

**Democratic Party
of
Lake County**

**BYLAWS
AND STANDING RULES**

ADOPTED BY UNANIMOUS CONSENT

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**DEMOCRATIC PARTY OF LAKE COUNTY
BYLAWS AND STANDING RULES
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- 1 a. To represent the Party in, and for, the County;
- 2
- 3 b. To promote development of the Party in the County;
- 4
- 5 c. To accredit all organizations in the County which are affiliated
- 6 with or entitled to use the name or other identification of the
- 7 Party in their publicity, fund raising or other activities;
- 8
- 9 d. To assist Democrats who are running for and/or holding public
- 10 office;
- 11
- 12 e. To coordinate the Party and its natural constituency,
- 13 organizations, individuals and activities in the County;
- 14
- 15 f. To cooperate with other organizations and individuals both inside
- 16 and outside the County, on behalf of LAKE COUNTY DEMOCRATS, and
- 17
- 18 g. To perform Party functions as required by California State Law
- 19 and, as appropriate, under state and national Democratic Party or
- 20 other official sources.
- 21

22 **Section 2. Party Campaign Duties.**

23 The DPLC shall be charged with the conduct of all Party election campaigns
24 subject to the guidance of the Democratic State Central Committee (DSCC),
25 or its officially selected Executive Committee.

26

27 **Section 3. Other Duties and Responsibilities.**

- 28
- 29 a. The DPLC shall perform such other duties and Party services as
 - 30 may be deemed of benefit to the Party or LAKE COUNTY
 - 31 Democrats;
 - 32
 - 33 b. The DPLC shall continue to carry out its responsibilities and duties
 - 34 until a new committee has been elected and sworn in; and
 - 35
 - 36 c. Regular members, except Ex-Officio members, shall:
 - 37 1) Attend DPLC meetings;
 - 38 2) Participate in organized voter registration efforts;
 - 39 3) Participate in organized DPLC fundraising events;

- 1 4) Work in one of the county UDC offices during a year in
2 which said UDC offices exist; and
3 5) Attend meetings of subcommittees to which they are
4 assigned.

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8 **ARTICLE III. MEMBERSHIP**

9
10
11 **Section 1. Regular Members.**

12 The Regular Members of the DPLC shall be those members duly
13 elected at the quadrennial election held for such purpose, such
14 members duly elected to fill any regular member vacancy, the CDP
15 Regional Director and all ex-officio members so designated by the
16 Elections Code. Ex-officio members are partisan elected Democrats
17 who represent Lake County at the State and Federal level. In those
18 cases where there is an incumbent and also a nominee, both shall be
19 ex-officio members for the duration of their terms.

20
21 **Eligibility:**

22 To be eligible for election or appointment, a member shall be a
23 resident of the supervisorial district for which he seeks election or
24 appointment and a registered Democrat. Candidates for appointment
25 shall have been continuously registered as Democrats for at least 120
26 days prior to nomination.

27
28 **Appointments, qualifications & procedures:**

29 A prospective appointee shall have a commitment to principles and
30 rules governing the Democratic party, and a demonstrated capacity for
31 political participation or leadership, availability for attendance at
32 meetings of this committee and one or more of its standing
33 committees and acceptance of responsibility for adequate financing of
34 this committee through participation in fund raising efforts, including
35 personal support to the extent feasible.

36 Eligible prospective appointees shall be nominated and elected as follows:

- 37 a. At any time there is a vacancy on the committee, it shall be in
38 order for this committee to accept nominations to fill the vacancy.

- 1 b. Prior to election a prospective appointee shall be required to
2 address this committee at its meeting and answer questions from
3 members present regarding qualifications for membership
- 4 c. Appointment shall be made by election by the members at no
5 sooner than the next regular meeting following the meeting at
6 which the candidate or candidates to be chosen were nominated,
7 provided that nothing shall prevent this committee from
8 postponing an election for any vacancy to a subsequent meeting
9 for any reason, including for purposes of accepting additional
10 nominations.
- 11 d. The proposed appointee or appointees must be present at the
12 meeting at which the vote is taken. Whenever there are more
13 eligible nominees than vacancies election shall be by secret ballot,
14 with a majority of votes cast needed for election. Should the first
15 ballot fail to result in a majority vote for as many candidates as
16 there vacancies to be filled, there shall be a runoff among the
17 remaining candidates with the highest vote totals (with the
18 number of such candidates set at one more than the remaining
19 vacancies to be voted upon. Secret ballots shall be counted by the
20 secretary and verified by another member designated by the
21 presiding officer

