given to the Delegation.
  - d) The notice shall be sent no less than seven (7) days prior to the meeting to fill the vacancy, which shall be in the district or in conjunction with a regular meeting of the RCDP.
- 4) The Assembly District Chair or Secretary 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 Executive Board or by written petition signed by one-third (1/3) 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 email 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 the RCDP who shall fix a date and time for a hearing of, and a vote on, the request. Written notice of the request and the date and time for the hearing shall be sent not less than seven (7) days prior to the hearing to all members of the Delegation in which the Assembly District is situated, and the other Countywide officers of the RCDP.
- c) Immediately before the vote, the petitioners or their designees (who must be members of the RCDP) 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 office 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 judgement of the Chair of the RCDP, it would serve the interests of justice and fair play, the Chair of the RCDP may designate the any other officer of the RCDP to preside at the hearing of, and vote on, the recall request.

### **SECTION C. REPRESENTATIVES TO THE DEMOCRATIC STATE CENTRAL COMMITTEE (DSCC)**

- 1) The Regular Members of each Assembly District Delegation shall automatically be elected, one member for each 10,000 registered Democrat or fraction thereof in Riverside County, as the RCDP's representatives to the State Committee (DSCC) provided written intent to serve has been filed with the RCDP and that the California Democratic Party requirement for equal representation between self-identified females (SIF) and persons other than self-identified females (OSIF) are met. Any representatives apportioned to the RCDP which are not so elected shall be appointed by the Executive Board. The at-large Delegates shall be used to fill any open slots and to gender-balance the Delegation per CDP requirements
- 2) The chair of the RCDP shall be an automatic DSCC member.

- 3) 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.
- 4) In the event there are insufficient candidates who have been selected to serve as representatives to the State Committee (DSCC) in time for the RCDP to fill its allotted number of representatives to the DSCC, the Executive Board at its discretion shall be entitled to fill the remaining slots by appointment.
- 5) Automatic election of DSCC members shall be based on the timestamped application for DSCC membership.

#### **SECTION D. REPRESENTATIVES TO THE DEMOCRATIC STATE CENTRAL COMMITTEE (DSCC) EXECUTIVE BOARD**

- 1) Representatives to the Executive Board of the State Central Committee (DSCC) shall be elected pursuant to the Rules adopted by the RCDP consistent with the bylaws of the DSCC and the RCDP. Alternate members shall only be eligible provided there are not sufficient numbers of Regular Members, who choose to stand for election to fill the RCDP's Delegation to the State Committee.
- 2) The chair of the RCDP shall be an automatic DSCC executive board member.
- 3) All vacancies shall be filled by election unless time constraints make an election impractical. 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 the representatives.
- 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 the RCDP 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, at the RCDP Executive Board's discretion, it 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 the RCDP to the Executive Board of the State Committee shall be given first consideration.

## **SECTION E. RECALL OF OFFICERS**

Any officer of the RCDP may be recalled by an affirmative vote of two-thirds (2/3) of the eligible members present and voting provided that:

- 1) The officer's recall has been requested by the Executive Board or by written petition submitted to the Corresponding Secretary (or if the Corresponding Secretary of the object of the petition, to the Recording Secretary) signed by fifteen (15) 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 is allowed thirty (30) minutes during which the officer and/or any persons selected by the officer shall be allowed to address the RCDP immediately before the vote.

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

### **SECTION A. TREASURER**

- 1) The Chair of the RCDP, subject to the approval of the Executive Board must utilize the services of a professional Treasurer. The principal duties of the Treasurer are to conduct banking activities, prepare and execute the statements required to be filed under the political campaign finance laws to which the RCDP is subject.

### **SECTION B. LEGAL COUNSEL**

- 1) The Chair of the RCDP, subject to approval by the Executive Board, may hire or retain Legal Counsel, including a general counsel, to provide such legal services may be required.

## **ARTICLE VII. COMMITTEES**

### **SECTION A. EXECUTIVE BOARD**

- 1) The Executive Board of the RCDP shall be the officers of the RCDP, three (3) appointed Executive Assistants, and the Chairs of Assembly District Delegations with the quorum being 30%, consisting of at least two (2) officers, and three (3) Chairs of Assembly District Delegations.

- 2) The Executive Board shall be charged with general oversight of the operations of the RCDP, including the review and approval of contracts, the hiring, and termination of staff if any, and the resolution of complaints against officers, members, and employees of the RCDP, as well as organizations chartered by the RCDP.
- 3) The Executive Board shall be responsible for formulating and overseeing the implementation of the general policy of the RCDP. The Executive Board may exercise any of the powers of the RCDP on an emergency basis if it finds such action to be essential to the maintenance of the RCDP'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 **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 Bylaws. Any emergency action undertaken under the authority of these Bylaws shall be reported at the next meeting of the RCDP.

## **SECTION B. STANDING COMMITTEES**

- 1) The following Standing Committees shall be established:

Anti-Harassment & Conduct	Bylaws	Candidate Development
	Club Engagement	Credentials
Political Action	Fundraising & Events	Legislative Action
Communications Committee	Resolutions & Ballot Initiatives	External Alliances

- 2) The Chair of the RCDP shall appoint a Chair of each Standing Committee within sixty (60) days after the Organizational Meeting of the RCDP with the consent of the Executive Board. Alternate members may serve as Chair of Standing, Ad Hoc and Special Committees. These initial Chairs shall serve until their successors are appointed.
- 3) Standing Committees and their functions may include:
  - a) The Anti-Harassment & Conduct Committee:
    - i) The Committee will supervise the investigation of allegations of any code of conduct or anti-harassment and/or anti-workplace



