

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

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## **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 in 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, of 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 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, and some events organized by the San Diego County Democratic Party.

Any member whose actions are judged to be prejudicial or detrimental to the club by a 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 shall not be obligatory to 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. Membership dues is for 12-month period following the receipt of dues payment and validation of club membership. Dues paid from November 1st through December 31st are good through the end of the following calendar year.

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

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

### **Section (v) – Voting**

Any member, who has paid their dues at the beginning of a general meeting and has been verified by an Executive officer, shall be eligible to vote on club matters during the general meeting except those listed below.

A member in good standing who has attended at least one prior meeting or has paid dues 34 days prior to the meeting 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 Fundraiser, Director of Communications, and Director of Membership. Elected officers shall be elected at the general meeting in February and hold

office for two years. An elected officer may be removed from office by resolution of a two-thirds vote of the Regular members at a General Meeting for such causes as missing three unexcused consecutive meetings or non-performance of duties, providing the membership and the officer have been notified ten (10) days in advance of the meeting of the proposed action against the officer.

## **Section (ii) – Duties**

### **A. President**

The President shall be the Chief Executive Officer of the club. He/she shall preside over all meetings of the club and the Executive Board; make appointments to other positions as required; 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; promote harmony among the club membership, between other clubs and within the San Diego County Democratic Party.

### **B. First Vice-President – Program and Outreach**

The First Vice-President (hereinafter referred to as First VP) shall serve at the direction of the President. He/she 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, and is responsible for the annual audit and will serve as the chair of the audit committee. The First VP will work to develop environmental and natural resource programs for the club, will serve as a liaison between the club and the broader environmental community. In addition, the First VP will chair the Program and Outreach committee and provide a report to the General Membership twice annually.

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

The Second Vice-President (hereinafter referred to as Second VP) shall serve at the direction of the President. He/she 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. The Second VP shall take over the duties of First VP in the absence of that officer. In addition, the Second VP will serve as the liaison between the club and California Democrat Party (CDP) /California Democratic Council (CDC). 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. He/she 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. In addition, the Third VP will serve as the Chair of the Public Policy/Issues Committee. In consultation with the Executive Board, the Third VP will make recommendations on public policy or local issues for the club should take action 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.

**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 requested; provide an annual written report of club financial status; make the books and all other financial records of the club available to the audit committee each year in May. In addition the Treasurer shall be responsible for filing FPPC/FEC financial report on time as required.

**G. Director of Fundraising**

The Director of Fundraising (hereinafter referred to as DOF) shall be responsible for the planning, organizing, and arranging fundraising events for the club. When necessary, the DOF will serve as the chair for any ad-hoc event planning committees. In addition, the DOF will assist the President in establishing annual fundraising targets for the club.

**H. 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 email notices, and posting updates on the club's other social networking accounts. The DOC will work with the club President in shaping the club's message and will coordinate with Secretary to make sure that the club's email list is updated.

**I. Director of Membership**

The Director of Membership (hereinafter referred to as DOM) shall be responsible for maintaining the club's membership list. 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.

#### **J. Board Member(s) at Large**

If deemed necessary by a majority of the Executive Board, additional Board Member at Large positions may be added to the board. The Board Member at Large position will assist the other Executive Board members in various functions. The position(s) is exempted for the 90 day member in Good Standing eligibility requirement to serve on the Executive Board. Board Member at Large terms of service is from one year from the date they were confirmed by the membership.

### **Section (iii) – Elections**

Elections of club officers shall be held annually at the February meeting. Determination of what Executive Board offices terms are up for the February elections meeting are established in **Article VIII, section iv** of these bylaws. The members shall elect five members to serve on a nominating committee at the final meeting of the previous calendar year. The nominating committee shall recommend at least one candidate for each elective office and report their selections at the February meeting. At that meeting the floor will be open for additional nominations and a secret ballot will be held.

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 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 February 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 appoint 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 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 could 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 wave the 90 day eligibility rule. Newly elected officers will serve the remainder of the Executive Board office term.

### **Section (v) – Appointed Officers**

The President shall appoint a parliamentarian and any other officers not otherwise specified by these bylaws as required for the general well-being of the club.

## **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 San Diego County Party (SDCDP) Central Committee as an Associate Member. In the advent that the President is already serving on the SDCDP Central Committee or he/she 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 guidelines.

### **Section (ii) – California Democrat Party DSCC Delegates**

San Diego Democrats for Environmental Action representatives to the California Democratic Party's Pre-Primary 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 July 1 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.

Pre-Primary DSCC delegates shall be approved by a majority vote of the club at a regular meeting. Nominees to be DSCC delegates will be recommended to the body by the Political Action committee. Nominees 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) – Representative Guidelines**

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

### **Section (iv) – 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. DSCC Delegates:**

In the case of candidates for Democratic State Central Committee, 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 Democratic State Central Committee races, 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 February. Other general meetings shall be held at such times and places as specified by a majority of the Executive Board.

