

San Francisco Democratic Party Policy and Procedure Manual

Produced by the San Francisco Democratic County Central Committee

Adopted May 28, 1997

Last amended April 19, 2024

CONTENTS

ARTICLE I. INTRODUCTION AND AMENDMENT PROCESS.	2
ARTICLE II. NON-DISCRIMINATION POLICY	2
ARTICLE III. PERSONNEL EMPLOYMENT POLICY	3
ARTICLE IV. SLATE CARD CONTRACTING POLICY	3
ARTICLE V. POLICY ON CHARTERING SAN FRANCISCO DEMOCRATIC CLUBS.	7
ARTICLE VI. RESOLUTIONS POLICY	9
ARTICLE VII. CANDIDATE AND INITIATIVE ENDORSEMENT POLICY	9
ARTICLE VIII. FINANCIAL REPORTING POLICY	13
ARTICLE IX. BUDGET DEVELOPMENT POLICY	14
ARTICLE X. PURCHASING POLICY	14
ARTICLE XI. MEMBERSHIP CATEGORY AND MEMBER LIST POLICY	14
ARTICLE XII. MEMBER ATTENDANCE POLICY	15
ARTICLE XIII. LANGUAGE AND DISABILITY ACCESS POLICY	16
ADDENDUM A - SAMPLE RESOLUTION	18
ADDENDUM B - VENDOR QUESTIONNAIRE.	19
ADDENDUM C - CODE OF CONDUCT	20

ARTICLE I. INTRODUCTION AND AMENDMENT PROCESS

§1.0 The purpose of the San Francisco Democratic Party Policy and Procedure Manual is to provide for greater public accountability by being better able to provide information to people interested in the functioning of the local Party. This Policy and Procedure Manual is produced by the San Francisco Democratic County Central Committee (SFDCCC) and is intended to put into written form the practices and processes of the San Francisco Democratic Party. Clearly defined, written procedures will ease confusion and enhance the cooperation needed for the success of the Party Goals. The Policy and Procedure Manual contains the operating rules (e.g., Special Rules of Order, refer to Robert's Rules of Order Newly Revised) of the San Francisco Democratic Party. The Policy and Procedure Manual is a supplement to and based on the Bylaws of the San Francisco Democratic Party. The Bylaws are the governing document of the local Party. It is most helpful to read each of the two documents in conjunction with the other. A two-thirds vote is required to suspend a Policy. The SFDCCC Office practices shall be maintained in a written Office Manual in the Party Office and copies will be available on request.

§2.0 Policy and Procedure Manual Amendment Process. 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 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.

ARTICLE II. NON-DISCRIMINATION POLICY

§1.0 It is the Policy of the San Francisco Democratic Party not to discriminate based on actual or perceived race, religion, color, creed, national origin, ancestry, age, gender, marital status, sexual orientation, gender identity, disability, or Acquired Immune Deficiency Syndrome (AIDS) or Human ImmuneVirus (HIV) infection. The Party's goal is equal opportunity for all. The local Party shall take affirmative action to achieve diversity in composition, contracts, and employment.

ARTICLE III. PERSONNEL EMPLOYMENT POLICY

§1.0 The ability of the local Party to secure and maintain the services of an employee or employees is dependent on financial resources. This will vary periodically according to need and ability.

§2.0 When employment opportunities become available, it will be the Party practice to make the information as widely known as possible, especially through the chartered Democratic clubs. Applicants are considered without regard to actual or perceived race, religion, color, creed, national origin, ancestry, age, gender, marital status, sexual orientation, gender identity, disability or Acquired Immune Deficiency Syndrome (AIDS) or Human Immune Virus (HIV) infection. Prospective candidates are reviewed by an Ad Hoc Screening Committee, appointed by the Party Chair, who makes a selection. The Party Chair is responsible for supervising and evaluating employees.

§3.0 Employee job descriptions are maintained in the Party Office Manual. Job descriptions will be reviewed on an annual basis for compliance with current practice and the policy of the SFDCCC.

§4.0 Any spousal benefit package will include equivalent benefits for the domestic partners of employees.

