

Bylaws of the Orange County Democratic Central Committee
March 2019
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Bylaws of the Orange County Democratic Central Committee March 2019

Article I. Name, Purpose and Governance

Section 1. Name

The name of this organization is the Orange County Democratic Central Committee (“County Committee” hereinafter in the bylaws). The County Committee is a committee within the meaning of the California Government Code and Elections Code. The County Committee may refer to itself as the “Democratic Party of Orange County” or “DPOC”, as may these Bylaws.

Section 2. Purpose

The purposes of the County Committee are to: promote the growth and development of the Democratic Party; actively enlist, support, and elect Democratic candidates at all office levels, including nonpartisan, in coordination with other Democratic entities, groups, and organizations; support positions it may take, not in conflict with the Platform of the California Democratic Party (“CDP”), hereinafter for or against ballot measures and other public policy issues and perform other duties and services that benefit the Democratic Party.

The County Committee shall have charge of the party campaign in Orange County and shall perform such duties and services as benefit the Democratic Party.

Section 3. Governance

These Bylaws, and any Operating Rules, which may include a code of conduct, that may be adopted pursuant hereto, shall govern the organization operation, and functions of the County Committee, to the extent not in conflict with applicable law or CDP Bylaws, rules or regulations.

Article II. Membership

Section 1. Elected Members

- A. Elected members shall be registered Democrats elected from Assembly Districts at the Direct Presidential Primary election every four (4) years and shall consist of six (6) members elected from each Assembly District. Each member shall reside in the Orange County portion of the district he/she represents and shall be elected at-large within his/her Assembly District.
- B. Elected members shall have all the rights and privileges enumerated in the bylaws.
- C. Any vacancies shall be filled as provided for in this Article, Section 8 of these bylaws.
- D. An elected member is entitled to a ballot designation of “Incumbent” upon seeking re-election to the County Committee at the next Direct Presidential Primary election.

Section 2. Appointed Members.

- A. Appointed members derive their membership through appointment to a seat vacated by an elected member, as provided for in this XXXArticle, Section 8XXX.
- B. An appointed member shall have all the rights and privileges of an elected member, except an appointed member shall not be entitled to a ballot designation of “Incumbent” upon seeking election to the County Committee at the next Direct Presidential Primary election, but is entitled to a ballot designation of “Appointed Incumbent”.

Section 3. Ex-Officio Members

Persons described in paragraph A,B, or C below are ex-officio members of this county committee.

- A. Any Democrat elected to, or, if none was elected, who made the “Top-2” runoff for, the State Senate Or Assembly, or U.S. House of Representatives, at either general or special election, whose district is wholly or partially within Orange County. If no Democrat made such “Top-2” runoff, the person the CDP officially endorsed for such office; or, if no one was so endorsed, the Democrat receiving the most votes for such office in the primary election.
- B. Any Democrat elected to, or, if none was elected, who made the “Top-2 runoff for, the following offices if he/ she resides in Orange County. If no Democrat made such Top-2 runoff, the person the CDP officially endorsed for such office; or, if no one was so endorsed, Democrat receiving the most votes for such office in the primary election.

The Democratic nominee for each of the following offices shall be an ex-officio member of the County Committee if he/she resides in the County of Orange:

- 1. Governor
- 2. Lt. Governor
- 3. Secretary of State
- 4. Controller
- 5. Treasurer
- 6. Attorney General
- 7. State Board of Equalization
- 8. U.S. Senator
- 9. Superintendent of Public Instruction
- 10. Insurance Commissioner
- C. Regional Director/s of the CDP for Orange County and members(s) of the Democratic National
- D. Ex-officio members shall be entitled to all the rights and privileges of other members, except ex-officio members are not entitled to a ballot designation of “Incumbent” upon seeking election to the County Committee at the next Direct Primary election.

Section 4. Alternates

- A. Each member of the County Committee shall designate an alternate. Such designation shall be in writing and filed with the Secretary of the County Committee. The alternate will take the oath of office required by members, either orally or in writing

- B. Each alternate shall pay dues and meet the same qualifications as the County Committee member appointing him/her and shall be subject to the same rules, regulations and responsibilities of the County Committee.
- C. Only in the absence of a member, who appointed the alternate, shall an alternate have a right to make, second, amend, or vote on a motion at all regular or special County Committee meetings and have all the rights and privileges of a member, except as otherwise provided by these bylaws. An alternate may speak in debate only (1) when yielded to by a member who is recognized and has the floor, or (2) when no member is seeking recognition to speak for the first time on a motion or matter.
- D. An alternate may hold membership on any Standing or Special Committee.
- E. An alternate may hold an office of the County Committee designated in Article IV. An Alternate may not be elected by the County Committee to the Democratic State Executive Board, as provided for in Article XIII.
- F. The alternate shall be counted for purpose of a quorum at County Committee meetings, only when the member for whom he/she is the alternate is absent.
- G. The term of an alternate shall be the same as the member designating him/her, except that such member may remove the alternate at any time by written notice to the Secretary, provided that such notice be received by the Secretary at least two (2) business days in advance of the regular, special or sub-committee meeting for which it is to be effective.
- H. The office of an alternate may be declared or become vacant in the manner provided in Sections 6 and 7 of this Article, except that Section 6 B does not apply to alternates.
- I. Alternates for ex-officios must reside in the Orange County portion of the same district of the ex- officio.

Section 5. Associates

- A. There are two (2) types of associates: any member of the Democratic National Committee who resides in Orange County; and, an appointed or elected representative from each Orange County Democratic Club that is chartered by the County Committee as provided in these bylaws after written notification of the County Committee of the name of its representative.
- B. Associates shall have a voice at all regular, standing and special committee meetings, but shall not be entitled to vote.
- C. The office of an associate may be declared or become vacant in the manner provided in Section 6 and 7 of this Article, except that Section 6 B does not apply to associates.
- D. An associate is not entitled to appoint an alternate.