22 Members shall seek nomination and be elected at every
23 Presidential Primary, in accordance with the provisions of
24 California State law. Notwithstanding any other provision of law,
25 the county central committee, in accordance with the rules and
26 regulations adopted by the committee, may select its members at
27 any time by holding a caucus or convention, or by using any other
28 method of selection approved by the committee

29
30
31 ***Section 2. Alternate Members.***

- 32
- 33 a. Every Regular member of the DPLC, whether elected or ex-officio,
34 may appoint in writing, and is encouraged to do so, an alternate;
- 35
- 36 b. All Alternate members, as thus duly appointed, shall reside in the
37 same Supervisorial District and meet all other qualifications of a
38 Regular member;

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- c. An Alternate member may vote only in the absence of the member he/she represents

Section 3. Associate Members.

- a. Any registered Democrat may become an Associate member of the DPLC upon payment of annual dues,
- b. Chartered Democratic Clubs shall each be given a complimentary Associate membership. The Club Member holding this Associate Membership shall have voting privileges.
- c. Associate, members shall be entitled to attend meetings of the DPLC and participate in discussions and debates at such meetings, but shall not be entitled to vote. Associate members shall be eligible for appointment to the standing committees and sub-committees of the DPLC; and
- d. It shall be the policy of the DPLC to encourage as many Democrats as possible to become Associate members.

Section 4. Dues.

- a. Annual dues for both Regular and Alternate members shall be determined by the committee and shall be payable January 1st of each year.
- b. Annual dues shall be considered delinquent if not paid within 30 days of due date. If dues might cause an economic hardship, a member may, in lieu of dues, register at least 10 Democrats or assist the DPLC in some other manner under the direction of the Chair; and
- c. Delinquent members may not vote.
- d. When appointed or elected all Regular and Alternate Members of the DPLC Central Committee will pay their annual dues.

- 1 e. If the Appointment or Election of Regular or Alternate Members
2 falls within the last Quarter of the year the annual dues for the
3 following year will be waived.
4

5 **Section 5. Removal for Absence.**
6

- 7 a. Any Regular voting member, other than an ex_officio member or a
8 club representative, who misses more than two (2) consecutive,
9 regularly called meetings, or more than four (4) such meetings in
10 a calendar year, may be removed as a voting member, upon a
11 majority vote of the DPLC. This amendment shall be retroactively
12 effective to January 1, 2019.
13 b. The roll call as set forth in the minutes shall be the presumptive
14 evidence of a member's attendance or absence from a meeting.
15 A member who has his/her alternate attend in his/her place shall
16 be counted as present, not absent.
17

18 **Section 6. Removal for other party affiliation.**
19

- 20 a. The LCDCC shall remove any member, other than an ex officio
21 member, who registers as a member of another party or registers
22 without disclosing a party preference. The LCDCC may remove any
23 member, other than an ex officio member, who publicly gives
24 support or avows a preference for a candidate not registered as a
25 Democrat who is running against a candidate endorsed by this party;
26 or, who publicly gives support or avows a preference for a candidate
27 not registered as a Democrat when a Democrat is on the ballot.
28 "Publicly" means in a public or open manner, including an
29 endorsement or other public action or statement showing support by
30 the individual member even though that member does not identify
31 himself/herself as a member of the LCDCC.
32
33 b. No member shall be removed until such member has been given an
34 opportunity to be heard by the LCDCC, following receipt of at least 10
35 days written notice by an officer or the executive committee, by
36 certified mail, and removal shall require the votes of 60% of the
37 members who are present and voting. Article IV, Section 5 of these
38 bylaws shall apply, except that 60% shall be required for removal.
39

1 c. When endorsing a candidate, a member, including officers, shall not
2 use the title “Lake County Democratic Party Central Committee
3 Member” or similar titles, unless the LCDCC has endorsed that
4 candidate. If a member does this, the LCDCC may remove that
5 member in accordance with this Section.

6
7 d. To the extent that this Section permits Central Committee members
8 to publicly support a candidate other than one endorsed by the
9 Democrats, it shall apply only in non-partisan races.

