

## **NEVADA COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS**

### **ARTICLE I: Name, Organization, and Purpose**

**I.A.** The name of this organization shall be the Nevada County Democratic Central Committee (NCDCC) and it shall serve as the official Democratic Party organization in Nevada County.

**I.B.** Organization:

**I.B.1.** NCDCC shall be organized for four-year terms of office, commencing with the first meeting in January following the election of members at the Primary Election in Presidential election years, convened according to Article VI.G of these by-laws. NCDCC is an ongoing body whose elected members are chosen in the biennial Primary Election of Presidential election years and whose Ex-Officio Members are designated by the laws of the State of California and those additional members as are also specified herein.

**I.B.2.** The current term of membership (January 2012 through December 2014) shall be extended for two (2) years through the first meeting in January of 2017 to be consistent with the biennial Primary Election of Presidential election years.

**I.C.** The purpose of NCDCC shall be:

**I.C.1.** To advocate for and inform citizens about the principles and philosophy that form the foundation of the Democratic Party and its platform.

**I.C.2.** To promote the election of Democratic candidates;

**I.C.3.** To provide assistance to the California Democratic Party and Democratic candidates for local, state and federal elective offices;

**I.C.4.** To charter and assist local Democratic clubs;

**I.C.5.** To register Democrats to vote, and to educate and inform voters;

**I.C.6.** To raise funds for Democratic campaigns;

**I.C.7.** To organize, conduct, and supervise the Nevada County United Democratic Campaign.

**I.C.8.** To maintain an active base of volunteers for ongoing activities and encourage volunteers to become members of local Democratic organizations.

**I.C.9.** To make the official Democratic endorsement in Nevada County for non-partisan offices;

**I.C.10.** To elect members of the Central Committee of the California Democratic Party in a manner prescribed by rules and procedures of the California Democratic Party.

## **ARTICLE II: Membership**

**II.A.** The membership of NCDCC shall consist of the following registered Democrats in Nevada County.

**II.A.1.** Elected Members:

**II.A.1.a.** The Nevada County Committee members shall be elected by supervisor districts, and the number to be elected from any supervisor district shall be determined as follows: There shall be taken the number of votes cast in the supervisor district at the last gubernatorial election for that party's candidate for Governor. This number shall be divided by one-twentieth of the number of votes cast in that supervisor district for Governor.

**II.A.2.** Ex-Officio Members: are prescribed as the top vote getting Democratic candidate in the Primary election for State or National office who reside and are registered to vote in Nevada County.

**II.A.3.** DNC Members: Each Member of the Democratic National Committee registered to vote in Nevada County who is not otherwise a Member of NCDCC;

**II.A.4.** Regional Director Members: Each Regional Director of the California Democratic Party registered to vote in Nevada County who is not otherwise a Member of NCDCC;

**II.A.5.** Alternate Members: each Elected Member shall appoint a Primary Alternate Member and a Secondary Alternate Member who reside in the same district; each Ex-Officio and DNC Member may appoint a Primary Alternate Member and a Secondary Alternate Member who are registered to vote in the County; each Regional Chair Member may appoint and Primary Alternate Member and a Secondary Alternate Member who reside in the same Region;

**II.A.6.** Associate Members:

**II.A.6.a.** Two Associate Members selected by and from each Assembly District Committee for each Assembly District which is wholly or partially within Nevada County;

**II.A.6.b.** Club Members: One member from each accredited organization who is registered to vote in Nevada

County and is chosen by and serves at the pleasure of that organization. Each accredited organization may appoint an alternate who is registered to vote in the County and is a member of that organization.

**II.A.6.c.** Each Member of the Central Committee of the California Democratic Party and any registered Democrat who holds an elective non-partisan office in Nevada County, excluding judicial offices, who is not otherwise a Member of NCDCC;

**II.A.6.d.** Any registered Democrat residing in Nevada County who is working with the central committee during the regular year outside of the election season and is appointed by the chair.

**II.B.** Elected Members may be removed from office, if not present in person or through representation by the duly appointed Alternate Member or by proxy for three consecutive regular monthly meetings of NCDCC in a calendar year.

**II.C.** Alternate and Associate Members serve at the pleasure of the appointing authority.

### **ARTICLE III: Voting**

**III.A.** Elected, Ex-Officio, DNC and Regional Chair Members are voting Members of NCDCC.

**III.B.** Primary Alternate Members may also vote.

**III.C.** Secondary Alternate Members may exercise the vote of the Members who appointed them when the Secondary Alternate Member is present and either the appointing Member or the corresponding Primary Alternate Member are not.

**III.D.** Proxies may be designated by voting Members, as follows:

**III.D.1.** The proxy is designated in writing for a specific meeting of NCDCC, signed and dated; and given to the Secretary prior to or during the NCDCC meeting in which the proxy is to be exercised;

**III.D.2.** The proxy is given to any registered Democrat who is a resident of Nevada County and of that supervisorial district through which the member giving the proxy holds the NCDCC seat; and

**III.D.3.** A proxy may be designated by any voting member for no more than two meetings of NCDCC in any one calendar year.

**III.E.** No person may hold more than one vote at any one meeting of NCDCC or its subordinate bodies.

**III.F.** No endorsement vote shall be taken by secret ballot.

#### **ARTICLE IV: Officers**

The officers of NCDCC, known as the Executive Board, are as follows and are responsible for performing the normal functions usually assigned to their respective offices as well as duties which from time to time may be assigned by the County Chair, Executive Board, or NCDCC:

##### **IV.A. Nomination of Officers**

**IV.A.1.** The nomination of officers of the NCDCC will be taken every other year at the November meeting of the NCDCC (November of even numbered years).

