

# San Francisco Democratic County Central Committee Bylaws

Adopted: January 23, 2013

## ARTICLE I: NAME AND PURPOSE

### Section 1. NAME

The name of this organization shall be the SAN FRANCISCO DEMOCRATIC PARTY. Its governing body shall be the SAN FRANCISCO DEMOCRATIC COUNTY CENTRAL COMMITTEE (SFDCCC).

### Section 2. PURPOSE

- a. The goal of the SFDCCC is to educate voters on issues of importance to our society, to maximize Democratic voter registration and turnout in all communities, and to support and ensure the electoral victory of Democratic candidates who uphold the values of the Democratic Party.
- b. These Bylaws shall govern the organization, operation, and functions of the political party known as the San Francisco Democratic Party (The Party) and the San Francisco Democratic County Central Committee (SFDCCC).
- c. The SFDCCC may endorse partisan and nonpartisan primary and general candidate elections and may take positions on all local ballot measures.

## ARTICLE II: MEMBERSHIP

### Section 1: MEMBERSHIP

#### a. SFDCCC MEMBERSHIP

1. Elected Members from Assembly Districts representing the City and County of San Francisco in whole or in part. The number of Elected Members and specific Assembly Districts are determined by provisions of the California Elections Code, California State District lines, and Federal Census data.
  - A. Replacement members for Elected Members following Subsection 4(b) of this Article shall have all privileges and powers of Elected Members.
2. Ex Officio Members shall consist of the following:
  - A. Any Democrat who is elected or otherwise designated to serve, or who is serving in the following elected offices representing the City and County of San Francisco in whole or in part:
    - i. Assemblyperson

- ii. State Senator
- iii. Congressperson

B. Any Democrat resident of San Francisco who is elected or otherwise designated to serve, or who is serving in any partisan office other than those described in subdivision 2 A “Partisan office” shall mean any office for which a candidate may list their party affiliation on the ballot.

C. Following certification of primary election results, for any partisan office other than those listed in subdivision 2 A, any candidate resident in San Francisco who has received the Democratic Party endorsement. Said member shall continue to serve until the earlier of (i) election or appointment of a Democrat to said office, or (ii) the holding of the next primary election for said office.

D. In the event there is a Democratic incumbent entitled to Ex Officio membership who does not seek re-election, or a different Democrat receives the California Democratic Party endorsement, the incumbent shall continue to serve on the SFDCCC until his/her term of office is over, and will be entitled to serve concurrently with any Democrat who becomes entitled to hold an Ex Officio membership by virtue of primary election results.

3. Rights of Ex Officio Members: The Ex Officio Members are full voting members of the SFDCCC. An Ex Officio Member may select a designee to represent them by providing written notice of the designee to the Chairperson of the SFDCCC. The designee shall have the same voting rights as the Ex Officio Member.

4. Associate Members: There may be Associate Members of the County Committee who will have the privileges of Article IV Subsection 4(g), but no vote in the deliberations of the Committee. The Associate Members shall be appointed by and serve at the pleasure of the Chairperson of the SFDCCC. The SFDCCC may appoint, by majority vote of the members present, additional Associate Members who shall serve at the pleasure of the Committee. Additionally the following persons shall automatically serve as Associate Members if resident in San Francisco: current president/chair of a chartered Democratic club in good standing, members of the Democratic State Central Committee, and Assembly District Chairs and Regional Chairs of the California State Democratic Party. Associate Member status may be annulled by a majority of the members present and voting at the time of the request. Membership of Associate Members appointed by the Chairperson or membership of the SFDCCC shall terminate upon certification of the results of the next SFDCCC election.

b. TERM OF OFFICE: Elected members shall have approximately four (4) year terms. Membership shall extend from the time of certification of election results of each SFDCCC election until certification of election results of the next SFDCCC election, with vacancies occurring during this period filled in accordance with the provisions of Section

4 of this Article.

After each SFDCCC election, the Chairperson of the SFDCCC (or the next highest officer in succession if the Chairperson is unavailable) shall call a meeting of the SFDCCC within 45 days of the certification of election results to seat the new members of the SFDCCC.

c. There shall be no dual memberships. The membership of any Democrat who is elected or otherwise designated to hold an office named in subdivision (a)(2) of this section shall terminate upon their taking office. A member who becomes eligible for membership on some other grounds during their four-year term shall inform the Chairperson of the eligibility and identify the position, which they wish to represent.