- violence policies promulgated by the RCDP or its Executive Board. The Committee shall attempt to determine when an investigation is complete and attempt to reach a consensual resolution of any such complaint. If the Committee is unsuccessful in reaching a consensual resolution, it shall refer the record of the investigation and any recommendations concerning proper disposition to the Executive Board for consideration. If there is a consensual resolution, the Committee shall send a written record of the investigation and resolution to the Executive Board which shall cause it to be filed with the records of the RCDP and which shall publicize the record and resolution to the extent the Executive Board deems appropriate .
- ii) The Anti-Harassment & Conduct Committee shall be composed of the following members: Chair of the RCDP or the highest-ranking officer is 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 as to any given complaint. Additionally three members of the Executive Board not involved in the complaint shall participate.
  - iii) The rules for the procedure for the Anti-Harassment & Conduct Committee shall be developed by the committee and reported and approved by the RCDP Executive Board.
  - b) Bylaws: Reviewing and preparing bylaws. The members of the Executive Board are the Bylaws Committee. The Parliamentarian, or designee, shall act as the Bylaws Committee Chair.
  - c) Candidate Development: Assisting in the development of Democratic candidates for partisan and nonpartisan offices.
  - d) Credentials: Processing member, alternate and associate applications in accordance with Bylaw guidelines. Credentialing members at monthly in-person and/or digital meetings. Assisting in the processing of applications for charters by Democratic clubs, maintaining and distributing the official RCDP membership roster.
  - e) Political Action: Assist in the mission of helping endorsed candidates win elections by focusing on three key areas: Voter Registration and Engagement, Campaign Services, and Election Protection and Oversight.
  - f) Fundraising & Events: Initiating, promoting, and coordinating fund-raising projects.
  - g) Legislative Action: Legislative Action Committee shall have exclusive jurisdiction over the recommendation of positions of the RCDP on federal, state, and local legislation that is not in the form of a ballot

measure. A recommendation to support or oppose legislation not previously considered by the committee may be brought directly to the floor of the RCDP by a petition stating the proposed position signed by twenty (20) Regular Members from at least five (5) Assembly Districts.

- h) Communications Committee: The goal of the committee is to create a cohesive year round communications program, by outreach through all media outlets. This may include earned, in-kind media, or paid with prior financial approval. All content subject to RCDP chair approval.
  - i) Resolution and Ballot Initiatives: The Committee is tasked with developing and proposing resolutions and accepting resolutions from RCDP Chartered Clubs and RCDP members; working with Democratic incumbent officeholders, candidates, or Party nominees to gain support or our resolutions. The RCDP shall follow the endorsement of the CDP on statewide ballot measures. It is the responsibility of the committee to inform the RCDP membership of the details of those ballot measures. Local ballot measures will be considered for support by the RCDP.
  - j) Club Engagement: The Club Engagement Committee works to involve chartered clubs with the RCDP
  - k) External Alliances: The External Alliances Committee shall be responsible for the identification and development of contacts with like-minded- organizations and groups within the county, that have similar values and work outside the existing network of the Democratic Party.
- 4) Each Assembly District Chair shall appoint members of the Assembly District (AD) to the Standing Committees within sixty (60) days of the Organizational Meeting of the RCDP. All members, Regular and Alternate, of the RCDP, are expected to serve on a committee.

## **SECTION C. SPECIAL AND AD HOC COMMITTEES**

- 1) The RCDP Chair may establish Special and Ad Hoc committees with the approval of the Executive Board.
  - a) A special committee is formed for a single purpose and may be dissolved by the Chair.
  - b) An Ad Hoc committee is formed for a specific task or objective and is automatically dissolved after the completion of the task or achievement of the objective.

## **SECTION D. Candidate Support and Assistance Committee (CSAC)**

- 1) The Candidate Support and Assistance Committee (CSAC) is activated or reactivated by a majority vote of the RCDP Executive Board. The CSAC automatically deactivates on December 31 of the year immediately following the General Election for which it was formed.
  - a) The sole purpose of the CSAC is to help elect and support Democratic candidates from funds that come into the RCDP that are non-budgeted and need to be used in a timely manner. As an example, unforeseen contributions arriving near an election to aid endorsed candidates, ballot measures, or RCDP member communications.
  - b) The CSAC shall be composed of three Executive Board members: the RCDP Chair and two (2) Executive Board Members. The Chair appoints the two members due to their abilities. One of the members appointed by the Chair shall be designated as Controller of the CSAC.
  - c) There is no prohibition on additional RCDP Members participating in the CSAC in a non-voting capacity. The CSAC shall be fully transparent and will report all actions to the RCDP E-Board and General Membership.
  - d) The CSAC is solely responsible for raising and expending all funds to be utilized by the CSAC. All funds received and expended must be approved by at least two of the voting members of the CSAC. Separate budgetary Major and Minor Account(s) will be set up to record and report all Revenue and Expenditures. Financial reporting will be made to the Executive Board and the General Membership on a regular basis.
  - e) The CSAC shall operate by majority vote from its three voting members. A quorum for voting is two (2). Since the CSAC must operate on a quick reaction basis - electronic or telephonic meetings for discussions and voting are allowed; all actions must be fully documented.
  - f) This procedure cannot be repealed, amended, suspended or in any way affected except by a two-thirds (2/3) vote of those present and voting at a duly called regular meeting of the General Membership.

## **SECTION E. NOTICE AND RULES**

- 1) The Chair of the RCDP may remove the Chair or any member of a Standing Committee. A Standing Committee member who misses three

- (3) consecutive meetings is considered to have resigned from that Committee.
- 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 Bylaws, the RCDP, or the Executive Board.  
  
(b) Except as otherwise provided in these Bylaws, matters within the exclusive jurisdiction of a Standing Committee are to come for a vote of the RCDP only upon a report of the Standing Committee.
- 4) Each Standing Committee shall adopt such rules as are necessary for its operation not inconsistent with these Bylaws; 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 Bylaws.
- 5) Chairs of Standing Committees may, at their discretion, form subcommittees of their Standing Committees the recommendations of which may be reported directly to The RCDP; 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 minimum of the committee chair plus three (3) members.

