

# **KERN COUNTY DEMOCRATIC CENTRAL COMMITTEE**

## **AMENDED & RESTATED BYLAWS**

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**ARTICLE I  
NAME**

**Section 1. Name**

The name of this organization shall be the Kern County Democratic Central KCDCC (hereinafter referred to as "KCDCC").

**ARTICLE II  
MEMBERS**

**Section 1. Classes of Members**

The KCDCC shall have four (4) classes of members -- Regular, Ex-Officio, and Alternate and Associate.

**Section 2. Good Standing**

A member shall be considered in "good-standing" if: (1) they are registered Democrats for not less than six (6) months; (2) reside in the district which they were elected to represent; (3) are current in all dues payments; and (4) regularly attend KCDCC meetings. State and local Ex-Officio members must reside in the district in which they sought office. There shall be no residency requirement for Ex-Officio congressional members.

**Section 3. Regular Members**

The Regular Members of the KCDCC shall be those persons who have been either elected hereto pursuant to Section 7200 of the Elections Code of the State of California or elected by the members of the KCDCC to fill a vacancy (as provided in Section 11 of this Article).

- (a) The following amendment to these Bylaws with regard to the election of Regular Members for the 2016-2020 term was adopted by the KCDCC membership on July 19, 2016:
  - (1) KCDCC will suspend with the requirement of electing new members to KCDCC for a four (4) year term (2016-2020), pursuant to Section 7200 of the California Elections Code;
  - (2) KCDCC is hereby authorized to conduct a Convention to elect new members of the KCDCC for a four (4) year term;
  - (3) The election process, location, date, and times of the Convention shall be advertised by all possible means, including but not limited to, press releases to all known county wide publications, newspaper advertisements, social, media, and all Kern County Democratic Party Websites;

- (4) The Convention to elect KCDCC members will be held at a ADA accessible location on or about August 7<sup>th</sup>, 2016, or no later than 60 days after the 2016 California Presidential Primary (the “Convention Date”);
- (5) At said Convention, members representing the five (5) Kern County Supervisorial Districts shall be elected to the KCDCC;
- (6) Members seeking election will be self nominating, and shall be required to have submitted an application (“Application”) to the KCDCC Secretary or her designated representative no less than 227 days in advance of the Convention Date;
- (7) The Application submitted by the members seeking office, shall include twenty (20) valid signatures of registered Democrats residing in the Supervisorial District for which the applying member is seeking office;
- (8) All applying members agree to abide by the KCDCC Bylaws, as amended, and all requirements of the office including attendance, serving on one committee and remain current on dues;
- (9) This amendment and the waiver of the above stated conditions and requirements of the KCDCC Bylaws will be in effect only for the 2016 election of KCDCC Members; and
- (10) All newly elected KCDCC members shall be sworn in at the next regular scheduled KCDCC membership meeting.

#### **Section 4. Ex-Officio Members**

The Ex-Officio Members of the KCDCC shall consist of the Democratic incumbents in the California State Senate, California State Assembly, and the U.S. House of Representatives, or the nominee of the Democratic Party selected in the most recent primary election for each of those offices, for all districts that included all or a part of Kern County within their geographical areas in the most recent primary election. Ex-Officio Members shall be entitled to all the rights and privileges of Regular Members, including the right to vote.

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

Each Regular Member and each Ex-Officio Member in good standing shall appoint an Alternate Member to serve in the place and stead of said member, whenever such Regular or Ex-Officio Member is absent. Such designations shall remain in effect until terminated by the Regular or Ex-Officio Member who appointed her/him or until the membership of the Regular or Ex-Officio Member who appointed her/him has been terminated or until the Alternate Member is no longer eligible to serve in said position or until the Alternate Member becomes a Regular or Ex-Officio Member. An Alternate Member shall be entitled to vote when a Regular Member is absent and so long as the Regular member is in good standing. An Alternate Member for a Regular Member

must reside in the same Supervisorial District as the Regular Member and must be a registered Democrat. An Alternate Member for an Ex-Officio Member must reside in that portion of Kern County. An Alternate Member may be elected to serve as an officer of a committee. Appointments of Alternate Members must be made in writing and received by the Chair not less than forty-eight (48) hours prior to the regularly scheduled meeting.

### **Section 6. Associate Members**

Upon the submittal and or nomination by any Regular Member, Ex-Officio Member, or Alternate Member, the KCDCC Executive Committee (hereinafter referred to as the “E-board”), shall have the authority to appoint non-dues paying Associate Members.

- (a) Such Associate Members shall not possess any voting rights and must reside in political districts that include all or a part of Kern County.
- (b) The E-board may consider, at its discretion, Chartered Club Presidents, Ex-Chairs, and such other individuals that have demonstrated their support and commitment to the Democratic Party.
- (c) Associate Members will be appointed for a one (1) year term.
- (d) An Associate Member will be permitted to serve on committees.