§5.0 A probationary period of ninety days (90 days) will be in effect commencing with the date of the actual start of employment for all permanent employees or employees hired for a year or longer. This ninety-day probationary period will be followed immediately by a written performance evaluation. Written performance evaluations shall occur at least annually. For temporary employees or those hired for less than a year, the probationary period will be thirty days (30 days) and shall be followed immediately by a written performance evaluation.

§6.0 Employee grievances are handled in a two-step process. The first step is discussion with the Party Chair. If the matter remains unresolved, then in the second step it may be brought to the Executive Committee for a final decision.

ARTICLE IV. SLATE CARD CONTRACTING POLICY

§1.0 To ensure a fair and democratic process in all slate card production contracting procedures and to demonstrate fully the San Francisco Democratic Party's commitment to the principles of affirmative action and recognition of diversity, the following guidelines will be followed. "Slate Card Production" is defined as

including, but not limited to, printing, graphic design, mail house, labels, fundraising, and consultant services.

§2.0 The Party Chair shall appoint a Bidding Subcommittee to administer each bid arising from each contracting opportunity outlined above. This subcommittee will include, at a minimum, the Party Chair, the Party Finance Director, a Chair appointed by the Party Chair, at least two other voting members of the SFDCCC. Only voting members of the SFDCCC shall be voting members of the bidding subcommittee except as noted in section 10.

§2.1 The purpose of the Bidding Subcommittee is to perform all administrative functions necessary to solicit and organize bid proposals for the SFDCCC. The Subcommittee shall forward all bids received to the full SFDCCC. The full SFDCCC will take final action on all contracts in a regularly scheduled meeting.

§3.0 In case of an emergency of limited time and unforeseen circumstances, the Party Chair, the Chair of the Bidding Subcommittee, and the Party Finance Director may award a contract without requesting bids. The Party Chair shall announce this decision and the reason for it at the next meeting of the SFDCCC. Whenever possible, final action shall be taken by a vote of the SFDCCC at an open meeting.

§4.0 The Bidding Subcommittee will make reasonable efforts to notify as many people as possible when a Request for Proposal is available. Whenever possible, this notification shall be made thirty to forty-five days prior to the due date for the bid. This Subcommittee shall at least send written notice to all members (including Associate Members) of the SFDCCC and send notice to San Francisco's daily, weekly, ethnic, neighborhood, and community newspapers, including all of the City's official outreach papers. Other outreach efforts will be made to the extent that resources permit.

§5.0 The Bidding Subcommittee shall draft the Request for Proposals (RFP) within the following guidelines:

§5.1 The request for Proposal shall include a description of the scope of work and timetables for its completion. Additionally, the RFP shall request information on:

- a) Whether the bidder is registered or certified with the Human Rights Commission of the City and County of San Francisco as a Minority Business

Enterprise (MBE) or a Woman-owned Business Enterprise (WBE);

b) Whether the bidder meets the SFDC's definition of Disabled-owned Business Enterprise (DBE).

(1) The SFDC hereby adopts the definition of disabled as used in 42 U.S.C. Chapter 126. Section 12102, otherwise known as the Americans with Disabilities Act of 1990. The term "disability" means, with respect to an individual:

(A) A physical or mental impairment that substantially limits one or more of the major life activities of each individual;

(B) A record of such impairment; or being regarded as having such an impairment. The Disabled-owned Business Enterprise must be more than 50% owned by people meeting the definition of disabled.

(2) The DBE will file a form, under penalty of losing the contract if they are found not to be disabled as defined, with the SFDC that they meet this definition of disabled.

(3) What the address of the bidder's principal place of business; and, if bid is for printing,

(4) Whether the bidder uses only union labor.

§5.2 The Request for Proposal shall also invite bidders to submit statements or policies regarding diversity and affirmative action in their workforce and/or ownership. The RFP should indicate to potential bidders that the SFDC will look more favorably on bidders with diversity among their workforce and ownership. Diversity includes, but is not limited to, the protected classes listed below.

§5.3 The Request for Proposal shall request additional information from bidders including, but not limited to: cost, experience, present ability, examples of past work (as applicable), and a list of references.

§5.4 The Request for Proposal shall also notify all bidders that any contract with the SFDC will include the following statements: Contractor will not discriminate in employment on the ground or because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related condition (ARC). Contractor will also not discriminate in providing domestic partner benefits.