Section 6. Removal

- A. The office of any member, alternate or associate, may be declared vacant by resolution of the County Committee if any member, alternate or associate, affiliates with or registers as a member of another party, publicly advocates that voters not vote for an endorsed nominee of the Democratic Party, gives support or avows a preference for a candidate of another party or a candidate who is opposed to a candidate nominated and endorsed by this party.
- B. Any member except an ex-officio or associate, shall be deemed to have resigned his/her office if three (3) consecutive regular or a total of five (5) meetings in 24 months or 7

meetings in 48 months are missed during his/her term, unless such member is unable to attend for medical reasons, work related reasons, family necessity or absence from the County and such absence is reported to the Secretary.

- C. The attendance of an alternate in the absence of a member does not fulfill the member's attendance requirements under 6 B of this Article.
- D. The office of any member shall be deemed vacant if that member dies, resigns, is removed or becomes ineligible or is disqualified.

Section 7. Procedure for Removal

- A. No member, alternate or associate, may be removed from the County Committee pursuant to Section 6 A of this Article unless said removal is listed as an agenda item in the meeting notice sent out by the Secretary pursuant to Article V, Section 3. Any member, other than ex-officio, may be removed for cause by two-thirds (2/3) vote of this Committee. Any member, including, an ex-officio may be censured by a two-thirds (2/3) vote of this Committee.
- B. A written recommendation to remove or censure a member may be initiated by any one of the following: the Chair, two other elected officers or by any five members of the Committee.
- C. The written recommendation to remove or censure must be presented to the Secretary at least seven (7) days before the regularly scheduled Executive Committee meeting. The Secretary shall refer the matter to the Executive Committee to consider recommending removal or censure and shall notify the member via email of the pending action and will include the written challenge.
- D. The recommendation for removal or censure must be listed as an agenda item in the meeting notice sent out by the Secretary to the Executive committee.
- E. The affected member may appear in person or may supply a written response to the challenge, and may invite any persons wishing to speak against the challenge, with the Chair having the option to limit the number of persons who may appear before the Executive Committee. The originator of the challenge may also appear before the Executive Committee. Following the presentation, the room will be cleared for deliberations and vote by the Executive Committee.
- F. If any member of the Executive Committee is either an affected member or the member who made the challenge, they must recuse themselves from the deliberations and the =]vote. If the Chair has recused his/herself, the Executive Committee will elect a different Executive Committee member to chair the deliberations and voting.
- G. A vote to recommend removal of the member requires two-thirds (2/3) of the Executive Board voting in favor of removal. If the Executive Committee does not reach a two-thirds (2/3) vote, the member retains their membership. The Secretary will notify the affected member of the decision.
- H. The Executive Committee may vote to recommend a censure of the member with a two-thirds (2/3) vote in favor of the censure. If the Executive Board does not reach a two-thirds (2/3) vote, there will be no censure. The Secretary will notify the affected member of the decision.
- I. If the Executive Board has recommended removal or censure, the matter will be taken up

for consideration at the next Central Committee meeting as the first item on the agenda. The Secretary will notify the affected member by email at least ten (10) days before the Central Committee. The affected member shall be offered the opportunity to appear before the Central Committee and show cause why removal or censure is unwarranted. Any vote taken shall be by show of hands. Upon removal or censure by a two-thirds (2/3) vote of Central Committee, the Secretary shall notify the affected person of the Committee's action. If a member has been removed, said former member is ineligible for Central Committee membership for the remainder of the term. No member, alternate or associate may be removed from or censured by the County Committee pursuant to Section 6, A. of this Article (II) unless said removal or censure is listed as an agenda item in the meeting notice sent out by the Secretary pursuant to Article V, Section 3.

Section 8. Appointment to Vacant Seat

- A. If the office of any member, other than an ex-officio member, is declared vacant, the Chair shall inform the County Committee of the vacancy at the next regularly scheduled meeting and take nominations to fill the vacancy. Further nominations and the election shall take place at the subsequent meeting.
- B. Any Democrat residing in the Assembly District of the vacated seat is eligible to fill the vacancy and all members of the County Committee shall vote to fill the vacancy.
- C. Whenever any person is appointed to fill a vacancy on a committee, the Chair of the committee shall file notices of the appointment with the elections official and the Chair of the California DSCC within 30 days after it is made. The notices shall contain the name and address of the person appointed and the name of the person replaced, and shall indicate the date of the appointment.

Article III. Duties of Elected, Appointed and Ex-Officio Members

Section 1. Duties

- A. All members shall read and become familiar with the Bylaws of this Committee. All members and alternates shall sign their voting cards.
- B. Members shall elect County Committee officers, representatives to the CDP, and a representative from each Assembly District to the County Committee Executive Committee.
- C. Members shall maintain regular attendance at County Committee meetings, or provide reasons, as specified in Article II, Section 6 B. All members shall sign the attendance roster at every meeting to receive their voting card. At the end of every meeting each member shall return their voting cards.
- D. Members shall appoint an alternate and inform the Secretary and their alternate when they are unable to attend a meeting, but the attendance of an alternate does not excuse the member's absence, as specified in Article II, Section 6 C.
- E. Members and alternates shall pay annual dues, as specified in Article XVIII, Section 1, and Article II, Section 4 B.
- F. County Committee members shall serve on one or more Standing or Special Committees.
- G. Members shall attend chartered Democratic club meetings in their Assembly District area and should:

1. Serve as liaison with any chartered Democratic clubs and report activities to the Communications Chair.
2. Coordinate and assist with year-round voter registration through the Voter Registration Chair.
3. Encourage and help qualified Democrats to run for legislative positions and public offices and notify the Candidate Recruitment and Services Chair of vacancies in local officers and of potential candidates.

Article IV. Officers

Section 1. Committee Officers

The officers of the County Committee shall consist of the following:

1. Chair
2. Vice Chairs
 - a) North Orange County
 - b) Central Orange County
 - c) South Orange County
 - d) West Orange County
3. Secretary
4. Treasurer

Section 2. Election of Officers

- A. The Chair, Four Area Vice Chairs, Secretary and Treasurer shall be elected by a vote of the majority of the membership at the biennial organizational meeting of the County Committee. Candidates must be elected members, appointed members, ex-officio members or alternates.
- B. The nomination and election of officers shall be by elected, appointed and ex-officio members.
- C. The immediate preceding Election Chair of the County Committee shall conduct the election of officers. If the preceding Election Chair is a candidate for one of the offices, or unavailable, then the preceding Election Chair shall appoint a temporary designee who may not be a candidate for any office.