10
11 **Section 7: Membership Information**

12
13 Membership information and official rosters are proprietary information
14 for use by the Executive Committee. Rosters and members’ contact
15 information shall not be released outside of the DPLC without the
16 express consent of the affected members.

17
18
19
20 **Article IV. MEETINGS**

21
22 ***Section 1. Organizational Meeting.***

23
24 a. The DPLC shall meet quadrennially, in the second month following
25 the primary in even numbered years, for the purpose of
26 reorganization.

27
28 b. Each Regular member shall on, or before, the date of the
29 Organizational Meeting, take and subscribe to the Oath or
30 Affirmation of the California Constitution;

31
32 c. Each appointed regular member (member duly elected to fill any
33 Regular member vacancy) and each alternate member shall take
34 the Oath or Affirmation of the California Constitution.

35
36 ***Section 2. Regular Meetings.***

- 1 a. The DPLC shall hold regular monthly meetings. The date, time and
2 place of all regular meetings shall be set at the Organizational
3 Meeting.
4
- 5 b. Agendas and, when possible, the text of issues to be voted upon,
6 shall be postmarked or emailed to members at least seven (7)
7 days before each regular meeting.
8

9
10
11 ***Section 3. Special Meetings.***

- 12
- 13 a. Special meetings may be held at the call of either the Chair or a
14 majority of the Executive Committee.
15
- 16 b. Special meetings shall require five days written notice to all
17 members; except, that time notice may be shortened by consent
18 of a majority of the DPLC. All special meeting notices shall specify
19 the time, place and nature of business to be conducted at such
20 meeting; and
21
- 22 c. No business may be conducted at Special Meetings except that
23 set forth in the meeting notices.
24

25 ***Section 4. Quorum.***

- 26
- 27 a. The presence of one half (1/2) of the members qualified to vote
28 shall constitute a quorum. Alternate members shall be counted
29 only in the absence of such member's principal.
30
- 31 b. A roll call of members shall be made prior to the transaction of
32 any business, with the names of those present or absent as noted
33 in the meeting minutes; and
34
- 35 c. In the absence of a quorum, all business transacted must be
36 confirmed at the next meeting at which a quorum is present to be
37 effective.
38

1 **Section 5. Voting.**

- 2
- 3 a. Voting on all matters shall be by voice vote, or a show of hands,
4 unless one or more members requests a roll call; and
- 5
- 6 b. No proxy or absentee ballots shall be allowed.
- 7
- 8 c. Except as otherwise provided herein, all actions taken by the DPLC
9 or any subordinate body of the DPLC shall be by affirmative vote
10 of a majority of those members eligible to vote who are present
11 and voting, a quorum being present. Abstaining members count
12 as being present for purposes of a quorum, but abstentions do
13 not count for purposes of determining the outcome of a vote.
14 Secret ballots shall not be allowed on any vote.
- 15

16 **Section 6. Rules of Order.**

17 The business of the DPLC shall be guided by **ROBERT'S RULES OF**
18 **ORDER NEWLY REVISED ADDITION**, unless otherwise provided for
19 herein.

20

21 **Article V. OFFICERS AND COMMITTEES**

22

23 **Section 1. Officers.**

- 24
- 25 a. The officers of the DPLC shall be: Chair; Vice Chair; Secretary;
26 Treasurer; Vice Treasurer and such other officers as the
27 Committee may find necessary.
- 28
- 29 b. All officers shall be elected at the first meeting of this
30 committee held in January of odd numbered years from the
31 regular elected members, or such members duly elected to fill
32 any regular elected member vacancy, and hold office until a new
33 DPLC takes the Oath of Office, or as otherwise set forth in the
34 Elections Code;
- 35
- 36 c. The term of office shall be for two years or until a successor is
37 elected.
- 38

1 d. A vacancy in any office shall be filled by a vote of a majority of
2 members present and voting at a meeting of this Committee
3 provided that prior notice of such vacancy and election shall be
4 given to regular members.

5
6 f. All officers shall carry out those duties which are ordinarily
7 incumbent upon such officers.

8
9 **Section 2. Executive Committee.**

10
11 a. The Executive Committee of the DPLC shall be comprised of its
12 elected officers, and committee chairs.

13
14 b. The Executive Committee shall be empowered to carry out the
15 general administrative functions of the DPLC or any other duty or
16 responsibility granted thereto by resolution of the DPLC
17 membership.

