

# **San Diego County Democrats for Environmental Action Democratic Club Bylaws**

## **ARTICLE I – NAME**

The name of this organization shall be the San Diego County Democrats for Environmental Action - Democratic Club, hereafter referred to as San Diego Democrats for Environmental Action (SDDEA).

## **ARTICLE II – PURPOSE**

### **Section (i) – Mission**

The purpose of the San Diego Democrats for Environmental Action shall be to provide a forum and opportunity to stimulate the active interest within the Democratic Party, to support a broad platform of environmental and green issues, and to contribute a greater understanding among the Democratic activist base for more comprehensive and dedicated approach to these issues.

### **Section (ii) - Achieving Mission**

To achieve this mission, the San Diego Democrats for Environmental Action will work to: define and implement the platform policies of the Democratic Party at local, state, and national levels to reflect environmental and green issues; encourage active participation in Democratic Party activities at the local, state and national levels; register voters who support the Club's mission and encourage their participation in the electoral process; advocate for legislation consistent with Club's mission; evaluate candidates for public office and actively support those candidates who best promote the Club's mission; evaluate ballot measures and advise the Democratic community of the Club's recommendations; educate public officials, candidates for public office, and the general community on political issues of the importance of environmental and green issues; build coalitions with other organizations that support the Club's mission; include underrepresented and diverse groups within the Democratic community in order to bring about greater understanding; and increase the Club's visibility and influence by participation in community activities and events.

### **Section (iii) - Platform and Public Policy**

The San Diego Democrats for Environmental Action adheres to the principles laid forth in the environmental planks of the California Democratic Party platform. A public policy committee **Article IX, section iv**, will work to develop policy recommendations for the Club that that are consistent with the goals stated in section ii above.

## **ARTICLE III – AFFILIATION**

The San Diego Democrats for Environmental Action (SDDEA) shall maintain a charter with the San Diego County Democratic Party (SDCDP) and adhere to the County Party bylaws and policies governing duly-chartered Democratic clubs. The club will affiliate as an associate member of the County Democratic Central Committee and pay the annual fee.

## **ARTICLE IV – MEMBERSHIP**

### **Section (i) – Eligibility**

San Diego Democrats for Environmental Action membership is open to anyone registered as a Democrat or is ineligible to vote (due to age, non-residency, or other legal impediment) but pledges to register as a Democrat when eligible and supports the purpose of the Club as stated in **Article II** above, shall be eligible for membership in this club.

Individuals who are ineligible to register as a Democrat or are registered No Party Preference or with another political party but want to affiliate with the San Diego Democrats for Environmental Action may become associates of the club. **Appendix A - Governing Policies, section i.**

### **Section (ii) - Good Standing**

Everyone eligible to be a member of this club and whose annual dues are currently paid shall be a member in good standing. Dues may be paid by credit card, check, or cash provided by the individual. Membership commences with: the postmark date of membership form with payment enclosed and sent to the club's mailing address; on the date membership form with payment is completed on the club's website; on the date that a membership form with payment is hand delivered to a club officer.

Excluding payment of a Couple Membership, payment of more than one membership by one party must meet the following criteria before the individual Membership(s) commence: completion of the SDDEA membership form for each individual member including a valid phone number and email address; validation of each individual membership application by the club Treasurer to be completed within seven (7) days upon receipt of payment and completed membership form.

Members receive free admission to all regular Club meetings, discounts to paid club events, voting for endorsements, and resolutions; asking questions at endorsement meetings and some events organized by the SDCDP.

Any member whose actions are judged to be prejudicial or detrimental to the club by a

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majority of the Executive Board may be expelled from membership by a two-thirds vote at any general meeting, at which a quorum exists, and has been properly called and noticed. Notice that such an action is being considered shall be sent via registered mail and electronic mail to the member subject of the removal at least seven (7) days prior to the meeting.

### **Section (iii) – Dues**

Dues shall be recommended by the Executive Board and reviewed at the first meeting of each calendar year. Payment of dues may be waived for anyone for whom it constitutes an economic hardship after due consideration and approval by the Executive Board.

Dues in an amount set by the membership shall be due and payable upon joining the club. Following the receipt of dues payment and validation of membership eligibility, club membership is valid to the end of a calendar year quarter following a 12-month period.

### **Section (iv) - Membership Categories:**

San Diego Democrats for Environment Action provides several categories of membership for the club. Excluding Associate Membership, all categories of membership include all of the rights and privileges of the General Membership category. All full list of General Membership categories is located in **Appendix A - Governing Policies, section i.**

### **Section (v) – Voting**

A member in good standing who has attended at least two (2) prior general membership meetings over the previous twelve (12) months and has paid dues at least 34 days prior to the meeting, or has renewed their membership prior to expiration or within 45 days of its lapse, shall be eligible to vote for club officer elections and club endorsements.

No proxy voting shall be permitted.

### **Section (vi) - Membership List**

Membership lists shall be curated by the Director of Membership, and shall be shared only with other members of the Executive Board as defined in **Article V.**

## **ARTICLE V – OFFICERS**

### **Section (i) - Elected Officers**

Any member who has been in good standing for at least 90 days is eligible to serve on the Executive Board as an elected officer, except for the office of President. To serve as President a member must be in good standing for one (1) year. Elected officers of this club shall be the President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Director of Communications, Director of Membership & Events, and Sergeant-At-Arms. Elected officers shall be elected at the general meeting in April and hold office for two years.