## Section 2. QUALIFICATION FOR MEMBERSHIP

A person is eligible for membership on the SFDCCC only if such person is registered as affiliated with the Democratic Party; provided that, in the case of an associate member or designee of an Ex Officio member, or holder of a proxy for an elected member, a person may serve, though ineligible to register to vote, if they have declared their intention to register as a Democrat upon becoming eligible to register as a voter. If the member's party affiliation changes, or if the member's residence changes to a location outside of the Assembly District they were elected to represent, their membership on the SFDCCC shall automatically terminate.

## Section 3. REMOVAL FROM MEMBERSHIP

a. The removal of residence by an Elected member of the SFDCCC from the Assembly District from which they have been elected or appointed a member of that committee or the affiliation with, or registration as a member of, a party other than the Democratic Party by an Elected member of the SFDCCC during their term of membership shall constitute their automatic resignation from the SFDCCC.

b. Any Elected member of the SFDCCC who misses more than three regularly called meetings in one calendar year may be removed by a vote of the committee concerned, unless their absence is caused by illness or temporary absence from the county on the date of the meeting, or is otherwise excused. If a member is absent because of illness or temporary absence from the county on the date of the meeting, the member must send a proxy. If a member is unable to send a proxy, the absence will be unexcused. If there are extenuating circumstances, a member may petition the Chairperson for an excused absence.

If the Chairperson is unwilling to excuse an absence, the member may ask to be excused by the full SFDCCC, and the absence may be excused by a majority vote.

c. The SFDCCC may remove any member, other than an Ex Officio member, who during their term of membership:

1. affiliates with a party other than the Democratic Party;
2. gives support to or avows a preference for a candidate for partisan office other

than a candidate affiliated with the Democratic Party. "Partisan office" shall mean any office for which a candidate may list their party affiliation on the ballot, provided that an SFDCCC member may endorse a non-Democrat for a "top two" race in the event no Democrat qualifies for the general election ballot or;

3. who knowingly utilizes their SFDCCC title to advocate or support a candidate not endorsed by the SFDCCC.

d. Removal of a member for reasons listed in this Article shall be effected in the following manner:

1. The Chairperson of the SFDCCC shall investigate any charges of behavior that could support removal under this Article. If substantiated, the Chairperson shall send to the accused member by timely certified mail: a copy of the statement of charges and a letter stating that the accused member may either resign or have a hearing before the members of the SFDCCC, that at such hearing, the accused member shall be afforded an opportunity to respond to the statement of charges and to confront the witnesses against such member, and that such member may be represented at their own expense at such hearing. An additional copy of the aforesaid documents shall also be transmitted to the accused member by fax, email, or regular mail at or before the time the copies are sent by certified mail. In the case of a member whom the Chairperson believes has moved their residence from the Assembly District from which they have been elected or appointed, the notice can advise the member that if they do not make a written request to the Chairperson within ten (10) days disputing the charges and demanding a hearing, their removal will be affected automatically, and in such case no further notice or hearing will be required.

2. If the accused member does not resign, the Chairperson of the SFDCCC shall schedule a hearing before the SFDCCC in accordance with the open meeting and public noticing requirements of Article IV of these Bylaws. The Chairperson shall send a copy of the statement of charges to all members of the SFDCCC along with a notice of the date, time, and location of the hearing no less than ten (10) days prior to the scheduled hearing.

3. At the hearing the members of the SFDCCC shall examine the statement of charges brought against the accused member. The accused member shall be afforded an opportunity to respond to the charges, to confront any witnesses, and may be represented at their own expense if desired. Such hearing shall be conducted in such a fashion as to afford the accused member due process of law. At the conclusion of said hearing, upon motion for removal, the accused member may be removed by a vote of not less than two-thirds (2/3) of the members present and voting.

#### Section 4. VACANCIES

a. A vacancy on the SFDCCC shall be deemed to exist in the event any election or appointed member dies, becomes incapacitated to act, or is removed from membership

pursuant to Section 3 of this Article.

b. Vacancies shall be filled as follows:

1. Whenever possible, the Chairperson shall fill vacancies in the membership of the SFDCCC no later than forty-five (45) days from the occurrence of vacancy. The Chairperson's appointment to fill the vacancy is subject to ratification by a majority vote of those members of the SFDCCC present and voting.

#### Section 5. LIMITS ON CONTRIBUTIONS TO CANDIDATES FOR THE SF DCCC

No person other than a candidate shall make, and no campaign treasurer for a candidate committee shall solicit or accept, any contribution which will cause the total amount contributed by such person to such candidate committee in an election to exceed \$500.

### **ARTICLE III: OFFICERS**

#### Section 1. ELECTED OFFICERS

The elected officers of this County Committee shall consist of:

- a. A Chairperson;
- b. A First Vice-Chairperson;
- c. A Second Vice-Chairperson;
- d. A Third Vice-Chairperson;
- e. A Fourth Vice-Chairperson;
- f. A Finance Director;
- g. An Internal Operations Director; and
- h. An External Operations Director.