18
19 **Section 3. Removal from Office.**

20 No officer of the DPLC shall be removed from office except for good
21 cause; and then, only by a two-thirds (2/3) vote of the entire DPLC
22 membership, at a meeting wherein written notice of such intent is
23 given to each member at least seven (7) days prior thereto.

24
25 An officer may be removed by a 2/3 vote of the members present
26 and voting at a meeting of this Committee, provided that no vote to
27 remove an officer shall occur without due process, including prior
28 (15 days) written notice to all members of such impending vote and
29 to the officer who is proposed to be removed and said notice to
30 include a prior written notice signed by at least three members of the
31 Committee, of specific charges against the officer and the basis of
32 such charges and provided that no officer shall be removed except
33 for gross misconduct or neglect of duty in office.

34
35 **Section 4. Vacancies.**

36
37 a. Should a vacancy occur on the DPLC for any reason, "Public Notice"
38 shall be filed. The vacancy shall be filled by the DPLC no sooner
39 than at the next regular meeting after the vacancy is announced;

- b. Such vacancy shall be filled by election of a qualified candidate from the same Supervisorial District in which the vacancy occurs; and
- c. All chartered clubs in the Supervisorial District in which the vacancy occurs shall be notified within one week of the meeting at which the vacancy is announced.

Section 5. Committees.

- a. The DPLC shall be divided, in order to effectively carry out its stated purposes, into standing sub-committees and such other committees as it may from time to time find necessary and/or expedient. All such sub-committees and the Chair thereof shall be appointed by the DPLC Chair, subject only to the will of the general membership;
- b. All standing committee members shall be designated, where possible, prior to the first meeting of the term;
- c. All standing committees shall be constituted and function as set forth in Appendix A "**Officers Standing Committees-Selection and Rules**" of these Bylaws; and
- d. Committees are defined in Appendix A.

Article VI. CLUBS AND ORGANIZATIONS

Section 1. Chartered Clubs.

- a. No Democratic club or organization established or formed in the county shall be formally recognized by the DPLC unless such club or organization shall have first been chartered by the DPLC;
- b. Any club or organization desiring a charter shall apply for such in the manner prescribed by the DPLC;
- c. The DPLC shall recharter annually, all organizations which comply with the rechartering requirements.

1 d. Chartered clubs may endorse and support only qualified
2 registered Democrats for both partisan and non-partisan elective
3 office;

4
5 e. Clubs shall complete their annual rechartering by March 1, or they
6 will no longer be recognized as a chartered Democratic Club, will
7 be unable to conduct business as a Democratic Club, and may be
8 required to surrender their treasuries to the DPLC. Clubs will
9 receive notice of this in the letter inviting them to re-charter.

10
11 ***Section 2. Club Expansion and Activity.***

12 The DPLC shall have the right and authority to take such action, or
13 establish such rules and regulations as may, from time to time, be
14 found necessary to encourage the growth and year round activity of
15 Democratic Clubs.

16
17
18 **Article VII. ENDORSEMENTS**

19 ***Section 1. Partisan Endorsements***

20
21 As defined in Section 2 of Article VIII of the By Laws of the California
22 Democratic Party, the Committee may not make any endorsements
23 which conflict with the endorsements from the California Democratic
24 Party.

25
26 ***Section 2. – Non Partisan Office - Procedure***

27
28 a. The DPLC may, subject to the following provisions, in this section,
29 endorse any Democratic Candidate in any election after the close
30 of filing for the office (s) under consideration for endorsement.

31
32 b. Candidates seeking endorsement must be registered as a
33 Democrat at least 180 days before the close of filing for their race.

34
35 c. Each endorsement shall be proposed by the Election Standing
36 committee and action can be taken at the meeting in which the
37 endorsement is proposed.

1 d. Each proposed endorsement shall be submitted in writing to all
2 DPLC members, postmarked, or sent via electronic transmission (i.e.
3 email) at least seven (7) calendar days before the regular meeting at
4 which action is to be taken on the endorsement.

5
6 e. No endorsement shall be made for any non-partisan office unless
7 the candidate seeking endorsement has submitted a written request
8 for endorsement to the DPLC.