Section 3. Removal of Officers

- A. Grounds for Removal:
 1. Represents his/her views as being those of the Central Committee and/or the Democratic Party
 2. Commits the Central Committee to a course of action and/or financial expenditure without authorization to do so
- B. An officer can be removed for misconduct or neglect of duty.
- C. Any office may be declared vacant in the following instances:
 1. If an officer submits his/her resignation, either orally at a regularly scheduled meeting or in writing to the Secretary or the Chair.
 2. If an officer is removed by resolution of the County Committee.

3. If an officer is elected to another office of the County Committee.

Section 4. Procedure for Removal

Any officer of the County Committee may be removed by resolution of the County Committee in the following manner:

1. When at least three (3) elected, appointed or ex-officio members give notice to all members, of their intention to propose removal of an officer, at least (10) days in advance of a regularly scheduled meeting.
2. At the next regularly scheduled meeting, following a vote to remove the officer by two-thirds (2/3) of the members present and voting, the office shall be declared vacant.

Section 5. Appointment of Vacant Office

If the office of any officer becomes or is declared vacant, his/her successor shall be elected from elected, appointed or ex-officio members at the next regularly scheduled meeting.

Section 6. Limitation of Terms of Office

There shall be no limitation on the number of terms an officer may serve.

Article V. Duties of Officers and Appointed Positions

Section 1. Chair

- A. The Chair shall preside at all meetings of the County Committee and the EC.
- B. The Chair shall report all significant actions taken in the name of the County Committee and of the Orange County Democratic Party, and the actions of the EC, particularly decisions regarding expenditures on behalf of campaigns and candidates at every meeting of the County Committee.
- C. The Chair shall appoint the Chairs of all Standing Committees, the Sergeant-At-Arms, the Parliamentarian, and the Historian within sixty (60) days of taking office.
- D. The Chair shall appoint Chair(s) of Special Committees(s) as he/she deems appropriate.
- E. The Chair shall present for approval to the County Committee, within sixty (60) days of taking office, a two (2) year program outlining goals including a preliminary budget, with the principal activities and projects designed and scheduled to accomplish those goals.
- F. The Chair shall act as Executive Officer and shall perform such other functions as these bylaws prescribe.
- G. The Chair shall require the County Committee to maintain liability insurance for the activities of the County Committee.
- H. The Chair shall be an ex-officio member of every Standing and Special committee.

Section 2. Four Area Vice Chairs for North, Central, South and West Orange County

- A. The four area Vice Chairs by rotation shall perform the duties of the Chair during the Chair's absence, or when necessary to vacate the Chair under Robert's Rules of Order.
- B. The four area Vice Chairs shall be an ex-officio member of every Standing and Special committee.
- C. The four area Vice Chairs shall assist the Chair to perform his/her duties at the discretion of the
- D. chair.
- E. The four area Vice Chairs shall be responsible for coordinating the political activities including candidate recruitment and support, grass root organizing and voter outreach, voter registration, GOTV, candidate support and training duties within their geographical regions as follows:
 - 1. North Orange County shall be comprised of the following cities: Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Placentia, Stanton, and Yorba Linda..
 - 2. Central Orange County shall be comprised of the following cities: Anaheim, Garden Grove, Orange, Santa Ana, Tustin and Villa Park.
 - 3. South Orange County shall be comprised of the following cities: Aliso Viejo, Dana Point, Irvine, Laguna Beach, Laguna Hills, Laguna Nigel, Laguna Woods, Lake Forest, Mission Viejo, Newport Beach, Rancho Santa Margarita, San Clemente, San Juan Capistrano
 - 4. West Orange County shall be comprised of the following cities: Costa Mesa, Fountain Valley, Huntington Beach, Los Alamitos, Midway City, Seal Beach, and Westminster.
- F. Each Vice Chair shall be a registered Democrat who resides in the areas they represent.

Section 3. Secretary

- A. The Secretary shall keep, or cause to be kept, true and accurate minutes and attendance records of all County Committee meetings.
- B. The Secretary shall maintain an updated membership list of County Committee members, inform the CDP of changes within ten (10) days of notification of the change and shall have present a card bearing the true signature of each member and alternate at all meetings of the County Committee.
- C. With respect to signatures offered in support of a resolution, the Secretary or a member acting on behalf of the Secretary who is not a signatory supporting a resolution, shall use the signature cards to establish the authority of the signatures submitted.
- D. The Secretary shall give notice to all members of the time, place an agenda of each County Committee meeting, whether regular or special, at least three (3) days before it shall be held. The notice shall include copies of resolutions scheduled for discussion and a copy of the proposed minutes of the last regular or special meeting.
- E. The Secretary shall maintain records of attendance of County Committee representatives to the CDP Executive Board and CDP Conventions.
- F. The Secretary shall keep a record of absence requests from members and shall notify a

member who has been absent from three (3) consecutive regular meetings or absent from five (5) regular meetings without excuses, or other reasons, that his/her office has been deemed vacated pursuant to Article II, Section 6.

Section 4. Treasurer

- A. In conjunction with the Chair, the Treasurer shall develop a preliminary budget reflecting the two (2) year program plan proposed by the Chair within sixty (60) days of taking office.
- B. The Treasurer shall provide the following:
 - 1. A biennial operations budget, projecting sources of income and operating expenses including liability insurance that detail the ordinary business costs for the County Committee and its headquarters operations, shall be presented to the Executive Committee within sixty days (60) after the biennial organizational meeting. Upon approval by the EC, it shall be presented to the members for adoption at the next regularly scheduled meeting.
 - 2. A written Treasurer's report at regularly scheduled meetings of both the Executive Committee and the County Committee.
- C. The Treasurer shall be an ex-officio member of the Finance Committee.

Section 5. Sergeant-At-Arms

The Sergeant-At-Arms shall maintain order and may expel any member who is determined by the Chair to be out of order.

Section 6. Parliamentarian

- A. The Parliamentarian, upon request of the Chair, shall advise the Chair and members of the County Committee as to the proper procedures for the conduct of meetings, relying upon these bylaws, the State Election Code, CDP bylaws and Robert's Rulers of Order.
- B. The Parliamentarian shall be available to the Chair during Executive Committee and County Committee meetings.