(a) For purposes of implementing this statement, the SFDCCC incorporates any and all definitions and exceptions that appear in Article 12B of the Administrative Code of the San Francisco City Charter, and

(b) Contractor agrees not to engage in any activity which denigrates or undermines the official slate card of the SFDCCC including, but not limited to, participating in the production of a slate card designed to look like the official slate card which supports positions different from the SFDCCC's positions.

§6.0 Prior to passing all bids to the SFDCCC, the Bidding Subcommittee shall check references on bidders. Results of this check shall be reported to the full SFDCCC.

§7.0 In preparing the bids for the full SFDCCC, the Bidding Subcommittee shall adjust the costs of bids as follows: Each category entitles the bidder to a five percent (5%) reduction in their bid; multiple categories may be combined for up to a maximum of ten percent (10%) reduction in cost.

a) Certified or registered as MBE

b) Certified or registered as WBE

c) Qualified as meeting the definition of a certified DBE as set forth in Section 5.1(b).

4) Principal place of business in San Francisco; or printer with principal place of business in San Francisco, San Mateo, Alameda, Contra Costa, Santa Clara, Napa, Solano, Sonoma, or Marin County.

§7.1 The Bidding Subcommittee shall pass to the full County Committee a page showing the actual bid received, and, in larger type, the adjusted bid, including one copy of all documents received in response to the request for proposal for each bidder. The reason for making the adjustment shall also be shown on this page.

§8.0 In selecting a printer, only union shops will be considered.

§9.0 SFDCCC members shall consider any "diversity statements" in addition to costs and other qualifications of each bidder.

§9.1 Where appropriate the SFDCCC shall consider the low bid.

§10.0 No voting member of the SFDCCC shall be permitted to bid on any contract let by the SFDCCC. In addition, no voting member who currently employs anyone bidding on a contract with the SFDCCC, or who has a business partner, contractor, employee, or relative (including spouses and domestic partners) may serve on the

Bidding Subcommittee or may vote on the award of any SFDCCC contract. In the event of a conflict of interest involving the Chair, the Finance Director, or the Chair of the Bidding Subcommittee, they may designate another voting member of the DCCC who does not have a conflict to serve in their place on the Bidding Subcommittee.

§10.1 SFDCCC members shall not be financially interested in any contract made by the SFDCCC pursuant to this policy. A financial interest exists for a member if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally.

§10.2 As a guide, the SFDCCC shall adhere to all definitions and exceptions contained in the Conflict of Interest provisions of the California Code, including Government Code 87100, 87300 and Government Code 1090, 1091 and 1091.5, and Title 2, 18730 of the California Code of Regulations. The SFDCCC may also use San Francisco City Charter section 8.105(a) as a guide.

ARTICLE V. POLICY ON CHARTERING SAN FRANCISCO DEMOCRATIC CLUBS

§1.0 The San Francisco Democratic Party seeks to actively assist and facilitate the development of Democratic clubs whose purpose is to support and promote the goals of the Democratic Party. Those Democratic clubs may be “chartered” when they achieve the following basic requirements.

§2.0 A club interested in becoming a chartered Democratic club must complete and return an application form provided by the SFDCCC. Second, a list of at least twenty names of active members must be provided, including the list of Officers for the club. A letter of intent including the goals and purpose of the club and any supporting material may also be submitted at this time. Chartered clubs must notify the SFDCCC when there is a change of officers, address or phone/contact number. Clubs are required to re-charter after each SFDCCC election – approximately every four years.

§3.0 The materials must be submitted to the Chair of the San Francisco Democratic Party or designee who will calendar the item for action. The application is acted on by vote of the SFDCCC. It is highly recommended that representatives from the club seeking chartering be present at the vote to answer any questions and provide any additional information. Following successful chartering, the President or Chairperson of the chartered club becomes an associate member of the SFDCCC (Refer to Bylaws).

§4.0 Failure to hear from a chartered club within a reasonable period (e.g., 28 days) after three attempts to contact it may result in the club being placed in an inactive status until it reactivates its charter. Inactive status for twelve months may result in status as a defunct club

and being deleted from the current list of chartered Democratic clubs. Inactive and defunct clubs may always reactivate their charters via the process outlined above.