**IV.A.1.a.** In September of the even numbered year of the term, a Nominations Committee of three members shall be appointed by the Chair.

**IV.A.1.b.** The Nomination Committee shall prepare a slate of officer candidates to be announced at the November meeting of even numbered years.

**IV.A.1.c.** Following the reading of the Nominating Committee slate, other nominations may be taken from the floor.

**IV.A.2.** Chair (herein called County Chair) who is the presiding, chief administrative and executive officer, and the official spokesperson for the Democratic Party in Nevada County

**IV.A.3.** First Vice Chair

**IV.A.4.** Second Vice Chair

**IV.A.5.** Recording Secretary

**IV.A.6.** Corresponding Secretary

**IV.A.7.** Treasurer

##### **IV.B. Election of Officers**

**IV.B.1.** The election of officers will be taken at the organizational meeting of the NCDCC (January of odd numbered years).

**IV.B.1.a.** If there is more than one person running for any of the positions, there will be a vote taken. A nominee must receive more than 50% of the total of members voting in order to be elected. In the event no nominee receives more than 50% of the votes, a “run-off” between the two highest vote getters will take place immediately following the first vote.

**IV.B.1.b.** In the event only one person is nominated for any office and such person accepts the nomination, the Recording Secretary of the meeting shall be directed to cast a unanimous ballot for such candidate at the time of the election.

**IV.B.1.c.** The new officers will be announced at the end of the vote and will take office at the January meeting of odd numbered years.

**IV.C.** The following six committee chairs shall be appointed as described below in Article IV, section D:

**IV.C.1.** Political Outreach Committee Chair

**IV.C.2.** Fundraising Committee Chair

**IV.C.3.** Volunteer/Headquarter Committee Chair

**IV.C.4.** Election Committee Chair

**IV.C.5.** Candidate Recruitment and Support Committee Chair

**IV.C.6.** Communications Committee Chair

**IV.D.** Appointment of Standing Committee Chairs

**IV.D.1.** By the second meeting after the organizational meeting of NCDCC (March meeting of odd numbered years) the County Chair elected at the organizational meeting of NCDCC shall present a slate of candidates, one candidate for each of the above named six-committee chair positions. The County Chair shall give written notification prior to the meeting for which such appointment of committee chair is on the agenda to Members of NCDCC of the slate of candidates he or she shall present at the appointment meeting.

**IV.D.2.** A motion shall then be made that the slate shall be nominated for appointed to said six committee positions.

**IV.D.3.** If no motion is made to separate out a particular nominee from the slate, appointment of the slate presented by the County Chair by a majority of members of NCDCC present and voting shall proceed.

**IV.D.4.** If any member of NCDCC present at said meeting so desires, that member may make a motion to separate a particular nominee from the slate presented by the County Chair.

**IV.D.5.** Said motion to so separate must be voted on by the members of NCDCC and in order to pass, must receive a majority of votes cast by those members of NCDCC present and voting. If said motion to separate does not receive a majority, then appointment of the slate presented by the County Chair by a majority of members of NCDCC present and voting shall proceed.

**IV.D.6.** If said motion to separate should pass, then additional nominations from the floor shall be opened for the committee chair position so separated.

**IV.D.7.** After nominations from the floor for said position have been closed, the members of NCDCC shall vote on those nominated (including the slate candidate) and choose one to fill the separated position on the slate. In order to fill a position so separated, a person must receive a majority of votes of those members of NCDCC present and voting.

**IV.D.8.** All motions to separate shall be heard and voted on separately for each committee chair position.

**IV.D.9.** After all such motions to separate have been voted, and all nominations have been voted on, the election of the slate as composed at that pointed shall proceed.

**IV.D.10.** Regardless of the outcome, only one motion to separate may be made for each of the six-committee chair positions.

#### **IV.E. Duties, Responsibilities, and Powers**

The duties, responsibilities, and powers of the Executive Officers and the Standing Committee Chairs shall be as provided for as follows:

##### **IV.E.1. County Chair**

**IV.E.1.a.** To supervise the other Executive Officers of the NCDCC to ensure job performance;

**IV.E.1.b.** To delegate and assign duties and responsibilities in accordance with these bylaws;

**IV.E.1.c.** To mediate and settle disputes among other Executive Officers regarding duties, powers, and areas of responsibility;

**IV.E.1.d.** To regularly evaluate the other Executive Officers and make recommendations on performance accordingly;

**IV.E.1.e.** To carry out the duly enacted policies of the NCDCC;

**IV.E.1.f.** To ensure that all diverse operations of the NCDCC are functioning together toward the stated goals of the NCDCC; and

**IV.E.1.g.** To be the media spokesperson for the NCDCC.

**IV.E.1.h.** The County Chair shall automatically be a member of all Committees.

#### **IV.E.2. First Vice Chair**

**IV.E.2.a.** To regularly evaluate the performance of the NCDCC staff, including the Chair, and to report such evaluations to the Executive Board with recommendations;

**IV.E.2.b** To assist the Chair in the performance of duties, and to serve for and in the absence of the Chair.

**IV.E.2.c.** To regularly evaluate the attendance of each elected member of the NCDCC and to report such evaluations to the Executive Board with recommendations;

**IV.E.2.d.** To promote staff development for the NCDCC; and

**IV.E.2.e.** To conduct an orientation session in the first quarter of each term of office, at which incoming officers, staff and other attendees shall formulate plans for the new term and become more familiar with NCDCC organizations, policies, goals, and objectives.

