

**Democratic Party  
of  
Lake County**

**BYLAWS AND STANDING RULES**

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**DEMOCRATIC PARTY OF LAKE COUNTY**  
**BYLAWS AND STANDING RULES**

Article I. NAME AND ORGANIZATION

*Section 1. Name*

The name of this organization shall be the Democratic Party of Lake County (DPLC), and, alternatively, the Lake County Democratic Central Committee (LCDCC).

*Section 2. Organization*

- 1) The DPLC, as the official voice and policy making body of the Democratic Party in, and for, Lake County California (hereinafter County), shall be an ongoing organization as set forth under California State Election Law (herein after Elections Code)
- 2) The organization's elected members shall be chosen for four-year terms of office by the Democratic voters at the Presidential primary election.
- 3) The four-year term of office shall begin with an Organizational Meeting to be held the second month following the certification of the primary election results by the Lake County Registrar of Voters.
- 4) Ex-officio members, as designated by State Law, shall hold terms as set therein.

Article II. PURPOSE AND DUTIES

*Section 1. Purposes*

The purposes of the DPLC as the official voice of the California Democratic Party (hereinafter Party, or CDP) in the County, as set forth in the Elections Code are:

- 1) To represent the Party in, and for, the County of Lake.
- 2) To promote development of the Party in the County of Lake.
- 3) To accredit all organizations in the County of Lake which are affiliated with or entitled to use the name or other identification of the Party in their publicity, fund-raising, or other activities.
- 4) To assist Democrats who are running for and/or holding public office.
- 5) To coordinate the Party and its natural constituency, organizations, individuals, and activities in the County of Lake.
- 6) To cooperate with other organizations and individuals both inside and outside the County, on behalf of Lake County Democrats, and
- 7) To perform Party functions as required by California State Law and, as appropriate, under State and National Democratic Party or other official sources.

*Section 2. Party Campaign Duties*

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

*Section 3. Other Duties and Responsibilities*

The DPLC shall perform such other duties and Party services as may be deemed of benefit to the Party or Lake County Democrats.

- 1) The DPLC shall continue to carry out its responsibilities and duties until a new committee has been elected and sworn in, and
- 2) Regular (voting) Members, except for Ex-Officio members, shall
  - a) Attend DPLC meetings.
  - b) Participate in organized voter registration efforts.
  - c) Participate in organized DPLC fundraising events.
  - d) Work in one of the county's United Democratic Campaign (UDC) offices during a year in which said UDC offices exist, and
  - e) Attend meetings of sub-committees to which they are assigned.
  - f) Note that Ex-Officios are assigned to, and expected to attend, the Election and Issues Committee meetings.

*Section 4. Non-Discrimination*

- 1) The DPLC follows policies of the National and State Democratic Parties in non-discrimination.
- 2) 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, disability as defined by the Americans with Disabilities Act of 1990, or economic status.
- 3) The DPCCC shall support non-discriminatory voter registration efforts.

Article III. MEMBERSHIP

*Section 1. Regular Members*

Regular (voting) Members are defined as follows:

- 1) The Regular Members of the DPLC shall be those members who are duly elected at the quadrennial election held for such purposes.
- 2) Such members as are nominated to fill a Regular Member vacancy, and then elected for appointment by the serving Regular Members of the DPLC.
- 3) The CDP Regional Director and all Ex-officio members so designated by the Elections Code.

- 4) The term Regular Member and Voting Member are synonymous. A Regular Member of the DPLC holds the power of the vote on DPLC business. Note that all votes in the DPLC are public, and that secret ballots are prohibited.
- 5) Regular Members represent the Lake County Supervisorial Districts in which they reside. The number of representatives is calculated by the Lake County Registrar of Voters.
- 6) To be eligible to serve as a Regular Member (or Alternate), a member shall be a resident of the Supervisorial district for which they seek election or appointment, and a registered Democrat. Candidates for election or appointment shall have been continuously registered as a Democrat for at least 120 days prior to consideration.
- 7) A prospective Regular Member (elected, appointment, or Alternate) shall have a commitment to principles and rules governing the Democratic party, and a demonstrated capacity for political participation or leadership. They shall be available for attendance at meetings of this committee and one or more of its standing committees. And they will accept responsibility for adequate financing of this committee through participation in fundraising efforts, including personal support to the extent feasible.
- 8) Regular Member Election and Appointment Procedures: Eligible prospective Regular Members shall be elected as follows,
  - a) In Presidential years, all Regular Members who wish to continue to serve shall file for election following the processes and procedures set forth by the Lake County Registrar of Voters. Any citizen living in Lake County who meets the criteria of a Regular Member (set forth in this section) may also file for election following this same process. Voting will be held at the Primary election in accordance with California State Law and certified by the Lake County Registrar of Voters.
  - b) Notwithstanding any other provision of law, the DPLC may, in accordance with the rules and regulations adopted by this committee, hold a caucus or convention to elect its Regular Members.
  - c) At any time that there is a vacancy for a Regular Member seat on the DPLC, this committee shall accept nominations from any serving Regular Member to fill the vacancy.
    - i) Prior to holding a vote, a prospective appointee shall be required to address the DPLC at its meeting and answer questions from members present regarding their qualifications for membership.
    - ii) Appointment to fill the vacant Regular Member seat shall then be made by an election of serving Regular Members. Such a vote can be held no sooner than the next regular meeting following the meeting where a candidate(s) was nominated. The DPLC may postpone an election for any vacancy to a subsequent meeting for any reason, including for the purpose of accepting additional nominations.
    - iii) The proposed appointee(s) must be present at the meeting where a vote on their appointment is conducted.