Election of officers shall occur at the first meeting of the SFDCCC after SFDCCC election results have been certified. Officers shall be elected by a majority of the members of the SFDCCC present and voting. Officer's terms shall be the length of the term of the SFDCCC. Officers may be removed by a majority vote of the SFDCCC members present and voting at any properly noticed SFDCCC meeting where the intent to remove the officer has been properly noticed. Vacancies shall be filled by majority vote of SFDCCC members present and voting at any properly noticed meeting. At least one Vice-Chairperson shall be of the opposite gender from the other Vice-Chairpersons. Each Assembly District shall be represented among the four Vice-Chairpersons. Additional duties of the officers are described in the Policy and Procedures Manual.

## Section 2. CHAIRPERSON

The Chairperson shall preside at all meetings of the County Committee and shall appoint all committees and Chairpersons of such committees within the County Committee and shall be an Ex Officio member of all committees. The Chairperson shall appoint a voting member of the SFDCCC as the Parliamentarian. The Parliamentarian shall remain a full voting member of the SFDCCC.

## Section 3. SUCCESSION OF THE CHAIRPERSON

In the absence of the Chairperson, the Acting Chairperson and presiding officer shall be the duly elected officer in the descending order as shown in Article III, Section 1

## Section 4. VICE-CHAIRPERSONS

The duties of the four Vice-Chairpersons shall be determined by the Chairperson. Duties may include: fundraising, outreach, registering voters, chartering clubs, party renewal.

## Section 5. FINANCE DIRECTOR

a. The Finance Director shall have charge of all funds of the County Committee and shall disburse them as provided in Article VII of these Bylaws. All disbursements shall be by check upon any two signatures of the following: the Finance Director, the Chairperson, or any Vice Chairperson, or any two designees of the Chairperson who must either be a member of the SFDCCC or staff for the SFDCCC. At no time may both signatures be from staff of the SFDCCC.

b. The Finance Director shall oversee the issuance of receipts for all monies received and submit a written report of receipts, disbursements, and cash on hand at every meeting of the County Committee. They shall submit a written annual report to the County Committee as of the end of each Calendar year.

## Section 6. DIRECTORS OF OPERATIONS

a. The Internal Operations Director shall oversee the keeping of minutes and other records of the County Committee and shall send all notices required by law and by these Bylaws.

A copy of the minutes of each County Committee meeting shall be provided to each member of the County Committee as part of the agenda packet for the next regular meeting of the County Committee. Said agenda shall contain a list of all business to be considered at the meeting as described in Article IV, Section 4.

Minutes of County Committee meetings shall contain a listing of members' absences. It shall be the responsibility of each County Committee member to make their attendance known to the Director of Internal Operations at each meeting, either through the regular roll call, or through personal notice.

The draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting. The officially adopted minutes shall be posted on the San Francisco Democratic Party's website no later than ten working days after the meeting at which the minutes are adopted.

b. The External Operations Director shall oversee any external communications of the County Committee, including any newsletters, correspondence, and website. Under the direction of the Chairperson, the Director of External Operations shall also oversee partnerships with other organizations that are mobilizing for Democratic candidates, campaigns, and causes that occur outside of San Francisco.

#### Section 7. EXECUTIVE DIRECTOR/STAFF

The Executive Director of the SFDCCC and any other paid staff of the SFDCCC shall serve at the pleasure of the SFDCCC under the direction of the Chairperson.

### **ARTICLE IV: MEETINGS**

#### Section 1. REGULAR MEETINGS

Regular meetings shall generally occur on a monthly basis on the fourth (4<sup>th</sup>) Wednesday of every month.

#### Section 2. SPECIAL MEETINGS

a. A special meeting may be held at the call of the Chairperson, or their designee if the Chairperson is unavailable, or by ten (10) voting members of the SFDCCC. The only business that may be noticed for a special meeting is business that cannot wait until the next regularly scheduled meeting of the SFDCCC. No business other than that specified in the notice to members may be discussed or voted upon at the special meeting. Any business raised at a special meeting must be passed by a two-thirds (2/3) vote of those members present and voting.