## **SECTION F. REMOVAL OF MEMBERS FROM THE EXECUTIVE BOARD**

- 1) Notwithstanding any other provision of these bylaws, any member of the Executive Board who misses three (3) properly noticed meetings of the Executive Board during a term year is automatically removed from the Executive Board. A term year is the month of Organizational meeting and the next 11 months and as it repeats. Alternates shall not represent Executive Board members at Executive Board meetings.
  - a) Any Executive Board 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 the RCDP. At that meeting, the appeal will be heard and shall be decided by a majority vote of the members of the RCDP in attendance.

- b) In the absence of a timely-filed appeal, the Chair will announce the automatic removal of the Executive Board member pursuant to this Section during the Chair's report at the next regularly scheduled meeting of the RCDP.
- 2) Removal of a member from the Executive Board pursuant to this Section shall be deemed to create a vacancy in the position, which shall be filled pursuant to these Bylaws.

## **ARTICLE VIII. BUDGET**

### **SECTION A. BUDGET PREPARATION**

- 1) An annual budget shall be prepared by the Controller with timely input from the Chair, the Executive Board, and Committee Chairs. The Controller shall timely provide copies of the proposed annual budget to the chairs of all Standing Committee Chairs in sufficient time to afford each Standing Committee an opportunity for input into the final proposed budget. The budget will be presented to the Executive Board approval in October and November. The Controller shall present the proposed final budget for adoption by the General Membership no later than at the December Membership meeting.
- 2) Construction and management of the budget shall ensure adequate cash flow by providing that the ending cash balance be a minimum of six months operating costs plus any outstanding project costs. Consideration shall also be given to reserving a greater level of cash ending position in an off-election year.

### **SECTION B. EXPENDITURES**

- 1) All appropriations and bills shall be presented to the Controller, who shall present all approved budgeted bills for operating costs without further authorization to the professional Treasurer or the Treasurer's authorized representative for payment. Appropriations and bills require Executive Board approval prior to commitment.
- 2) No expenditures shall be made except as provided for in the budget. The Chair and the Controller may authorize an unbudgeted expenditure if they

have made a specific finding that there are identifiable offsetting revenues that have a likelihood of imminent collection.

- 3) No member of the RCDP shall make any financial commitment involving the expenditure of the RCDP funds other than those provided herein unless such person has been so authorized by a motion passed by the RCDP specifically authorizing such expenditure or commitment. Violation of this provision shall constitute grounds for termination of the member's membership. Any member of the RCDP may file the charges.

## **SECTION C. RECEIPTS**

- 1) All funds received in connection with the activities of any Committee of the RCDP shall be deposited into the Treasury of the RCDP.

## **ARTICLE IX. MEETINGS**

### **SECTION A. REGULAR MEETINGS**

#### **1) TIME AND FREQUENCY**

- a. The RCDP shall meet on the evening of the Second Monday of the month except the Executive Board may designate another weekday evening if the second Monday is a legal holiday or in the opinion of the Executive Board holding the meeting on the second Monday would not be appropriate. Should a regular meeting be held on any evening other than the second Monday of the month, the absence from such a meeting shall not count for purposes of removal from the RCDP.
- b) The Seating of Elected Members and the Election of Officers takes place at the Organizational Meeting of the RCDP which takes place every four years at the General Membership meeting in the month following the certification of the Primary Election at which the new membership was elected.
- c) The Executive Board of the RCDP shall meet on the evening of the fourth Monday of the month except the Executive Board may designate another weekday evening if the fourth Monday is a legal holiday or in the opinion of the Executive Board holding the meeting on the fourth Monday would not be appropriate. Should a regular meeting be held on any evening other than the fourth Monday of the month, the absence from such a meeting shall not count for purposes of removal from the RCDP.

- d) The Chair shall schedule meetings at times that provide for the maximum participation of the members.
- e) The RCDP may cancel a regular meeting provided that notice of such cancellation is sent to all members of the RCDP or Executive Board at least seven (7) days before the date of the meeting being canceled and provided that no two (2) consecutive meetings are canceled.

## 2) AGENDA AND NOTICE

- a. Written notice of all regular meetings of the RCDP shall be sent to all members of the RCDP at least seven (7) days prior to each meeting. Such notice shall contain time, place (which may include 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 permitted), proposed agenda for the meeting which shall be drafted in the first instance by the Executive Board subject to adoption by the RCDP at the meeting, and any special rules of order. All members of the Executive Board shall be given notice of all Executive Board 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, a notice of all Executive Board meetings shall be posted on the RCDP website. All such meeting notices shall contain the time, place (which 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 permitted), and proposed agenda for each meeting.

## 3) GENERAL POLICIES

The RCDP acknowledges and adopts, as its own the following General policies of the National and California Democratic Party:

- a) 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. The RCDP follows the Open Meetings rule at its meetings.
- b) There shall be no membership requirement tests, or loyalty oaths for the RCDP 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.

- c) The RCDP shall support non-discriminatory, and the broadest possible, voter registration.
- d) The RCDP shall publicize fully and in such manner as to assure notice to all interested parties a full description of the legal and practical procedures for the selection RCDP officers and representation on all levels. This may include, but is not limited to member communication via email and posting on the RCDP website. These notices shall be done in a timely manner so that all prospective and current members of the RCDP and the California Democratic Party will be fully and adequately informed of the pertinent procedures and any qualification requirements in time to participate in each selection procedure at all levels of the Democratic Party Organization.