**IV.E.2.f.** The First Vice Chair shall automatically be a member of the Political Outreach Committee.

#### **IV.E.3. Second Vice Chair**

**IV.E.3.a** To serve for the Chair if both the Chair and the First Vice Chair are absent-

**IV.E.3.b** The Second Vice Chair shall automatically be a member of the Candidate Recruitment and Support Committee.

#### **IV.E.4. Recording Secretary**

**IV.E.4.a.** To maintain an up-to-date archive of NCDCC Bylaws, duly enacted, rules of procedure, minutes, reports and motions enacted at all meetings;

**IV.E.4.b.** To make recommendations on proposed motions with regard to style, syntax, and uniformity to other enacted motions; and

**IV.E.4.c.** To provide copies of meeting minutes or reports upon request of the NCDCC membership.

**IV.E.4.d.** The Recording Secretary shall automatically be a member of the Volunteer/Headquarters Committee.

#### **IV.E.5. Corresponding Secretary**

**IV.E.5.a.** The corresponding secretary shall answer all correspondence and shall perform all duties and services as required by the chair.

**IV.E.5.b** The Corresponding Secretary shall automatically be a member of the Communications Committee.

#### **IV.E.6. Treasurer**

**IV.E.6.a.** To serve as chief fiscal officer and controller of the NCDCC funds and to make fiscal recommendations regarding expenditures, allocations, fundraising, and custodianship of funds.

**IV.E.6.b.** To provide the Chair and the NCDCC with accurate estimates of various overhead costs; and

**IV.E.6.c.** To make regular reports on the status of all NCDCC accounts.

**IV.E.6.d.** To prepare the annual budget;

**IV.E.6.e.** The treasurer shall automatically be a member of the Fundraising Committee.

**IV.E. 6.f.** To file the reports as required by the CA Secretary of State.

#### **IV.F. Duties and Responsibilities of Standing Committees**

**IV.F.1. Volunteer/Headquarters Committee** To be responsible for the over all operation of the headquarters including scheduling, assigning office tasks, keeping up bulletin boards and cleaning.

**IVF.1.a.** To coordinate the purchase, use, and maintenance of equipment, supplies, swag, etc., as directed by the Chair and/or the Executive Board.

**IV.F.1.b.** To be responsible for the data base maintenance needs of the NCDCC.

**IV.F.1.c.** The historian is a member of the Volunteer/Headquarters Committee.

**IV.F.1.d.** To involve registered Democrats in the work (membership, committees, events, GOTV, phone banking, button making, neighborhood captains program) of the NCDCC.

**IV.F.1.e.** To coordinate the establishment and maintenance of an on-going network of Democratic volunteers;

**IV.F.1.f.** The Recording secretary is an automatic member.

#### **IV.F.2 Fundraising Committee**

To promote fundraising for the NCDCC through events, email appeals, pledge drives, and any other means.

**IV.F.2.a.** Organize the CDP Bounty Program

**IV.F.2.b.** The Treasurer is an automatic member.

#### **IV.F.3 Communications Committee**



**IV.F.3.a.** Coordinate with the DCC Chair all communications efforts such as websites, email, newsletters, television, radio and newspapers. Post press releases and signs for all major Democratic events.

**IV.F.3.b.** To provide for a regular newsletter of party events and accomplishments;

**IV.F.3.c.** The Corresponding Secretary is an automatic member.

#### **IV.F.4 Candidate Recruitment and Support Committee**

**IV.F.4.a.** To coordinate the recruitment of Democratic candidates for all elective offices in Nevada County;

**IV.F.4.b.** To coordinate the appointment of Democrats to Boards and Commissions;

**IV.F.4.c** To serve as liaison between the NCDCC and all Democratic office-holders in Nevada County.

**IV.F.4.d.** To provide the NCDCC Chair with the list of elected offices to be filled in the upcoming election cycle and to keep the NCDCC apprised of whom has filed to run in those races.

**IV.F.4.e.** To conduct the endorsement process as stated in Article XIV.

**IV.F.4.f.** To assist endorsed candidates with materials and financial support as directed by the Executive Committee.

**IV.F.4.g.** The Second Vice Chairperson is an automatic member.

#### **IV.F.5. Political Outreach Committee**

**IV.F.5.a.** To serve as primary liaison between the NCDCC and Democratic clubs and affinity groups;

**IV.F.5.b.** To promote activism within constituent groups such as youth, young adults, and seniors.

**IV.F.5.c.** To recommend chartering, active or inactive status of a club, or the removal of a charter.

**IV.F.5.d.** To evaluate and make recommendations regarding NCDCC non-partisan groups with which we should affiliate.

**IV.F.5.e.** To promote issue awareness on the NCDCC in regard to club and affinity group activities.

**IV.F.5.f.** Be responsible for coordinating outreach events and voter registration at the county fair, street fairs, parades, and other such events.

**IV.F.5.g.** The First Vice Chairperson is an automatic member.

#### **IV.F.7.6 Election Committee**

**IV.F.6.a.** To provide for the monitoring of elections in Nevada County.

**IV.F.6.b** To work with the elections office to insure fair and just representation of Democrats on precinct election boards.

**IV.F.6.c.** To be responsible for allocation of resources (time, volunteers, and money) among endorsed and nominated Democrats.

**IV.F.6.d.** The Executive Board and the Chairpersons of Committees designated by the County Chair are the members of the committee.