### **Section 7. Vacancies**

A KCDCC membership vacancy shall exist when:

- (a) A member, other than an ex officio member, misses more than three consecutive regularly called meetings. Such member may be removed by a vote of KCDCC, unless his or her absence is caused by illness or temporary absence from the county on the date of the meeting.
- (b) A member no longer resides in the KCDCC area for which they were elected. This change in residence shall constitute his or her automatic resignation from the KCDCC.
- (c) A member who registers as a member of another party, or who publicly advocates against the party nominee, or who gives support or avows a preference for a candidate of another party.
- (d) Whenever any person is appointed to fill a vacancy on the KCDCC, the chairperson of the KCDCC shall file notices of the appointment with the elections official and the CDP within 30 days after it is made. The notices shall contain the name and address of the person appointed and the name of the person replaced, and shall indicate the date of the appointment.

## **Section 8. Resignations**

Any Regular Member may resign at any time by filing a written, signed resignation with the Secretary that specifies the effective date of such resignation. If an Ex-Officio Member not elected to state or local office ceases to live in the district for which she/he ran, she/he must file a signed and dated resignation. An Ex-officio member not elected to a congressional office is not required to live in the district in which she/he ran.

## **Section 9. Disqualification**

Any Regular Member shall become disqualified by: (a) becoming mentally incompetent; (b) removing her/his principal residence from the Supervisorial District in which she/he was elected for over 60 days; (c) ceasing to be a member of the Democratic Party; (d) endorsing or supporting a member of any other political party for a partisan public office who is opposed to a candidate nominated by the Democratic Party, which shall include, but not be limited to, joint political advertisement; (e) non-payment of dues to the KCDCC if said dues are not paid within thirty (30) days following a delinquency notice given in accordance with Section 10 (e) of this Article; or in accordance with these bylaws.

## **Section 10. Attendance/Removal**

Any Regular Member of the KCDCC may be removed from the KCDCC for the following reasons:

- (a) Whenever a member violates any of the provisions of the California Elections Code;
- (b) Whenever a member misses or is absent from more than three (3) consecutive regularly called meetings of KCDCC within any 12-month period unless such absence is caused by illness or by a temporary absence from the county on the date of the meeting. A member shall not be deemed absent if her/his Alternate Member is present.
- (c) A member will be automatically removed when such member tenders his or her resignation in writing, dies, or is mentally incapacitated.
- (d) A member moves out of the District for which he/she was elected/appointed or is no longer a registered Democrat.
- (e) A member fails to pay her/his dues within 60 days of the date on which the dues were payable. The Controller shall send notice via certified mail stating the amount owing and stating that if the amount is not paid within 30 days of receipt of such notice such member's membership will be revoked.
- (f) A member will be removed for "cause" by an affirmative vote of two thirds of the eligible members present and voting, provided that:



- (1) The E-board has received a petition signed by six Regular Members containing the alleged grounds for removal;
- (2) The member subject to removal has been notified at least ten (10) days prior to any scheduled vote;
- (3) Written notice has been sent by the Secretary to the member subject to removal at least ten (10) days prior to the regular meeting stating the alleged grounds for removal;
- (4) The member subject to removal will be allowed up to 30 minutes at any regularly scheduled meeting during which the member and/or any person(s) selected by the member shall be allowed to address KCDCC immediately before the vote; and
- (5) Removal is compliant with the Rules of the State Committee.
- (6) Cause shall include, but not be limited to:
  - (i) Registering as a non-Democrat;
  - (ii) Avowing a preference for a non-Democrat;
  - (iii) Giving support to or avowing preference for a non-Democratic candidate;
  - (iv) Causing harm to the reputation and/or financial standing of KCDCC; and/or
  - (v) Causing harm or disruption in any way to KCDCC by acting in a manner contrary to the stated goals and principles of KCDCC.
- (7) The removal must be by the affirmative vote of the majority of the voting members present at the next regular scheduled meeting of KCDCC following the furnishing of at least ten (10) days written notice to the member subject to removal by the Secretary. Such notice must be sent via certified mail with return receipt requested.

### **Section 11. Filling of Vacancies**

A vacancy by a Regular Member of KCDCC shall be filled by the election of a duly qualified nominee by the affirmative vote of a majority of the voting members present at the next regular meeting after the meeting during which nominations for said vacancy is opened. The person making the nomination shall be a member or alternate in good standing. No person may be elected to fill a vacant position on KCDCC until the Credentials Committee has verified that person's eligibility and the person has attended a minimum of 3 meetings within the last twelve (12) months.

## **Section 12. Voting Rights**

Each Regular and Ex-Officio Member shall be entitled to vote on any matter submitted to a vote of the KCDCC membership. An Alternate Member shall have the same voting rights as her/his Regular or Ex-Officio Member when such Regular or Ex-Officio is absent. There shall be no voting by proxy. In order for any Regular or Alternate Member to be eligible to vote, such Regular or Alternate Member must be current in the payment of dues. Whenever there is a vote on Officers, Endorsements, or Resolutions, the vote will be by written ballot. The ballots will be immediately counted and the count reported. These ballots will be available for review for at least sixty (60) days after the vote has occurred. The votes will be transferred to a permanent record sheet and made available upon request.