#### Section 3. PLACE OF MEETINGS

a. Meetings of the SFDCCC shall be held at the Milton Marks Auditorium of the California State Office Building, 455 Golden Gate Avenue, in San Francisco.

b. In the event that the regular meeting facility becomes unavailable, or at such times as the Chairperson determines circumstances warrant, the Chairperson may select a suitable alternative location for SFDCCC meetings, including virtual meetings and hybrid meetings. The location of all physical meetings of the SFDCCC shall be within the City and County of San Francisco and shall be accessible to disabled persons.

c. In the event that a regular or special meeting of the SFDCCC is held at a location other than that described in Subsection (a) of this Section, notice of the new location shall be

provided at least 15 days in advance by email: to each member of the SFDCCC; designated contacts of all chartered Democratic clubs in San Francisco; the San Francisco Public Library for public posting; and all members of the public and media outlets having requested in writing such agendas and notices. Notices shall also be posted 15 days in advance on the SFDCCC's website at <http://www.sfdemocrats.org>. Such notices need not include a formal agenda, but should generally identify the nature and purpose of the meeting. A formal agenda must also be distributed and posted at least 10 days in advance of the meeting in accordance with the public noticing requirements of Section 4 of this Article.

#### Section 4. AGENDA AND NOTICE

a. The agenda for all regular meetings, and the notice and agenda for all special meetings, shall be determined by the Chairperson of the SFDCCC or their designee if the Chairperson is unavailable. All agendas and notices shall list the date, time, and location of the meeting, and all agendas shall provide a brief general description of each item of business to be voted upon. The description shall be adequate to inform interested members of the public about the subject matter under consideration so that they can determine whether to monitor or participate in the meeting of the SFDCCC.

b. Except as provided for in Subsection (d) of this Section, the agenda for all regular meetings, and the notice and agenda for all special meetings, shall be provided at least 10 days in advance by email: to each member of the SFDCCC; to designated contacts of all chartered Democratic clubs in San Francisco; to the San Francisco Public Library for public posting; and to all members of the public and media outlets having requested in writing such agendas and notices. At least 10 days before a regular meeting, agendas and notices shall be posted on the SFDCCC's website at <http://www.sfdemocrats.org>.

c. A voting member of the SFDCCC may request an item be placed on the agenda by providing written notice at least 15 days prior to a regular or special meeting to the Chairperson and the Issues and Resolutions Committee. If the Chairperson or the Issues and Resolutions Committee does not consent to place an item on the agenda, a voting member of the SFDCCC may request to place the item on the agenda by sending written notice to all members of the SFDCCC no fewer than 10 days prior to the regularly scheduled meeting. At said meeting, a vote by no less than two-thirds (2/3) of the members voting and present will place the item on the agenda. Failure to receive two-thirds (2/3) of the votes of the members present and voting will result in the matter being deemed to have never been before the SFDCCC and said matter shall neither be voted upon nor discussed. Failure to provide 10 days' written notice to all of the members of the SFDCCC shall result in the matter being deemed to have never been before the SFDCCC and said matter shall neither be voted upon nor discussed.

d. If the need for an item of business arises after the 10-day noticing deadline for a meeting of the SFDCCC, and real harm would occur if the late item were not voted upon at that meeting, a voting member of the SFDCCC must send a detailed, written explanation of the late item, including the specific language to be voted upon, to all members of the SFDCCC no later than 96-hours prior to the start of the actual meeting. At said meeting,



said item may be placed on the agenda by a vote of no less than three-quarters (3/4) of the members present and voting. Failure to provide 96 hours' written notice to all members of the SFDCCC shall result in the matter being deemed to have never been before the SFDCCC and said matter shall neither be voted upon nor discussed.

e. A voting member of the SFDCCC may, under the "new business" portion of a regular or special meeting, place an item on the agenda for the immediate following meeting subject to approval by a vote of a majority of those members present and voting. The SFDCCC may discuss and/or take action only on those items that are on the agenda.

f. The agenda shall provide an opportunity for public comment.

1. Members of the public may submit public comment to the SFDCCC by way of (1) written public comment; or (2) live public comment. Wherever possible, the SFDCCC encourages written public comment, which may be submitted by email. Written public comment received more than 48 hours prior to the start of the meeting will be disseminated to the voting members 24 hours before the meeting. Written public comment received after 48 hours prior to the start of the meeting and before the expiration of public comment during the meeting will be sent to the voting members at the conclusion of the public comment period. The Chairperson may call a recess in the proceedings to allow voting members to review additional written public comment prior to any discussion or vote on an agenda item.

2. Each commenter may speak once on as many agenda items of their choosing for up to two (2) minutes, provided that the Chairperson may limit oral public comment to less than two (2) minutes based on such factors as the anticipated number of commenters and the anticipated duration of other agenda items. During regular meetings, commenters may also use their time to comment on matters not on the agenda but within the jurisdiction of the SFDCCC.