All audio or video recording of San Diego Democrats for Environmental Action meetings, including endorsement meetings, are strictly prohibited without prior written approval from the Executive Board.

### **Section (ii) – Quorum**

At any general meeting, with the exception of the February general meeting when club officers are elected **Article V, section iii**, a quorum of at least 20% of those attending members whose membership is in good standing according to the membership list or 20

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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 its elected members. Board Member(s) at Large do not count toward quorum for the executive board meeting.

### **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 21 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 proposed resolutions Endorsements of candidates and/or ballot measures

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

As a courtesy reminder, a second meeting notice will be emailed to each member of the club in good standing between seven (7) and ten (10) days prior to a general meeting.

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

The San Diego Democrats for Environmental Action (SDDEA) shall allow for, on a limited basis suspension of the club bylaws. Any member of good standing at a general meeting were a quorum is present, my 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.

In order 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 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 of the currently elected club officers **Article V, section i.**

### **Section (iii) – Meetings**

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

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

In order 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 recommended 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 three types of committees; ad hoc, special purpose, and standing. Ad hoc committees serve a specific one time annual role for the club. The special purpose committees for SDDEA are Audit, Nominating committees, and Candidate Questionnaire Evaluation. With the exception of the Candidate Questionnaire Evaluation committee, 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.

The Standing Committees for the SDDEA are Program and Outreach, Public Policy/Issues, and Political Action. Any member in good standing who has attended at least one prior meeting or has paid dues 34 days prior to the meeting shall be eligible to serve on a standing committee.

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All committee functions and responsibilities are listed below. If determined by the Executive Board, other ad hoc committees may be established. These committees may include Membership, Fundraising, Credentials, Program, Special Events, Communications, 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) – Audit Committee**

In accordance with **Article XI**, of the San Diego Democrats for Environmental Action (SDDEA) Bylaws, the SDDEA shall appoint an Audit Committee in order to conduct the annual audit of the SDDEA finances. The SDDEA First Vice President shall preside over the Audit Committee and the committee and will consist of four (4) other club members; two (2) members from the Executive Board excluding the President and Treasurer, and two (2) members from the general membership who are in good standing.

The SDDEA audit committee is considered a special purpose committee and once the results of the annual audit have been reported to the Executive Board and general membership, the duties of the audit committee are completed and the committee is considered disbanded.

### **Section (ii) – Nominating Committee**

In accordance with **Article IV, section iii** of the San Diego Democrats for Environmental Action (SDDEA) Bylaws, the SDDEA shall appoint a Nominating Committee. The nominating committee shall consist of a chair and 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 (iii) – Program and Outreach Committee**

San Diego Democrats for Environmental Action shall appoint a Program and Outreach Committee (POC). The committee is chaired by the First VP and will invite members to serve on the committee with the concurrence of the Executive Board. The POC will consist of at least five (5) but no more than seven (7) club members that are in good standing. The chair may remove a member from the POC with concurrence of the Executive Board. The President of SDDEA will serve as a non-voting ex officio on the committee.

**A. Duties:**

The objective of the POC is to develop environmental and natural resource programs for the club that engage the general membership, and create outreach to prospective members.

The committee shall organize, promote and implement at least two (2) outings per calendar year for club members, prospective members and guests. An outing shall be a group excursion to a park, forest or natural resource.

The committee shall organize, promote and implement at least two (2) educational programs per calendar year for club members, prospective members and guests. An educational program shall be a group excursion to a facility or site that provides educational value on an environmental issue within San Diego County.

**Section (iv) – 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 invited members to serve on the committee by the chair 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 the 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, this may include but not limited to; consultation with the Public Policy Committee (PPC) of the SDDEA or the Environment Caucus of the California Democratic Party. Members of the PAC will also participate on the Candidate Questionnaire Evaluation Committee. Upon completion of the election cycle the PAC will provide a report to the club on the performance of candidates or measures the club endorsed during the previous cycle.

**Section (v) – Public Policy/Issues Committee**

San Diego Democrats for Environmental Action shall appoint a Public Policy/Issues Committee (PPIC). The Committee is chaired by the Third VP. Members of the PPIC invited to serve by the Third VP with the concurrence of the Executive Board. The PPIC will have at least five (5) club members that are in good standing with SDDEA. The President of SDDEA will serve as a non-voting ex officio on the committee.

**A. Objective:**

The object of the PPC is to create an annual 10 Point San Diego Region Environmental Public Policy Priorities for the SDDEA. This plan will be updated annually. Such a list of sustainability and adaptation policies is important in order to:

- 1) Prioritize our club policy goals
- 2) Create a basis from which to dialog with policy makers and candidates of the San Diego Democratic Party
- 3) Liaison with the California Democratic Party environmental entities
- 4) Develop a robust slate of goals to make San Diego a global leader among sustainable cities.