#### 4) PROCEDURES

- a) The proceedings of the RCDP and the Executive Board shall be governed by Robert's Rules of Order, except as otherwise provided herein, applicable rules or bylaws of the Democratic National Committee, the California Democratic Party or the Election Code, the RCDP Code of Conduct, rules of procedure for Standing and Special Committees, or Assembly Delegations and may be made by those bodies provided they do not conflict with rules set forth in these bylaws.
- b) A quorum for the transaction of business at any meeting of the RCDP shall consist of one-third (1/3) of the Regular Members of the Central Committee or thirty (30) percent of the Executive Board.
- c) Except as otherwise provided herein or in Robert's Rules of Order, all actions taken by the RCDP or any subordinate body of the RCDP shall be by an 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 signature of the voter and shall be maintained by the RCDP for at least ninety (90) days. In the case of ballots regarding endorsement recommendation(s) or endorsement(s), such ballots shall be maintained for examination by the Recording Secretary for not less



than ninety (90) days or until the day after the next regular meeting of the RCDP after the election in question, whichever is later.

5) A MEMBER

- a. A member must be present to participate in the business of the RCDP or any subordinate body of the RCDP. No proxy or absentee voting shall be permitted.
- b. Shall be considered present at the meeting of the RCDP or any subordinated body of the RCDP of the member:
  - i) has paid the applicable dues
  - ii) has registered for the meeting in accordance with any registration rules in the applicable meeting notice; and
  - iii) has 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 credentials after registering that exchange with the Credentials Committee of the RCDP in accordance with applicable procedures.
- c) All Regular, Alternate, and Associate Members of the RCDP shall have the right to speak at meetings of the RCDP. Only members of the Executive Board shall have the right to speak at meetings of the Executive Board except as otherwise authorized by the Executive Board.
- d) Privilege of the floor may be granted if:
  - i) The speaker has been requested to speak by the Chair.
  - ii) The speaker has been requested to report on the activities of a committee by the Chair of that committee.
  - iii) Time is ceded by someone eligible.

## **SECTION B. SPECIAL MEETINGS**

- 1) Special meetings of the RCDP may be called by the Chair and at least one (1) other Officer or by:
  - a) The Executive Board upon written request of not less than twenty-five percent (25%) of its members; or by
  - b) Regular Members, upon written request of not less than fifteen percent (15%) of the general membership.
  - c) Requests for Special Meeting must be delivered to the Chair and Recording Secretary of the RCDP along with the required signatures.

The Chair, within five (5) days of receiving such request, shall schedule the special meeting which must be scheduled to occur not later than fifteen (15) days from receipt of the request.

- d) Written notice of all special meetings of the RCDP shall be sent to all members at least seven (7) days prior to such meeting. Reasonable advance notice shall be given to all members of the Executive Board of all special meetings 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 Executive Board meetings shall be posted on the RCDP's website. All such meeting notices shall contain the time, place.
- e) Special Meetings will not be counted toward attendance requirements.

### **SECTION C. VOTING PROCEDURES AT MEETINGS**

- 1) All votes at the meeting of the RCDP may be made by voice, hand, or voting card. A member eligible to vote may make a motion for a written ballot.
- 2) No vote of the RCDP can be by secret ballot, however, written ballots are permitted if properly signed and dated by the voting member. This includes endorsements.
- 3) The following general procedure will be followed by the RCDP:
  - a) Blank ballots of different colors shall be available at all meetings.
  - b) Different color ballots shall be used at every vote.
  - c) There must be enough ballots of one color to complete the vote.
  - d) Validity of Written Ballot: to be valid, a written ballot must include, date, the printed name of the member or alternate casting the ballot, and their signature.
  - e) The Credentials Chair announces eligible voter count and process.
  - f) Ballots will be distributed, time will be given to vote.
  - g) After officially closing balloting, the RCDP Chair or the Presiding Officer will choose two (2) or more members to conduct the official vote tally. The Credentials Chair will serve as an observer of the count with any Candidate chosen observers, one (1) per, who may not participate or interfere in any manner. Observers shall bring any issues to both the RCDP Chair and the Credentials Chair prior to the announcement of the vote tally.
  - h) Votes shall be tallied by each counter on paper showing the total number of ballots and each vote. Votes must agree between counters and tally sheets must be signed by counters and the Credentials Chair.

Counters and Credentials Chairs must agree on any disqualified votes. If there is no agreement, the RCDP Chair or the Presiding Officer will make the final determination and inform the membership of the decision.

- i) The RCDP Chair or the Presiding Officer will announce the results after reviewing the vote count with the Credentials Chair.
- j) Ballots and tally sheets shall be retained for ninety (90) days.

## **SECTION D. EMAIL NOTICE**

- 1) The RCDP may provide any notice via email if:
  - a) The recipient and sender have both consented, in writing, on forms provided by the RCDP to sending and receiving notice in this manner;
  - b) The notice is sent to or from the email address specified when giving consent or the most recent email address specified on a subsequent notice of change of address by sender or receiver;
  - c) The obligation to inform, and procedure for informing, the RCDP of any change in email address, has been specified in writing;
  - d) The recipient has received from the RCDP an initial email confirmation of their consent to receiving notice via email, and has reconfirmed that consent by means of a return email;
  - e) The recipient agrees, in writing, that the RCDP is not responsible should the recipient fail to open, receive, view, or read their incoming emails and, therefore, did not receive actual knowledge of the material contained in the email notice in a timely manner;
  - f) The recipient acknowledges in writing that they have been informed, in writing, that their email address will be made public unless they exercise an option to maintain the confidentiality of their address on a form provided by the RCDP. The confidentiality from public disclosure does not preclude the dissemination of the recipient's email address to, the staff and volunteers of the RCDP or others with a need to know the member's email address in order to provide effective notice to the recipient; and
  - g) Any email providing notice shall contain:
    - i) information about how a recipient who has previously consented to email notice can "opt-out" of such consent at an appropriate time of receiving future notices by email; and
    - ii) information about how to submit a change of email address. Notice to the RCDP of the change of the email address of a person consenting to email notice is to be provided to the RCDP in writing.