9
10 f. If a candidate was endorsed in the Primary, that endorsement shall
11 remain in effect for the General Election, provided the candidate
12 advances to the General Election. If there is only one Democrat who
13 advances from the primary, but said candidate had not previously
14 sought the endorsement of the DPLC for this office in this election
15 cycle, said candidate, upon timely petition with the Secretary of the
16 Party, shall be considered for endorsement by this Standing
17 Committee. The deadline for filing the petition is within two days of
18 the Secretary of State's certification of the primary results

19
20 g. Endorsement of candidates shall require a (2/3) vote of the
21 members present and voting.

22
23 h. Endorsement shall not be given to more candidates than there are
24 seats open for the office in question.

25
26 i. A designation of Endorsed may carry the weight of the California
27 Democratic Party (CDP) and means:

- 28 • That the LCDCC may publicize such endorsements.
- 29 • That the endorsed candidate has the authority to
30 publicize such endorsement as he/she chooses.
- 31 • Such other campaign assistance as the LCDCC deems
32 appropriate. Statutory or accredited Democratic
33 organizations shall be encouraged to, and the LCDCC
34 expects that they shall, lend or provide their name or
35 campaign assistance to Endorsed candidates.

36
37
38 **Section 3 - Issues**

1 found to be of interest and benefit to Democratic candidates and/or
2 the citizens of the County providing such endorsement in not in
3 conflict with the California Democratic Party (CDP)

4
5 **Article VIII. SPECIAL RULES AND PROCEDURES**

6
7 ***Section 1. Authority.***

8 The DPLC shall, in order to carry out its purposes and duties as set forth
9 under California law, have the right and authority to establish the Rules and
10 Procedures set forth in Appendix A, hereof, and to adopt such others as it
11 may from time to time find desirable or necessary therefore.

12 ***Section 2. Rules and Regulations.***

13 The DPLC shall, through its authority, adopt such rules and regulations as it
14 shall deem desirable, in the manner prescribed in the STANDING RULES.

15
16 **Article IX. AMENDMENTS**

17
18 ***Section 1. Manner of Adoption.***

19 These **BYLAWS** may be amended by a two-thirds (2/3) vote of those
20 present and voting at any meeting for which all members, both regular and
21 ex-officio, have been notified and provided exact wording of the proposed
22 changes at least fifteen (15) days prior to such meeting. These **STANDING**
23 **RULES** may be amended by a two thirds vote at any meeting without prior
24 notice.

APPENDIX A: DPLC STANDING RULES

Officers - Standing Committees – Selection and Rules

The Standing Committees listed, organized biennially for the purposes indicated, shall be organized and function as individually set forth. These STANDING RULES may be amended by a two thirds vote at any DPLC meeting without prior notice. Members are invited and encouraged to attend any committee meetings. These committees are:

A. Executive Committee

1. Purpose. The purpose of this committee is to carry out and/or oversee the executive/administrative duties of the DPLC, in a spirit of shared decision making.
2. Composition. The committee shall include the DPLC officers & committee chairs.
3. Election of Officers The officers shall be elected by a majority vote of the Committee at the reorganization meeting and thereafter at any regular or special meeting (called for such purpose) when/if a vacancy occurs in any office.
4. Description of Duties
 - a. The Chair shall preside at all meeting, appoint such committees as necessary and otherwise direct and execute the policies of the Committee. The Chair shall be responsible for the Agenda and shall be the sole spokesperson for the DPLC and the official representative to the public and media. All press releases shall be issued by the Chair of the DPLC, or at the discretion of the Chair, may be delegated to a Committee Chairperson.
 - b. The Vice-Chair shall assist the Chair in the performance of the duties of that office. In the event of the absence of the Chair or a vacancy in that office, the Vice-Chair shall exercise all powers of the Chair.