#### **IV.F.7 Enablement**

**IV.F.7.a.** Each officer and each committee shall perform its duties as prescribed, through appropriate activity, delegation, or as prescribed by additional legislation.

**IV.F.7.b.** Except where otherwise provided, each officer and committee chair is expected to report their relevant activities to the full NCDCC on a monthly basis.

**IV.G. Additional Appointments.** The following officers may be appointed by the County Chair and approved by the Executive Board:

**IV.G. 1.** Parliamentarian

**IV.G. 2.** Historian

#### **ARTICLE V: Executive Board**

**V.A.** The Executive Board consists of the following as voting members: the six elected officers of NCDCC; and as non-voting members: the two appointed officers.

**V.B.** The Executive Board meets prior to each regular monthly meeting of NCDCC to set a proposed agenda for the NCDCC meeting and at such other times as may be necessary to carry out the work of the Democratic Party between NCDCC meetings, at the call of the County Chair, or by request of a majority of the voting members of the Executive Board.

**V.C.** The Executive Board acts on behalf of NCDCC between NCDCC meetings.

**V.D.** A quorum of the Executive Board is a simple majority of its voting members, excluding vacancies.

**V.E.** The County Chair is chair of the Executive Board.

#### **ARTICLE VI: Meetings**

**VI.E.** All meetings of NCDCC are open to the public, except when absolutely necessary. Every reasonable opportunity shall be given for any attendee to be

heard. Minutes of all meetings shall be recorded and sent to all Members who are current in their dues.

**VI.B.** Special meetings may be called by the County Chair, by majority of the Executive Board, or by petition of six Elected Members of NCDCC. Notice of special meetings shall be sent to all NCDCC Members who are current in their dues no fewer than five days prior to the meeting and shall specify the time and place of the meeting and the nature of the business to be conducted. No other business shall be conducted at that meeting.

**VI.C.** A quorum for NCDCC meetings shall be 7 members.

**VI.D.** In the absence of the County Chair, the presiding officer shall be the First Vice Chair. In the absence of both the County Chair and the First Vice Chair, the Second Vice Chair shall preside. In the absence of all three chairs, the Corresponding Secretary shall act as Chair until a presiding officer is chosen from the membership by majority vote of the Members present and voting.

**VI.E.** All meetings of NCDCC are open to the public, except when absolutely necessary and authorized by California State Law to be restricted in attendance. Every reasonable opportunity shall be given for any attendee to be heard. Minutes of all meetings shall be recorded and sent to all Members who are current in their dues.

**VI.F.** The Parliamentarian appointed by the County Chair shall serve at the pleasure of the appointing authority; and shall advise the Chair on parliamentary inquiries and points of order as requested by the Chair.

**VI.G.** The NCDCC shall reorganize at its first meeting in January of odd-numbered years. Such meeting shall be conducted as follows:

**VI.G.1.** The outgoing elected officers shall preside until new officers are elected.

**VI.G.2.** If the appropriate official is present, newly elected members shall take their oaths of office immediately after the roll call.

**VI.G.3.** Outgoing officers, chairs, and others shall give their reports as usual.

**VI.G.4.** The following items shall be conducted as New Business, in this order:

**VI.G.4.a.** Filling of vacancies in the NCDCC.

**VI.G.4.b.** Election of officers of NCDCC.

**VI.G.4.c.** Call for accreditation of clubs.

**VI.G.4.d.** Election of delegates to the Democratic State Central Committee.

**VI.G.4.e.** Formation of a bylaws review committee, such committee to report back at a future meeting with the first overall bylaws revision as specified in Article XVII.

**VI.G.4.f.** Any other business that shall properly come before NCDCC.

**VI.G.5.** Notice of the re-organizational meeting shall be to all incoming members of NCDCC, and to all outgoing members who are current in their dues, no fewer than ten days in advance of the meeting. Such notice shall include the time, location, and tentative proposed agenda for the meeting.

## **ARTICLE VII: Vacancies**

**VII.A.** Vacancies in the membership of NCDCC shall be announced at a regular monthly meeting of NCDCC, and shall be filled as set forth below. For vacancies in Elected Member positions, a caucus of the remaining Elected Members from the district with a vacancy shall be called by the First Vice Chair, and the Members shall recommend one or more candidates for each open position, after making appropriate community outreach, including to Democratic Clubs and affinity groups. Additional nominations may be made from the floor of the meeting at which the vacancy or vacancies are to be filled.

**VII.B.** Membership vacancies and vacancies in the officer positions of Chair, First Vice Chair, Second Vice Chair, Recording Secretary, Correspondence Secretary and Treasurer shall be filled by a majority vote of the members present and voting at a regular or special meeting of NCDCC.

**VII.C.** In the event of a vacancy in any of the Committee Chair positions the County Chair shall appoint, with the approval of a majority of the Executive Board, a person to fill said vacant position for the remainder of the term.

**VII.D.** In the event of a vacancy in the County Chair position, the Vice Chair shall assume the duties and responsibilities of the County Chair until such time as the vacancy is filled.

**VII.E.** In the event of a vacancy in any other officer position, the County Chair may designate another officer to assume the duties and responsibilities of the vacant position until such time as the vacancy is filled.

**VII.F.** Vacancies in appointed officer positions shall be filled by the County Chair and approved by the Executive Board.