Similarly, to be effective, notice of the revocation of such consent (that is, of a person who has consented to email notice choosing to terminate that consent and opt-out of email notice on a going-forward basis) shall be provided to the RCDP in writing.

## **ARTICLE X. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

- 1) All public meetings and public events of the RCDP, and all organizations chartered by the RCDP must consider the ability to fully and fairly participate for all members and guests under the Americans with Disabilities Act of 1990 et seq. Reasonable accommodations and/or readily achievable removal of barriers shall be considered with 48 hours prior notice, unless an undue burden or a fundamental alteration would result.
- 2) Any public meeting or public event associated with the RCDP, or any organization Chartered by the RCDP, shall include the required Accessibility Notification Statement as part of all communications advertising the event.
- 3) The Accessibility Notification Statement for public and private venues shall be reviewed annually by the ADA Committee for applicability to, up-to-date requirements and activities, and be posted to the RCDP website by April 1<sup>st</sup> of each calendar year, and shall be applicable until the March 31<sup>st</sup> of the next year.
- 4) An Accessibility Notification Statement must be included as part of all communications distributed for public meetings and public events including event invitations, notices of opportunity for education, entertainment, or volunteering.
- 5) The Executive Board is the ADA Committee, and is empowered to seek external expertise and training to resolve any disputes in question.

## **ARTICLE XI. ENDORSEMENT**

### **SECTION A. CONSTITUTIONAL OFFICERS-PARTISAN RACES**

Only the California Democratic Party (CDP) can endorse in partisan races. Those candidates endorsed by the CDP, become the endorsed candidates of the RCDP. These races include, by way of example, but are not limited to, all constitutional offices, State Senate, and State Assembly.

### **SECTION B. ENDORSEMENT RECOMMENDATIONS BY CHARTERED CLUBS**

- 1) Democratic Clubs chartered by the RCDP may recommend endorsements to the RCDP but only persons registered as Democrats.
- 2) Any endorsements made by Chartered Clubs are solely the Club's and not to be confused with endorsements made by the California Democratic Party (CDP) or the RCDP and therefore must always clearly state that the endorsement is made by the club only.
- 3) Associate members shall have voice, no vote at the Assembly District Caucus Endorsement Meetings.

### **SECTION C. GENERAL PROVISIONS**

The following general provisions shall govern all endorsement recommendation and endorsement proceedings of the RCDP or its Endorsement Recommendation Committees in races that fall within RCDP jurisdiction:

- 1) All endorsements shall be made in accordance with the RCDP bylaws.
- 2) The RCDP shall not endorse candidates for County Committees.
- 3) Eligible voters in Non-Partisan Endorsement votes are the members of the RCDP who are credentialed for the endorsement meeting and hold a "VM" Voting Member Credential. This will be any eligible regular member or their credentialed alternate for that endorsement meeting.
- 4) 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 race is on the ballot, shall have jurisdiction over Local Races. If more than one (1) Assembly District Delegation has jurisdiction, they shall meet jointly
  - ii) Candidate Early Endorsement Recommendation Sub-Committee of the Candidate Development and Support Committee (CEER Sub-Committee) – The CEER Committee shall have jurisdiction over non-partisan races that have been placed into a certain participating “Candidate Early Endorsement Recruitment Track,” which may allow candidates to receive early endorsements. The Executive Board of the RCDP shall act as its **CEER** Committee.
  - iii) Judicial Interview Committee-The Judicial Interview Committee shall have jurisdiction over all Judicial races. The Executive Board of the RCDP shall act as its Judicial Interview Committee.
  - iv) Resolutions and Ballot Measure Committee; The Resolutions and Ballot Measure Committee shall have jurisdiction over all measure contests including state and local initiatives, propositions, and referenda, other than recall elections.
- 5) Percentage Required for Endorsement or Recommendation for Endorsement. The RCDP may endorse, and Endorsement Recommendation Committees may recommend, by an affirmative vote of sixty percent (60%) of those members voting, any Democrat who has filed as a candidate for non-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.
- 6) Validity of Written Ballot
- a) 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 signature of the voter and shall be maintained by the RCDP for at least ninety (90) days. To be valid, a written ballot must include the printed name of the member or alternate casting the ballot and their signature.
- 7) Calculation of Percentages
- a) 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.

- 8) Prohibition on Multiple Endorsements
  - a) The RCDP shall not endorse more candidates for an office than the number to be elected for that office.
- 9) Prohibition on Supporting or Endorsing Non-Democrats
  - a) The RCDP shall not in any way support or endorse a candidate who is not a registered Democrat.
- 10) 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 of:
    - i) Their right to consideration;
    - ii) The requirement that to be considered for endorsement by the RCDP, they must be registered Democrats at least 90 days before the close of filing or the first consideration by an Endorsement Recommendation Committee of their race, whichever is earlier;
    - iii) The Candidate Questionnaire adopted by the Executive Board of the RCDP by providing them with a copy of the questionnaire;
    - iv) The instructions for return of the completed Candidate Questionnaire by a date certain to be eligible for the Candidate Endorsement Interview.
  - b) These requirements do not apply to the Early Endorsement Procedure for races on the Candidate Early Endorsement Recruitment Track; Candidate(s) must be registered Democrats for at least 90 days before the close of filing or the first consideration.
  - c) The Chair of the RCDP may reassign the above responsibilities to another member of the RCDP.
  - d) The above-written notification shall be sent to all candidates at least seven (7) days prior to the meeting of the Endorsement Recommendation Committee and cc'd to the Chair of the RCDP. The notice shall include the time and place of the meeting along with the agenda. The meetings shall be held in places accessible to all Party members and large enough to accommodate all interested persons. The notice will be via email, or if not available, then by telephone and shall be posted on the RCDP website.
  - e) The Chair of an Endorsement Recommendation Committee shall within seventy-two (72) hours of the meeting of the Committee notify the Chair of the RCDP and each of the interviewed candidates the recommendations for a vote by the General Membership.