## **Section 13. Reorganizational Meeting**

The reorganization of KCDCC shall take place within 30 days after the results of a U.S. Presidential primary election have been certified by the Kern County Elections Division or the Secretary of State's office. The following will take place at the reorganizational meeting: (1) seating of (a) Ex-Officio Members, (b) seating of all Regular Members elected by the KCDCC membership in lieu of an election, and (c) seating of all Regular Members elected on the primary election day, and (2) election of officers including member-at-large. Nominations for vacancies can be made as well. Appointment of alternates by Regular and Ex-Officio Members can be made prior to the reorganizational meeting provided the appropriate Oath of Office has been administered by the Chair or her/his designee.

## **ARTICLE III MEETINGS OF MEMBERS**

### **Section 1. Regular Meetings**

Regular meetings of KCDCC shall be held on the third Tuesday of each month, January through November, unless otherwise directed by the affirmative vote of a majority of the KCDCC members present and voting. The E-board, whenever there is good cause, may change the date of a regular meeting, provided that proper notice (as outlined in this Article, Section 3) is given.

### **Section 2. Special Meetings**

The KCDCC Chair, with the concurrence of a majority of the E-board, may call a special meeting at any time provided that proper notice (as outlined in this Article, Section 3) is given.

- (a) If at least ten (10) Regular and/or Ex-Officio Members of KCDCC make a written request for a special meeting, such meeting must be held, provided that no business other than that specified in such request may be transacted at such special meeting and provided that proper notice (as outlined in this Article, Section 3) is given.

**Section 3. Notice of Meetings**

The Secretary of KCDCC shall mail and/or e-mail to each Regular, Ex-Officio, Alternate, and Associate Member of KCDCC a notice of the regular and special meetings of KCDCC, stating the time and place at least five (5) days in advance of said meetings.

**Section 4. Quorum**

Ten (10) members of KCDCC entitled to vote shall constitute a quorum at any meeting.

**Section 5. Conduct of Meetings**

All meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised, except as those rules may be modified herein.

**Section 6. Meetings Accessible to Persons with Disabilities**

All meetings of KCDCC shall be held in quarters that shall be accessible to persons with disabilities as stated in Section 7235 of the California Elections Code.

**ARTICLE IV  
ELECTIONS**

**Section 1. Officer Elections**

The Officers will be elected in the even numbered years within thirty (30) days after the primary election has been certified by the Secretary of State.

**ARTICLE V  
OFFICERS**

**Section 1. Officers of the E-Board**

The officers of KCDCC shall be (1) Chair, (2) Vice Chair, (3) Secretary, (4) Controller, and (5) a Member-At-Large elected by KCDCC Regular Members, who shall serve for that elective term.

**Section 2. Filling of Vacancies**

Whenever, for any reason, a vacancy occurs among the officers of the KCDCC, it shall be filled immediately by the election of a duly-qualified nominee by the affirmative vote of a majority of the voting members present at the regular meeting at which the vacancy occurs.

**ARTICLE VI  
DUTIES OF OFFICERS**

**Section 1. Chair**

The Chair shall preside at all meetings of KCDCC and the E-Board. The Chair shall appoint all standing and special committees chairs, shall approve all membership appointments to standing and special committees, and shall be an Ex-Officio member of all standing and special committees. The chair shall notify the Credentials Committee of any person seeking a nomination by KCDCC so that they may verify eligibility.

**Section 2. Vice Chair**

The Vice Chair shall, in the absence of the Chair, preside over the meetings of KCDCC and E-board, and shall perform such other duties and functions as may be assigned to them by the KCDCC or the E-Board.

**Section 3. Secretary**

The Secretary shall keep the minutes and records of KCDCC and the E-Board. She/he shall carry on the correspondence of KCDCC under the direction of the Chair, and shall send out all notices required by the Elections Code and these bylaws.

**Section 4. Controller**

The Controller shall have charge of all funds of KCDCC and shall disburse same upon order of the E-Board or of KCDCC. All vouchers and checks for payment must be signed or authorized by either the Controller or the Chair and by one other member of the E-Board. The Controller shall make a written financial report at every regular meeting or as requested by the Chair or a majority of KCDCC. The Controller shall prepare and execute reports (e.g. the State of California Fair Political Practice Commission (“FPPC”) or the Federal Elections Commission (“FEC”)), required to be filed by the political campaign finance laws to which this KCDCC is subject. The E-Board may authorize the use of a professional political accounting firm to assist the Controller in the performance of his or her duties.

**Section 5. Member-At-Large**

The Member-At-Large shall be permitted to serve on the E-Board and perform such duties as are assigned to her/him by E-Board.