**VII.G.** Elections to vacant positions must be placed on the agenda of a regular monthly meeting or a special meeting.

#### **ARTICLE VIII: Removal of Elected Members and Officers**

**VIII.A.** Elected members shall be removed from NCDCC as provided by Article II, Section B or Article XII, Section F, or Article XIII Section B of these bylaws, provided that a Member whose removal is being proposed shall be sent written notice, no fewer than ten days prior to the hearing, by certified return receipt requested mail, specifying the charges and the time and place of the hearing, and shall have the right to be heard and to call witnesses to testify on his or her behalf prior to the vote.

**VIII.B.** A hearing for removal of a Member shall be placed on the agenda of a regular or special meeting of NCDCC. A two-thirds majority vote of Members present and voting is required for the removal of a Member.

**VIII.C.** County Chair, Vice Chair's, Secretary's and Treasurer may be removed for cause from office by a two-thirds majority of the Members present and voting at a regular monthly meeting of NCDCC, provided that written notice thereof shall have been sent to every Member of NCDCC no fewer than ten days prior to the meeting at which the matter is proposed; and the individual involved shall have the right to be heard at the meeting and to call witnesses to testify on his or her behalf prior to the vote.

**VIII.D.** Any of the six Committee Chairs can be removed, for cause, by the County Chair with the approval of a majority of the Executive Board, provided that said Chair is given ten days written notice of the reasons for removal and provided with an opportunity to be heard by the Executive Board prior to removal vote.

#### **ARTICLE IX: Committees and Task Forces**

**IX.A.** Any registered Democrat, or any person who declares in writing that he or she will register as a Democrat immediately upon becoming eligible to register to vote, residing in Nevada County, may be appointed by the County Chair as a member of any Standing Committee, Ad hoc Committee, or Task Force of NCDCC, with full voting rights in the deliberations of that body, except where otherwise specified in these Bylaws or subordinate enactments, rules of procedure, or guidelines of NCDCC.

**IX.B.** Committees and Task Forces shall be created for specific needs of NCDCC or the Democratic Party by the County Chair, the Executive Board, or NCDCC.

**IX.C.** The County Chair is an Ex-Officio member of every subordinate body of NCDCC.

**IX.D.** NCDCC Members shall constitute at least a simple majority of each Standing Committee and Task Force of NCDCC.

## **ARTICLE X - Motions**

**X.A.** The internal business of the NCDCC shall be done according to Roberts Rules of Order and recorded as motions, with the person's name who made the motion, the name of the second, and the tally of the votes--ayes, nays, and abstentions. At a request from any voting member, a roll call vote will be made and the votes recorded by name.

**X.B.** Motions may be introduced (and must be seconded) by any regular voting member (or voting alternate) in good standing at a regular or special meeting of the NCDCC.

**X.C.** Motions made and seconded at a regular or special meeting shall be voted upon at the same regular or special meeting, unless tabled.

**X.D.** To be enacted motions must receive a majority vote of members voting.

## **ARTICLE XI: Resolutions**

**XI.A.** Resolutions must be introduced in writing at a regular or Special meeting by a voting member (or voting Alternate) of the NCDCC.

**XI.B.** Resolution shall be given a second reading at a subsequent regular or Special meeting no less than fifteen days following the introduction of the Resolution.

**XI.C.** A simple majority of Members present and voting at the second reading of the Resolution is required for passage.

**XI.D.** Resolutions, which because of timeliness, may be placed on the agenda for consideration by NCDCC as an Emergency Resolution by a two-thirds majority vote of the Members present and voting. A simple majority vote of Members present and voting is then required for passage.

**XI.E.** A duly approved resolution shall be appropriately titled, and entered into the minutes of NCDCC.

## **ARTICLE XII: Dues**

**XII.A.** Dues Schedule:

**XII.A.1.** Regular dues for all classifications of membership shall be Twenty-five Dollars per year.

**XII.A.2.** Dues may be reduced or waived in case of financial hardship in accordance with Section D of this Article.

**XII.B.** Each Member shall pay the prescribed dues by the third meeting of each year, or the third meeting after becoming a Member, except that the Member may choose to pay one-half at this time and one-half by the first meeting of the second year in the term of office. A Member appointed during the second year of a term of office shall be required to pay one-half the prescribed dues.

**XII.C.** Dues are not refundable in whole or part.

**XII.D.** If a Member is unable to pay dues by virtue of legitimate hardship, the Member may confidentially discuss the matter with the County Chair, with a request to have the Chair reduce or waive the dues. The decision of the chair shall be final and no report to the committee shall be required.

**XII.E.** Members who are not current in dues and have not received a waiver may be included in the report of the Treasurer at regular monthly meetings of the NCDCC.

**XII.F.** Elected members other than Ex-Officio Members, who have not paid their dues and have not received a waiver, may be removed from NCDCC.

**XII.G.** Voting members, who are delinquent in dues payment and have not received a waiver, may lose all voting rights in NCDCC until they become current in the payment of their dues.

**XII.H.** Members who are delinquent in dues payment and have not received a waiver may not receive mailings.

### **ARTICLE XIII: Rules of Conduct**

**XIII.A.** Any other item not covered in these Bylaws or motion enacted under these Bylaws or Bylaws of the California Democratic Party or National Democratic Party shall be governed by the latest issue of Robert's Rules of Order, Revised.

**XIII.B** The democratic process assumes that decisions made with a majority vote are respectfully honored and faithfully acted upon.

**XIII.C.** Official business conducted by the NCDCC shall be provided in its General and Committee meeting minutes and/or Reports.

**XIII.D.** All NCDCC member conversations are assumed to be private and in good faith unless otherwise consented or noted.