- 11) Special Notice Provisions for Ballot Measures: Whenever an endorsement procedure is initiated as to a ballot measure the Chair of the RCDP or his/her designee shall be responsible for causing to be posted on the RCDP's website, not less than seven (7) days prior to the first meeting 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 the RCDP or designee shall endeavor to provide members of the RCDP with reasonable advance notice by electronic mail of the date, time, and place of all such relevant meetings. The failure of the Chair of the RCDP to provide such notice by electronic mail shall not be sufficient grounds for challenging an endorsement recommendation or endorsement decision.
- 12) 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 the RCDP are open to all registered Democrats applies with full force and effect to meetings of Endorsement Recommendation Committees.
  - b) 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 the RCDP, members, 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 portion of the meeting dealing with her/his race in which that candidate is being interviewed and shall otherwise be excluded therefrom.
  - c) Voting on recommendations to the RCDP, including debate on any such motion, is a public part of any Endorsement Recommendation Committee meeting and recommendations are public information and are not to be kept secret.



- 13) Conflict of Interest Provisions
  - a) A member of the RCDP 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.
- 14) Quorum
  - a) Minimum Participation
    - i) Endorsement Recommendation Committees Consisting of an Assembly District(s)  
Assembly District Delegations meeting as Endorsement Recommendation Committees, either alone or in conjunction with other Assembly District Delegations, have the following quorum requirements:
      - (1) In the case of a single Assembly District Delegation, a majority of the filled positions of all Regular Members, with a maximum quorum requirement of six (6);
      - (2) In the case of a two (2) Assembly District Delegations meeting jointly, a majority of the filled positions of all Regular Members, with a maximum quorum requirement of nine (9);
      - (3) In the case of a three (3) Assembly District Delegations meeting jointly, a majority of the filled positions of all Regular Members, with a maximum quorum requirement of twelve (12);  
and
      - (4) In the case of a four (4) Assembly District Delegations meeting jointly, a majority of the filled positions of all Regular Members, with a maximum quorum requirement of fifteen (15).

[Note: Regular Members are defined as Elected, Appointed, and Ex Officio Members. A majority is calculated by first determining the number of filled positions and then subtracting any disqualified members due to conflict of interest as defined in this section.]

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.

15) 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 the Appointing Member is present at the time of the vote.

16) Exclusive Procedure

Except as provided in these Bylaws 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.

17) Binding Nature of Rules

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

## **SECTION D. 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 the RCDP.
- b) In any race in which the Chair of the RCDP 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, the responsibility for making such recommendation may be reassigned by the Chair of the RCDP to the Candidate Interview Committee or Executive Board.

### 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) Submission of Completed Candidate Questionnaire

The Candidate or the Candidate's designee is to submit via email, or at least one (1) hard copy, the completed Candidate Questionnaire to the Chair of the Endorsement Recommendation Committee prior to consideration of that particular race. Completed 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 a copy thereof shall take such steps as are necessary to safeguard the confidentiality of such completed Candidate Questionnaires pursuant to the written guidance promulgated by the Executive Board of the RCDP.

### 4) 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 Candidate Questionnaire shall be eligible for endorsement.

## **SECTION E. CANDIDATE RECRUITMENT TRACK & EARLY ENDORSEMENT PROCEDURE**

- 1) Overview and Purpose – The RCDP 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.
- 2) Selection of Races – Any member of the RCDP may suggest non-partisan races to be considered for the Candidate Recruitment Track to the RCDP Chair. The Chair of the RCDP, in consultation with the Executive Board, 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:
  - a) Currently or historically held by a non-Democrat;
  - b) Historically difficult for a Democrat to be victorious;
  - c) Democratic disadvantage in voter registration; and/or,
  - d) Democratic disadvantage in voter performance.
- 3) Candidate Recruitment – After a race is selected, members of the Assembly District Delegation(s) in whose jurisdiction(s) the race is situated, organizations chartered by the RCDP, or the Chair of the RCDP may all offer people to be considered for the screening and early endorsement process.
- 4) Recommendation of Candidates for Early Endorsement – After a race is selected, the Chair of the RCDP shall appoint a “Candidate Early Endorsement Recommendation Committee” (CEER) which will serve Ad Hoc, for that race and shall consist of:
  - a) Members of the Executive Board;
  - b) The Chair(s) of the affected Assembly District Delegation(s), or their designee(s), who must be members of the RCDP;
  - c) Associate Members appointed by a chartered organization who reside in the affected Assembly District(s) (who shall be non-voting members).
- 5) The CEER shall have the responsibility to conduct a screening process to determine whether suggested candidates are appropriate to receive an early endorsement. The CEER, 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. The CEER need not recommend candidates for all open seats in a selected race.
- 6) Consideration of Candidates for Early Endorsement – The CEER candidate recommendations shall be considered at a regular meeting of

the RCDP at which time, subject to the ordinary rules concerning severance, the sole motion before the body will be whether to accept or reject the CEER recommendation.

- 7) Effect of the Early Endorsement Process on the RCDP's General Endorsement Process
  - a) Early endorsements shall carry through to the date of the election or subsequent run-off election unless revoked by means outlined in these Bylaws.
  - b) 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.