- iv) Should there be more nominees than vacancies, the election shall be by roll call vote, or by identifiable paper ballots. A simple majority of votes cast is needed for a successful election.
- v) Serving Regular Members may each cast as many votes as there are vacancies to be filled. The nominees will then be ranked in order of votes received, most to least. The nominee with the most votes is appointed until the next regular election. If there are multiple vacancies, the nominee with the second most votes is appointed. This process shall continue until all appointments are made.
- vi) In the event of a tie for an appointment, a runoff election (of the tied nominees) will be held by roll call vote, or identifiable paper ballot.
- vii) Ballots shall be counted by the Secretary and verified by another officer designated by the Chair.

*Section 2. Alternate Members*

- 1) Every Regular Member of the DPLC may appoint an Alternate. This must be done in writing and sent to the Chair of the DPLC.
- 2) All duly appointed Alternate Members shall reside in the same Supervisorial district as their appointing Regular Member and shall meet the same qualifications of a Regular Member.
- 3) A Regular Member who cannot attend a meeting may designate ANY Alternate Member from their same Supervisorial district to attend a meeting in their place. However, an Alternate Member may not serve in lieu of more than one Regular Member at any meeting.

*Section 3. Associate Members*

- 1) Any registered Democrat residing in Lake County California may become an Associate Member of the DPLC upon payment of annual dues.
- 2) Chartered Democratic Clubs shall each be given a complimentary Associate membership. The Club member holding this Associate membership shall have voting privileges (although a club is not a "Regular" member as defined in Article III, *Section 1*).
- 3) Associate members shall be entitled to attend meetings of the DPLC and participate in discussions and debates at such meetings (following the rules of discussion/debate) but are not entitled to vote.
- 4) Associate Members shall be eligible for appointment to the standing committees and sub-committees of the DPLC and are eligible to serve as a Proxy for a DPLC delegate.
- 5) It is the policy of the DPLC to encourage as many Lake County California registered Democrats as possible to become Associate Members.

*Section 4. DSCC Members Elected from the DPLC*

- 1) The DPLC shall elect, from its Regular or Alternate members, representatives who shall serve at the pleasure of the County Central Committee to the DSCC as follows: four members as base representation, plus one member for each 10,000 registered Democrats or fraction thereof.

- 2) The number of registered Democrats shall be as of the most recent report of registration to the Secretary of State. The Secretary of the DSCC shall secure the registration totals received by the Secretary of State seven days prior to the General Election and shall notify the respective County and District Committees of the Party registrations and the allocation of members to be elected under provisions of the Elections Code.
- 3) Election shall be held by January 31 following the regular general statewide election.
- 4) Persons elected as DSCC members shall adhere to the Equal Division Rule and shall be members of the County Central Committee.
- 5) In order for the representative to be eligible to vote at the next meeting of the DSCC, the County Chair shall notify the State Chair in writing of the names and addresses of the persons elected to membership of the DSCC no later than by a date publicized by the Chair, which is at least 60 days prior to the Organizing Convention of an odd-numbered year, or next business day if date falls on state holiday or weekend.
- 6) Procedures for election of DSCC members are contained in Appendix C of this document.
- 7) A DPLC member serving as a DSCC member who resigns or is removed from the DPLC, automatically is removed as a DSCC member. Replacement of the DSCC member will follow procedures set forth in Appendix C.
- 8) The DPLC will make every effort to follow the Equal Division rule.
  - a) "Equal Division" shall mean that in all elections and appointments to which this phrase applies, one half shall be self-identified female and the balance shall be other than self-identified female.
  - b) A variance of no more than one (1) shall be allowed when the number concerned is an odd number.
  - c) Appointments made under these bylaws; the appointor shall be considered in determining whether the Equal Division has been adhered to.
  - d) Elections, this rule shall only apply to the greatest extent possible if insufficient numbers of a gender should decide to run.
  - e) "Gender" shall mean one being either "self-identified female" or "other than self-identified female".

#### *Section 5. Dues*

- 1) Annual dues for Regular, Alternate and Associate members shall be determined by the DPLC shall be payable annually.
- 2) The first year of membership will determine the quarter of successive years that membership dues are again due and payable.
- 3) Annual dues shall be considered delinquent if not paid within 30 days of the due date.
- 4) Delinquent Regular Members may not vote until dues are again current.
- 5) A member of the DPLC may request a hardship waiver of dues. Such request shall be made in writing and sent to the Chair of the DPLC. The Executive Committee will discuss and grant or deny waiver requests.

#### *Section 6. Removal for Absence*



- 1) Any Regular Member, other than an Ex-Officio member or club representative, who misses more than two (2) consecutive, regularly called meetings, or more than four (4) such meetings in a calendar year, may be removed as a Regular member by a majority vote of the DPLC.
- 2) The record of attendance as contained in the minutes shall be the presumptive evidence of a member's attendance or absence from a meeting. A member who has their Alternate attend in their place shall be counted as present, not absent.