**ARTICLE VII  
EXECUTIVES OF THE E-BOARD**

**Section 1. Duties**

The E-Board shall consist of the officers of KCDCC. The Chair and Secretary of KCDCC shall serve as Chair and Secretary of the E-Board. The E-Board shall have the power to act for KCDCC on matters needing immediate attention when the calling of a special meeting of KCDCC is not feasible, and shall perform such other functions as KCDCC shall direct.

## **Section 2. Regular Meetings**

Once a month a regular meeting of the E-Board shall be held on the date and time the KCDCC Chair designates.

# **ARTICLE VIII KCDCC COMMITTEES**

## **Section 1. Standing Committees**

The Standing Committees of KCDCC shall meet no less than once per year or as directed by the Chair, and shall be:

- (a) Bylaws
- (b) Budget
- (c) Credentials
- (d) Fundraising
- (e) Public Relations /Issues
- (f) Candidate and Leadership Development
- (g) Awards
- (h) Headquarters
- (i) Endorsement KCDCC
- (j) Parliamentary

## **Section 2. Duties of Bylaws Committee**

The Bylaws Committee shall be responsible for: (a) preparing all proposed bylaw revisions and presenting same to KCDCC in accordance with these bylaws, and (b) preparing and distributing copies of these bylaws to all Regular, Ex-Officio, Alternate, and Associate Members of KCDCC.

## **Section 3. Duties of Budget Committee**

The Budget Committee shall be responsible for preparing an annual budget of KCDCC and all of its standing and special committees and presenting this budget to KCDCC for approval. The Controller shall be the Chair of the Budget Committee.

#### **Section 4. Duties of Credentials Committee**

The Credentials Committee shall be responsible for: (a) recruiting potential new members of KCDCC; (b) preparing an appropriate questionnaire for prospective new Regular Members who may wish to be considered to fill vacancies on KCDCC as they may occur; (c) verifying the eligibility of persons wishing to fill vacancies on KCDCC; and (d) making non-binding recommendations to KCDCC to assist them in filling vacancies.

#### **Section 5. Duties of Fundraising Committee**

The Fundraising Committee shall be responsible for planning and implementing fundraising events (such as the Dorothy Donahoe Dinner) for KCDCC.

#### **Section 6. Duties of Public Relations/Issues Committee**

The Public Relations/Issues Committee shall be responsible for such activities as (a) organizing activities at the Kern County Fair booth; (b) organizing booths and displays at other appropriate public functions; and (c) bringing political issues of importance to the attention of KCDCC and the community.

#### **Section 7. Duties of Candidate and Leadership Development Committee**

The Candidate and Leadership Development Committee shall be responsible for assisting with the development, encouragement, and election of Democratic leaders and candidates.

#### **Section 8. Duties of Awards Committee**

The Awards Committee shall be responsible for the selection process of all awards to be presented at the Dorothy Donahoe Dinner and at other times.

#### **Section 9. Duties of Headquarters Committee**

The Headquarters Committee shall be responsible for (a) maintaining and staffing of the KCDCC headquarters; (b) conducting fundraising activities specifically for financial support of the headquarters; and (c) coordinating the KCDCC's volunteer projects.

#### **Section 10. Duties of Endorsement Committee**

The Endorsement Committee shall be responsible for contacting potential Democratic Candidates and will develop and make available a packet of all relevant materials and information regarding the endorsement process. This shall be done in accordance with these bylaws.

#### **Section 11. Parliamentarian**

The Chair may appoint one of the members of KCDCC to serve as Parliamentarian at the discretion of the Chair. The Parliamentarian shall have no voting privileges except as their class of membership may otherwise allow. The Parliamentarian shall advise the Chair, when so requested, on procedural matters. All such advice by the Parliamentarian shall be based on the Robert's Rules of Order, newly revised, and these bylaws.

### **Section 12. Special Committees**

Special or ad hoc, committees may be established by the Chair upon her/his own initiative or by direction of KCDCC.

### **Section 13. Committee Chairs**

The Chairs of all standing committees must be Regular, Ex-Officio, or Alternate members of KCDCC.

### **Section 14. Authority to Act**

All standing and special committees derive their authority to act from KCDCC. No standing or special committee or its Chair shall have the authority to enter into financial arrangements, raise or expend funds, or perform any other acts on behalf of KCDCC before presenting plans for same to KCDCC for approval.

## **ARTICLE IX REPRESENTATION TO STATE CENTRAL COMMITTEES OF THE CALIFORNIA DEMOCRATIC PARTY**

### **Section 1. Democratic State Central Committee (DSCC)**

Following each regular general election, KCDCC shall elect members to the Democratic State Central Committee ("DSCC") on an at-large basis within the time frame and in the number and proportions as established in the Bylaws and Rules of the California Democratic Party. The Chair of KCDCC is automatically elected to serve as a member of DSCC by virtue of their position as chair. Persons elected as members of DSCC shall be from among those members of KCDCC as of the date of the first regular meeting of the DSCC.