## **SECTION F. ENDORSEMENT RECOMMENDATION COORDINATOR AND PROCESS**

- 1) Endorsement Coordinator
  - a) Appointment and Jurisdiction  
The Chair of the RCDP shall appoint one Endorsement Coordinator who shall be responsible for coordinating local endorsements and developing a candidate list from the ROV, City Clerks, and other sources.
- 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 Assembly District Delegations, the Endorsing Coordinator, in consultation with the Assembly District Delegation Chair(s), shall be responsible for creating this calendar.
- 3) Endorsement Recommendation Committee Meetings, Options, and Actions
  - a) Endorsement Recommendation Options and Required Percentage

An Endorsement Recommendation Committee may, upon an 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 the RCDP endorse a candidate or position.
- ii) Recommend the RCDP take a position of "No Endorsement".

b) “No Consensus”

In the event an Endorsement Recommendation Committee considers a race and fails to make a recommendation, 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 the RCDP make a finding that a specific candidate is “Unacceptable.”

## **SECTION G. 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 the RCDP, provided:

- i) It is only used for a report of the Candidate Early Endorsement Review, Judicial Interview Committee, and/or Ballot Measure Committee;
- ii) It is not used by (an) Assembly District Delegation(s); and,
- iii) It is distributed at or before the meeting at which the consent calendar is considered.

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) 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) Any 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, 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 the RCDP seconded by five (5) members who show their voting credentials. No written petitions are required for this process.

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;
- 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;
- e) Ballot measure positions other than “No Consensus”; and
- f) 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 the RCDP 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.
- 5) Failure to Adopt Endorsement Committee Recommendation
- a) In the event the Endorsement Recommendation Committee's recommendation is not adopted, the RCDP 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.
  - 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 the RCDP 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 The RCDP 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, the RCDP 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 the RCDP, all other qualified candidates must be afforded the same opportunity.

b) Ballot Measures

When the Ballot Measure Committee has considered a ballot measure and failed to reach a consensus, it shall so report. The RCDP 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 a 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 the RCDP to endorse or take a position, the RCDP’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 the RCDP, the Chair of the RCDP shall determine whether such race shall be listed in any publication of the RCDP.

## **SECTION H. CHALLENGES**

### **1) Challenges to Recommendation and Endorsement Process**

#### **a) Standing to Challenge**

Any alleged violation to or any other error or omission in the recommendation process of the RCDP's endorsement procedure must be challenged by any of the following:

i) A member of the RCDP;

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**

A challenge to any error or omission in the endorsement process must be made before the vote to endorse is taken by the RCDP. In the event of such a challenge, the challenge must be made to the Chair of the RCDP prior to a vote to endorse taking place and shall 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 the RCDP, its Parliamentarian, and one (1) Executive Assistant selected by the Chair of the RCDP.

#### **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 the RCDP by written ballot containing the names of all the candidates determined to be eligible by

the Appeals Committee. The decision of the Appeals Committee shall be final.

c) Erroneous Endorsement of Non-Democrats

In the event, the Chair of the RCDP determines that an endorsed candidate was not a registered Democrat, as verified by the Riverside County Registrar of Voters, retraction 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 I. EXECUTIVE BOARD ENDORSEMENTS IN SPECIAL ELECTIONS PROVISIONS**

If a special election in Riverside County is to take place within thirty (30) days after the close of filing, the Executive Board 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 the RCDP prior to the election the Executive Board may delegate its endorsement power to the RCDP.

## **SECTION J. 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 at any meeting if a written notice of such recall at the RCDP meeting was noticed to all members and the Official at least seven (7) days prior to the meeting. 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 the same provisions of this Article XI that would apply to a motion to endorse a candidate in a regularly scheduled election.

## **SECTION K. RECONSIDERATION, RESCISSION OR REVOCATION OF ENDORSEMENT PROCEDURE**

- 1) Whenever the Chair of the RCDP finds that new and material information not available to the RCDP 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 the RCDP shall promptly convene by phone the Executive Board to consider appropriate immediate action, including a temporary suspension of the RCDP's endorsement until the next Executive Board meeting. In the event of any such finding by the Chair of the RCDP, the Executive Board, 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 the RCDP.
- 2) Process- Make a motion to Reconsider, Rescind, or Revoke an Endorsement Position, stating the extraordinary circumstances, which make revisiting an endorsement necessary.
  - a) A motion may be made by:
    - i) Any Regular or Alternate member of the RCDP; two thirds affirmative vote of those present and voting required to uphold the motion; or
    - ii) Executive Board meeting, a quorum being present, a two-thirds affirmative vote of those present, and voting required to uphold the motion. The Executive Board shall present the motion to the General Membership requiring the two-thirds affirmative vote of those present and voting.
    - iii) Debate of three pro and three cons of one minute each shall be in order.

## **ARTICLE XII. RESOLUTIONS**

### **SECTION A. INTRODUCTION**

- 1) The following shall govern the submission of resolutions:
  - a) A copy of the resolution must be provided electronically in word to the Chair of the Resolutions Committee at least fifteen (15) days in advance of the meeting at which it is to be considered;
  - b) "Whereas" clauses must be limited to three (3) or less and "Resolve" clauses to two (2) or less;
  - c) The resolve clause must be a statement of principle from the RCDP;

- d) Resolutions must be no longer than one (1) side of one (1) typewritten page (8-1/2" x 11") and 400 words or less.
- 2) The Resolutions Committee shall:
  - a) Consider only those resolutions submitted by a member of the RCDP, an Assembly District Delegation, a Committee of the RCDP, or by an entity chartered by the RCDP.
  - b) Combine similar resolutions by re-writing.
  - c) Consider only those resolutions which by subject matter do not fall within the scope of the Legislative Committee or the Executive Board. Reject resolutions that repeat past positions unless substantially new actions are proposed.
- 3) All resolutions must be statements of principles. Resolutions should generally not reference specific bill numbers or legislation. A resolution that references specific legislation will normally be returned to the sponsor to be rewritten as a statement of principle.
- 4) Any resolution calling for a change in the RCDP bylaws, mandating or restricting the spending of RCDP funds, stating the endorsement or support of a candidate for public office, or opposition to a candidate who is a registered Democrat, shall not be heard by the Committee and therefore may not be brought to the floor under any circumstances.
- 5) Except upon majority vote, the Resolutions Committee shall not consider any resolutions not in conformity with the foregoing rules.
- 6) Except as otherwise provided below, a resolution must first be presented to the Resolutions Committee by electronic communication to the Committee Chair.
- 7) For a resolution to be brought up directly on the floor of the RCDP it must be signed by fifteen (15) Regular Members from at least five (5) Assembly Districts and be of an emergency nature.