### **Section (ii) – Duties**

#### **A. President**

The President shall be the Chief Executive Officer of the club. The President shall preside over all meetings of the club and the Executive Board; make appointments to other positions as required; and, act as official spokesperson of the club. The President should stimulate active interest in the political process, provide a constructive role for the active volunteer; contribute to effective leadership and individual responsibility; and promote harmony among the club membership, between other clubs and within the San Diego County Democratic Party.

#### **B. First Vice-President - Programs and Outreach**

The First Vice-President (hereinafter referred to as First VP) shall serve at the direction of the President. The First VP shall preside at meetings if the President is unable to do so, or if requested by the President to do so. The First VP shall take over the duties of President in the absence of that officer. The First VP will serve as a liaison between the club and the broader environmental community, advocacy organizations, and other Democratic Party clubs or groups. Being responsible for outreach among club members and allies, the First VP will work with the club's President to take a lead role in organizing and coordinating external events. The First VP will work with the club President in shaping the club's message and provide general assistance to the Director of Communications to see that important information and updates are provided in the club's various channels of communication including e-mail newsletters, press releases, the club's website, and social media pages.

#### **C. Second Vice-President - Political Action**

The Second Vice-President (hereinafter referred to as Second VP) shall serve at the direction of the President. The Second VP shall preside at meetings if the President and the First VP are unable to do so or is requested by the President to do so.

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The Second VP will chair the Political Action committee and in coordination with the President will be responsible for presiding over the club endorsement process. The Second VP shall maintain relations with the club's endorsed candidates and friendly incumbent elected officials and shall deliver reports on current political races or ballot measures in which the club has endorsed a candidate or position. Upon completion of the election cycle the Second VP will provide a report to the club on the performance of candidates or measures the club endorsed during the previous cycle.

The Second VP will serve as the liaison between the club and the San Diego County Democratic Party (SDCDP), California Democratic Party (CDP), other Democratic Party entities, delegates, and representatives. The Second VP will chair the Political Action committee and in coordination with the President will be responsible for the club endorsement process.

### **D. Third Vice-President - Public Policy / Issues**

The Third Vice-President (hereinafter referred to as Third VP) shall serve at the direction of the President. The Third VP shall preside at meetings if the President, the First VP, and the Second VP are unable to do so, or if requested by the President to do so. The Third VP shall take over the duties of Second VP in the absence of that officer.

The Third VP shall be responsible for authoring resolutions to be brought before the club members and/or the San Diego County Democratic Party on current issues, and for letters to elected officials stating the club's positions. The Third VP shall endeavor to relate the club's positions via meetings or other communications with elected officials and before meetings of decision-making bodies to advocate for the club's positions. The Third VP shall work in collaboration with the President, First VP, and Director of Communications to author pieces articulating the club's positions in club newsletters, press releases, and social media.

In consultation with the Executive Board, the Third VP will make recommendations on public policy or local issues that the club should act on.

### **E. Secretary**

The Secretary shall keep the minutes of the general meetings, Executive Board meetings, conduct correspondence, maintain the club's records, and is responsible for internal communications. The Secretary shall play a key supporting role at meetings and events, to assist other team members with functions such as keeping attendance, new memberships and renewals, and member credentialing.

### **F. Treasurer**

The Treasurer shall be responsible for the collection of dues; receive and deposit all club funds received; maintain an accurate record of club receipts and expenditures; sign all checks as authorized by the Executive Board; make the record of club receipts and expenditures available to any member when requested; provide a report of the club financial status at club meetings as

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requested. The Treasurer shall work alongside the Director of Membership and hired political treasury service in achieving these goals. The Treasurer shall review financial records and reports as prepared by the hired treasury/fiduciary service and provide assistance to ensure that FPPC/FEC financial reports are filed on time.

### **G. Director of Communications**

The Director of Communications (hereinafter referred to as DOC) shall be responsible for club communications including but not limited to, updating the club's website and Facebook page, sending out club newsletters and other email communications, and posting updates on the club's other social networking accounts. The DOC will coordinate and collaborate with the First VP and may seek assistance from any other executive board member to ensure that club communication work is fairly distributed among the team and executed in a timely fashion. The DOC will work with the club President in shaping the club's message and will coordinate with Director of Membership to make sure that the club's email list is updated.

### **H. Director of Membership & Activities**

The Director of Membership & Activities (hereinafter referred to as DOM) shall be responsible for maintaining the club's membership list and will provide key support in planning and executing special club events to grow membership and/or do fundraising, as well as planning for club presence at rallies, parades, and fairs. The DOM shall also coordinate with the President and First VP in planning club hikes and educational outings. The DOM will serve as the chief credentialing officer at all SDDEA general meetings and endorsement meetings. Together with the Treasurer the DOM will be responsible for staffing the registration table at all club meetings and events. In addition, the DOM will notify the Executive Board on the status of member renewals and will develop a plan for periodic membership drives for the club. A monthly status report on club membership will be given to the Executive Board.

### **I. Sergeant-At-Arms**

The Sergeant-At-Arms (hereinafter referred to as SAA) shall be responsible for maintaining orderly and effective meetings of the club, and act as a parliamentarian. The SAA shall be familiar with Robert's Rules of Order and with the bylaws of the club. The SAA may be called upon during meetings to determine the correct course of action whenever there is a question or challenge. The SAA shall play a key supporting role in sections of meetings where the club is considering political endorsements or resolutions and shall also participate with the club's Bylaws Review Committee to consult and recommend necessary changes to the club bylaws.