*Section 7. Removal of a Regular Member for cause*

- 1) The DPLC shall remove any member, other than an Ex-Officio member, who registers as a member of another political party or registers without disclosing a party preference.
- 2) The DPLC may remove any member, other than an Ex-Officio member, who publicly gives support or avows a preference for a candidate not registered as a Democrat who is running against a candidate endorsed by the DPLC or party; or, who publicly gives support or avows a preference for a candidate not registered as a Democrat when a Democrat is on the ballot.
  - a) Publicly means in a public or open manner, including an endorsement or other public action or statement showing support by the individual member even though that member does not identify her/him/themselves as a member of the DPLC.
- 3) The DPLC may remove any member, other than an Ex-Officio member, who violates the Code of Conduct as contained in Article 3, Section 8 of this document.
- 4) A Notice of Removal signed by the Chair of the DPLC shall be sent to the member by certified mail. No member shall be removed until such member has been given an opportunity to be heard by the DPLC. This should be done at the next regular meeting.
  - a) Note: a removal shall require the votes of no less than 60% of its Regular Members who are present and voting.
- 5) When endorsing a candidate, a member, including officers, shall not use the title "Lake County Democratic Party, Lake County Democratic Central Committee, Democratic Party of Lake County, or any similar title, unless the DPLC has endorsed that candidate. If a member does this, the DPLC may remove that member in accordance with this section.
- 6) To the extent that this section permits DPLC members to publicly support a candidate other than one endorsed by the DPLC, it shall apply only in non-partisan races.

*Section 8. Membership Information*

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

*Section 9. Code of Conduct*

- 1) The DPLC is committed to providing a welcoming, respectful friendly, safe, supportive and harassment-free environment for members, and all others associate with the DPLC.

- 2) The DPLC expects all leaders, members, and other associated with the organization to act professionally, respecting the personal rights and dignities of all individuals involved with the Party so as to create a productive, inclusive environment for everyone.
- 3) The DPLC also expects all such individuals to alert any DPLC officer of a perceived violation of this Code and to cooperate in an investigation of a potential violation.
- 4) The DPLC's expectations are not limited to meetings. Conduct in violation of this code will not be tolerated at any, and all, events sponsored by or having an official connection with the DPLC, as well as in any DPLC/UDC office and in any call, text, or email, or any digital communication platform or social media, that occurs in the context of conducting DPLC business.
- 5) The DPLC will adhere to principles contained in the Code of Conduct set forth by the California Democratic Party. A copy of the Code of Conduct is contained in Appendix B.

## Article IV. MEETINGS

### *Section 1. Organizational Meeting*

- 1) The DPLC shall meet quadrennially, in the second month following the certification of the primary election in Presidential election years, for the purpose of reorganization.
- 2) Each elected Regular Member shall, on or before, the date of the Organizational Meeting, complete a "Notice of Appointment and Oath of Office" as members of the DPLC/Lake County Democratic Central Committee. This Oath requires Regular members to swear (or affirm) that they will support and defend the Constitution of the United States and the Constitution of the State of California.
  - a) Completion of the "Notice of Appointment and Oath of Office" also applies to any person who is appointed to fill a vacancy, as well as any Alternate appointed by a Regular Member. These oaths will be completed immediately following the appointment.

### *Section 2. Regular Meetings*

- 1) The DPLC shall hold regular monthly meetings. The date, time and place of all regular meetings shall be set at the Organizational Meeting. This can be changed by a majority vote of the DPLC as it suits the needs of the Regular Members.
- 2) Agendas and, when possible, the text of issues to be voted on, shall be postmarked, or emailed to Regular Members at least seven (7) days prior to each regular meeting.
  - a) Note that the notice for Bylaw amendments is different and set forth in Article X of this document.

### *Section 3. Special Meetings*

- 1) Special meetings may be held at the call of either the Chair or a majority of the Executive Committee.

- 2) Special meetings shall require five (5) days written notice to all Regular Members, except, that time notice may be shortened by consent of a majority of the DPLC. All special meeting notices shall specify the time, place, and nature of business to be conducted at such meetings.
- 3) No business may be conducted at a Special Meeting except that set forth in the meeting notice.

#### *Section 4. Quorum*

- 1) The presence of one half (1/2) of the Regular Members (or their Alternate) qualified to vote shall constitute a quorum. Alternate Members shall only be counted if they are attending in lieu of a Regular Member.
  - a) Ex-Officios and Regional Directors are not required to attend DPLC business meetings, and thus, not factored into the establishment of a quorum.
  - b) A roll call of members shall be made prior to the transaction of any business, with the names of those present or absent noted in the meeting minutes.
- 2) In the absence of a quorum, an informational meeting may be conducted, but no business will be transacted.

#### *Section 5. Voting*

- 1) Voting on all matters shall be by voice vote, show of hands, roll call, or in some instances identifiable paper ballots.
- 2) No proxy, absentee, or secret ballots are allowed.
- 3) Except as otherwise provided herein, all actions taken by the DPLC, or any subordinate body of the DPLC shall be by affirmative vote of a majority of Regular Members who are present and eligible to vote at a meeting where a quorum has been reached. Abstentions do not count for the purposes of determining the outcome of a vote.

#### *Section 6. Rules of Order*

The business of the DPLC shall be guided by *Robert's Rules of Order, Newly Revised, 12th edition*, unless otherwise provided for herein.

### Article V. OFFICERS AND COMMITTEES

#### *Section 1. Officers*

- 1) The officers of the DPLC shall be the Chair, Vice Chair, Secretary, Treasurer, Vice Treasurer, and such other officers as the Executive Committee deems necessary.
- 2) Nominations for Officers will be conducted by the Election Committee, beginning in October of even numbered years.
- 3) Officers will be elected at the first Regular Meeting of the DPLC held in January of odd numbered years by a vote of the Regular Members.