The public policy goals as created by the PPC will be discussed and approved by the club members at large on annual basis. No single item of the 10-point plan may be dismissed without concurrence of the PPC committee and club leadership.

**Section (vi) – Candidate Questionnaire Evaluation Committee**

As part of the San Diego Democrats for Environmental Action endorsement process as set forth **Appendix B – Rules for Endorsements**, the SDDEA shall appoint a Candidate Evaluation Committee. The committee is chaired by the Second VP and is comprised by members of the Political Action Committee as well as members of the Executive Board. The purpose of the committee is to review submitted candidate questionnaires for endorsement. In the event that a response from a candidate's submitted questionnaire seems out of the ordinary or vague the Second VP reserves the right to ask the candidate to clarify their answer during the endorsement meeting.

**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 ballots measures are set forth in **Appendix B – Rules for Endorsements**, as part of these set bylaws.

**ARTICLE XI – ANNUAL AUDIT**

In accordance with **Article V, section ii** of the San Diego Democrats for Environmental Action (SDDEA) Bylaws, the SDDEA First Vice President shall preside over the Audit Committee and conduct an annual audit of the SDDEA finances. The result of the completed



audit will be reported to the Executive Board and to the club membership at the next scheduled meeting following the completion of the audit.

## **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

## **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. Associate 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 received discount 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. With the exception of Board Member(s) at Large, all Executive Board terms are for two years.

In order 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**

At the first club meeting of the calendar year, the President will appoint three club members in good standing with one of them being an Executive Board member to serve on a Bylaws Review Committee. The committee will review the club bylaws and submit a report on recommended changes to the general membership no later than the club's September meeting of the same calendar year.

## **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 34 days prior to the endorsement meeting, or have at least attended one previous scheduled club meeting. A member, 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, however a club member who attends the endorsement meeting may request a paper ballot to cast prior to the endorsement vote. 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 any endorsement shall be a public vote unless requested by any eligible member to vote by paper ballot.
- 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 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

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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.
  - 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 “acceptable” rating and all Democrats for partisan office will be invited to appear at the endorsement meeting to answer questions.
  - c) At the start of the candidate endorsement discussion, following the candidate statements and Q&A, the chair of the endorsement meeting will report out to the club on the candidate ratings based on their responses to the candidate questionnaire. One of three ratings will be assigned to a candidate based on the responses: “recommended”, “acceptable”, or “not recommended”.
  - d) In order to qualify for an endorsement or an “acceptable 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. A candidate must have either a “recommended” or “acceptable” rating as assigned by the Candidate Questionnaire Evaluation committee review of the completed candidate club questionnaire.
- 4) **Percentage Required for and Endorsement or Recommendation:** An affirmative vote of at least 60 percent of the club members present and eligible to vote 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,” not just those “present and voting”. The option of “No Endorsement” shall be included on the endorsement ballot for each race or ballot measure.
  - a) If no candidate receives the required 60 percent vote for endorsement, subsequent ballots shall be taken deleting the candidate receiving the least number of votes and those receiving no votes on the previous ballot.

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- b) If after the completion of balloting, 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.
- 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 sub-sequent rounds of balloting 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.

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- 9) **Acceptable 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 “Acceptable.”
- a) In order to be rated “Acceptable”, a candidate must receive 60 percent of the vote. Candidates must be voted individually by the club to be rated “Acceptable.”
- 10) **Unacceptable Rating:** On recommendation by the Political Action Committee or by the Executive Board the Club may consider to rate one or more candidates for non-partisan office as “Unacceptable”, where the candidates are considered to be hostile to the mission of this club.
- a) In order 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. Ballots submitted in advance are considered only in the first round of balloting; they are not included in runoffs.
- 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 “acceptable” 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.” The club, by a 60% vote, may designate certain races/issues as “priority campaigns” to indicate that those campaigns should be given priority in terms of fundraising or club-coordinated volunteer efforts.

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- 14) **Rescission of Endorsement:** In order to rescind and 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**

- 2) The club may rate any ballot proposition as “Support,” “Oppose,” or “No Position.”
- 3) In the event that the club entertains a motion to rate ballot proposition, and 60% of those voting cannot agree on the assignment of any of the rating options listed above, then that candidate or proposition shall be assigned the rating of “No Consensus.”
- 4) 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.



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### 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.*

- 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.

- c) Generally three to five questions per race are appropriate.

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

### 4) **Discussion and Voting:**

- a) 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.
- b) 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.
- c) Voting may be done by a show of hands or membership cards, or by secret ballot when requested by a member.