3. Time for public comment will be limited to one (1) hour per meeting, provided that the Chairperson may increase the limit. If the meeting is both virtual and in-person, the time for public comment shall be evenly split between people providing in-person oral comment and online oral comment, provided that the Chairperson may reallocate the distribution of time between the two mediums as necessary. If a commenter requires the assistance of an interpreter as provided in Article XI Sections 4 and 5, the interpretation shall not count against the speaker's time.

g. The agenda shall provide an opportunity for Associate Members to give public comment. Associate Members shall have double the time provided to members of the public for public comment following Part (f)(2) of this Section. If an Associate Member requires the assistance of an interpreter as provided in Article XI Sections 4 and 5, the interpretation shall not count against the speaker's time.

## Section 5. QUORUM

A quorum for the transaction of business by the SFDCCC shall consist of eight (8) or more voting members, excluding Ex Officio Members. Proxies as in Section 6 shall be counted towards quorum.

## Section 6. PROXIES

a. Members of the SFDCCC, other than Ex Officio Members, may vote by proxy at no more than two meetings per calendar year unless the Chairperson permits further designation of proxies by members of the SFDCCC for good cause. If a member attempts to send a proxy to more than two meetings a year without explicit written approval from the Chairperson, that proxy will not be recognized and the member's absence will be considered not excused. Ex Officio Members of the SFDCCC may vote at any meeting of the SFDCCC through designees. Proxies for Members and appointments of designees by Ex Officio Members shall be signed by the person making such proxy or appointment and shall be filed with the Chairperson or Director of Internal Operations prior to any voting by or through such proxy or designee. A proxy shall be valid only for a single meeting. No Member, designee, or any individual may hold more than one proxy at any meeting.

b. Any resident of San Francisco shall be eligible to hold a proxy for an elected member, provided that person is resident of the same Assembly District as the elected member, and is otherwise qualified to serve on the SFDCCC pursuant to Article II, Section 2 of these Bylaws.

c. Any elected or appointed Member of the SFDCCC is eligible to hold a proxy for any other elected or appointed Member regardless of which Assembly District the Member is resident in.

## Section 7. PARLIAMENTARY PROCEDURES AND VOTING

a. All meetings shall be conducted in accordance with the latest revised edition of Robert's Rules of Order, except as such rules may be modified by these Bylaws. The Parliamentarian shall be provided with a copy of Robert's Rules of Order by the SFDCCC and shall have a copy at all meetings.

b. Voting may be by any method which will allow a public record to be maintained of each vote or abstention by each member. In no case shall the use of secret written ballots be allowed in SFDCCC votes. Where the SFDCCC conducts a vote by voice vote or show of hands, a roll call vote shall be granted upon request of a single voting member either before or after the voice vote or show of hands.

c. Under no circumstances may these Bylaws, or any portion of these Bylaws, be suspended, unless that specific portion of the Bylaws indicates that it may be suspended.

d. If any portion of these Bylaws or Robert's Rules of Order requires interpretation, the Chairperson or Acting Chairperson shall have sole authority to make that interpretation. It is recommended, but not required, that the Chairperson consult the Parliamentarian before issuing a ruling. Once the Chairperson issues a ruling, only a majority vote of the members present and voting may overturn the Chairperson's decision. If such a vote is to occur, it must be raised and debated at that meeting. Once the meeting adjourns, unless a simple majority of the SFDCCC has voted to table or continue this issue, the Chairperson's ruling becomes final.

#### Section 8. RESOLUTION PROCEDURES

- a. All resolutions must be typed.
- b. Inducement (e.g., Whereas) clauses shall be limited to five (5) or fewer, and resolve clauses shall be limited to two (2) or fewer.
- c. Resolutions must be no longer than two (2) 8-1/2" x 11" typewritten pages, excluding endnotes and appendices. The font size shall not be smaller than ten (10) points.
- d. This section (Article IV, Section 8) may be suspended by a two-thirds (2/3) vote of SFDCCC members present and voting.

#### Section 9. CONFLICTS OF INTEREST

Members determined to have a clear and direct economic self interest in a matter before the SFDCCC shall neither comment on, nor vote on, said matter. A "clear and direct economic self interest" means that the Member or a part of the Member's household is the recipient of funds from the SFDCCC by way of contract, stipend, or employment. It does not include collateral economic self interest, such as being employed by a campaign or an elected official, or being a candidate for office. Further definitions of conflicts of interest may be included in the Policy and Procedures Manual. The Chairperson or Acting Chairperson shall make determinations of whether a member has a conflict of interest. The Chairperson's ruling may be overturned by no less than a majority of those members present and voting.

#### Section 10. NOTICES

Wherever these Bylaws or the Policy and Procedures Manual requires giving or mailing of notice (other than by certified mail), such notice may be given by email or fax with the same force and effect as if said notice had been mailed or hand-delivered. Notices required to be given by certified mail may be given by hand-delivery with the same force and effect as if said notice had been mailed by certified mail.