- 1 c. The Treasurer shall serve as Chair of the Finance Committee.
2 And perform the duties outlined there.
- 3 d. Two signatures are required on all checks. The signatories
4 shall be Gregory Sanborn of The Diablo Group and either the
5 DPLC Treasurer, Assistant Treasurer, Chair or Vice Chair.
- 6 e. The Vice Treasurer shall assist the Treasurer in preparation for
7 assuming the role of Treasurer.
8
- 9 f. The Secretary shall record the minutes of each meeting and
10 keep the minutes and records of LCDC. See that all notices
11 required by law or these bylaws and a copy of the monthly
12 agenda and minutes are forwarded to all LCDC members.
13
- 14 5. Subsections. The committee, as a minimum, shall be sub-divided
15 into the following sub-sections:
 - 16 a. Public Relations; and
 - 17 b. State and National Liaison
 - 18 c. Membership
19
- 20 6. Duties. The committee shall:
 - 21 a. Assist in strategic planning;
 - 22 b. Advise on major issues facing the DPLC;
 - 23 c. Review and recommend policies and procedures for efficient
24 operation;
 - 25 d. Identify resources for DPLC needs and projects;
 - 26 e. Provide core leadership for the DPLC;
 - 27 f. Oversee and administer all county offices;
 - 28 g. Arrange for, and provide notice of, all DPLC meetings;
 - 29 h. Publish and distribute, as directed, a County Democratic
30 newsletter;
 - 31 i. Serve as the public relations arm of the DPLC; and
 - 32 j. Provide liaison as required, and/or desired, by the DPLC with
33 all State and National Democratic, or affiliated, organizations
34 intended to further the interests of Democrats in Lake County.
35
- 36 7. Reports. The committee shall report regularly to the DPLC on its
37 activities. Summaries of such reports should be included in the
38 newsletter, or posted on the website.
39

1 **B. Finance Committee**

2
3 1. Purpose. The purpose of this committee is to provide financial
4 oversight for the DPLC as well as assistance in the acquisition of
5 desired financial resources.

6
7 2. Composition. The committee shall include the Treasurer and at least
8 two additional regular members. The Chair of the Finance
9 Committee shall be the Treasurer of the DPLC.

10
11 3. Subsections. The committee, at a minimum, shall be divided into the
12 following subsections:

- 13 a. Budget;
- 14 b. Books and records;
- 15 c. Revenue and fundraising; and
- 16 d. Audit Committee.

17
18 4. Duties. The committee shall:

- 19 a. Prepare and oversee the annual operating budget;
- 20 b. Prepare regular financial reports for submission;
- 21 c. Review and file a report thereon for all proposed fundraising
22 projects and the budgets thereof;
- 23 d. Oversee the preparation of all lawfully required financial reports
24 and the submission thereof to proper authorities; and
- 25 e. Develop, and assist others in developing, all desired fundraising
26 activities necessary to the ongoing operation of the DPLC and the
27 completion of its registration and campaign duties within the
28 county.

29
30 5. Reports. The committee shall make regular monthly financial reports
31 to the DPLC and shall file FPPC reports and other reports as required.

32
33 6. Annual audit. Within 30 days of the close of the fiscal year, the audit
34 committee shall review the books and records of the DPLC Treasurer
35 and report its findings to the full Central Committee for its
36 acceptance.

37
38 **C. Registration Committee**

- 1 1. Purpose. The purpose of this committee is to develop and carry out
2 an effective ongoing Democratic registration campaign.
3
- 4 2. Composition. The committee shall include at least one member from
5 each Supervisorial District. Its chair shall be appointed by the DPLC
6 Chair.
7
- 8 3. Subsections. The committee, at a minimum, shall be divided into the
9 following subsections:
10 a. Registration evaluation;
11 b. Volunteer solicitation; and
12 c. Registrar leadership.
13
- 14 4. Duties. The committee shall:
15 a. Evaluate current voter registration demographics;
16
17 b. Evaluate, plan and carry out an ongoing countywide registration
18 program based on the evaluation. It should include:
19 (1) prioritized areas for registration; and
20 (2) provide for maximum effort toward maximum registration in
21 such areas;
22
23 c. Develop and maintain, in cooperation with clubs, elected officials
24 and other organizations, a program for providing sufficient
25 volunteers for carrying out the registration program;
26
27 d. Develop and maintain a Vote by Mail program for Permanent
28 Absentee Ballot voters; and
29 e. Provide oversight and leadership for all county Democratic voter
30 registration.
31
- 32 5. Reports. The committee shall:
33 a. Timely report all required voter registrations; and
34 b. Make regular activity reports to the DPLC.
35

36 **D. Election Committee**

- 38 1. Purpose. The purpose of this committee is to assist with candidate
39 qualification, endorsement and election.

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- 2. Composition. The committee shall include one member from each Supervisorial District and all ex-officio members. The chair shall be appointed by the DPLC Chair.