Section 7. Historian

The Historian shall maintain a written historical record of the County Committee membership, officers and special events.

Article VI. Controller

- A. The Controller shall receive, deposit in a financial institution approved by the County Committee, and safeguard all funds of the County Committee.
- B. The Controller shall disburse such funds in accordance with Article IX, Section 3A and shall keep a true and accurate accounting of receipts and disbursements.

- C. The Controller shall prepare and file reports as required by federal, state and county regulations.
- D. The Controller shall prepare an annual audit to be presented to the County Committee within sixty (60) days following the end of the fiscal year.
- E. The Controller may be compensated either as an employee or as an independent contractor. Any compensation agreement must be approved by the Executive Committee. The Executive Committee may enter into an indemnification agreement with the Controller. Any such agreement must be approved by the Executive Committee.

Article VII. Staff

F. Executive Director

The Executive Director shall be employed or appointed with the approval of the Executive Committee. The appointment shall be ratified by 60% of the County Committee at the next regular meeting. The job description of the Executive Director shall be approved by the Executive Committee and ratified by the County Committee. The Executive Director shall perform all duties assigned by the Officers and report in writing on any and all activities to the Executive Committee.

G. Other Staff

Other staff may be employed or appointed with the approval of the Executive Committee. Any job description and appointment shall be ratified by 60% of the County Committee. The Executive Director shall provide a report in writing on any and all activities of the staff.

Article VIII. Executive Committee

Section 1. Membership

The Executive Committee, hereafter called EC, shall consist of:

- 1. County Committee officers, as listed in Article IV, Section 1.
- 2. One member from each Assembly District and an alternate from each Assembly District chosen by the elected, appointed and ex-officio members of each District within 60 days of the biennial organizational meeting of the County Committee.
- 3. The Orange County Regional Director/s.
- 4. The Chair may invite the chairs of Standing Committees or others to make reports or present projects for EC consideration.
- 5. Other County Committee members, alternates and staff may attend EC meetings, but may not participate in the discussion without an invitation by EC members.

Section 2. Duties of the Executive Committee

- A. The EC shall conduct the County Committee business between regular meetings.
- B. Specific duties include:
 - 1. Meet regularly, at least seven (7) days in advance of County Committee regular

- meetings, as stated in Article XI, Section 1 D.
2. Make recommendations and schedule resolutions and other actions to be voted upon at County Committee meetings
 3. Receive and act upon requests from County Committee members as to actions needed, proposed programs or projects.
 4. Advise Chair as to items to be included on County Committee meeting agenda.
 5. Hear reports from AD Representatives as to programs, voter registration and fundraising activities in their districts in order to maintain a master calendar.
 6. Hear reports from Staff.

Section 3. Removal of Assembly District Representatives

- A. Assembly District representative members who miss two (2) consecutive meetings without notice to the secretary shall automatically be removed from EC membership. There are no alternates or proxies to the Executive Committee.
- B. The Secretary shall send a letter to such member at his/her last known address advising the member of said removal.
- C. A new representative shall be elected at the subsequent County Committee meeting by the AD members representing the district in which the vacancy occurred.

Article IX. Budget and Finance

Section 1. Budget

- A. A proposed biennial budget shall be prepared by the Treasurer as described in Article V, Section 4 B, reviewed by the Finance Committee, Article XIV, Section 6 A, and presented to the EC within sixty days (60) after the biennial organizational meeting.
- B. Upon adoption by the EC and County Committee, the budget shall constitute the Treasurer's authority to make disbursements in accordance therewith. The treasurer shall cause the authorized budget to be delivered to the Controller

Section 2. Income

- A. All funds obtained in the name of the County Committee, including memberships, donations, grants, income-producing activities of County Committees, and other income, shall cause to be delivered by the treasurer to the Controller. All income is to be deposited in the general fund account or in appropriately designated accounts authorized by the EC. The treasurer is to record all funds delivered to the controller and report in writing on these deposits to the County Committee.
- B. All funds shall be maintained in federally insured banks and/or credit unions.

Section 3. Expenditures

- A. Expenditures shall be made from County Committee funds as provided for by the authorized budget or by specific authorizations of the EC or the County Committee.

- B. All appropriations, bills and financial obligations shall be presented to the Treasurer, who shall cause to be delivered to the Controller, who shall pay all budgeted obligations without further authorization. The Treasurer shall report in writing all such expenditures at the next meeting of the EC and the County Committee as part of the report.
- C. Upon authorization by the EC or the County Committee, separate operating accounts may be established on a time-limited basis for significant County Committee projects, events or activities, subject to the control and audit of the Treasurer. Such funds of authorized committees, events or activities shall be paid at the direction of the responsible Chair. Any checks written on events or activities shall be paid at the direction of the responsible Chair. Any checks written on any separate operating accounts shall be signed by two (2) authorized committee members. Any unused funds shall be returned to the general fund upon completion of the authorized activity.
- D. The Chair, Vice-Chair, Secretary and Treasurer are authorized to sign check approvals on any account carried in the name of the County Committee, provided the expenditure has been duly authorized. Any County Committee check approvals must be signed by at least two (2) officers.
- E. No member of the County Committee, Executive Director or other staff may make any financial commitment involving the expenditure of funds, other than authorized herein, unless such person has been so authorized by a motion passed by the EC or County Committee. Violation of the provision may constitute grounds for termination of membership or employment.

Article X. Chartering Procedures

Section 1. Chartering Requirements

- A. Any organization conducting business for or under the name of the Democratic Party in the County of Orange, shall be chartered by the County Committee.
- B. The County Committee shall issue a charter to any bona fide organization including Democratic Clubs, Assembly District Committees and/or Political Action Committees whose application meets the following requirements
- C. The organization shall have a membership of at least ten (10) members.
- D. A chartered Democratic Club is an organization of Democrats allied by defined geographical area, special interest, or cultural community. A purpose is to support and strengthen the Democratic Party through the political development, activity, and advocacy of its membership. A Club's objectives are to foster active interest in the local, state and national Democratic Party, to contribute to the Democratic Party of Orange County leadership, responsibility to support the campaigns of Democratic candidates representing the Club's constituency and to engage grassroots outreach, organizing and

recruitment within its area, or special interests or cultural community.