- 4) The terms of office shall be for two years, or until a successor is elected.
- 5) A vacancy in any office shall be filled by a vote of a majority of the Regular Members present in a Regular or Special Meeting.
  - a) To hold a vote for a vacant Officer position, prior notice of such vacancy and election shall be included in the Regular or Special Meeting agenda.
- 6) Officers shall carry out those duties which are ordinarily incumbent on them, as outlined in Appendix A of this document.

#### *Section 2. Executive Committee*

- 1) The Executive Committee of the DPLC is composed of its elected officers and committee chairs.
- 2) The Executive Committee shall be empowered to carry out the general administrative functions of the DPLC or any duty or responsibility granted thereto by resolution of the DPLC Regular Members.

#### *Section 3. Removal from Office*

- 1) No officer of the DPLC shall be removed from office except for good cause. Good cause is defined as gross misconduct or neglect of the duties of office.
- 2) Proposed removal from office must appear on a Regular or Special Meeting Agenda which meets the notice requirements set forth in these Bylaws.
- 3) Removal from office requires a two-thirds (2/3) affirmative vote of the entire DPLC Regular Members.
- 4) An officer is entitled to due process, including a 15-day prior written notice of such action which is signed by at least three Regular members of the DPLC. Such notice will include specific charges against the officer and the basis of such charges.
- 5) An officer will have the opportunity to respond to these charges and to present evidence to support their position prior to a vote being held.

#### *Section 4. Committees*

- 1) To effectively carry out its mission, the DPLC shall be divided into standing committees, subcommittees, and other committees as it may find necessary.
- 2) Committee Chairs will be appointed by the Chair of the DPLC. Members of a committee are recruited and appointed by the Committee Chair, with input from the Chair.
- 3) All members of the standing committees shall be designated, where possible, prior to the first meeting of a calendar year.
- 4) All standing committees shall be defined, constituted, and function as set forth in Appendix A of these Bylaws.

### Article VI. CLUBS AND ORGANIZATIONS

*Section 1. Chartered Clubs*

- 1) No Democratic club or organization established or formed in Lake County shall be formally recognized by the DPLC unless such club or organization shall have first been chartered by the DPLC.
- 2) Any club or organization desiring a charter shall apply for such in the manner prescribed by the DPLC.
- 3) The DPLC shall re-charter annually all organizations which comply with the rechartering requirements.
- 4) Chartered clubs may endorse and support only qualified registered Democrats for both partisan and non-partisan elected office.
- 5) Clubs shall complete their annual rechartering by February 1, or they will no longer be recognized as a chartered Democratic Club, will be unable to conduct business as a Democratic Club, and may be required to surrender their treasuries to the DPLC.
- 6) Clubs will receive notice of this in the letter inviting them to recharter.

*Section 2. Club Expansion and Activity*

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

Article VII. ENDORSEMENTS

*Section 1. Partisan Endorsements*

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

*Section 2. Non-Partisan Endorsements*

- 1) The DPLC may, subject to the following provisions, endorse any Democratic Candidate in any election after the close of the filing period for the office(s) under consideration for endorsement.
- 2) Candidates seeking endorsement must be registered as a Democrat at least 180 days before the close of the filing period of their race.
- 3) Each endorsement shall be proposed by the Election Committee and action can be taken at the meeting in which the endorsement is proposed.
  - a) All proposed endorsements shall be submitted in writing to all DPLC Regular Members at least seven (7) days prior to the Regular meeting where action is to be taken on the endorsement.

- 4) No endorsement shall be made for any non-partisan office unless the candidate seeking endorsement has submitted a written request (application) to the DPLC and completed the interviewing and vetting process.
- 5) No endorsements will be considered or made for candidates running for election to serve as members of any Democratic County Committee.
- 6) If a candidate was endorsed in the Primary election, that endorsement shall remain in effect for the General election, provided the candidate advances to the General election.
- 7) If there is only one Democrat who advances from the Primary, but who has not previously sought the endorsement of the DPLC for this office in this election, they can request (apply) for endorsement to the Election Committee Chair within seven (7) day of certification of the Primary election results.
- 8) Endorsement of candidates shall require a two-thirds (2/3) majority vote of the DPLC Regular Members in good standing present and voting.
- 9) Endorsements shall not be given to more candidates than there are seats open for the office in question.
- 10) An endorsement by the DPLC may carry the weight of the California Democratic Party (CDP) and means:
  - a) That the DPLC may publicize such endorsements.
  - b) That the endorsed candidate has the authority to publicize such endorsement as they choose.
  - c) Such other campaign assistance as the DPLC deems appropriate.
  - d) Statutory or accredited Democratic Clubs/organizations are urged to provide campaign assistance to endorsed candidates.

*Section 3. Issues*

The DPLC may endorse, and support local, state and national issues found to be of interest and benefit to Democratic candidates and/or the residents of Lake County, providing that such endorsement is not in conflict with the California Democratic Party.

Article VIII. SPECIAL RULES AND PROCEDURES

*Section 1. Authority*

In order to carry out its purposes and duties as set forth under California Law, the DPLC shall have the right and authority to establish Rules and Procedures set forth in Appendix A, B and C of these Bylaws.

Article IX. AMENDMENTS

*Section 1. Manner of Adoption*

- 1) These Bylaws may be amended by a two-thirds (2/3) vote of the Regular Members voting and present at any Regular or Special meetings for which all members, both Regular and Ex-Officio have been notified.
  - a) Notification will include the exact wording of the proposed changes and be sent to the Regular Members and Alternates at least fifteen (15) days prior to such a meeting.
- 2) The Standing Rules may be amended by a two-thirds (2/3) majority vote at any meeting where a change to the standing rules is included on the meeting agenda.