§5.0 Democratic clubs chartered by the San Francisco Democratic Party shall adhere to San Francisco Democratic County Central Committee Bylaws, Article IX, Section 2, prohibiting the endorsement or public support of non-Democrats for partisan races. The endorsement or public support of non-Democrats by chartered Democratic clubs is allowed only in non partisan races, and in “top two” races in which no Democrat qualifies for the General Election ballot, provided that the endorsed candidate’s non-Democratic party membership or partisan non-affiliation is clearly identified in all postal mailings, and printed and online advertisements, in typeface not smaller than 14-points. (E.g., “Annemarie Conroy for Supervisor (Republican Party member)” or “Matt Gonzalez for Supervisor (Green Party member).”)

§6.0 In the event a SFDCCC-chartered club which is required to file a financial disclosure statement with the California Fair Political Practice Commission and/or the San Francisco Ethics Commission fails to file a true and correct copy of such financial disclosure statement with the Executive Director of the SFDCCC or files a financial disclosure statement with the Executive Director of the SFDCCC which is materially false, the following action(s) shall be taken:

§6.1 Within 15 days of the date such omitted required financial disclosure statement or false or misleading financial disclosure statement was due to be filed by the non-compliant club, the Executive Director of the SFDCCC shall send a written communication to the non compliant club informing it of its failure to timely file its required financial disclosure statement with the SFDCCC and provide the club 15 calendar days to file an omitted financial disclosure statement or file an amended financial disclosure statement replacing a false or misleading financial disclosure statement;

§6.2 If the non-compliant club does not file an omitted required financial disclosure statement or amended required financial disclosure statement replacing a false or misleading financial disclosure statement within 15 days of being given the notice set forth in subsection (1), the Executive Director of the SFDCCC shall send a written communication to the non-compliant club notifying it that its SFDCCC charter is temporarily suspended and provide the club 15 calendar days to file an omitted financial disclosure statement or file an amended financial disclosure statement replacing a false or misleading financial disclosure statement;

§6.3 If a non-compliant club given notice under subsection (2) above fails to file an omitted required financial disclosure statement or file an amended required financial disclosure statement replacing a false or misleading financial disclosure statement within 15 days of being given the notice set forth in subsection (2), the Executive Director of the SFDCCC shall notify the Committee which may take such further action against the non-compliant club it deems reasonable, necessary and proper under the circumstances including, without

limitation, a revocation of the club's SFDCCC charter pursuant to Article IX, Section 2 of the By-Laws.

§6.4 The Executive Director shall forthwith place a link to the San Francisco Ethics Commission on the homepage of the Internet website of the SF DCCC.

ARTICLE VI. RESOLUTIONS POLICY

§1.0 Resolutions are original main motions submitted in resolution form either because of their importance or complexity (Robert's Rules of Order Newly Revised). Resolutions are frequently used in the conduct of the business of the San Francisco Democratic Party. Non-emergency resolutions shall be submitted to the Issues and Resolutions Committee prior to consideration by the full SFDCCC. In order to provide for full and adequate consideration of resolutions, they must be submitted in written form to the Corresponding Secretary, Issues and Resolutions Committee, and the Party Chair fifteen days in advance of the date of the meeting at which the matter is to be considered. Then, copies must be provided for all members. Late resolutions will not be considered by the SFDCCC except as indicated below.

§2.0 The form of San Francisco Democratic Party Resolutions shall include a maximum of five "Whereas" clauses and two "Resolved" clauses. Additional information may be placed in one or more addenda. Resolutions like all original main motions are adopted by majority vote of the SFDCCC. Each adopted resolution will be numbered beginning with the year of adoption followed by a dash then the month and then another dash followed by a one- or two-word identifying description from the title of the resolution (e.g., 2012-07-City-College.pdf).

Approved resolutions will be posted online to the San Francisco Democratic Party's website within 10 (ten) days of adoption. In the event of an emergency matter or time critical resolution, the matter may be taken up by the SFDCCC in a manner consistent with the party Bylaws.

§3.0 Sample Resolution (See Addendum A).