### **J. Immediate Past President**

The Immediate Past President (hereinafter referred to as IPP) remains a member of the Executive Board for two years following their presidential term. This continued involvement provides continuity, and the Immediate Past President shall serve as a resource for the President. The IPP is not an elected officer of the club. As with board members at large, the IPP does enjoy voting privileges and may act to provide general assistance in any role of the club as needed or

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requested by the President, such as to help with meetings or events or to temporarily help with fulfillment of duties in another Officer's absence.

### **K. Board Member(s) At Large**

The club shall have two Board Member at Large positions. The Board Members at Large shall assist the elected club officers in various functions, including but not limited to issue advocacy, outreach, general meetings, club events, and club communications. The position(s) are exempted from the 90-day member in Good Standing eligibility requirement to serve on the Executive Board. Board Members at Large have a one-year term of service from the date they were confirmed by the membership.

### **Section (iii) – Elections**

Elections of club officers shall be held annually at the April general meeting. Determination of which Executive Board terms are up for the April elections meeting are established in Article VIII, section iv of these bylaws. The members shall elect four to five members to serve on a nominating committee at the final meeting of the calendar year.

The nominating committee shall recommend at least one candidate for each elective office and report their selections at the April meeting. At that meeting the floor will be open for additional nominations. If there is more than one nomination, then voting shall be by secret ballot.

The chair of the nominating committee will serve as the presiding officer for the club elections. Members of the nominating committee will assist the chair in the tabulating the election results for contested officer elections. The chair will report the results back to body at the same meeting. If no additional nominations are made from the floor, the chair could may ask for a voice vote instead of secret ballot.

Those nominees who receive a majority vote shall be declared elected. If no person receives a majority of votes cast, a run-off shall be held between those two persons receiving the greatest number of votes. The person receiving the majority of the votes shall be declared elected. Quorum for the April club officer elections shall be 25% of the membership or 40 members--whichever number is lower--whose membership is in good standing according to the membership list.

### **Section (iv) – Vacancies**

Should any officer resign or fail to attend three general meetings or Executive Board meetings in a row without excuse approved by the Executive Board, the Executive Board shall declare that office vacant and nominate a successor to that office to complete the unexpired term. Any such appointment shall, however, be approved by the membership at the next general meeting. At that meeting, nominations to fill the vacancy shall also be

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accepted from the floor. Voting shall be by secret ballot with a majority of those members in good standing present required to elect. If no additional nominations are made from the floor, the chair may ask for a voice vote instead of secret ballot. When considering successors to fill a vacant office of the Executive Board, except for the office of President, the Executive Board by a 2/3 vote of the remaining Executive Board members may opt to waive the 90-day eligibility rule. Newly elected officers will serve the remainder of the Executive Board office term.

In the advent of an Executive Board vacancy occurring within 90 days of the scheduled Club Officer elections, the Executive Board may appoint a club member in good standing who meets the criteria to serve on the Executive Board until the scheduled officer elections.

### **Section (v) – Cause For Removal**

Any member of the executive board may be removed by a vote of at least 60 percent of the executive board for non-performance of duties, or for unethical behavior including but not limited to forms of harassment and/or discrimination, or for failure to uphold the club's mission. The board member must have been notified ten (10) days in advance of the meeting of the proposed action against the officer. Similarly, by a vote of at least 60 percent of the executive board, any board member may be removed for using or distributing the membership list for any purpose not specifically granted by the President and the Director of Membership & Events as being in the interest of the club to perform its stated duties.

### **Section (vi) – Potential or Perceived Conflicts**

Executive Board members shall make known in writing any potential conflict arising from employment, potential employment, or family ties that may be construed as bias for or against any endorsed candidate or ballot measure. Executive Board members with stated conflicts shall recuse themselves from any vote in an executive board meeting pertaining to political action, fundraising, or spending where a conflict of interest exists or may appear to exist. Potential conflict by means of employment or promise of employment includes but is not limited to work for pay or in-kind remuneration by an elected official or candidate running for office, or by another elected official or organization with a vested interest in a campaign being considered by the club. The recusal shall only apply to specific votes where such conflict exists or may appear to exist. The member's voting privileges on other matters or as part of the club body at general club meetings is unaffected.

### **Section (vii) – Running for Public Office**

Any elected club officer who becomes a candidate for public office may be deemed to be "on leave" from the position of the club office upon filing the official documents of candidacy. An elected club officer who became a candidate for public office and whose campaign ended by suspension or election loss may return to the previously held position, provided they continue to meet all requirements for holding club office. A notice of intent to return to the previously held



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position must be given to the President within 30 days after the date of the election or date in which the candidate announced the suspension of the campaign for public office. As necessary, the President may nominate a club member in good standing to serve in the vacated board position as an interim officer, to be ratified by a simple majority vote of the member body present at the next general meeting.

Any Board Member at Large who becomes a candidate for public office will be deemed to have left the position upon filing the official documents of candidacy. The vacated Board Member at Large position may be filled by nomination of any club member or by any elected club officer and will be ratified by a simple majority vote of the member body present at the next general meeting. The newly elected Board Member at Large shall have a one-year term of service to the club. Should the former Board Member at Large's campaign for public office be suspended or result in electoral loss, the former Board Member at Large does not return to the position and may seek a term for an available position on the Executive Board at the next scheduled board election.