*Approved by the DPLC on August 2, 2023.*

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Sissa Nelson Harris, Chair

Submitted to CADEM Rules Committee for approval on September 6, 2023

Approval granted by CADEM: \_\_\_\_\_

## APPENDIX A: DPLC STANDING RULES

### Section 1. Officers – Standing Committees, Selection and Rules

- 1) The Standing Committees listed are organized biennially for the purposes indicated. These Standing Rules may be amended by a two thirds (2/3) majority vote at any DPLC meeting where a change is on the meeting agenda. DPLC Regular members, Alternates, and Associate members are invited to participate in committees. A request to serve on a committee should be directed to the Committee Chair and should be made in writing (electronic communication is allowable). These committees are as follows.
- 2) Executive Committee
  - a) The purpose of the Executive committee is to carry out and/or oversee the executive/administrative duties of the DPLC, in a spirit of shared decision making.
  - b) The committee shall include the DPLC officers and Committee Chairs.
  - c) The DPLC Officers shall be elected by a majority vote at the reorganization meeting and thereafter at any Regular or Special meeting called for such purpose, when/if a vacancy occurs.
  - d) Description of Duties:
    - i) The Chair shall preside over all meetings, appoint such Committee Chairs as necessary and otherwise direct and execute the policies of the DPLC. The Chair shall be responsible for meeting Agendas 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 direction of the Chair, may be delegated to a Committee Chair. At the time of the adoption of these standing rules, the DPLC is allocated only one representative to the CADEM EBoard. Thus, unless the Chair cannot serve, this appointment will reside with the DPLC Chair.
    - ii) 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.
    - iii) The Treasurer shall serve as the Chair of the Finance Committee and perform the duties outlined there.
      - (1) Two signatures are required on all checks. The signatories shall be the accountant contracted by the DPLC and either the DPLC Treasurer, Assistant Treasurer, Chair or Vice-Chair.
    - iv) The Vice-Treasurer, if one is elected, shall assist the Treasurer.
    - v) The Secretary shall record the minutes of each meeting, will keep the minutes and records of the DPLC, and ensure that all notices required by law, bylaws, and a copy of the monthly agenda and minutes are forwarded to all DPLC Regular Members and Alternates. Meeting notices and agendas will be sent to Associate members who request to be on our mailing list.
  - e) Subsections: The Executive committee shall be sub-divided into the following sub-sections – Public Relations, State and National Liaison, and Membership.
  - f) Executive Committee Duties:



- i) Assist in strategic planning.
- ii) Advise on major issues facing the DPLC.
- iii) Review and recommend policies and procedures for efficient operation.
- iv) Identify resources for DPLC needs and projects.
- v) Provide core leadership for the DPLC.
- vi) Oversee and administer Lake County UDC offices.
- vii) Arrange for and provide notice of all DPLC meetings.
- viii) Publish and update a DPLC website and coordinate relevant email blasts to Lake County Democrats.
- ix) Serve as the public relations arm of the DPLC, and provide liaison as required, and/or desired by the DPLC with the State and National Democratic party, or affiliated organizations intended to further the interests of Democrats in Lake County.
- g) The Executive Committee shall report regularly to the DPLC on its activities. These reports will be provided at Regular meetings of the DPLC. Summaries of such reports should be included on the DPLC website or sent in relevant email blasts.

### 3) Finance Committee

- a) The purpose of this committee is to provide financial oversight for the DPLC as well as assistance in the acquisition of desired financial resources.
- b) This committee, at a minimum, shall include the Treasurer and at least two additional Regular members. The Chair of the Finance Committee shall be the Treasurer of the DPLC.
- c) This committee, at a minimum, shall be divided into the following subsections: Budget, Books and records, revenue and fundraising, and an Audit Committee.
- d) Duties:
  - i) Prepare and oversee the annual operating budget.
  - ii) Prepare regular financial reports for submission.
  - iii) Review and file a report thereon for all proposed fundraising activities, and the budget for such activities.
  - iv) Oversee the preparation of all lawfully required financial reports and the submission thereof to proper authorities.
  - v) Develop and assist others in developing all desired fundraising activities necessary to the ongoing operation of the DPLC and the completion of its registration and campaign duties within the county.
- e) The committee shall make regular monthly financial reports to the DPLC and shall file FPPC reports, and other reports as required.
- f) Within 30 days of the close of the fiscal year, the audit committee shall review the books and records of the DPLC Treasurer and report its findings to the full DPLC for its acceptance.

### 4) Voter Registration and Engagement Committee

- a) The purpose of this committee is to develop and carry out an effective ongoing Democratic voter registration campaign, and to increase Democratic voter participation in elections.

- b) The committee shall include at least one member from each Supervisorial district. Its Chair shall be appointed by the DPLC Chair.
- c) The committee shall be divided into the following sub-sections: registration assessment and needs, and a plan for voter engagement.
- d) The committee shall evaluate current rates of voter registration and participation in Lake County; evaluate, plan, and carry out community education around voter engagement focusing on areas of low registration or participation; work with local clubs, schools, and elected officials to provide volunteers needed to register voters; and provide oversight and leadership for Democratic voter registration.
- e) The committee shall provide reports to the DPLC regarding their efforts and activities.