**XIII.E.** For the purpose of these bylaws, transmitting information by e-mail shall be considered the equivalent of written notification, mailed notification, mailings, and any similar method of distributing information.

#### **ARTICLE XIV: Endorsements in Non-Partisan Races**

**XIV.A.** Criteria for races in which candidates will be considered for Endorsement by the Nevada County Democratic Central Committee (NCDCC).

**XIV.A.1.** The Candidate Recruitment and Support Committee will send an application/questionnaire and an NCDCC Code of Fair Campaign Practices to all known Democratic candidates in targeted non-partisan races in Nevada County within 30 days of the announcement of Candidacy.

**XIV.A.2.** The Candidate Recruitment and Support Committee will send an application/questionnaire and an NCDCC Code of Fair Campaign Practices to all remaining Democratic Candidates in targeted non-partisan races as soon as practical after the final filing deadline, but in no case more than 5 days after the final filing deadline.

**XIV.B.** Criteria for Candidates

**XIV.B.1.** The candidate must be a currently registered Democrat and file an endorsement application/questionnaire and a signed NCDCC Code-of Fair Campaign Practices with the Chair of the NCDCC Candidate Recruitment and Support Committee by the specified deadline on the application/questionnaire.

**XIV.B.1.a.** At any time during this process prior to the actual vote by the NCDCC, a candidate may revoke his/her request for endorsement.

**XIV.B.2.** Democratic County Central Committee endorsement shall be extended only to registered Democrats.

**XIV.B.3** Endorsement shall not be given to more candidates than there are seats open for the office in question.

**XIV.B.4** NCDCC shall make no form of endorsement other than an official endorsement as expressly described in these By-Laws.

**XIV.B.5** No vote on endorsement shall be taken by secret ballot.



## **XIV.C. Candidate Recruitment and Support Committee**

**XIV.C .1.** The NCDCC Chair, and Chair of the Candidate Recruitment and Support Committee shall appoint a Candidate Services Committee before the filing date closes.

**XIV.C .2.** The Committee shall:

**XIV.C.2.a.** Develop an application/questionnaire for all Democratic candidates in all targeted non-partisan races.

**XIV.C.2.a. (1).** The questionnaire must ask the candidate:

**XIV.C.1.a. (2).** Name, address, work and home phone numbers.

**XIV.C.1.a. (3).** Why they believe that they should receive the endorsement.

**XIV.C.1.a. (4).** Their past/present community service related to the office they seek.

**XIV.C.1.a. (5).** Their activities as a Democrat.

**XIV.C.2.b.** The questionnaire may include other items as deemed appropriate by the Committee.

**XIV.C.2.c.** Identify and mail an application/questionnaire to all Democratic candidates in targeted non-partisan races.

**XIV.C.3** The Candidate Recruitment and Support Committee will provide support to the Endorsement Committee and during the NCDCC endorsement meetings, as needed.

## **XIV.D. Endorsement Committee**

**XIV.D.1.** The NCDCC Chair, during the organization meeting shall appoint an Endorsement Committee consisting of the following members of the NCDCC:

**XIV.D.1.a.** The Executive Board of the NCDCC

**XIV.D.1.b.** One member per Chartered Club

**XIV.D.2** Within 30 days after a Democratic candidate announces his/her intention of running for an office in non partisan offices, the Chairperson of the Candidate Recruitment and Support Committee will notify the candidate of the NCDCC's interest in interviewing him or her.

**XIV.D.2.a** The Chairperson of the Candidate and Recruitment Committee will contact the candidate, send the candidate questionnaire, and set up an interview with the candidate for the Endorsement Committee.

**XIV.D.2.b** All members of the NCDCC will be notified of the interview date.

**XIV.D.2.c** The NCDCC will work with candidates by publicizing his/her events, publishing materials, and using information from our database. All candidates will be offered the same assistance.

**XIV.D.2.d** Once endorsements are made; all assistance to competing candidates will cease.

**XIV.D.3** An Endorsement Committee member who is also a paid campaign staff member shall excuse him- or herself from interviewing candidates in that particular race.

**XIV.D.4** An interview sub-committee for a race shall, whenever possible, be composed of members who are neither actively supporting a candidate nor are employed by an elected official who has endorsed or is actively supporting a candidate in that particular race.

**XIV.D.5** The interview schedule shall be provided to all voting members of the NCDCC.

**XIV.D.6** For each office sought, the Endorsement Committee shall provide an endorsement assessment to the NCDCC.

**XIV.D.7** The Endorsement Committee shall provide to the Chair of Candidate Recruitment and Support Committee a summary of endorsement assessments for use in determining levels of campaign assistance.

#### **XIV.E. NCDCC Endorsement**

**XIV.E.1.** The NCDCC will meet to decide on endorsements at least one month prior to the election. The Chair may call a special meeting, or meetings, to provide for endorsement decisions.

**XIV.E.2.** The time and place of the endorsement meeting will be announced in writing to each voting member of the NCDCC no less than ten (10) days before the regular or special meeting at which such endorsements are to be considered.

**XIV.E.3.** The NCDCC may endorse a candidate who, from the Democratic perspective, will best serve the community. Should the NCDCC decide to endorse in a non-partisan race, the NCDCC shall only endorse one candidate per open seat. Endorsement categories are: endorsed, and not endorsed.

**XIV.E.3.a.** Endorsed - By a simple majority of those present and voting, the NCDCC may endorse a candidate. At most one candidate per available seat may be designated Endorsed. Once a candidate has been declared

Endorsed, no other candidates may be considered for endorsement for this seat, either at the endorsement meeting or at subsequent meetings, unless the endorsement has been revoked.