#### Section 11. DOCUMENTS MAY BE EXECUTED BY FAX OR E MAIL

Wherever these Bylaws or the Policy and Procedures Manual require any document to be executed or signed, a faxed or emailed document can be used with the same force and effect

as if an original signature had been affixed to the document.

Section 12. CODE OF CONDUCT (see ADDENDUM C in the Policy and Procedures Manual)

This code of conduct outlines the expectations for all SFDCCL elected members, appointed members, associate members, and participants including but not limited to all public comment speakers, meeting attendees, presenters, staff, volunteers, and other participants.

## **ARTICLE V: COMMITTEES**

### Section 1. STANDING COMMITTEES AND SPECIAL COMMITTEES

- a. The Issues and Resolutions Committee is a Standing Committee that shall meet prior to every SFDCCC meeting where business is scheduled to be voted upon. The Chair (or Co-Chairs) and members of the Issues and Resolutions Committee shall be appointed by the Chairperson of the SFDCCC. The Issues and Resolutions Committee shall determine whether resolutions are eligible to be considered by full body and shall make recommendations to the SFDCCC on all Resolutions coming before the SFDCCC, and on any other business that comes before the SFDCCC that is referred to the Issues and Resolutions Committee by the Chairperson of the SFDCCC.
- b. The Contracts Bidding Committee is a Standing Committee and shall meet to evaluate and award contracts on all SFDCCC business as defined and outlined in the SFDCCC Policy and Procedures Manual.
- c. The Executive Committee is a Standing Committee and consists of the Chairperson and all of the elected officers of the SFDCCC. The Executive Committee may meet from time to time as determined by the SFDCCC Chairperson. The Chairperson of the SFDCCC shall be the Chairperson of the Executive Committee.
- d. The Chairperson of the SFDCCC may at any time appoint and dissolve special committees.

## **ARTICLE VI: ENDORSEMENTS**

### **Section 1. ELIGIBILITY**

Registered Democrats shall be the only candidates considered for endorsement, except that the SFDCCC may consider endorsing a non-Democrat in any nonpartisan or “top two” race in which no registered Democrat has qualified for the general election ballot.

### **Section 2. VOTING PROCEDURE**

Voting may be by any method which will allow a public record to be maintained of each vote or abstention by each member. Endorsement requires a majority vote of those members present and voting. At the conclusion of each ballot, if no candidate has received the required majority, the name of the candidate receiving the least votes will be deleted from the listing of candidates on the succeeding ballots. In races where there are multiple candidates for the same position, the Committee will continue voting until an endorsement of a candidate or no endorsement is achieved. In races with multiple candidates for elected office with multiple open seats, Committee members shall vote for the number of candidates as there are open and “unendorsed” seats until endorsement or no endorsement is achieved for candidates equaling the number of open seats.

For each office, a member will be allowed to cast one (1) no endorsement vote on each ballot. In multiple seat races, members must cast a vote for each open seat, however, any member may cast a ballot for no endorsement for any or all of the open seats. In multiple seat races, a no endorsement vote on all of the open seats can be achieved by a vote of fifty (50) percent plus one of members present and voting on a motion for an official no endorsement position by the Committee.

In elections in which Ranked Choice Voting (RCV) is employed, the SFDCCC may adopt rules permitting the SFDCCC to recommend ranked and/or multiple choices for a given race.

These same procedures shall be applicable to any pre-primary or “top two” election race in which the SFDCCC is entitled to endorse under California State Democratic Party rules.

### **Section 3. EXCLUSIVITY**

Endorsement of candidates for non-partisan office whose jurisdiction does not extend beyond the San Francisco County lines shall be the exclusive responsibility of this County Committee.

### **Section 4. MULTIPLE JURISDICTIONS**

Endorsement of Candidates for non-partisan office whose jurisdiction involves two (2) or more counties shall be endorsed at a joint meeting of the County Central Committees sharing the jurisdiction. The proportion of San Francisco Democratic County Central Committee’s eligible votes at any joint County Committee meeting shall equal its proportion of the total regular and Ex Officio Members from the participating County Committees. Ex Officio Members, or their alternates, serving on multiple County Committees shall be

entitled to one vote only.

## **ARTICLE VII: DISBURSEMENT OF FUNDS**

### **Section 1. AUTHORIZATION**

Disbursements of SFDCCC funds except as provided in Section 3 herein shall be authorized by a majority vote of the voting members present and voting at a regular meeting.

### **Section 2. USE OF FUNDS**

Funds contributed to the SFDCCC for use on behalf of a particular candidate or campaign must be expended for such purposes or returned to the donor by order of the Chairperson.