Shall the Immediate Past President file official documents to be a candidate for public office, the IPP shall remain in an advisory role and resource for the current President, but shall suspend voting privileges at Executive Board meetings, and suspend the carrying out of any club roles or duties other than as an advisor. If there has been no change to the current Presidency of the club, the Immediate Past President may resume Executive Board voting privileges and general assistance to the club upon the campaign's suspension or electoral loss.

## **ARTICLE VI - CLUB REPRESENTATIVES**

### **Section (i) - San Diego County Democratic Party {SDCDP} Representatives**

Under Article V, section ii of the SDDEA bylaws the President will serve as the club's official representative to the SDCDP Central Committee as an Associate Member. In the advent that the President is already serving on the SDCDP Central Committee or chooses not to serve or in the case of a planned absence, a different representative may be selected to serve for the remainder of the President's term by the Executive Board.

Representatives of the San Diego Democrats for Environmental Action to SDCDP area caucuses meetings, other than the President's declared area, shall be approved by a majority vote of the club at a regular meeting. If a vacancy occurs, or an emergent need to have a club representative at a caucus meeting arises, before the next scheduled club meeting, the Executive Board may select a temporary club representative by majority vote of the Executive Board. Members are eligible to be a club representative if they have been a member in good standing for at least 30 days prior to the election or have at least attended one regular club meeting prior the election and meet the appropriate SDCDP area caucus guidelines.

### **Section (ii) - California Democrat Party {CDP} Delegates**

San Diego Democrats for Environmental Action representatives to the CDP Pre-Primary

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Endorsement Caucus shall be allocated as follows: one representative, per Assembly District for every 20 registered Democratic members (verified) in good standing who are listed on a roster submitted, by the date determined by the CDP of each odd-numbered year, to both the San Diego County Democratic Party and the appropriate CDP Regional Director(s). The roster shall be certified by the Club's President, Second-Vice President, or Treasurer.

A nominee to be a delegate must be a member in good standing for at 90 days prior to the election as delegate. Additional nominees for delegate may be nominated from the floor, so long as they meet the Assembly district requirements and have been a member in good standing for at least 90 days prior to the election.

### **Section (iii) – Other Club Representatives**

Others who may be recognized as representatives of San Diego County Democrats for Environmental Action (SDDEA), include but are not limited to club members participating on ad-hoc or special purpose committees (see Article IX), or club members and associates of the club who assist with club presence at special events, or those hired to perform specific duties of the club.

### **Section (iv) – Representative Guidelines**

SDDEA delegates and representatives described in this Article, shall adhere to the official positions and endorsements taken by this club when participating in voting and discussions.

SDDEA delegates and representatives shall work in alignment with the club's values and mission and shall not act in a way such as to harm the club or any of its elected officers. Any delegate or representative may be removed by a motion and vote of 50 percent plus one vote of the executive board for reasons such as non-performance of duties, failure to uphold the club's mission, conflict of interest, or for unethical behavior including but not limited to forms of harassment and/or discrimination.

### **Section (v) - Club Slates**

#### **A. Central Committee:**

In the case of candidates for County Democratic Central Committee only, the Club shall have the option of listing all duly-paid Club members in endorsements, without making an endorsement, and without limiting the number of candidates listed to the number of seats available. At its discretion, the Club's executive board may also recommend the Club endorse in Central Committee races, even when more Club members are running than seats are available.

#### **B. CDP and Assembly District Delegates:**

In the case of candidates running in the Assembly District Election Meetings (ADEMs) to

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be delegates to the California Democratic Party, the Club shall have the option of listing all duly paid Club members in endorsements, without making an endorsement, and without limiting the number of candidates listed to the number of seats available. At its discretion, the Club's executive board may also recommend the Club endorse individuals or slates in delegate elections, even when more Club members are running than seats are available.

## **ARTICLE VII – MEETINGS**

### **Section (i) - General Meetings**

There shall be a minimum of six general meetings each year, at least one of which shall be in April. Other general meetings shall be held at such times and places as specified by a majority of the Executive Board.

Any audio or video recording of San Diego Democrats for Environmental Action meetings, including endorsement meetings, shall be restricted to recordings to be maintained and controlled by the Executive Board officers, such as recordings taken on Zoom or other online meeting software, or taken for the club's own record and/or promotional use. Outside recordings by members or guests are strictly prohibited without prior written approval from the Executive Board.

### **Section (ii) – Quorum**

At any general meeting, except for the April general meeting when club officers are elected per Article V, section iii, a quorum shall be constituted by at least 20% of those attending members whose membership is in good standing according to the membership list, or 20 members, whichever is lower. Unless otherwise stated in these bylaws, quorum for all committees is 40%. A quorum of the Executive Board shall be by a majority of the elected officers. Board Member(s) at Large are not included in the count of elected officers but their attendance shall count toward quorum for the executive board meetings.

### **Section (iii) - Parliamentary Authority**

The parliamentary authority is the most recent edition of Robert's Rules of Order, Newly Revised.

### **Section (iv) – Notices**

At least 14 days prior to a general meeting at which the following items will be discussed and voted upon, meeting notices will be emailed to each member of the club in good standing:

- Club elections and filling of vacancies, proposed amendments to bylaws
- Endorsements of candidates and/or ballot measures

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Such notice shall specify the time, place and date of the general meeting and describe the event.