A designation of Endorsed may carry the weight of the California Democratic Party (CDP) and means:

**XIV.E.3.a.1.** That the NCDCC may publicize such endorsements.

**XIV.E.3.a.2.** That the endorsed candidate has the authority to publicize such endorsement as he/she chooses.

**XIV.E.3.a.3.** Such other campaign assistance as the NCDCC deems appropriate. Statutory or accredited Democratic organizations shall be encouraged to, and the NCDCC expects that they shall, lend or provide their name or campaign assistance to Endorsed candidates.

**XIV.E.3.b Not Endorsed** - All remaining candidates shall be designated not endorsed. The NCDCC shall not lend nor provide its name or campaign assistance. Statutory or accredited Democratic organizations shall be encouraged not to, and the NCDCC expects that they shall not, lend or provide their name or campaign assistance to Not Endorsed candidates.

**XIV.E.4.** The NCDCC may reconsider any endorsement action taken, at any time.

**XIV.E.4.a.** An endorsement shall be revoked in the event of a NCDCC Code of Fair Campaign Practices violation. The NCDCC Executive Board shall review any complaints about a NCDCC Code of Fair Campaign Practices violation. If the Executive Board agrees that there may be a violation, and if time permits, the complaint shall be forwarded to the Endorsement Committee for a recommendation about the alleged ethics violation. The NCDCC, by a two-thirds majority of those present and voting, shall make the final decision about revocation of an endorsement. If time does not permit, the Executive Board will make the decision, and the actions taken shall be reported to the NCDCC at its next meeting for its approval by a two-thirds majority of those present and voting.

**XIV.E.4.b.** An endorsement may be revoked in the event of the death or resignation of the candidate, falsification of information, conviction of a felony, or other act deemed to be in violation of the NCDCC Code of Fair Campaign Practices.

**XIV.E.4.c.** In the event an endorsed candidate has his/her endorsement revoked s/he must cease the use of any promotional material that includes a reference to an endorsement by the NCDCC.

#### **XIV.E.5. Fast Track for Sole Democrats**

**XIV.E.5.a.** In the case of a race for which the number of Democratic candidates does not exceed the number of seats, the Chair of the Candidate Recruitment and Support Committee may place the name(s) of one or more of these candidates before the NCDCC for endorsement without the requirement of a questionnaire or an interview.

**XIV.E.6.** The names of all such "Sole Democrats" shall be placed on a consent calendar. Such consent calendar shall be voted on by the NCDCC in a single motion that may be approved by a two-thirds vote of those present and voting.

**XIV.E.7.** Any candidate may be removed from the consent calendar by any voting member of the NCDCC. For each candidate removed from the consent calendar, a separate vote shall be taken by the NCDCC, which may, by a two-thirds vote of those present and voting, endorse such candidate.

**XIV.E.8.** Any candidate who fails to receive an endorsement through the process described in this section shall be allowed to go through the questionnaire and interview process, without prejudice.

#### **XIV.F. Club Endorsement of Candidates**

**XIV.F.1.** Clubs may endorse a candidate for partisan election using their own endorsement procedures during primary elections.

**XIV.F.2.** However, the NCDCC believes that the Democratic Party is strengthened when it speaks with a single voice. Thus, for non-partisan candidates, clubs are asked to appoint a member to serve on the NCDCC Endorsement Committee. The NCDCC Endorsement Committee, following the procedure outlined in Article XIV will meet within 5 days after the filing closure date in March of election years, and in August for the City of Grass Valley and Special District elections. It will complete its work in time to report to the April meeting for primary elections or the September meeting for the general election at which time the endorsement, acceptable candidates, and the contests in which no Democrat sought an endorsement or the NCDCC decided not to make endorsements or there were no candidates acceptable will be decided upon. If the NCDCC has not used the process in Article XIV or completed it by the monthly meetings mentioned above, the clubs may proceed to make endorsements on their own using their agreed upon procedures in the non-partisan elections. Once the NCDCC makes its endorsements, clubs are requested to not invite alternate candidates in endorsed contests to meetings or otherwise promote them.

**XIV.F.3** Clubs may choose to and are encouraged to also endorse the candidates endorsed by the NCDCC, but may not endorse another candidate in the contests in which the NCDCC has endorsed candidates. Clubs may choose to endorse candidates that are declared acceptable in non-partisan races or in races wherein no Democratic candidates sought the endorsement of the NCDCC. In all cases, should a club endorse a candidate, the club must have and use open, democratic and agreed upon endorsement procedures.

**XIV.F.4.**In all cases should the club endorse a candidate declared acceptable by the NCDCC, the club must make it clear that it is only a club endorsement and not that of the Democratic Party.

**XIV.F.5.** The Chair of the Political Outreach Committee shall be responsible for working with clubs in the development of candidates and in matters concerning endorsements.

## **ARTICLE XV: Club Accreditation**

### **XV.A. Scope, Enabling Authority, and Definitions**

**XV.A.1.** This article will serve to supplement and further define the duties and responsibilities of the Political Outreach Committee Chair as specified in Article IV.E.6.

**XV.A.2.** This article will outline the procedures for chartering and accrediting Democratic Clubs in Nevada County by the Nevada County Democratic Central Committee (NCDCC) as specified in Article I.C.3 of these Bylaws.

**XV.A.3.** This article shall also outline the procedures for re-accrediting Democratic Clubs, specify how a club may lose its accreditation, specify the regulations concerning endorsements of candidates, and provide for the accreditation of all Democratic Clubs.