### **Section 2. DSCC Executive Board**

At the first regular meeting of KCDCC following the DSCC state convention in each odd-numbered year, KCDCC shall elect its representative(s) to the DSCC Executive Board in the number and proportions as established in the Bylaws and Rules of the California Democratic Party. Only currently serving members in good standing of KCDCC shall be eligible for election by KCDCC to be its representative(s) to the Executive Board.

**Section 3. Vacancies to DSCC Executive Board**

In the event vacancies occur among members elected to the DSCC or as elected representatives to the DSCC Executive Board, the Chair shall have the authority to appoint members to fill vacancies temporarily until the next meeting at which an election can take place to fill such vacancies to the DSCC Executive Board.

**ARTICLE X  
ENDORSEMENTS**

**Section 1. Use of KCDCC Name**

The name of the KCDCC, either expressed or implied, shall not be used by any person or group for the purpose of claiming either the support or opposition of KCDCC to any resolution, ballot measures, or candidate unless said person or group first obtains such endorsement in the manner set forth in this Article.

**Section 2. Endorsements of Candidates, Propositions, or Resolutions**

Endorsements shall mean a formal expression of support or opposition by a vote of the members of the KCDCC and shall require a vote of two-thirds (2/3) majority of KCDCC members present and voting.

**Section 3. Endorsement Criteria for Candidates and Ballot Measures**

Evaluation Criteria Priority:

- (a) To Democratic candidates in Kern County engaged in local partisan races.
- (b) To Democratic candidates in Kern County engaged in local non-partisan races.
- (c) No endorsement shall be made in the Presidential race until after the state primary.
- (d) To any local ballot measure presented by the Endorsement Committee for consideration.
- (e) To candidates not running for public office (e.g. offices within the California Democratic Party).

**Section 4. Endorsement Procedures**

- (a) Each candidate or group for a ballot measure seeking the endorsement of KCDCC shall present to the KCDCC, in writing, a request for such endorsement at a regular meeting. Upon receipt of a written request for endorsement, it shall be presented to the Endorsement Committee and to the Credentials Committee for review.



- (b) The Credentials Committee shall verify that candidates have been registered Democrats for at least six (6) months, no non-Democrats can be endorsed. The Credentials Committee shall verify the status of the candidate as a candidate for public office as defined in California Elections Code.
- (c) KCDCC is prohibited from endorsement in partisan races prior to the endorsement by the California Democratic Party or in opposition to endorsement by the California Democratic Party.
- (d) The Endorsement Committee shall:
  - (1) Notify all Democratic candidates in that race of the possible endorsement of a candidate in their election.
  - (2) Provide each Democratic candidate with a copy of these procedures for endorsement.
  - (3) In the case of a ballot measure, attempt to contact proponents or opponents of the measure and inform them of the procedures for consideration of endorsement as appropriate.
  - (4) Provide a report to the full membership containing the names of all candidates considered for each race, schedule interviews for each race or proposition, and make a recommendation and the reason therefore.
  - (5) Make recommendations to the KCDCC at the next meeting (regular or special), following receipt of written request for endorsement, as appropriate.
  - (6) At the next regular or special meeting of the KCDCC following receipt of written request for endorsement:
    - (i) All Democratic candidates for each race under consideration shall, upon request, be offered an opportunity to address the members and equal time granted for all presentations.
    - (ii) All ballot measures under consideration shall, upon request, be offered an opportunity by both the proponents and opponents to address the members and equal time granted for all presentations.
    - (iii) All KCDCC members present shall vote by open ballot.
- (e) An endorsement shall not be given to more candidates than there are seats open for the office in question.
- (f) KCDCC is not required to endorse any candidate.

- (g) At any time a candidate seeking the KCDCC's endorsement may withdraw their request for KCDCC's endorsement.
- (h) All candidates seeking the endorsement of KCDCC for an office shall appear on the first ballot. If no candidate receives the vote of 2/3rds of the members present and voting, then the candidate who received the least number of votes shall be eliminated from the next ballot. If more than one candidate is tied in having the least amount of votes, then those candidates shall all be eliminated from the ballot. If however, there is a tie vote among all the candidates, KCDCC shall vote again on all the tied candidates. If all the candidates are still tied on the next ballot, then KCDCC shall go on record as having no endorsement for that office. Otherwise balloting shall continue until only one candidate receives the votes of 2/3rds of the members present and voting. If there is only one candidate on the ballot and she/he fails to receive 2/3rds of the votes of the members present and voting, then KCDCC shall go on record as having no endorsement for that office.
- (i) A member who is a paid staffer for a candidate or campaign shall recuse her/himself from voting on matters regarding such candidate.
- (j) All candidates shall be notified of the recommendations of the full KCDCC at the earliest possible time.
- (k) All ballots for measures shall include all of the following options:
  - (1) For Endorsement;
  - (2) Against Endorsement; or
  - (3) No Recommendation.

#### **Section 5. Press Releases**

No press releases or public statements on behalf of KCDCC shall be released except by approval of the Chair.