### **Section (v) - Suspension of Rules**

The San Diego Democrats for Environmental Action shall allow for, on a limited basis suspension of the club bylaws. Any member of good standing at a general meeting where a quorum is present, may make a motion to suspend the bylaws. If said motion has been seconded, and the motion receives two-thirds of members present to vote in the affirmative for the motion then the bylaws are considered suspended.

To suspend the bylaws, a member who has been recognized by the chair must first state the reason/purpose of the business before the SDDEA that requires a suspension of the bylaws. If the chair determines that stated business warrants a suspension of the bylaws, then a motion to suspend the bylaws may be allowed. If the motion to suspend the bylaws passes and once the stated business has been completed before the body, the chair will rule that the bylaws have been reinstated.

The following club business cannot be conducted during suspension of the bylaws:

- Changing membership voting eligibility requirements
- Election of club officers
- All club candidate endorsements

## **ARTICLE VIII - EXECUTIVE BOARD**

### **Section (i) – Function**

The Executive Board shall approve all expenditures and carry out the club business between general meetings in a manner consistent with actions taken at the general meetings, and perform any other duties provided for in these bylaws. The President shall pre-approve any written correspondence on behalf of the club. The President shall be the sole spokesperson of the club.

### **Section (ii) – Membership**

Membership of the Executive Board shall include all the currently elected club officers (**Article V, section i**), and Members(s) at Large.

### **Section (iii) – Meetings**

The President shall call a meeting, with advanced notice, of the Executive Board as needed.

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Special meetings may be called by a majority of the currently elected members of the Executive Board at any time. A majority of the then currently elected members of the Executive Board shall constitute a quorum. Board Member at Large(s) do not count toward quorum in terms of special Executive Board meetings; however, Board Member at Large(s) enjoy full voting privileges.

### **Section (iv) - Terms of Office**

To maintain continuity on the Executive Board, the SDDEA, shall have the terms of office for Executive Board officers be two-year staggered terms (see **Appendix A - Governing Policies, section ii**).

Board Member(s) at Large serve only a one-year term. If nominated by the Executive Board, they can be elected by the membership at any general meeting during the year.

## **ARTICLE IX – COMMITTEES**

The SDDEA shall have two types of committees; ad hoc, and special purpose. Ad hoc committees serve a specific one-time role for the club. The special purpose committees for SDDEA are Nominating, Political Action, and Bylaws Review.

Any member in good standing can serve on either an ad hoc or a special purpose committee. Once these committees have completed their work the committee is considered disbanded.

All committee functions and responsibilities are listed below. If determined by the Executive Board ad-hoc committees may be established. These committees may include Audit, Membership, Fundraising, Credentials, Program, Special Events, Communications, Public Policy, Hospitality, and others as identified by the Executive Board. Unless otherwise stated in these bylaws, all members serving on committees must be approved by majority vote of the Executive Board.

### **Section (i) - Nominating Committee**

In accordance with Article IV, section iii of the San Diego County Democrats for Environmental Action (SDDEA) Bylaws, the SDDEA shall annually appoint a Nominating Committee. The nominating committee shall consist of a chair and two to four other club members who are in good standing and have been selected by the general membership.

Club members who are interested in being elected as an Executive Board officer are ineligible to serve on the nominating committee. Executive Board officers who are not seeking to be elected to another term as an Executive Board officer are eligible to serve on the nominating committee. The SDDEA nominating committee is considered a special purpose committee and once the results of the Executive Board officer elections have been reported to the general membership, the duties of the nominating committee are completed, and the committee is considered disbanded.

## **Section (ii) - Political Action Committee**

San Diego Democrats for Environmental Action shall appoint a Political Action Committee (PAC). The committee is chaired by the Second VP and will invite members to serve on the committee with the concurrence of the Executive Board. The PAC will have at least five (5) club members that are in good standing. The chair may remove a member from the PAC with concurrence of the Executive Board. The President of SDDEA will serve as a non-voting ex officio on the committee.

### **A. Duties:**

The object of the PAC is to review and recommend to the Executive Board of SDDEA which non-partisan candidate races or ballot measures the club should consider taking a position. The PAC is responsible for reviewing and maintaining the SDDEA Candidate Questionnaire. The PAC shall be disbanded upon the Second VP determining that its actions for the current election cycle are complete, or shall be considered disbanded after the election.

## **Section (iii) - Bylaws Review Committee**

Once per calendar year, the President of San Diego Democrats for Environmental Action (SDDEA) will appoint three to five club members in good standing with one of them being an Executive Board member to serve on a Bylaws Review Committee. This committee is tasked to review the San Diego County Democrats for Environmental Action (SDDEA) Bylaws and submit a report on recommended changes to the Executive Board. The Sergeant-At-Arms shall participate in Bylaws Review Committee meetings in an advisory role and may also serve as the designated Executive Board member.

## **ARTICLE X - ENDORSEMENTS**

All endorsements of candidates or resolutions concerning ballot measures or public issues must be in accordance with the standards established by the California State Democratic Party and the San Diego County Democratic Party. It is also the practice and stated goal of the Club not to make endorsements or to pass resolutions which will adversely affect the unity of the Democratic Party.

Club endorsements of candidates for public office, and club positions on ballot measures are set forth in Appendix B - Rules for Endorsements, as part of these set bylaws.

## **ARTICLE XI - CLUB POSITIONS AND ACTIONS**

The San Diego Democrats for Environmental Action (SDDEA) will support local, state, and national legislation or support participating with coalitions in actions that reflect the values and mission of the club can be approved by a vote of 60% at a general meeting where a quorum is present.