- E. The organization must meet at least once quarterly.
- F. The organization shall annually by February 15 of every year provide to the County Committee a roster of names, addresses telephone numbers and emails of its regular and associate members. In addition, the organization shall submit the identification numbers used when filing statements with the Secretary of State, The Fair Political Practice Committee and/ or the Federal Elections Committee.
- G. The bylaws submitted by an organization requesting a charter from the County Committee shall be reviewed by the Bylaws/Rules Committee which will forward any recommendations to the Executive Committee. The Executive Committee, acting for the County Committee, shall notify the organization if any revisions are needed. Once the Charter is in compliance with the County Committee's bylaws the Executive Committee will grant the charter. Thereafter, the organization shall annually provide to the County Committee a copy of its bylaws. Said bylaws need to state that the organization shall not take a position in support of a candidate for partisan office other than a Democrat endorsed by the California Democratic Party (CDP) or the Democratic National Committee (DNC) or contrary to Democratic Party of Orange County (DPOC) local candidate endorsements and shall support the platform of the State and National Party and cooperate with other Democratic organizations.
- H. Each organization shall remit to the County Committee seventy-five (\$75) dollars per annum, due February 15 of every year.
- I. The County Committee may charter an organization for members who are between twelve (12) and eighteen (18) years of age who may not be registered to vote. Such organization shall have an advisor who shall be a registered Democrat approved by the EC.

Section 2. Revocation of Charter

- A. The Executive Committee shall have the power and authority to deny or revoke a charter of any organization, for cause by majority vote. Cause for denial or revocation shall include:
 - 1. The endorsement of a non-Democrat for elective office.
 - 2. Use of the name of the Democratic Party without a charter.
 - 3. In the case of a "membership" organization, knowing enrollment of a person registered as anything other than a member of the Democratic Party as a voting member of the organization.
 - 4. Transferring of funds from the organization's accounts to an account of a non-Democrat running for elective office, and/or
 - 5. Acting in violation of State or Federal laws or regulations.
- B. No organization's charter may be revoked without sixty (60) days written notice of grounds of revocation having been mailed to the Chair of the organization in question, and the rights of response before This Committee having been granted to said organization's designated representative. For purposes of this section the Chair shall

mean the last person designated in writing to This Committee as Chair.

Article XI. Meetings

Section 1. Meeting Dates

- A. The biennial organizational meeting of the County Committee shall meet on the second (2nd) Monday in January in odd numbered years.
- B. Subsequent regular meetings shall be held on the third (3rd) or fourth (4th) Monday of each month at a place and time to be determined by the EC Committee, unless canceled in the manner hereinafter provided.
- C. Special County Committee meetings may be held at the call of the Chair or by at least ten (10) members, upon five (5) days prior written notice to all members. Such notice shall state the time and place of the special meeting and contain an agenda of all business to be transacted at such special meeting.
- D. The EC shall meet at least seven (7) days in advance of all regularly scheduled meetings of the County Committee. Special EC meetings may be called at any time by the Chair or by three (3) members of the EC.
- E. A future meeting may be canceled by two-thirds (2/3) of the members present and voting at any regularly scheduled meeting of the County Committee.
- F. In an emergency, a meeting may be canceled upon approval of the officers.

Section 2. Meeting Content

- A. Items on the agenda may be discussed and voted on at the Committee meetings.
- B. Additional agenda items may be added at the meeting under New Business.
- C. Announcements at the County Committee meetings must be made by a member, alternate, or associate. Announcements may not exceed one minute and must pertain to a specific future event of interest to Democrats.

Article XII. Election of California Democratic State Central Committee Members

Section 1. State Central Committee

- A. Pursuant to the CDP bylaws, the County Committee is entitled to elect members to the Democratic State Central Committee (DSCC) as follows: Four members plus one member for each ten thousand (10,000) registered Democrats or portion thereof residing in Orange County.
- B. The number of registered Democrats shall be as of the most recent report of registration prior to the General Election.

Section 2. Membership

- A. Members eligible for election to the DSCC must have been elected at the preceding

Direct Primary election or must have been appointed pursuant to Article II, Section 8. Alternates of members are eligible after all elected and appointed members have been elected.

- B. Elected members shall be divided as equally as possible between men and women.
- C. Notwithstanding subsection A of this section, the Chair of the County Committee shall be automatically elected to the DSCC.

Article XIII. Election of State Executive Board Members

Section 1. Authority and Duties

- A. Pursuant to the CDP bylaws, the County Committee is entitled to elect one member to the State Democratic Executive Board for each one hundred thousand (100,000) registered Democrats or portion thereof residing in Orange County.
- B. Said State Executive Board members elected from the County Committee have a duty to attend State Executive Board meetings and a duty to report to the County Committee at the regularly scheduled meeting immediately following a State Executive Board meeting.
- C. The County Committee representatives to the CDP Executive Board shall be elected at the first regular central committee meeting after the Democratic State Central Committee's Convention.

Section 2. Membership

- A. Any elected or appointed member who was elected by the County Committee to the DSCC and any ex officio is eligible for election to the CDP Executive Board by the County Committee.
- B. Board representation shall be divided as equally as possible between men and women.

Section 3. Removal

- A. Any member elected to the CDP Executive Board by the County Committee, who misses two consecutive regular Executive Board meetings, shall be deemed to have resigned from the Executive Board effective at the conclusion of the second missed State Executive Board Meeting.
- B. The Chair shall inform the County Committee of the vacancy at the next regularly scheduled meeting and take nominations to fill the vacancy. Further nominations and the election shall take place at the subsequent meeting.
- C. If a meeting of the Executive Board occurs between the occurrence of the vacancy and the next meeting, the County Committee Chair will appoint a member as a temporary representative to the CDP Executive Board until an election is held by the County Committee.