5) Election Committee

- a) The purpose of this committee is to recruit Democrats to run for local offices and assist them with candidate training and technical assistance. The Election Committee will interview candidates who have applied for endorsement and make recommendations to the full DPLC regarding endorsements (see Appendix C for Endorsement procedures).
- b) The committee shall include one member from each Supervisorial district and all Ex-Officio members. The Chair shall be appointed by the DPLC Chair.
- c) The committee shall be divided into the following subsections: Candidate qualifications, endorsement, and Get Out The Vote (GOTV) efforts.
- d) Duties:
  - i) Recruit and encourage Democrats with leadership potential to run for office.
  - ii) Oversee the Endorsement in Non-Partisan elections as set forth in Article VII., Section 2 of these Bylaws, and follow the Endorsement Procedures set forth in Appendix C of this document.
  - iii) Work with the Executive Committee to provide a UDC office as appropriate and affordable.
  - iv) Arrange for a DPLC slate card mailer and email blasts to Lake County Democrats as instructed and funded by the DPLC.
  - v) Cooperate with and assist State and National democratic campaigns in carrying out effective GOTV efforts.
- e) All endorsements shall be made in accordance with the DPLC'S Bylaws, and the committee shall provide regular and special reports to the DPLC at its business meetings.

6) Issues Committee

- a) The purpose of this committee is to screen and then recommend whether the DPLC takes a formal position on issues, legislation, or resolutions presented to the DPLC for support.
- b) The committee shall include members from each Supervisorial district and all Ex-Officio members. The Chair shall be appointed by the DPLC Chair.
- c) The committee shall, at a minimum, be divided into the following sub-sections: Local issues/legislation; State and National Issues; and Resolutions.
- d) Duties

- i) Review issues, legislation, resolutions, and ballot measures that have the potential to affect residents of Lake County California.
- ii) Issues may be presented to the committee by any of its members, by a Democratic Legislator's office, by another California Central Committee, or by a member of the DPLC who has requested to address the committee.
- iii) The committee will screen, discuss, and make recommendations on taking a position to the full DPLC, and coordinate a plan of action and community education.
- iv) The Committee Chair will draft letters of support for the Chair's signature and may publish recommendations in the local press, the DPLC website, etc.
- e) The Committee Chair will provide regular reports to the DPLC at its business meetings.

7) Program and Events Committee

- a) The purpose of this committee is to plan programs and events that will support voter education and local Democratic engagement in the DPLC.
- b) The committee will organize volunteer participation in events that will promote the DPLC in Lake County and will assist with fundraising efforts. Examples of activities: Arranging for speakers to address the DPLC at its Regular meetings, coordinating participation in local parades, arranging for a booth at local festivals, managing the booth at the Lake County Fair, arranging for Democratic candidates to address the community, etc.
- c) The committee shall include at least one member from each Supervisorial district. The committee shall have no limit on members, and a large, active committee is encouraged. Its Chair shall be appointed by the DPLC Chair. Members shall be appointed by the Committee Chair, in consultation with the DPLC Chair.
- d) Duties
  - i) The committee shall have regular meetings with the dates, times and place being set by the members.
  - ii) Evaluate, plan, and carry out ongoing county-wide programs that advocate for Democratic candidates and policies, and stimulate an active interest in the DPLC.
  - iii) The committee should endeavor to serve all geographic areas of Lake County; host programs and events that cover a broad range of issues of concern to local residents, collaborate on events with community groups that represent Democratic values, and provide programs that the committee deems engaging and educational to allow active participation by attendees.
  - iv) The committee will participate in public events to provide positive visibility for the DPLC.
  - v) Collaborate with other DPLC committees to promote the DPLC and build an active base of volunteers.
- e) The committee will provide regular reports to the DPLC at its Regular meetings.

8) Clubs and Organizations Committee

- a) The purpose of this committee is to provide oversight for existing Democratic Clubs and encourage organization of meaningful Democratic groups.

- b) This committee shall include at least one member from each Supervisorial district. Its Chair is appointed by the DPLC Chair.
- c) Duties:
  - i) Provide Democratic Club oversight.
  - ii) Promote and assist in the formation of new Democratic Clubs.
  - iii) Send yearly letters to clubs inviting them to complete re-chartering by February 1<sup>st</sup> of each year. This letter will include a detailed notice of what is required for re-chartering.
  - iv) Assist clubs with applications for charters, specifically in their adherence to Charter/Recharter procedures as set forth in Article VI, Section 1 of the DPLC Bylaws.
  - v) Present a Chartered Club with a complimentary Associate membership and notify them when Regular Member vacancies occur.
  - vi) Serve as the liaison between the DPLC and the club/organization.
  - vii) Encourage Chartered Clubs to participate in DPLC activities, including
    - (1) Sending their representative to DPLC meetings
    - (2) Sending volunteers to work in festival booths, parades, and the Lake County Fair booth.
    - (3) Participate in voter registration efforts.
    - (4) Staffing the UDC office in years where such an office exists.
    - (5) Selling ticks for and volunteering for DPLC fundraising events.
  - viii) This committee shall provide regular reports to the DPLC at its Regular meetings.