#### **Section 6. Procedures for Resolutions**

All resolutions must be typed or printed, limited to no longer than one page 8.5" x 11" in length, and submitted to the E-board for review. If the E-board finds the resolution relevant to the mission of KCDCC, then it will present the resolution to the KCDCC membership at the next regular meeting for a vote.

## **ARTICLE XI DEMOCRATIC CLUBS**

### **Section 1. Authority to Charter Clubs and Use of Party Name**

Pursuant to California Elections Code, all organizations that include in any part of their name the name of the Democratic Party and directly or indirectly solicit funds in Kern County for any purpose whatsoever under the representation, either express or implied that the funds being solicited for the use of the Democratic Party must first be chartered by one of the following:

- (a) The E-board;
- (b) The Executive Board of the California State Democratic Central Committee;
- (c) A majority of the members of the California Delegation of the Democratic National Committee; or
- (d) The Chair of the California State Democratic Central Committee.

Subject to the provisions set forth herein below, the E-board may charter any Democratic Club that has as its objectives the advancement of the Democratic Party, meets all chartering requirements set forth in this document, and has not committed any acts of revocation, non-renewal, or denial of charter. The E-board shall prescribe a uniform procedure for the recognition of Democratic Clubs and for the issuance, renewal, denial and revocation of charters, and for the conduct and regulation thereof. Such procedure shall contain, but not be limited to, the provisions of this Article.

### **Section 2. Eligibility and Application for Club Charter**

Any Democratic club shall be eligible to apply at any time for a charter from KCDCC and will be provided a chartering packet to assist in meeting the following requirements:

- (a) Proof of at least two (2) regular meetings, meeting at least quarterly, with attendance sign-in sheets of the club's members.
- (b) Proof the club has at least ten (10) members with a complete membership roster containing the names, addresses, phone numbers, and e-mail addresses of all dues paid members.
- (c) A statement signed by the President and Secretary of the club certifying that each member is a registered Democrat (verified with the Kern County Elections Division), or has expressed their intention by signing a pledge to register as a Democrat immediately upon becoming eligible to register to vote.
- (d) A copy of the club's current bylaws showing devotion to Democratic principles, promotion of the Democratic Party, and adherence to Robert's Rules of Order (Newly Revised). The bylaws must also provide for the expulsion of any member

who publicly supports any candidate for public partisan office who is not a Democrat, unless at such election there was no official Democratic candidate nominated by the Democratic Party for whom one could vote (public support shall mean publicly identifying as a club member or giving financial contributions).

- (e) If the club chooses to do endorsements, the bylaws must contain endorsement procedures that comply with the requirements stated in these bylaws.
- (f) A list of the current club officers.
- (g) Submitting the name and address of the location of the club's regular membership meetings, which is a public place that meets the requirements of the Americans with Disabilities Act and is open to all Democrats.
- (h) A check for \$20.00 payable to KCDCC.

Any club requesting application for charter will be provided a chartering packet to assist in meeting the requirements of this section. New clubs may be chartered at any time.

### **Section 3. Renewal of Charter or Re-Chartering**

All clubs shall be chartered for a maximum of one year only through January 31 of each year. Club re-chartering packets will be sent out to each of the currently chartered clubs two (2) months prior to the deadline for renewal. Clubs requesting renewal of their charter shall submit to the E-board items “a” through “h” listed in Section 2 of this Article.

### **Section 4. Review of Applications for Charters and Renewal of Charters**

In accordance with the California Elections Code, the E-board shall (a) review all applications for club charters, (b) decide whether to issue or renew a charter to any applying club, and (c) report its findings and decisions to KCDCC.

### **Section 5. Issuance of Charters**

Annually, the KCDCC Chair or Secretary will send out to each chartered club a printed certificate of charter signed by the KCDCC Chair and Secretary. The certificate will state the time length of the charter.

### **Section 6. Club Endorsement Procedures**

Any chartered club that wants to make endorsements must have established endorsement procedures stated in its bylaws which comply with the following:

- (a) A procedure of at least two (2) meetings to carry out an endorsement process must exist. In addition:

- (1) A written request for endorsement should be submitted to the club by the candidate(s), proponents, or opponents of a ballot measure requesting endorsement;
  - (2) Registrations of candidates need to be checked;
  - (3) Notification of all members of the club at least seven (7) days in advance the of endorsement vote;
  - (4) Notification of all candidates that are Democrats running for the particular office being endorsed to be notified at least seven (7) days in advance of endorsement vote and the same applies to all proponents and opponents of a ballot measure, and
  - (5) Interviews of all candidates or ballot initiative proponents and opponents and a report made to the membership of the club prior to the endorsement vote.
- (b) No Non-Democrats can be endorsed in partisan or non-partisan elections.
  - (c) Endorsements cannot be given to more candidates than there are seats open for the office up for election.
  - (d) No endorsement of partisan candidates after the date of the California Primary Election if there is an elected Democratic nominee for that partisan public office.