Article XIV. Committees

Section 1. Standing Committees

The County Committee shall have the following Standing Committees:

1. Resolutions Committee
2. Bylaws/Rules Committee
3. Election Committee
4. Finance Committee
5. Communications Committee
6. Outreach Committee
7. Voter Registration Committee
8. Candidate Recruitment and Services Committee
9. Convention Committee
10. Information Systems Committee
11. Environmental Committee
12. Precinct Organization Committee
13. Youth Advisory Committee
14. Legislative Committee

Section 2. Membership

- A. Chairs of all Standing Committees shall be elected, appointed, or ex-officio member or alternates.
- B. Standing Committees shall consist of at least five (5) members appointed by the Standing Committee Chair.
- C. The Chair of the County Committee shall ascertain that each member of the County Committee is serving on at least one (1) Standing Committee
- D. Democrats who are not members or alternates of the County Committee may serve on Standing Committees, except on the Resolutions/Legislative Committee, the Bylaws/Rules Committee, and the Election Committee.

Section 3. Resolutions Committee

- A. The Resolutions Committee is responsible for all resolutions emanating out of County Committee. The Committee shall study local ballot initiatives which may relate to the CDP platform issues or local Democratic concerns, and bring pertinent proposals, with recommendations to support, work against, or abstain to County Committee.
- B. This Committee shall respond within ten (10) days after receiving a referral from the EC or from any County Committee member.
- C. Procedures for the Resolutions Committee are specified in Article XX.

Section 4. Bylaws/Rules Committee

- A. The Bylaws/Rules Committee is responsible for developing, maintaining and amending the bylaws and rules of the County Committee. The Bylaws/Rules Committee shall review the bylaws of any organization submitting a request for a charter from the County Committee. The Bylaws/Rules Committee will make recommendations, if any, to the Executive Committee of the County Committee.
- B. The Bylaws/Rules Committee shall respond within ten (10) days after receiving a referral from the Executive Committee or from any County Committee member.
- C. Procedures for amending these bylaws are specified in Article XIX.

Section 5. Election Committee

- A. The Election Committee is responsible for conducting all internal elections of the County Committee, tallying the votes and promptly reporting the results to the County Committee.
- B. Procedures for the Election Committee are specified in Article XIV and XX.

Section 6. Finance Committee

- A. This Committee shall review proposed budgets and plans for their fiduciary impact in cooperation with the Treasurer and the EC.
- C. The Finance Committee shall be responsible for recommending and developing fund-raising activities that would produce the income necessary to meet the annual projected budget expenses.
- D. This Committee shall be responsible for reviewing expenditures and making recommendations.

Section 7. Communications Committee

- A. The Communications Committee shall be responsible for exchange of information and communication between existing Democratic organizations, both inside and outside the county.
- B. Such information and communication shall include, but not be limited to:
 - 15. Development and distribution of a County Committee newsletter at the direction and approval of the Chair in cooperation with the Regional Executive Coordination Council.
 - 16. Development and maintenance of information packets about the County Committee and the CDP.
 - 17. Develop guidelines for web site postings, working with other committees, including but not limited to the Information Systems Committee.

Section 8. Outreach Committee

- A. The Outreach Committee shall be responsible for the initiation and development of contacts with individuals and groups within the county, but which are outside the existing network of Democratic organizations, for the purpose of developing new Democratic clubs and organizations to increase the influence of Democratic policies and positions.
- C. Such information and communication shall include, but not be limited to:
 - 18. Development and maintenance of a list of media contacts.
 - 19. Issuance of media news releases at the direction of the County Committee Chair.
- D. This committee shall be responsible for the development and maintenance of a Speakers Bureau to respond to requests for speakers about the Democratic Party and its functions.

Section 9. Voter Registration Committee

- A. The Voter Registration Committee shall be responsible for voter registration activities in the county and for the coordination with voter registration activities of the CDP.
- B. These duties shall include, but not be limited to:
 - 20. Identification of activities and events being conducted throughout the county where voter registration will be permitted.
 - 21. Coordinating with chartered organizations to support voter registration throughout the County.
 - 22. Providing sources of political information and material to aid chartered Democratic clubs in conducting voter registration.
 - 23. Coordinating the booth at the Orange County Fair.

Section 10. Candidate Recruitment and Services Committee

- A. The Candidate Recruitment and Services Committee shall be responsible for the recruitment of candidates for the California Legislature and the House of Representative and other elective offices.
- B. It shall be the responsibility of this committee to provide available County Committee campaign support services to the endorsed Democratic candidates and to organize coordinated activities and support for these candidates.
- C. This committee shall be responsible for encouraging candidates for non-partisan offices and for collecting information for the County Committee on non-partisan candidates to facilitate potential endorsements by the County Committee.
- D. This committee shall cooperate with elected Democratic officials, chartered Democratic clubs and the Regional Director to develop coordinated activities and support for all candidates.
- E. This Committee shall provide candidates' names, addresses, telephone and FAX numbers to the CDP Regional Director, and may, if requested, assist the Regional Director in planning the Regional Pre-Endorsement Conference scheduled by CDP prior to the State's Endorsement Convention held every even numbered year.

Section 11. Convention Committee

- A. The Convention Committee shall be responsible for planning and conducting the biennial convention held in the even numbered year. The committee chair shall be chair of the convention.
- B. . This Committee shall be responsible for assisting the Convention Chair in the collection and organization of permanent convention records.

Section 12. Information Systems Committee

- A. The Information Systems Committee shall be responsible for providing expertise, knowledge and skills to support the maintenance and upgrading for operation of the County Committee equipment, including but not limited to the web site, and computer, phone and fax systems.
- B. Access to the web site is coordinated between the Information Systems Committee and the Executive Committee.
- C. This Committee shall provide the training necessary to volunteers in order to use the available information systems.

Section 13. Environmental

- A. The Environmental Committee shall investigate environmental issues, establish liaisons with relevant organizations, and make recommendations on environmental issues to the County Committee.

Section 14. Precinct Organization Committee

- A. The Precinct Organization Committee shall be responsible for recruiting, training, organizing and implementing precinct operations to best ensure the election of Democratic candidates.
 - B. The Precinct Organization Committee is responsible for the plan to support the precinct operation including a timetable and budget for achieving its goals.
- The Precinct Organization Committee shall work with the Voter Registration and Candidate Recruitment committees.