9) Communications Committee

- a) Purpose: The Communications Committee shall manage and oversee communications of the Lake County Democratic Central Committee (LCDCC) to ensure consistent, accurate, and effective dissemination of information to members, stakeholders, and the public. The Communications Committee shall not duplicate communications assigned to other committees or officers in Appendix A.
- b) Membership: The Communications Committee shall consist of at least one member from each Supervisorial district, with no limit on the total number of members. A large, active committee is encouraged.
- c) The Chair of the Communications Committee shall be appointed by the LCDCC Chair. Members shall be appointed by the Committee Chair, in consultation with the LCDCC Chair.
- d) Duties and Responsibilities:
  - i) Develop and maintain relationships with local media outlets.
  - ii) Draft and distribute press releases and media advisories to be approved by the LCDCC Chair and respond to media inquiries on behalf of the LCDCC, in consultation and with the approval of the LCDCC Chair to assure messaging discipline.
  - iii) Promote LCDCC events, initiatives, and achievements through various media channels in coordination with the Programs and Events Committee when appropriate.
  - iv) Maintain and update the LCDCC website with relevant information, including meeting notices, agendas, events, and news. Coordinate with the third-party vendor.

- v) Digital and social media: Manage and update LCDCC social media accounts; Develop and implement social media strategies to increase engagement and outreach; Monitor social media channels for relevant discussions and opportunities to engage.
- vi) Newsletter/E-mail Blasts: Produce and distribute a regular (such as quarterly) newsletter to keep members and the public informed about LCDCC activities, events, and other relevant information; Gather content from committee members, officers, and other stakeholders. Coordinate the PDI email blasts around election times with the Elections Committee and Officers.
- vii) Community Outreach: Develop and implement communication strategies & materials to engage with the community; Collaborate with other committees to ensure unified messaging and outreach efforts and to ensure that all events, activities, and opportunities to engage with the community are accurately and timely captured and shared.
- viii) Training and Support: Provide training and support to LCDCC members on effective communication practices; Develop guidelines and best practices for communications within the LCDCC.
- ix) Meetings: The Communications Committee shall meet regularly, with the date, time, and place being set by the members. The Committee Chair shall ensure that meeting minutes are recorded and distributed to all members.
- x) Reporting: The Communications Committee shall provide regular reports to the LCDCC at its business meetings. Summaries of such reports shall be included on the LCDCC website and in relevant email communications. Reports and information marked confidential by the Chair or Executive Committee shall be password protected.

## APPENDIX B: CALIFORNIA DEMOCRATIC PARTY (CDP) CODE OF CONDUCT

### **Expected Behavior**

The California Democratic Party (CDP or Party) is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for members, employees, and all others associated with the CDP.

The CDP expects all leaders, members, employees, and others associated with the CDP to act professionally, respecting the personal rights and dignities of all individuals involved with the Party so as to create a productive, inclusive environment for everyone. The CDP also expects all such individuals to alert Party leaders and/or the Party Ombudsperson of a perceived violation of this Code and to cooperate in an investigation of a potential violation.

The CDP's expectations are not limited to CDP conventions and other meetings. Conduct in violation of this Code will not be tolerated at any and all events sponsored by or having an official connection with the CDP, as well as in any CDP office and in any call, text, or email, or on any digital communication platform or social media, that occurs in the context of conducting CDP business.

### **Harassment Prohibited**

All individuals should feel welcome and safe within the CDP, regardless of their sex, gender, gender identity, gender expression, sexual orientation, pregnancy/reproductive status, race, color, ethnicity, national origin, ancestry, religion, caste, creed, age, disability, health status, marital status, military or veteran status, body size, physical appearance, domestic violence victim status, social or economic status, or any legally protected classification or characteristic.

The CDP will not tolerate harassment and prohibits the creation of hostile conditions — that is, disrespectful or unprofessional conduct — based on any of the aforementioned categories. The manner of any such prohibited behavior includes verbal conduct, whether spoken or written (such as slurs, jokes, insults, remarks, epithets, teasing, yelling, foul or profane language, emails, posters, leaflets, internet posting, slander, etc.), visual conduct (such as the wearing, posting, or distributing of offensive symbols, pictures, cartoons, drawings, and computer displays, leering, gestures, libel, etc.), and physical conduct (such as gestures, blocking someone's way, assault, invading someone's space, unwelcome touching, etc.).

The CDP emphasizes that it will not tolerate sexual harassment, that is, conduct based on sex or of a sexual nature. Prohibited sexual harassment may include the actions described above, as well as other unwelcome sex-based conduct, such as unsolicited sexual advances or unwanted contact (such as kissing, hugging, neck-rubbing, an overlong handshake, etc.), requests for sexual favors, conversations regarding sexual activities, or other verbal, visual, or physical conduct or contact of a sexual or sexually suggestive nature.

The CDP prohibits quid pro quo sexual harassment, such as when submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's membership in the CDP or

an appointment to a CDP committee, to CDP leadership, or to another role within the CDP; or submission to or rejection of sexual conduct by an individual is used as the basis for decisions affecting that individual. 81

The examples above are just that—examples. In general, any conduct that is based on one or more of the protected classifications listed above that could interfere with an individual's participation in the CDP or could create an offensive, unsafe environment will be considered harassment in violation of this Code of Conduct. This is the case even if the offending individual did not mean to be offensive. It is essential that we all are sensitive to the feelings of others.

### **Retaliation Prohibited**

Retaliation for good faith reporting of behavior that may violate this Code of Conduct, or for participating in an investigation into a potential violation, is prohibited.

Retaliation may include, but is not limited to, exclusion from meetings, committees, or opportunities for advancement and full participation, ostracism, bad mouthing, or other conduct that may discourage engagement with the CDP, or that would be reasonably likely to deter a reasonable person from reporting a violation of this Code or participating in an investigation of a potential violation.