ARTICLE VII. CANDIDATE AND INITIATIVE ENDORSEMENT POLICY

CANDIDATE ENDORSEMENT

§1.0 One of the primary priorities of the local Democratic Party is the endorsement of candidates for office and initiative propositions placed on the ballot. The endorsement process informs the public of the official Democratic Party positions.

§2.0 The Candidate Endorsement process begins with the development of a candidate questionnaire by a Special Committee of the SFDCCC. The candidate questionnaires are sent to all registered Democratic candidates and marked with a clearly defined return deadline of no less than three business days. To be considered for endorsement, candidates need to complete the questionnaire and send it to the Special Committee prior to the deadline. After reviewing the questionnaires, the Special Committee determines which candidates are selected for interviews before the full SFDCCC. Each member of the SFDCCC has access to the candidate questionnaire from each candidate that is scheduled for an interview appointment.

§3.0 The interview process permits each candidate to make a brief statement and answer questions from SFDCCC members. The interview process will be timed and each member will get no more than 45 seconds to ask each question. Member questions will count against the time allocated for each interview. The time allotted for each candidate is at the discretion of the Special Committee Chair. Examples of allotted time are below, but are not binding:

Candidates for Mayor – 15 minutes,

Candidates for Board of Supervisors – 10 minutes,

Candidates for College Board – 8 minutes,

Candidates for School Board – 8 minutes, and

All other Candidates – 5 minutes.

§4.0 In the candidate endorsement procedure the votes of all SFDCCC members are recorded in the minutes of the endorsement meeting.. Refer to the Bylaws for the voting process itself.

INITIATIVE ENDORSEMENT

§5.0 Statewide propositions are reviewed and endorsed or rejected by the State Democratic Party. However, if the State Party takes “No Position” on a Statewide proposition then the local Party is free to take a position if it so chooses.

§6.0 The Issues and Resolutions Committee reviews all local measures and makes recommendations to the SFDCCC. Representatives of the various propositions are invited to make brief presentations and answer questions. The time allowed will depend on the number of speakers. Initiatives are then acted upon by vote of the SFDCCC. Members’ votes are recorded in the minutes of the endorsement meeting. Refer to the Bylaws for the voting process itself.

EARLY ENDORSEMENT OF CANDIDATES AND INITIATIVES

§6.1 The SFDCCC may make an early endorsement of a candidate or position on a ballot measure by a 60% vote of those present and voting, provided that due notice of intent to seek such endorsement is given in conformity with Article IV, Section 4 of the Bylaws.

§6.2 “Early endorsement” shall mean a vote on endorsement taken prior to (1) the filing deadline for candidates in a candidate election or (2) the deadline for submission or certification of ballot measures for the election in which a ballot measure is to be voted upon; or (3) the calling of a special election in the case of a ballot measure submitted for vote at a special election.

RCV ENDORSEMENTS

§7.0 In elections utilizing Ranked Choice Voting (RCV), the SFDCCC shall conduct endorsement votes as follows:

§7.1 The SFDCCC will vote for endorsement on the given office by majority vote, as provided in Article VI, Section 2 of the Bylaws. If a majority of the SFDCCC votes “No Endorsement,” no endorsement shall be made and no further endorsement votes shall be taken for the office. If any candidate is endorsed, then a second round of endorsement voting shall follow as provided in section 7.2.

§7.2 In the second round of endorsement voting, the SFDCCC will vote for endorsement among the candidates other than the one already endorsed, by majority vote, as provided in Article VI, Section 2 of the Bylaws. If a majority of the SFDCCC votes “No Endorsement,” no ranked choices shall be recommended for the office, and the candidate endorsed in the first round of voting shall be the exclusive recommendation of the SFDCCC. If any candidate is endorsed in this round of voting,

- a) That candidate shall be endorsed as Choice #2, and the candidate endorsed in the first round of voting shall be endorsed as Choice #1;
and
- b) A third round of endorsement voting shall follow as provided in section 7.3.

§7.3 In the third round of endorsement voting, the SFDCCC will vote for endorsement among the candidates other than those endorsed, by majority vote, as provided in Article VI, Section 2 of the Bylaws. If a majority of the SFDCCC votes “No Endorsement,” the candidates endorsed as Choice #1 and Choice #2 shall be the exclusive recommendations of the SFDCCC. If any candidate is endorsed in this round of voting that candidate shall be endorsed as Choice #3.