Section 15. Youth Advisory Committee

- A. The Youth Advisory Committee shall develop programs that promote the Democratic Party among young voters.
- B. The Youth Advisory Committee shall develop leadership among the Democratic youth.
- C. The Youth Advisory Committee shall establish a youth precinct organization to complement the County Committee
- D. The Youth Advisory Committee shall develop a speakers' bureau composed of high school and college age Democrats.

Section 16. Legislative Committee

It shall be the function of the Legislation Committee to propose and support legislation when needed, in response to the duties and policies of the DPOC.

Section 17. Special Committees

Special Committees may be appointed by the Chair to perform specific tasks and the Chair may terminate Special Committees at his/her discretion. Such committees automatically terminate at the end of the County Committee term in which they were appointed.

Article XV. Quorum

Section 1. Quorum for the County Committee

Nineteen (19) of the elected members and appointed members shall constitute a quorum

Section 2. Quorum for the Executive Committee

A majority of the membership of the Executive Committee shall constitute a quorum.

Section 3. Quorum for Standing Committees

A Standing, Ad Hoc, or other committee may take a formal action that requires a vote only at a meeting at which a quorum is present (as provided below). Such meeting must be in-person, or by electronic means by which each participant can hear and be heard by all other participants (such as by conference telephone call, or meeting software on computers), or a combination of in-person and electronic.

All committees may conduct business other than formal actions that require a vote (such as planning an event, activity, or future committee business, or discussing any other matter without taking formal action thereon) with less than a quorum present and/or by sequential "Reply-to-All" emails.

A quorum for any committee meeting shall be twenty-five (25%) percent, but not less than two (2), of committee members. Only for purposes of determining such a quorum, "committee members" shall be deemed to exclude absent ex officio members and other absent members who missed the committee's last two (2), or three (3) of its last four (4), regular, special or noticed meetings without valid excuse, but to include all members actually present.

Section 4. Business

No business shall be transacted in the absence of a quorum. Actions necessary by time limits may be taken by members present and submitted to County Committee at the next meeting for approval.

Article XVI. Voting

Section 1. Eligibility to Vote

All votes shall be cast by the elected, appointed and ex-officio members or their designated alternates who are present. Pursuant to Article XVIII, members must have paid dues in order to be eligible to vote.

Section 2. Manner

All actions of the County Committee shall be by an affirmative vote of a majority of the members present and voting, unless otherwise expressly provided for in the Bylaws. The manner of voting shall be by a show of voting cards unless otherwise specified in these bylaws. Whenever there is a division on any issue, the Chair shall grant the request of any member for a roll call vote. A request for a roll call vote, however, shall not be in order when electing positions pursuant to Article II, Section 8; Article IV, Section 2; Article XII; and Article XIII, which shall be done by signed ballot. There shall be no secret ballot in accordance with the Bylaws of the Democratic National Committee and the California Democratic Party

Section 3. Restrictions

No elected, ex-officio, appointed member or alternate shall be entitled to vote or participate in the County Committee unless he/she has paid their annual dues, as specified in Article XVIII

Article XVII. Rules of Procedure

Section 4. Authority

All regular and special meetings of the County Committee shall be conducted in accordance with Robert's Rules of Order, except when the County Committee bylaws conflict.

Article XVIII. Dues

Section 1. Amount

Dues shall be sixty dollars (\$60.00) per year for each member including alternates and are due

and payable within sixty (60) days of assuming membership. No dues are assessed for associates.

Section 2. Deferral or Waiver of Dues

- A. Any member may apply for a deferral or a waiver of dues to the Treasurer, in writing or in person, on the grounds of economic hardship. The Treasurer will present the request to the officers for approval.
- B. Dues are waived for members and alternates of the County Committee who are Sustaining Members of the DPOC, and who contribute a minimum of \$120 per year.

Article XIX. Amendment of Bylaws

Section 1. Procedure

- A. Any member of the County Committee may propose any amendment to these bylaws.
- B. Such amendments shall be presented to the Bylaws/Rules Committee for consideration.
- C. If any amendment is approved by the Bylaws/Rules Committee, then that Committee shall forward the proposal to the Secretary prior to the next regularly scheduled meeting of the EC.
- D. The Secretary shall include said amendment(s) in the notice of meeting sent out prior to the next regularly scheduled Executive Committee meeting.
- E. The Executive Committee shall review the proposed amendments and make a recommendation either for, against or no recommendation for the County Committee.
- F. The Secretary shall include said amendment(s) in the notice of meeting sent out prior to the next regularly scheduled County Committee meeting.
- G. The proposed amendment(s) shall be read at the next regularly scheduled County Committee meeting, but no action may be taken on it at that time. The proposed amendment(s) shall be scheduled for action on the agenda for the following regularly scheduled County Committee meeting.
- H. If the Bylaws/Rules Committee fails to act on a referred proposed amendment within sixty (60) days, or if said committee recommends against the proposed amendment, a request to discharge the proposed amendment may be presented to the County Committee at their next regularly scheduled meeting:
 - 24. The discharge request must bear the signatures of ten (10) members. Sufficient copies of the discharge motion and the proposed amendment must be presented to the Secretary in time and in sufficient quantities to make distribution to the County Committee prior to their meeting.
 - 25. Debate before the County Committee on the discharge motion shall be limited to no more than twenty (20) minutes and no amendments are in order. Passage requires a majority vote of the members present and voting.
 - 26. If the discharge motion passes, then the proposed amendment shall be placed on the agenda of the next regularly scheduled meeting.
- G. Changes in these bylaws shall become effective upon approval.

Section 2. Vote

The County Committee may adopt an amendment(s) to its bylaws, subject to the restriction in Section 1 of this Article, by a two-thirds (2/3) vote of the membership present and voting.