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When circumstances are time sensitive for the SDDEA to support legislation or to act on issues that reflect the values of the club, the President can request a vote by the Executive Board. A required vote by the Executive Board of 60% of a majority of elected board members in order to support legislation or act on issues.

The SDDEA members must be notified of such actions by the Executive Board and must ratify such action at the next scheduled general membership meeting.

### **ARTICLE XII – AMENDMENTS**

These bylaws may be amended by a vote of 60% at a general meeting after such amendment has been presented at the preceding general meeting and notice has been provided as specified in Article VII, section iv of these bylaws. Approved changes to the Appendices to these bylaws require only a majority vote of the Executive Board.

These changes must be reported to the body at the next regularly scheduled general meeting following their approval.

### **ARTICLE XIII – DISSOLUTION**

In the event of the dissolution of the San Diego County Democrats for Environmental Action-Democratic Club, all property, and records, including treasury funds, shall be donated to the San Diego County Democratic Party.

### **ARTICLE XIV – ADOPTION**

These bylaws shall become effective immediately upon their adoption and shall be the governing rules of the club.

Adopted: 10 July 2014  
Revised: 28 January 2015  
Revised: 26 February 2015  
Revised: 30 July 2015  
Revised: 22 October 2015  
Revised: 24 February 2016  
Revised: 15 February 2017  
Revised: 18 October 2017  
Revised: 13 December 2017  
Revised: 19 June 2019  
Revised: 16 September 2020  
Revised: 16 March 2022

## **APPENDIX A: - GOVERNING POLICIES - SAN DIEGO DEMOCRATS COUNTY FOR ENVIRONMENTAL ACTION**

The following rules set forth represent the club governing policies for the San Diego County Democrats for Environmental Action- Democratic Club, hereafter referred to as San Diego Democrats for Environmental Action (SDDEA).

### **Section {i} - Membership Categories**

#### **A. General Member (\$25):**

General Members are members in good standing with right to vote on all matters coming before the membership including election of officers, endorsements, administrative and general issues, and resolutions. General members may also serve as officers of the Club, committees, and upon appointment by an Executive Board officer; represent the Club with non-Club events and groups.

#### **B. Associate (\$25):**

Individuals who are ineligible to register as a Democrat or are registered as No Party Preference or with another political party may become Associates of San Diego Democrats for Environmental Action. Associates are not considered members and therefore do not count toward quorum. Associates are also ineligible to vote, hold a position as Club officer or to represent the Club at Democratic Party activities.

#### **C. Student Member / Activist Member (\$10):**

Full-time students and others with limited economic means shall not be impeded from participating in the San Diego Democrats for Environmental Action. People who are unemployed, disabled, seniors (65+) on a fixed income, and other economic hardship may take advantage of this level of membership. Limited Income memberships must be approved by the Executive Board as stated in **Article IV, section iii**. Student/Limited Income Members have all rights and privileges listed under General Membership.

#### **D. Couple Membership (\$40):**

Individuals who share common interests are strongly encouraged. Households with two individuals interested in participating with the club and in becoming general members of the club a discounted couple rate is offered.



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### **E. Sustaining Membership (\$100):**

In addition, full membership rights listed above, Sustaining Members receive a discounted price at club sponsored events and invitations to complimentary receptions.

### **F. Patron Membership (\$150):**

In addition, full membership rights listed above, Patron Members included Couple membership for the household and received discount at club sponsored events and invitations to complimentary receptions.

### **Section (ii) - Executive Board Terms of Office**

Members elected to serve on the Executive Board at the February general meeting terms of office begin following the installation ceremony of club officers at the March general meeting. All Executive Board terms are for two years, except for Board Member(s) at Large whose terms are for one year.

To maintain cohesive transition of club leadership, terms among Executive Board members are staggered. The following officers are elected:

#### **A. February (even numbered year):**

- **President**
- **First Vice President**
- **Secretary**
- **Treasurer**
- **Director of Fundraising**

#### **B. February (odd numbered year):**

- **Second Vice President**
- **Third Vice President**
- **Director of Communications**
- **Director of Membership**

### **Section (iii) – Bylaws**

These bylaws will be reviewed at once per a calendar year with recommended revisions presented to the Executive Board.

## **APPENDIX B - RULES FOR ENDORSEMENTS – SAN DIEGO COUNTY DEMOCRATS FOR ENVIRONMENTAL ACTION**

The following rules set forth represent the endorsement process for the San Diego County Democrats for Environmental Action- Democratic Club, hereafter referred to as San Diego Democrats for Environmental Action (SDDEA).

### **Section (i) - Candidate for Public Office Endorsement**

Club endorsements of candidates for public office and club positions on ballots measures may be determined at any properly noticed club meeting, providing that a quorum is present.

To be eligible to vote for an endorsement of a candidate or a ballot measure a member must be a member in good standing, must have paid their dues at least 34 days prior to the endorsement meeting, or has renewed their membership prior to expiration or within 45 days of its lapse, and have attended at least two prior general membership meetings over the previous twelve (12) months.

A member in good standing whose membership has lapsed within the last 45 days prior to the meeting shall be eligible to vote upon payment of their dues whether in advance of the meeting or at the start of the meeting.

Proxy voting and absentee voting is not permitted. Club members who are also candidates for endorsement, or the staffers who are members are eligible to vote on all club endorsements.