- 3. Subsections. The committee, at a minimum, shall be divided into the following subsections:
 - a. Candidate qualifications;
 - b. Endorsement; and
 - c. Get Out The Vote.

- 4. Duties. The committee shall:
 - a. Seek out and encourage new Democratic candidates;
 - b. Oversee the “Endorsement in Non Partisan Elections” as set forth in Article VII, Section 2;
 - c. Work with the relevant committees to provide for a United Democratic Campaign as appropriate;
 - d. Conduct a DPLC slate card campaign as instructed by and funded by the DPLC; and
 - e. Cooperate with and assist all State and national Democratic Election Campaigns, and help in planning and carrying out an effective “Get Out The Vote” campaign including both absentee and Election Day efforts.

- 5. Reports. The committee shall provide such regular and special reports and information as the DPLC Chair shall, from time to time, request.

E. Issues Committee

- 1. Purpose. The purpose of this committee is to screen and/or develop all Issue Papers and Resolutions for presentation to the DPLC for action.

- 2. Composition. The committee shall include members from each Supervisorial District and all ex-officio members. The chair shall be appointed by the DPLC Chair.

- 1 3. Subsections. The committee, as a minimum, shall be divided into
2 the following subsections:
 - 3 a. Local issues;
 - 4 b. State and national issues; and
 - 5 c. Resolutions.
- 6
- 7 4. Duties. The committee shall:
 - 8 a. Develop local issues for review;
 - 9 b. Screen and recommend action on all Ballot Measures to be
10 brought before the DPLC as set forth in Article VII, Section 3 ;
 - 11 c. Screen and recommend action on all state and national issues
12 brought before the DPLC;
 - 13 d. Draft, and prepare for action thereon, all issue papers
14 presented to the DPLC;
 - 15 e. Draft, and prepare for action thereon, all resolutions presented
16 to the DPLC, and
 - 17 f. Ensure that an action plan, if appropriate, is prepared for Issue
18 Papers and Resolutions presented to the DPLC.
- 19
- 20 5. Reports. The committee shall provide such reports, in addition to
21 the action papers, as the DPLC requests.
- 22

23 **F. Programs and Recruitment Committee**

- 24
- 25 1. Purpose. This committee is a forum for local and state
26 Democratic candidates and elected officials to engage with the
27 public and is also a forum for local, state and national issues,
28 including ballot measures, with an emphasis on local county and
29 city campaigns, issues, decisions, and proposed laws and policies.
30 The committee shall host speakers, who may be of any political
31 party, but during contested elections, the committee shall not
32 schedule candidates who are not Democrats. The committee shall
33 develop and carry out programs and events to engage, educate
34 and provide local residents with opportunities to participate in
35 activities that advance democracy. Through these activities, this
36 committee is tasked with recruiting members to DPLC.
- 37
- 38 2. Composition. The committee shall include at least one member
39 from each Supervisorial District. The committee shall have no

1 upper limit of numbers of members, and a large, active
2 committee is encouraged. Its Chair shall be appointed by the DPLC
3 Chair. Like all Standing Committees, its members shall be
4 appointed by the DPLC Chair, but in consultation with the
5 Committee Chair, subject only to the will of the general
6 membership of the DPLC.

7
8 3. Subsections. The committee, at a minimum, shall be divided into the
9 following subsections:

- 10 e. Programs & Events; and
11 f. Recruitment.

12
13 4. Duties. The committee shall:

14 b. Evaluate, plan and carry out ongoing countywide programs that
15 advocate for Democratic candidates and policies and stimulate an
16 active interest in the Democratic Party. The committee should
17 endeavor to serve all geographic areas by offering programs and
18 events throughout Lake County; to host programs and events that
19 cover a broad range of issues of concern to local residents; to
20 collaborate on events with community groups that represent
21 Democratic values; and to provide programs that the Committee
22 deems engaging and educational and allow active participation by
23 attendees.

24 c. Evaluate, plan and carry out an ongoing and active membership
25 recruitment program. The committee shall endeavor to maintain
26 a pipeline of DPLC associate members to fill vacant seats as
27 regular or alternate members on the DPLC; participate in public
28 events to provide positive visibility for the DPLC; and coordinate
29 with DPLC officers to ensure recruitment priorities focus on
30 Districts with insufficient voting representation on DPLC.

31 d. Collaborate with other DPLC committees to promote the DPLC
32 and build an active base of volunteers.