Article XX. Resolutions Committee Procedures

Section 1. Resolutions Committee Procedures

- A. The Resolutions Committee, hereafter called RC, shall, at the direction of either the EC or the County Committee, propose in a timely manner, language for a resolution, according to the direction given, stating the County Committee position on a given topic, for consideration and possible subsequent adoption by the County Committee.
- B. The RC shall be responsible for recommending to the EC and the County Committee whether resolutions, proposed and provided for in Article XIV, Section 3, should be adopted.
- C. The EC shall, upon receiving the recommendation of the RC on a properly proposed resolution, make its own recommendation on the resolution and schedule the resolution(s) along with any arising from the direction of either the EC or the County Committee to be put to a vote at the next regularly scheduled meeting.
- D. Prior to a vote on a resolution, either acted upon by the RC or prepared by the same at the direction of the EC or the County Committee, the RLC shall report to the County Committee on the resolution. The report shall include the background of the resolution and any recommendation arising under these by-laws. The members making the report should be prepared to answer the County Committee's questions regarding the resolution. To the extent possible, the RC should report to the County Committee in writing as well as orally, preferably including their written report with the regular meeting notice.
- E. If the RC fails to respond on a properly proposed resolution(s) within ten (10) days, the proponent/s may submit fifteen (15) copies to the Secretary for distribution to EC to be considered at their regularly scheduled meeting.
 1. After verifying the failure of RC to respond, and that the resolution was properly proposed, the EC shall determine its recommendation to County Committee, to be included in the Chair's report at the next regularly scheduled meeting. If the EC recommends approval, the resolution shall be considered by County Committee at its next regularly scheduled meeting
 2. If the EC does not approve the proposed resolution, the proponents may submit seventy-five (75) typewritten copies of the resolution, signed by ten (10) supporting County Committee members, to the Secretary to be included in the mailing for the next regularly scheduled meeting and its consideration listed on the meeting agenda.
 3. If a resolution's proponents state that a time factor must be considered because, if the regular procedure, as outline above, if followed, the resolution would be moot.
 - a. Therefore, when a time factor is important, the resolution's proponent may

distribute typewritten copies of the resolution at a regular meeting, within one (1) hour of its beginning, to all County Committee members. The resolution must show support of ten (10) members, identified by their signatures on the resolution.

- F. All resolutions shall be discussed, within a ten (10) minutes time frame, and then voted up or down. Approval requires 60% of the voting members.
- G. No resolution previously defeated by County Committee, nor a resolution contradicting an approved resolution, may be considered without documented new circumstances. After consideration by the Chair, the proponents may follow the above procedures for the resolution to be considered by County Committee.

Article XXI. Candidate Endorsement Procedures for Partisan and Nonpartisan Office

Section 1. President of the United States

- A. In accordance with the CDP bylaws, no official unit of the CDP may endorse any candidate for delegate to the Democratic National Convention or endorse candidates for President of the United States until the Democratic National Convention has been held.
- B. Individual members may endorse delegates or a candidate for the Democratic Presidential nomination. The political party or office held by such members who make such an endorsement may only be indicated in that endorsement solely for identification purposes.

Section 2. Partisan Public Offices Other Than President

The procedures for endorsement for statewide partisan and non-partisan, assembly, state senate, congress are held pursuant to the By-Laws and Rules of the California Democratic Party.

Section 3. Nonpartisan Public Offices

- A. Endorsement of candidates for all local nonpartisan offices within Orange County, shall be the exclusive responsibility of the County Committee, and shall be extended only to registered Democrats. All endorsements shall be made in accordance with County Committee bylaws duly adopted at least six (6) months prior to making such endorsements. The option of “no endorsement” shall be provided in any endorsement caucus. The County Committee may endorse by affirmative vote of sixty percent (60%) of those members voting for any Democrat who has filed for nonpartisan office. The County Committee shall not endorse more candidates for an office than the number to be elected for that office. Endorsement procedures shall only take place when requested in writing by a candidate who has taken out papers for a non-partisan office who have requested endorsement and paid the fifty dollar (\$50.00) fee. When an endorsement procedure is requested by a candidate, all candidates who are registered Democrats shall be notified in writing of the date, time and place of all relevant meetings and of their right to consideration. The Committee shall maintain a proof of service of notice. No endorsement shall take place until the deadline for filing has passed.

- B. All members of the County Committee, including alternates, have voting rights for nonpartisan offices, in accordance with CDP bylaws.
- C. A Democratic candidate for nonpartisan office who has been endorsed by the County Committee shall also be considered to be the endorsed candidate of the CDP and shall be entitled to such privileges and benefits as may be attached thereto, e.g., an opportunity, where appropriate, to include his/her name in informational material distributed with the CDP's mailing permit.
- D. It is the intent that the County Committee shall make every reasonable effort:
 - 4. To see that at least one qualified, registered Democrat is a candidate for each local nonpartisan office within its endorsing jurisdiction.
 - 5. To raise funds sufficient to provide significant support to endorse candidates needing and wishing support.
 - 6. To persuade Democrats running against endorsed candidates to withdraw from their races and to extend their support to those carrying the endorsement.
 - 7. To protect the integrity of its endorsement power by precluding, including through the use of legal process, other entries from representing themselves as purveyors of an official Democratic Party endorsement.

Section 4. Local Ballot Propositions

The County Committee's position on local ballot propositions may be communicated in informational material, distributed with the CDP's mailing permit so long as

- 8. The County Committee's position has been duly adopted and its bylaws have been reviewed and approved by the CDP.
- 9. The material does not express endorsement of a candidate for nonpartisan office who is not also an endorsed candidate of CDP as in this Article, Section 3 A.

Article XXII. Election Committee Procedures

Section 1. Ballots

- A. After the votes are tallied, ballots shall be placed in a sealed envelope by the Election Committee and delivered to the Secretary who shall retain said ballots for sixty (60) days, at which time said ballots shall be destroyed
- B. The Chair shall announce the results of all elections, and the Election Committee shall immediately post the election results
- C. Each candidate is entitled to select one (1) observer during the counting of the ballots

Article XXIII. General Policies

Section 1. Access to the Handicapped

The County Committee meetings shall be held in quarters accessible to the physically handicapped.

Section 2. Open Meetings

All public meetings of the County Committee shall be open to all members of the Democratic Party regardless of race, gender, gender identity, age, color, creed, religion, sexual orientation, national origin

Section 3. Full Disclosure of Meetings

The time and place of all County Committee meetings should be publicized fully and in such manner so as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all Party members and large enough to accommodate all interested persons.

Section 4. Full Registration

The County Committee supports the broadest Democratic voter registration without discrimination on grounds of race, gender, gender identity, age, color, creed, religion, sexual orientation, national origin, ethnic identity, disability as defined by the Americans With Disabilities Act, or economic status.

End of Bylaws