1. **Voting Method:** Voting on candidate endorsements where only one candidate is seeking the club endorsement for public office will be by voice vote or a show of hands/voting cards. Voting on candidate endorsements where there are two (2) or more candidates seeking the club endorsement for public office shall be by Ranked Choice ballot.
  - a. **Ranked Choice Voting:** Endorsements for public office where there are more than one candidate seeking the club endorsement shall be by Ranked Choice balloting. The Ranked Choice ballot will list all candidates that have submitted a completed and signed the candidate questionnaire. Both "No Endorsement" and "No Position" will always be listed on the Ranked Choice ballot.
  - b. **First Choice Threshold:** In races when there are only two (2) candidates seeking the club endorsement a candidate must receive at least 50 percent of First Choice votes for additional tallying of choices on the ballots. In races when

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there are only three (3) candidates seeking the club endorsement a candidate must receive at least 40 percent of First Choice votes for additional tallying of choices on the ballots.

- c. **Ranked Choice Ballot Tabulation:** Responsibility for tabulating the ballots and reporting the results to the presiding officer will reside with the Secretary. In addition, at least two (2) Executive Board members, not including the presiding officer, will assist the Secretary in the tabulating of the ballots. If necessary additional club members that are in Good Standing may be recruited to assist in the ballot tabulation.
  - d. **Observers:** The presiding officer will select a non-Executive Board club member that is in Good Standing to serve as a neutral observer for the tabulating of the ballots. Also, a representative of all candidates being considered may be present to observe the tabulation of the ballots.
2. **Relevant Races:** In accordance with Article IX, section v, the Political Action Committee will recommend the selection of candidate races and ballot measures for club endorsement consideration.
- a. Any candidate for non-partisan public office who is a registered Democrat may request an endorsement from the club. If the Political Action Committee has recommended that club should not consider a particular race for club endorsement, but a candidate has requested an endorsement, the Executive Board by a majority vote may select the race for club endorsement consideration.
  - b. In races that are considered partisan (i.e. State Assembly, State Senate, and U.S. Congress) the club will automatically consider endorsements in only those races that it has qualified delegates for the California Democratic State Central Committee (DSCC). The club will make every effort to hold an endorsement meeting prior to the DSCC pre-primary endorsement caucus.
  - c. Candidates for office in partisan races that the club has not qualified any DSCC delegates may request the endorsement of the club. A 60 percent vote in favor from either the Political Action Committee or the Executive Board is required to move the request forward for endorsement consideration.
3. **Candidate Requirements:** All candidates for public office seeking the club endorsement must be registered Democrats and must have completed the candidate questionnaire in a timely manner.

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- a. Candidates wishing to be considered for an endorsement or acceptable rating must meet ONE of the following criteria: 1) They are eligible candidates for state-wide office; 2) They are declared a friendly incumbent by the Political Action Committee, with approval of the Executive Board; or 3) They have completed a candidate survey.
  - b. All candidates for non-partisan office who are eligible for an endorsement or an "qualified" rating and all Democrats for partisan office will be invited to appear at the endorsement meeting to answer questions.
  - c. To qualify for an endorsement or an "qualified rating", a candidate must be fully supportive of principles laid forth in the environmental planks of the California Democratic Party (CDP) platform, as measured by responding affirmatively and unequivocally to all related questions on the club's candidate questionnaire.
- 4. Percentage Required for and Endorsement or Recommendation:** An affirmative vote of at least 60 percent of the club members present and voting shall be required to endorse a candidate, rate a candidate, or take a position on a ballot proposition. The vote required is measured by all those eligible members "present and voting". Ballots that have been cast and are illegible are considered "soiled" and shall be counted toward the endorsement threshold. The option of "No Endorsement" and "No Position" shall always be included on the Ranked Choice endorsement ballot for each race.
- a. In races in which there are only two (2) candidates seeking the club endorsement; if no candidate receives the required 60 percent vote of First Choice for endorsement but has received at least 50 percent vote of First Choice, then subsequent tallying of choices from the ballots shall be included.
  - b. In races when there are only three (3) or more candidates seeking the club endorsement; if no candidate receives the required 60 percent vote of First Choice for endorsement but has received at least 40 percent vote of First Choice, then subsequent tallying of choices from the ballots shall be included.
  - c. If after the completion of tallying of the ballots, no candidate has received the 60 percent of the vote required for an endorsement, and prior to voting on a "No Endorsement" consideration, the chair may entertain motions to rate one or more of the candidates acceptable, or to request the Club take a "No Position" in the race at this time. If a candidate is endorsed, no remaining candidates shall be rated acceptable.