## **SECTION B. RESOLUTION 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. All resolutions shall be considered during a presentation of the report of the Resolutions Committee.
- 3) Resolutions shall be passed upon sixty percent (60%) affirmative vote.

## **ARTICLE XIII. ASSEMBLY DISTRICT DELEGATIONS**

### **SECTION A. MEMBERSHIP**

All Regular Members of the RCDP residing in a given Assembly District shall be members of the Assembly District Delegation.

- 1) Alternate Members shall be members of the Assembly District Delegation in which their Appointing Member resides, except when serving as an alternate for the Highest Finishing Democrat of Democratic officeholder whose district extends into Riverside County, but who is not ~~himself/herself~~ registered to vote in Riverside County. In the case of such an exception, the Alternate member shall be a 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 held at the Organizational Meeting of the RCDP and shall be called by the immediate past AD Chair, if re-elected to the RCDP, or if none, the RCDP Chair will designate the convener.
- 2) Each Delegation shall meet at least every three (3) months at the call of the AD Chair. Failure to call these meetings will authorize the Executive Board to remove the AD Chair upon request of the Delegation and to authorize new elections.
- 3) Written notice containing the time, place, and agenda of the meeting shall be sent to each AD member at least seven (7) days prior to the meeting.
- 4) Two (2) or more Delegations may hold regular or special meetings together. Meetings may be held in conjunction with a meeting of the RCDP.
- 5) Within two (2) weeks after any meeting, the AD Chair or Secretary of the Delegation shall send a copy of the minutes and a list of those attending to the Recording Secretary of the RCDP.
- 6) 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.]

## **SECTION C. RULES**

- 1) Rules of Procedure consistent with these Bylaws may be made by each Delegation.
- 2) The RCDP 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 XIV. 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 Riverside County for any purpose whatsoever under that representation, either express or implied, must first be chartered by one (1) of the following:
  - a) The Riverside 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 AND RENEWAL**

- 1) Subject to the provisions set forth below, the RCDP may charter any organization that has as its objective the advancement of the Democratic Party.

- 2) Any charter granted by the RCDP shall be effective from the date said charter is granted to the date of the regular meeting in January of the following year unless revoked.
- 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;
  - c) A political action committee;
- 4) Eligibility to charter shall also be contingent upon meeting the following requirements:
  - a) A membership organization, including a Democratic club, 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 categories of nonvoting allies who are registered voters who disclosed no party preference for a political party (or, prior to that designation, registered as “declined 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 member must make their nonvoting status clear.
- 5) The RCDP may only charter an organization, which has submitted the RCDP chartering documents, and complied with all requirements including the payments of dues.

## **SECTION C. DENIAL AND REVOCATION**

- 1) The RCDP 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) Transferring of funds from the organization's accounts to an account of a non-Democrat running for elective office;
  - d) Acting in violation of State or Federal laws or regulations; and/or
  - e) Taking an affirmative action, or having a stated purpose of the organization, which a two-thirds majority of those members of the



- RCDP 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 the RCDP 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 the RCDP as Chair.

## **SECTION D. APPLICATION REQUIREMENTS**

- 1) All organizations which fall under the mandatory chartering provisions of the Election Code Section 20201 and desire to be chartered by the RCDP shall make an application for such charter in writing. The application shall contain:
  - a) The name of the organization;
  - b)** A copy of the Bylaws of the organization, and if applicable, its Articles of Incorporation, all of which must contain such provisions as the RCDP require, including the requirement of holding regularly scheduled meetings and a signed copy of the RCDP code of conduct.
  - c) The names, addresses, and phone numbers of the person submitting the organization's filing including the organization's officers which shall include as a minimum a chair and a treasurer.
  - d) 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, if any.
  - e) 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 ineligible to register as a voter because of inability to meet registration requirements. The certificate shall further certify that any such member intends to register as a Democrat immediately upon becoming eligible.
  - f) 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;
- g) The appropriate chartering fee.
- h) A complete roster in electronic format, containing the names, addresses, and phone numbers of all their members.
- i) The RCDP, upon recommendation of the Executive Board, may adjust the chartering fees. Such adjustments shall be made no more frequently than once per calendar year. In addition, the Executive Board 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.

## **SECTION E. SPEAKER GUIDELINES FOR CHARTERED CLUBS AND ORGANIZATIONS**

- 1) Democrats may be invited to speak at any chartered club or organization functions.
- 2) Non-Democrats may be invited to speak at chartered club or organization meetings. They shall not be invited to speak at other kinds of events.
- 3) Non-Democrats may speak about local issues. If officeholders, they may speak about their offices and their offices' services.
- 4) Non-Democrats shall not be invited to speak when actively involved in an election, or when a declared candidate.

## **ARTICLE XV. AMENDMENTS**

Proposed amendments to the RCDP Bylaws must be submitted in writing by a Regular member at a regular meeting. The Bylaws Committee shall make a recommendation at a regular meeting of the RCDP, where an affirmative vote of two-thirds (2/3) of the general membership present, a quorum having been established, is required to pass any amendments. A notice in writing shall be e-mailed at least seven (7) days prior to the meeting at which the vote will be taken by all members of the RCDP.

**Last Amended 7/10/2023**