§7.4 Rounds of endorsement votes shall continue until the SFDCCC reaches a “No

Endorsement” in a round as discussed in section 7.2 or until there have been as many endorsement rounds as there are candidates or until a 10th round, whichever occurs first.

§7.5 In the event that the SFDCCC endorses more than one candidate for any race, the following rules shall apply:

§7.6 The SFDCCC slate card will list the ranked endorsements in order (i.e., first ranked, then second-ranked, then third-ranked, etc.). Each ranked endorsement will be clearly labeled as first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, or tenth and the first-ranked endorsement will appear in a larger font and bolder typeface than the second, third, fourth, fifth, sixth, seventh, eighth, ninth, or tenth-ranked endorsements.

§7.7 Only first-ranked endorsees will be permitted to hold themselves out as the endorsees of the Democratic Party. Second, third, fourth, fifth, sixth, seventh, eighth, ninth, and tenth-ranked endorsees may only hold themselves out as having received the second, third, fourth, fifth, sixth, seventh, eighth, ninth, and tenth-ranked endorsement, respectively. A statement that the endorsement is a second, third, or lower ranked endorsement must accompany any statement (oral or in writing) that the candidate has been endorsed by the Democratic Party. Moreover, the statement that the endorsement is a second, third, or lower ranked endorsement must be in the same font and typeface as the statement that the candidate has been endorsed by the party. Thus, for example, signs, mailers, and other literature distributed by second, third, or lower ranked endorsees may not state that the candidate has received the party endorsement, with an asterisk that directs the viewer to a different part of the material with information about ranking; rather, the two pieces of information must appear together and with the same font and type-face.

§7.8 The spirit of sections 7.5, 7.6, and 7.7 is to ensure that voters are not confused about the SFDCCC’s endorsements. The SFDCCC’s intent is to require candidates who accept the SFDCCC’s second, third, or lower ranked endorsement to disclose fully the fact that they are not the first-ranked endorsee.

§7.9 Each candidate who applies for the SFDCCC’s endorsement shall sign a statement agreeing to abide by the above rules. Any second, third, or lower ranked endorsee who violates the above rules will be subject to revocation of the SFDCCC’s endorsement immediately at the discretion of the chair. (§7.0 – 7.8 adopted 7/28/04 and amended July 25, 2007)

§7.10 When the SFDCCC sends out endorsement questionnaires, the policy on the use of the SFDCCC endorsement related to ranked choice voting (RCV) shall be included with a signature request that candidates, if endorsed, will abide by its

policy.

§7.11 The Executive Committee is hereby empowered to take any and all necessary steps to preserve the integrity of the SFDFCC endorsement.

§7.12 If any third party or “Independent Expenditure” committee is formed and makes any representation that inaccurately reflects or fails to reflect the ranked choice for the candidate, the Chair shall immediately issue a press release clarifying the endorsement and the Executive Committee shall immediately open an investigation to determine whether the endorsement should be revoked.

§7.13 If any campaign, via literature, communication—verbal or electronic—or phone banking, fails to correctly state the ranked choice endorsement, the Executive Committee will investigate the circumstances and, at the very least, a press release will be disseminated to clarify the endorsement. If circumstances warrant a rescission of the endorsement, the Chairperson shall issue a press release to that effect. If such violation occurs 45 days or less before the election, the endorsement is automatically rescinded and a press conference and release so stating will occur.

§7.14 If a campaign violates the rules of the Committee and it is more than 45 days before the election, the campaign must take satisfactory steps within 48 hours of notice to clarify the information as befits the dissemination of the incorrect information. If the campaign fails to comply, the endorsement is automatically rescinded and the Chairperson shall hold a press conference and issue a press release to that effect.

ARTICLE VIII. FINANCIAL REPORTING POLICY

§1.0 The San Francisco Democratic Party is governed by both the laws of the State of California and the County of San Francisco. Its reporting practices are administered by both the California Fair Political Practices Commission (FPPC) and the San Francisco Ethics Commission (SFEC). It shall be the policy of the San Francisco Democratic Party to follow the current guidelines as issued by both the FPPC and the SFEC.