### **Section 7. Non-Renewal or Denial of Charter and Provisional Charter**

The E-board can deny an initial charter request or refuse to renew any charter on the following grounds:

- (a) No club shall be chartered whose bylaws are not satisfactory to the E-board.
- (b) No club shall be chartered that endorses non-Democrats for public office.
- (c) No club shall be chartered that refuses to comply with FPPC or FEC campaign disclosure reporting requirements when required to do so.
- (d) No club shall be chartered knowingly enrolling a person registered in another party as a member of the club.
- (e) No club shall be chartered that does not having regular scheduled meetings, that has been unable to elect officers, or that does not promote the Democratic Party or Democratic candidates.
- (f) No club shall be chartered that does not meet the requirements of Section 2 of this Article.

- (g) No club shall use the name of the Democratic Party without a valid charter.
- (h) Chartered Democratic Clubs shall not politically affiliate with any other political party, endorse, or otherwise support by fundraising (monetary or non-monetary contributions) or publicity, candidates who are not members of the Democratic Party.

In the event a club does not meet the requirements for renewal of its charter, the E-Board can grant the club a provisional charter not to exceed 90 days beyond the expiration of its original charter to come into compliance and meet the requirements for renewal. If the club does not meet the requirements for renewal of its charter by the end of the 90-day extension, the club's charter will be expired and the club must apply as a new club for a charter.

### **Section 8. Revocation of Charter**

The E-Board can recommend revocation of a charter for the following reasons:

- (a) Endorsement of a non-Democrat for elective office.
- (b) The transfer of funds from the club's accounts to an account of a non-Democrat running for elective office.
- (c) Acting in violation of State or Federal laws or regulations.
- (d) Refusing to comply with FPPC or FEC campaign disclosure reporting when applicable.
- (e) Politically affiliating with any other political party, endorsing, or publicly supporting by fundraising (monetary or non-monetary contributions) or publicity, candidates who are not members of the Democratic Party.

A club charter may be revoked at any regular meeting of KCDCC if it is found by a two-thirds (2/3) vote of KCDCC, present and voting, that the club has been operating in an improper or unethical manner. Charges against a club shall be presented at a regular meeting of KCDCC and all actions herein provided shall be taken at the next regular meeting or special meeting of KCDCC. The nature of the charges to be voted upon shall be stated in the notice of the meeting and shall be communicated to the President and Secretary of the club in question at least ten (10) days in advance of the meeting.

## **ARTICLE XII MEMBERSHIP DUES**

### **Section 1. Membership Dues**

Regular Members shall pay dues of sixty dollars (\$60) per year or thirty dollars (\$30) semi-annually unless a hardship is claimed. Alternate Members shall pay dues of thirty dollars (\$30) per year or fifteen (\$15) semi-annually unless a hardship is claimed. Members or Alternate

Members may claim a hardship by submitting their request for monthly payment in writing to a member of the E-board in writing for review. Dues shall be paid by personal check in advance by a member for their own benefit, and not on behalf of another member or individual, at the January and/or July meeting of each year. Dues of new members will be pro-rated. Dues of expelled or resigned members will not be reimbursed. All privileges, which include but are not limited to, voting, eligibility to be an officer, serving on a sub-committee, and having special access to events/gatherings of the Democratic Party or other related organizations, will be suspended for non-payment of dues. Ex-Officio and Associate Members are not required to pay dues.

## **ARTICLE XIII REVENUE AND FINANCE**

### **Section 1. Fiscal Year**

The fiscal year of KCDCC shall be January 1 to December 31 to coincide with the FPPC campaign disclosure reporting period to which KCDCC is subject.

### **Section 2. Reimbursement of Expenses**

Any expenses advanced by any officer or member of KCDCC for or on behalf of KCDCC, and at the direction of the E-Board or with prior approval of KCDCC, shall be reimbursed to said officer or member advancing the same.

## **ARTICLE XIV AMENDMENT OF BYLAWS**

### **Section 1. Amendment of Bylaws**

These bylaws may be amended by a vote of two-thirds (2/3) of the KCDCC members eligible to vote and who are present at the regular scheduled meeting where the proposed amendment is being considered. The proposed amendment(s) shall be presented in writing at a regular meeting and shall lie over until the next regular meeting of KCDCC. The notice of such meeting shall be mailed and/or e-mailed by the Secretary at least five (5) days in advance of the meeting and shall state that a vote on the bylaws will be taken.

## **ARTICLE XV EFFECTIVE DATE OF BYLAWS**

### **Section 1. Effective Date of Bylaws**

These bylaws shall become effective as of the date they are formally adopted by the KCDCC membership as described in Article XIV. Should any conflict exist between any proposed or actual act of KCDCC and these bylaws, these bylaws shall prevail.

**ARTICLE XVI  
PROPERTY OF KCDCC**

**Section 1. Confidentiality of Voter Registration Information**

Any voter registration information maintained by KCDCC shall be deemed confidential and can only be used by KCDCC for election or political purposes as defined by the California Elections Code and by Title 2 of the California Code of Regulations.