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5. **Prohibition on Multiple Endorsements:** Only one candidate may be endorsed per seat. An endorsement implies that the club recommends that people vote for that candidate rather than any other candidates for that seat. It does not necessarily imply that the club supports all of the candidate's positions.
6. **Candidate Questionnaire:** Candidate questionnaires shall be prepared by the Political Action Committee, Article IX, section v. The Executive Board must approve the questionnaires and shall review them periodically (at least every two years) to ensure that current issues are adequately reflected as specified in the CDP's platform.
7. **Consideration for Endorsement:** Prior to voting on a candidate race, which has been properly noticed, a Club member shall either make a motion that the Club consider an endorsement in the specified race, or a motion that the Club forgo an endorsement and immediately consider rating candidates in the race. A single such motion may include more than one race; however, at the request of any member, a separate vote to consider an endorsement or to consider rating candidates shall be taken on a particular race. A simple majority vote is required for either motion to pass.
  - a. If neither a motion to consider an endorsement or a motion to consider rating candidates in a race receives a majority vote, then the outcome shall be listed as "No Position" in that race.
8. **No Position:** The Club can take a "No Position" in a specified race if when a motion to consider a race for endorsement or rating fails to achieve a majority vote, or if after tallying of Ranked Choice ballots for endorsement were no candidate has received the 60 percent required to endorse and prior to voting "No Endorsement" a motion to consider "No Position" with majority vote passes.
  - a. If the Club has voted to take a "No Position" in a specific race, any club member that is in good standing can request make a motion that the club to reconsider the race at the next scheduled meeting allowing for proper notice. A majority vote is required to reconsider a race were "No Position" has been taken.
9. **Qualified Rating:** In the advent that no candidate received the required 60 percent to endorse in the race being considered, the Club may vote to rate one or more candidates "Qualified."
  - a. To be rated "Qualified," a candidate must receive 60 percent of the vote. Candidates must be voted individually by the club to be rated "Qualified."

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10. **Unacceptable Rating:** On recommendation by the Political Action Committee or by the Executive Board the Club may consider rating one or more candidates for non-partisan office as "Unacceptable", where the candidates are considered to be hostile to the mission of this club or the values of the California Democratic Party.
  - a. To rate a candidate for non-partisan office as "Unacceptable" requires a 60 percent vote of the club. If the club has already voted to endorse a candidate or has voted to rate one or more candidates as acceptable, then the "Unacceptable" rating cannot be considered in that race.
11. **Candidate Attendance during Discussion:** No candidates, including those candidates who are also club members, may be present for debate on the office for which that candidate is contending.
  - a. A club member who attends a meeting where an endorsement vote is held may exercise the option to cast an endorsement ballot prior to the vote. The Teller shall hold such ballots until the vote is called for that particular race or ballot measure. In the event that the motion to consider an endorsement in a candidate race fails, the ballots submitted in advance shall be discarded.
12. **Primary/ General Election Continuity:** Endorsements or ratings of candidates in a Primary Election automatically carry forward if the candidate advances to the General Election. A candidate rated "qualified" in a Primary Election who advances to the General Election is eligible to be considered for an endorsement in the General Election.
13. **Endorse Candidate Support:** Club fundraising activities may only be conducted for the campaigns of those candidates endorsed by the club and those ballot propositions earning a rating of "Support."
14. **Rescission of Endorsement:** To rescind an endorsement or no endorsement by the club requires two-thirds of those present and voting from members in good standing.

## **Section (ii) - Friendly Incumbent Endorsements**

Incumbents that have been previously endorsement by the club are eligible for a Friendly Incumbent Endorsement in they have:

1. Addressed the club at least once within the previous six months prior to endorsement consideration.

### **Section (iii) - Ballot Endorsements**

1. The club may rate any ballot proposition as "Support," "Oppose," or "No Position."
2. If the club entertains a motion to rate a ballot proposition, and 60% of those voting cannot agree on the assignment of any of the rating options listed above, then the proposition shall be assigned the rating of "No Consensus."
3. In accordance with Article VII, section v, these rules may be suspended by a 2/3 vote of those present and voting, provided that a quorum is present, to consider a ballot measure that might not have been properly noticed or not recommended for consideration by either the Political Action Committee or Executive Board.

### **Section (iv) - Endorsement Meeting Guidelines**

The Vice President for Political Action, or another Board member designee, shall make a good-faith effort to invite all candidates for office to appear for a candidate forum on the race to be considered. When the Club takes up a race, the Vice President for Political Action shall announce the score each candidate received on the Club questionnaire, with an elaboration on particular answers if necessary.

#### **A. Candidate Forum**

At the discretion of the Executive Board, the Club may choose to forgo a formal candidate forum, or to conduct a candidate forum in each race being considered by the Club.

The forum structure shall be as follows:

1. Candidate Opening Statements: 2 to 3 minutes, with candidates informed of the timing in advance.
2. Discussion: Question and Answer- 20 to 30 minutes

If a candidate forum has taken place at a meeting prior to the endorsement meeting and that meeting has been within 60 days of the endorsement meeting, then questions from the floor will be limited to only candidate responses to the questionnaires.

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- a. Questions to be addressed so that all candidates may answer them. No questions aimed only at one particular candidate.
- b. Depending upon time constraints, at the discretion of the Vice President for Political Action, members shall submit written questions or be given the opportunity to submit questions from the floor.

Members are encouraged to ask questions relevant to the Club's mission of advancing environmental or green issues, of candidate viability, fundraising ability, endorsements, or the candidate's "vision" are also appropriate.

- a. Generally, three to five questions per race are appropriate.

**Closing Statements:** 2 to 3 minutes for each candidate

### **Discussion and Voting:**

1. At least three members advocating for or against an endorsement shall be recognized by the meeting chair, with each side provided equal opportunity to address the membership. Discussion may be limited to one or two minutes per speaker.
2. Members shall be instructed that the threshold question for consideration is whether to endorse in a particular race. After the discussion of endorsement, a vote is generally taken, consistent with the bylaws. Following a decision to endorse, the members may discuss the individual merits of endorsing a candidate, as well as providing any arguments against endorsing in a particular contest.
3. Voting may be done by a show of hands or membership cards, or by secret ballot when requested by a member.