33
34
35 5. Meetings. The committee shall hold regular meetings with the dates,
36 time and place being set by the membership.

37
38 6. Reports. The committee shall make regular activity reports to the
39 DPLC. **This standing rule adopted March 7, 2019**

1 **G. Clubs and Organizations Committee**

- 2
- 3 1. Purpose. The purpose of this committee is to provide oversight
- 4 for existing Democratic clubs and encourage organization of
- 5 meaningful Democratic groups.
- 6
- 7 2. Composition. The committee shall include at least one member
- 8 from each Supervisorial District. Its chair shall be appointed by
- 9 the DPLC Chair.
- 10
- 11 3. Duties. The committee shall:
- 12 a. Provide Democratic Club oversight;
- 13 b. Promote and assist in the formation of new clubs;
- 14 c. Send yearly letter to clubs inviting them to complete
- 15 chartering by March 1, such letter to include language
- 16 conveying the detailed notice required.
- 17 d. Assist clubs in their application for charters, specifically, in
- 18 their adherence to "Charter/Recharter Procedures" as set
- 19 forward in Article VI, Section 1.
- 20 e. Notify the appropriate chartered clubs if regular members do
- 21 not appoint an alternate.
- 22 f. Present chartered clubs with complimentary Associate
- 23 memberships.
- 24 g. Notify the appropriate chartered clubs if regular member
- 25 vacancies occur.
- 26 h. Provide liaison between the DPLC and all other Democratic
- 27 organizations;
- 28 i. Strongly encourage all chartered clubs to participate in DPLC
- 29 activities: by sending a representative to the monthly meeting;
- 30 sending volunteers to the County Fair booth set up by the
- 31 DPLCC; participating in voter registration drives; staffing
- 32 United Democratic Campaign headquarters offices; and selling
- 33 tickets for - as well as having members attend - fundraising
- 34 efforts;
- 35
- 36 4. Reports. The committee shall:
- 37 a. File such activity reports as the DPLC shall from time to time
- 38 require; and

1 b. Accomplish all charter and recharter activity in the correct
2 form and in a timely manner.

3
4 **H. Lake County Democratic Central Committee -- Delegate Elections to**
5 **the Democratic State Central Committee**

6
7 Candidates elected to the State Democratic Party Convention as
8 Delegates from the Lake County Democratic Central Committee shall
9 be voting members of the LCDCC, or alternate members.

10 Candidates elected to the State Democratic Party Convention as
11 Delegates from the Lake County Democratic Central Committee shall
12 resign that elected seat if that Candidate is subsequently elected, and
13 accepts the seat, as a State Convention Delegate from the Assembly
14 District Delegation Election.

15 The vacant delegate seat from the County Committee's elected
16 delegation will go to the Lake County Democratic Central Committee
17 delegate candidate who received the next highest number of votes at
18 the County Committee delegate elections. If there is no such person
19 to take that seat, then another election shall be held by the DPLC.

20 **Standing Rule Adopted March 5, 2015**

21
22 **I. Authorization to expend funds**

23 The adoption of the budget by the Lake County Democratic Central
24 Committee empowers the Executive Committee to spend up to the
25 line item amount for the line items listed with a majority vote of the
26 Executive Committee required for amounts more than \$200.00.
27 Expenditures of \$200.00 or less will require the approval of two
28 members of the Executive Committee. Bank fees, bank deposit
29 adjustments, returned check fees and late filing fees will be paid on
30 demand or with majority approval of the Executive Committee for
31 amounts over \$100.00. To spend more than a line item amount or to
32 spend for items not listed in the budget will require a majority vote
33 of the Executive Committee. Any Executive Committee member may
34 require that any new line item or over budget be voted on by the
35 Central Committee. The Treasurer will report all over budget
36 spending to the Central Committee at the next regular meeting.

1 *These rules do not apply to transfers between the FPPC and FEC bank*
2 *accounts which will be initiated by the Treasurer and transacted by check*
3 *signed by the Treasurer only. **Standing Rule – amended March 7, 2013.***

4

5 **J. Electronic Voting**

6 The central committee, executive committee, standing committees and ad
7 hoc committees shall have the option of voting via email.

8 ~~Standing rule adopted July 5, 2012~~ **Standing Rule adopted December 5,**
9 **2019**