**XV.A.4.** The NCDCC is the primary accrediting authority for the Democratic Clubs in Nevada County.

**XV.A.5.** A Democratic Club, as defined by this article, is a grassroots organization which supports Democratic Party candidates and principles and meets the requirements stated in XIV.B.

**XV.A.6.** The Political Outreach Committee Chair will be responsible for seeing that Democratic Clubs are properly accredited, should encourage the formation of clubs and will act as liaison between the NCDCC and the Clubs.

## **XV.B. Procedures for Accreditation**

**XV.B.1.** Chartered Democratic Clubs can be of any size.

**XV.B.2.** Democratic Clubs in Nevada County must consider any registered Democrat residing in Nevada County as eligible for membership.

**XV.B.3.** To be eligible for accreditation a club must submit the following documents to the Chair of Political Outreach:

**XV.B.3.a.** A membership list registered Democrats residing in Nevada County who designate this as their primary club;

**XV.B.3.b.** A set of current bylaws;

**XV.B.3.c.** A list of current officers;

**XV.B.3.d.** A financial statement indicating membership support for the club;

**XV.B.3.e.** Documentation of ongoing programs;

**XV.B.3.f.** A list of members that identifies their respective residence and Supervisorial District.

**XV.B.4.** The Political Outreach Committee Chair shall at a regular meeting of the NCDCC introduce a motion to accredit a prospective club. This must be approved by a majority of the members present.

**XV.B.5.** Once accredited, the Club President should contact the Chair of the California Democratic Party Assembly District Committee in Nevada County in which club members reside and provide the Chair with club membership lists. The clubs are responsible for continuous updating of their membership lists. This provision applies when it is not in conflict with club bylaws preserving member privacy.

**XV.B.6** It is understood that a Democratic club is organized for the purpose of strengthening the Democratic Party and will never publicly endorse a candidate other than a candidate of the Democratic Party or a Declined to State candidate if there is no registered Democrat running in a contest.

**XV.B.7** If a club fails to meet eligibility under XV.B.3, it will be declared inactive pending re-activation.

**XV.B.9.** The Chair of the Political Outreach Committee shall work with clubs to see that they fulfill their obligations to the NCDCC and the California State Democratic Party.

### **XV.C. Publications**

Accredited Democratic Clubs are encouraged to patronize union shop printers for all publications, stationery, and leaflets. The County Chair of the NCDCC and the Chair of the Political Outreach Committee shall be responsible for working with union printers to develop Democratic Club rates whenever possible.

### **XV.D. Sanctions**

The Chair of the Political Outreach Committee shall be responsible for advising the NCDCC when an accredited club is in violation of these articles. An affirmative vote of sixty per cent of the voting members of the NCDCC at a regular meeting of the NCDCC is necessary to remove a club's accreditation.

## **ARTICLE XVI: Severability**

The invalidation of any section of these Bylaws or of any NCDCC internal legislation by California State Law or Bylaws of the California Democratic Party or National Democratic Party shall not affect the validity of any other item or section of these Bylaws or any other NCDCC internal legislation.

## **ARTICLE XVII: Amendment of These Bylaws**

The Bylaws of NCDCC may be revised by a two-thirds majority vote of the Members present and voting, provided that notice' of the proposed bylaws amendment is sent to all Members of NCDCC no fewer than fifteen days prior to the meeting at which the Bylaws proposal is to be considered. A simple majority vote of Members present and voting is required for the first overall Bylaws revision in each term of office, provided that due notification is given as prescribed above. A two-thirds majority vote of the entire NCDCC voting membership shall be required to adopt a Bylaws amendment or revision at other than a regular monthly meeting of NCDCC, provided due notification as above.

## **History**

Adopted by NCDCC, 19 November 1998.

Revisions proposed by the Ad-Hoc Bylaws Committee, 18 November, 2004.

Amended by NCDCC to permit preferential voting.

Amended by NCDCC to change names of certain chairs, to permit preference voting in more cases

Amended by NCDCC to add Regional Chair Members.

Amended by NCDCC to provide for dues

Amended by NCDCC to give Regional Chair Members voting rights.

Amended by NCDCC to add Article VI.G on reorganization

Amended by NCDCC to allow DNC and Regional Chair Members to appoint alternates

Amended by NCDCC to add rules for non-partisan endorsements.

Amended by NCDCC to clarify club chartering requirements.  
Amended by NCDCC to restructure the chairships  
Amended by NCDCC to allow DNC and Regional Chair Members to appoint proxies and associates.  
Amended by NCDCC to allow Voting Members to appoint both a Primary and a Secondary Alternate  
Amended by NCDCC to allow Clubs to have associate members, prohibit secret ballots, specify email as acceptable communication, refine quorum requirement and vote required to remove an elected member. Also, other cleanup of the bylaws, including addition of Article pertaining to Resolutions, Legislation, club charters and of relevant Rules of Conduct.  
Adopted by NCDCC on 16 Dec, 2004.  
Amended Article XV by NCDCC on 17 August 2006  
Amended by NCDCC to allow clubs to be of any size  
Amended Article IV April 19, 2007 NCDCC  
Amended Article IV November 18, 2010 NCDCC  
Adopted by NCDCC on April 21, 2011  
Amended Articles I, II, III, IV, VI, VII, VIII, XIII, XIV January 2014 NCDCC  
Amended Article I March 2014 NCDCC  
Amended Articles I, II, & III April 2014 NCDCC  
Amended Articles I & XIV June 2014 NCDCC