- (a) All members of the KCDCC, candidates endorsed by the Democratic Party, or Democratic Clubs must abide by the aforementioned Elections Code and the Code of Regulations if such candidate chooses to use any voter registration information belonging to KCDCC.
- (b) The E-Board of KCDCC will approve who can have access and use KCDCC's voter registration information.
- (c) Businesses and non-Democratic Party organizations will not be allowed use of the information and must go to the Kern County Elections Division directly for use of voter registration information.
- (d) Only Democratic Party organizations and those mentioned under this Article will be eligible to use KCDCC's voter registration information.
- (e) Those eligible to use the information must first sign a statement of confidentiality and only use the information in the manner described in the Code and Regulations described above.
- (f) After the voter registration information is used, the approved entity (organization or individual), must redact and permanently delete such information, destroy it by shredder when applicable, or store it in a secure place. Voter registration information shall include, but not be limited to, electronic data processing tapes, computer diskettes, precinct lists, affidavits of registration, mailing lists, and absentee ballot applications.
- (g) Any costs to generate voter registration information shall be paid for by the entity approved to receive such information.
- (h) Any entity that improperly uses the information violating any California Code or Regulation as mentioned above, will pay any costs incurred by KCDCC, that may include, but may not be limited to fines and attorney fees to make reparations with the appropriate government agency, and the costs of reparations for damages incurred by the KCDCC.



**STANDING RULES  
HEADQUARTERS, FAIR BOOTH, WEB SITE OR OTHER BELONGINGS**

**Section 1. KCDCC Headquarters**

The E-Board of KCDCC will have jurisdiction over who is allowed to use the headquarters, fair booth, web site, or any other property belonging to KCDCC. Any candidate or non-Democratic organization requesting use of the above-mentioned entities must put a request in writing to the E-board and explain in writing what their plan of usage, dates of usage, supervision of project, etc. The E-board will then consider such request and advise the applicant in a timely fashion with an answer as to such request and any conditions/guidelines for usage if such request is granted. No conflict of interest shall exist between non-Democratic organizations and KCDCC such as financial, tax status, ethical, or stance on principles or issues. The E-board shall issue guidelines for the content of the website.

- (a) Each candidate who uses the long-distance phone service in KCDCC's headquarters is responsible for a \$250 deposit. Each candidate will receive an account code for the long-distance service. The candidate will be refunded or charged depending on whether said usage exceeds or falls short of the \$250 deposit.
- (b) No non-Democrats (persons registered in other political parties) will be allowed to answer the phones or work as a regular staff person in the headquarters.
- (c) No lists of any kind with names, phone numbers, or addresses and phone numbers left unattended. If not being used put inside a desk or a filing cabinet.
- (d) Shred any pieces of paper with names, addresses, and phone numbers that are thrown in the trash. A shredder will be provided.
- (e) To ensure proper phone etiquette, volunteers answering the phones must say "Kern County Democratic Headquarters," identify themselves by their first name as they answer the phones, be polite and pleasant, and ask "may I help you?"
- (f) Any person behaving inappropriately, who is belligerent, and acting in a violent manner will be asked to leave the headquarters. Staff persons can call the proper authorities if there is a question of safety.

**Section 2. Usage of Headquarters by Non-Partisan Candidates**

Only candidates who are endorsed by the KCDCC may be eligible to use the headquarters for their campaign.

**Section 3. Volunteers**

All names, addresses, phone numbers, and email addresses of volunteers calling or walking into the headquarters are to be given to the Chair of KCDCC for KCDCC’s database.

**Section 4. Fair Booth**

- (a) Reimbursements submitted to the CDP Voter Registration Program for all Democratic registrations done inside the headquarters or at the fair booth will be given to KCDCC. Only KCDCC will conduct voter registration drives inside the headquarters or at the fair booth.
- (b) No items can be stored in the fair booth without the consent of the KCDCC Chair.

**Section 5. Dorothy Donahoe Dinner**

- (a) KCDCC members who volunteer to work at the annual Dorothy Donahoe Dinner shall be eligible for a discounted ticket to such event and shall only be required to pay for their meal by purchasing a ticket in an amount equal to the cost of the dinner which KCDCC is required to pay.
- (b) Individuals who are being honored at the annual Dorothy Donahoe Dinner will be gifted with a complimentary event ticket.

**Section 6. Language and Behavior**

Members of KCDCC will at all times strive to maintain civility in their behavior, language, and tone. Members shall strive to work to resolve their differences by recognizing that all people may not agree on all points and issues and by understanding this diversity amongst us, makes KCDCC stronger. Respectful and honest communication is always the goal of KCDCC.

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**SECRETARY’S CERTIFICATE**

I, the undersigned, a duly appointed and qualified Secretary of the Kern County Central Democrat Committee (“KCDCC”), DO HEREBY CERTIFY that the foregoing Bylaws were duly adopted by the membership of KCDCC at a duly noticed and called meeting of such members on July 19, 2016.

By: \_\_\_\_\_  
 Cathee Romley  
 Secretary for KCDCC