### **Section 3. DISBURSEMENT OF FUNDS**

The Chairperson is authorized to disburse funds for the operating and miscellaneous expenses of the SFDCCC without prior approval but shall account to the SFDCCC for the expenditure of such funds.

### **Section 4. NON-INVOLVEMENT IN SFDCCC ELECTIONS**

No funds of the SFDCCC shall be utilized to aid or oppose the election of any candidate for election to the SFDCCC. The SFDCCC shall not take any action to endorse or oppose the election of any person to the SFDCCC.

### **Section 5. EMERGENCY**

In the event of an emergency, the Finance Director is authorized to expend, or borrow, funds if authorized by the Chairperson, or by the Acting Chairperson as described in Article III, Sections (1) and (3) of these Bylaws if the Chairperson is unavailable. Whenever possible, the Finance Director shall also seek authorization from the Executive Committee. Such authorization may be obtained informally, as by phone poll of the Executive Committee.

## **ARTICLE VIII: REPRESENTATION TO THE STATE CENTRAL COMMITTEE**

Selection of County Committee representatives to the Democratic State Central Committee shall be held in accordance with State Committee Bylaws Article II Section 4, Members Elected By County Central Committees. SFDCCC members elected in the Democratic Primary shall be the official representatives to the State Committee before selection of other representatives. Whenever possible, the Chairperson shall fill vacancies in the SFDCCC membership of the State Committee no later than the next regular meeting following the creation or occurrence of any vacancy, subject to ratification by a majority vote of those members of the SFDCCC present and voting. Appointees to vacancies in the State Committee who are not regular members of the SFDCCC will concurrently be appointed to associate membership on the SFDCCC.

## **ARTICLE IX: CLUB CHARTERS**

### **Section 1. USE OF THE PARTY NAME**

Only Chartered Democratic Clubs may use the name of the Democratic Party within the City and County of San Francisco. This section shall not apply to organizations that are official parts of the California Democratic Party or the Democratic National Committee, or that have been authorized to use the name of the Democratic Party pursuant to the California Elections Code. Only the SFDCCC may represent itself as the San Francisco Democratic Party. SFDCCC letterhead and stationery shall only be used for official SFDCCC business.

### **Section 2. NON-ENDORSEMENT OF NON-DEMOCRATS**

Chartered Democratic organizations shall not politically affiliate with any other political party, nor endorse, nor otherwise publicly support by fundraising or publicity, candidates who are not members of the Democratic Party, provided that a Chartered Democratic organization may endorse a non-Democrat for a race in the event no Democrat is a listed candidate for that race.

### **Section 3. ELIGIBILITY**

Any Democratic organization shall be eligible to apply for a charter from the County Committee upon submission of:

- a. A completed Democratic Club Application Form;
- b. A membership roster of at least twenty (20) persons who are members in good standing as defined in part (e);
- c. A current list of officers;
- d. A copy of its Bylaws or other governing documents;
- e. A statement that defines a member in good standing. At minimum, members of SFDCCC chartered clubs must at be residents in San Francisco who are (a) registered to vote as Democrats or (b) if ineligible to vote, have declared in writing an intention



- to register as a Democrat upon becoming eligible to vote;
- f. A letter explaining how their club chooses their delegates to the CADEM Pre-endorsement meetings.
  - g. A certified statement that their club will follow the Code of Conduct adopted by the SFDCCC;
  - h. A \$20 chartering fee.

#### Section 4. REVIEW OF APPLICATIONS

The Chairperson shall appoint a person or committee who shall be responsible for reviewing all applications for club charters, and for informing all organizations eligible to obtain charters under Section 1 of the need for obtaining such charters and of the procedure for application for same. Said person or committee shall make recommendations to the County Committee on whether to issue a charter to any applying club.

#### Section 5. ISSUANCE OF CHARTER

A club charter may be issued to any applying club by a majority vote of the members present and voting at any meeting of the SFDCCC. Unless suspended or revoked, said charter will remain effective from the time of issuance until five months after the next primary election at which SFDCCC members are elected, as set forth in other sub-sections of this Article.

#### Section 6. ASSOCIATE MEMBER STATUS

The President or Chairperson of each chartered club shall be an Associate Member (see Article II, Section 1(a)(4)) of the SFDCCC if said individual is a person residing in San Francisco, and is qualified to serve as an Associate member pursuant to Article II, Section 2.

#### Section 7. RENEWAL OF CHARTER

Each chartered club shall promptly inform the SFDCCC of changes of officers. An application for renewal of any existing club charter may be submitted at any time commencing five months before its expiration.