### **Reporting Procedure**

Anyone who experiences, witnesses, or learns of a perceived violation of this Code should promptly report it either to a Party leader or to the Party Ombudsperson. A Party leader who receives such a report must promptly report it to the Party Ombudsperson. The Ombudsperson will decide whether to initiate an investigation and remains available to the reporter throughout the investigation process and will oversee any investigation that ensues.

### **Consequences for a Violation**

A violation of this Code of Conduct may result in sanctions including but not limited to private censure, public censure, being prohibited from attending Party events, and removal from a CDP office and/or delegate status.

### **CDP -Affiliated Clubs and Organizations**

Party-affiliated clubs and organizations are encouraged to adopt this Code of Conduct or a code similar to it. However, the procedure for reporting a violation of such a code, the responsibility for investigating and enforcing it, and the consequences for violating it must be established by the club or organization independently of the CDP and its procedures and ombudsperson.

## APPENDIX C: PROCEDURES

### *Section 1. Election to the DSCC from the DPLC*

- 1) The Elections Committee will handle the nomination of DPLC members to serve as members/delegates to the DSCC.
- 2) Nominations will be taken at the October business meeting in even number years.
- 3) A DSCC member elected from the DPLC will serve a two-year term.
- 4) Candidates elected to the DSCC (as Delegates from the Lake County Democratic Central Committee) shall be Regular (voting) members of the LCDCC, or Alternate members.
- 5) Candidates elected to the DSCC from the Lake County Democratic Central Committee shall resign that elected seat if that Candidate is subsequently elected, and accepts the seat, as a State Convention Delegate from the Assembly District Delegation Election.
- 6) Any vacant DSCC seat from the DPLC's elected delegation will go to the Lake County Democratic Central Committee delegate candidate who received the next highest number of votes at the County Committee delegate elections. If there is no such person to take that seat, then another election shall be held by the DPLC.
- 7) Note that an Associate member of the DPLC is eligible to serve as a Proxy for an elected DSCC Delegate in need of a convention proxy.

### *Section 2. Authorization to expend funds*

- 1) The adoption of the budget by the Lake County Democratic Central Committee empowers the Executive Committee to spend up to the line-item amount for the line items listed with a majority vote of the Executive Committee required for amounts more than \$500.00.
- 2) Expenditures of \$500.00 or less will require the approval of two members of the Executive Committee.
- 3) Bank fees, bank deposit adjustments, returned check fees and late filing fees will be paid on demand or with majority approval of the Executive Committee for amounts over \$300.00.
- 4) To spend more than a line-item amount or to spend for items not listed in the budget will require a majority vote of the Executive Committee.
- 5) Any Executive Committee member may require that any new line item or over budget be voted on by the Central Committee. The Treasurer will report all over budget spending to the Central Committee at the next regular meeting.
- 6) These rules do not apply to transfers between the FPPC and FEC bank accounts which will be initiated by the Treasurer and transacted by check signed by the Treasurer only.

### *Section 3. Election Committee Endorsement Procedure Non-Partisan Office*

- 1) The endorsement & selection procedures will be available to registered Democrats upon request and will be published on the DPLC website.
- 2) These procedures can be modified as needed, but not during an active candidate filing period.
- 3) The Election Committee will determine what qualifications they are seeking in a candidate for office prior to the commencement of an election filing period. These qualifications must be relevant to the job the candidate will perform and include educational qualifications if appropriate (such as DA, Sheriff, or Judge), and will be published on the DPLC website.



- 4) The Election Committee and the DPLC will welcome and encourage diversity in their endorsements.
- 5) Procedure for candidate endorsement:
  - a) At the conclusion of the candidate filing period, the Chair of the Election Committee will contact the Lake County Registrar of Voters for a list of all registered Democrats who have filed to run for elected office in Lake County, CA. The Chair will also verify the number of days that each candidate has been registered as a Democrat.
  - b) Each Democratic candidate will be invited (via email) to submit an Application for Endorsement to the DPLC. This application's purpose is to determine a candidate's preparedness to run a successful campaign.
  - c) Candidates who submit an Application for Endorsement will be invited to an interview with the Election Committee members. Questions relevant to the position being sought will be determined in advance of candidate interviews, and all candidates seeking a particular office will be asked the same questions.
  - d) Oral interview questions will focus on a candidate's qualifications to assume the office they are seeking and will elicit responses that determine a candidate's commitment to democratic values.
  - e) Each candidate interviewed will be informed as to the rest of the endorsement process and when they will be notified about endorsement decisions.
  - f) After all candidates have been interviewed, the Election Committee will discuss each applicant's qualifications.
- 6) The Election Committee will then vote to recommend:
  - a) Endorsement of one candidate competing for a particular office, or multiple candidates if there are multiple positions open in an election (example, school board or City Council), but will not recommend endorsement for more candidates than there are open seats, *or*
  - b) Will put forth a recommendation to the DPLC make *No Endorsement* in a particular election.
  - c) A two-thirds majority is required to recommend endorsement. No secret ballots are allowed.
  - d) The Election Committee shall also recommend (to the DPLC) the amount of financial support to grant to endorsed candidates.
- 7) After the vote by the entire DPLC, the DPLC Chair will notify candidates of the results within 7 days of the vote. If notice is provided via email, the official email correspondence of the DPLC shall be in accordance with Article XIII, Section 10 of the CADEM bylaws.
  - a) For endorsed candidates, this letter will include a description of support that will be provided by the DPLC, including campaign contributions if applicable.
- 8) Endorsed candidates may subsequently request additional financial support but must provide a supporting rationale for their request.