#### Section 8. SUSPENSION OR REVOCATION OF CHARTER

The SFDCCC may, by a two-thirds vote, suspend or revoke the charter of any chartered club at any time only for the following causes: Violation of Article IX, Sections 2 or 9 of these Bylaws or inactivity. No club charter shall be suspended or revoked except following notice and hearing being afforded by the SFDCCC. Such notice given and any hearing shall be conducted in accordance with the procedures set forth for removal of elected members in Article II, Section 3 (d) of these Bylaws. In case suspension or revocation of a club charter is sought on the sole ground of inactivity, the notice can advise the club that if it does not make a written request to the Chairperson within ten (10) days disputing the charges and demanding a hearing, the suspension or revocation will be effected automatically, and in

such case no further notice or hearing will be required.

#### Section 9. FINANCIAL DISCLOSURE BY CLUBS

- a. All chartered clubs shall follow all campaign finance laws from applicable bodies, including (but not limited to) the San Francisco Ethics Commission, the San Francisco Department of Elections, the California Fair Political Practices Commission, and the Federal Elections Committee.
- b. In the event any chartered club fails to follow any campaign finance law required by subdivision 9(a), or in the event the information in any legally required disclosure is materially false, or the legally required disclosure contains a omission that would make the disclosure materially false or misleading, the SFDCCC may take action against the club including and up to the suspension or revocation of the club's charter.

### **ARTICLE X: POLICY AND PROCEDURES MANUAL**

Specific policies and procedures of the SFDCCC shall be incorporated into the SFDCCC Policy and Procedures Manual. Nothing in said manual may override these Bylaws. Application of the Policy and Procedures Manual may be suspended by two-thirds (2/3) of the members present and voting. The Policy and Procedures Manual may be amended at any regularly scheduled meeting of the SFDCCC at which a quorum is present by a majority vote of those present and voting, provided that due notice of such meeting conforms with Article IV, Section 4 and shall contain a complete statement of the proposed amendment as well as the section(s) changed, if any.

### **ARTICLE XI: GENERAL POLICIES**

#### Section 1. OPEN MEETINGS

All public meetings of the SFDCCC shall be open to all members of the general public. No member of the public shall be asked to register, to identify themselves, or to pay a fee in order to attend any public meeting of the SFDCCC.

#### Section 2. ANTI-DISCRIMINATION POLICY

The SFDCCC shall not acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, gender identity, sexual orientation, persons with disabilities as defined by the American with Disabilities Act of 1990, or economic status.

#### Section 3. PROMOTING DIVERSITY

The SFDCCC shall support the broadest possible registration of voters without discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, gender identity, sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

#### Section 4. LANGUAGE ACCESS

Language services in Spanish, Chinese (Mandarin and Cantonese), and Filipino must be available at all public meetings of the SFDCCC upon request. Best efforts shall be made to provide services in additionally requested languages. Requests for interpretation services must be received at least 5 business days in advance of the meeting to help ensure availability. Notification of this service shall be included in all public notices of the SFDCCC in English, Spanish, Chinese (Mandarin and Cantonese), and Filipino.

#### Section 5. DISABILITY ACCESS

All meetings and activities of the SFDCCC and Chartered Clubs and Organizations, including committee meetings, fundraisers, and events, must be wheelchair accessible. Sign language interpreters, readers, large print agendas, and access to sound systems for those who are hard of hearing shall be made available upon request. Requests must be received at least 5 business days in advance of the meeting to ensure availability, although best efforts will be made to accommodate requests received after this period. Best efforts shall be made to provide all other access accommodation requests. In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, notice shall be included in all meeting announcements to remind attendees of those who may be sensitive to perfumes and various other chemical-based scented products.

Notification of this policy shall also be included in all public notices of the SFDCCC.

The SFDCCC will work with chartered clubs to comply with these requirements, including identifying vendors that provide these services, compiling a list of compliant meeting locations, and budgeting funds to support these efforts.

## **ARTICLE XII: AMENDMENTS**

### **Section 1. PROCEDURE**

These Bylaws may be amended at any regularly scheduled meeting of the SFDCCC at which a quorum is present by a two-thirds (2/3) vote of those present and voting, provided that due notice of such meeting is mailed in conformity with Article IV, Section 4 and shall contain a complete statement of the proposed amendment as well as the section(s) changed, if any.

### **Section 2. SEVERABILITY**

If any provision of these Bylaws or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect any other provisions or application of these Bylaws which can be given effect without the invalid provision or application, and to this end, the provisions of these Bylaws are severable.

### **Section 3. EFFECTIVE DATE**

Bylaws or any amendments thereto shall become effective immediately upon their adoption