§2.0 In a non-election year the baseline reporting period is semi-annual. In addition, special reporting is required for all elections including special elections. The FPPC issues a calendar of the reporting periods for each election cycle including deadlines. Failure to comply with the guidelines will result in penalties and/or fines.

§3.0 Three hard copies (e.g. computer generated copies on paper) and one electronic format copy shall be taken to the San Francisco Ethics Commission (SFEC) with one of the hard copies date stamped by the Ethics Commission and returned to the San Francisco Democratic Party for the permanent record file.

§4.0 SF DCCC shall immediately make continuing public disclosure on its Internet website of the same financial information required to be disclosed by SF DCCC chartered clubs by Article IX of the By-laws and Article V of Procedures & Procedures Manual.

ARTICLE IX. BUDGET DEVELOPMENT POLICY

§1.0 In order to facilitate the process of identifying targeted fundraising goals and financial needs, the SFDCCC will establish an annual budget. The Finance Director of the San Francisco Democratic Party shall be responsible for the preparation of an operational budget that shall be mailed to each SFDCCC member with the January agenda package. The budget will be presented by the Finance Director at the January meeting for review and adoption by the full SFDCCC. The preparation of the budget shall be based on historical information and current data, as well as budgeted projections available at the time the budget is prepared. This budget may be amended during the year due to changing financial resources or priorities.

§2.0 The Finance Director of the SFDCCC will prepare a monthly financial report. The monthly report shall contain, at a minimum, actual amounts, year to date expenses, and annual budget figures.

ARTICLE X. PURCHASING POLICY

§1.0 This policy applies to all purchases of office equipment and supplies over \$500. These purchases will be made through consultation of the Executive Director with the Finance Director and approved by the Party Chairperson. Criteria will be established for developing approved vendor lists. The approved vendor lists along with the criteria will be maintained in the Party office. The criteria will establish a minimum qualification to be placed on the approved vendors lists and are not intended to serve as a ranking of vendors.

§2.0 The criteria will be based on the current policies of the SFDCCC and in accord with Party goals. Competitive quotes from at least three vendors will be obtained for all purchases of \$500 or greater. Single vendor purchases without competitive quotes may be used for purchases of under \$500.

§3.0 Vendor Questionnaire (See Addendum B).

ARTICLE XI. MEMBERSHIP CATEGORY AND MEMBER LIST POLICY

§1.0 The SFDCCC has three types of members. These are elected members, ex officio members and associate members.

- a) The elected members are those members elected by the registered Democrats in the member's Assembly District (AD). They

are voting members of the SFDCCC.

b) Ex Officio members are elected public office holders from the Democratic Party who are the current members of the California Assembly and State Senate representing San Francisco, U.S. Congressional Representatives from San Francisco and U.S. Senators who reside in San Francisco. Ex officio members may each send a designated representative in place of attending the SFDCCC meeting personally. Ex officio members exercise the right to vote, or, in their place, their representatives have that right.

c) Associate members are defined in Article 2, Section 1, Subdivision (a)(4) of the Bylaws. The associate member may participate in discussion but does not vote.

§2.0 The SFDCCC will maintain a list of all SFDCCC members' names along with email addresses.

ARTICLE XII. MEMBER ATTENDANCE POLICY

§1.0 The work of the SFDCCC includes maintaining a Party office, organizing Democratic Party fundraisers, conducting and contributing to the SFDCCC meetings, facilitating a coordinated campaign for elections and the committee work of the local Party required for organizational maintenance. The participation of all the members of the Central Committee is necessary in order to meet these goals and needs.

§2.0 Elected and Ex Officio members or their designated representatives are expected to attend and participate at all regular and special meetings of the SFDCCC. The associate members are strongly encouraged to attend the meetings of the SFDCCC. In addition, serving on a fundraising event committee, a standing or special committee or working in the coordinated campaign is a valuable way of contributing to the Party.

§3.0 Careful and accurate attendance records will be maintained. They are public records. These records will be kept on file at the San Francisco Democratic Party office.

§4.0 Anyone may request a copy of the SFDCCC attendance records. These will be provided within a reasonable time period from the date of the request (e.g., within 10 days).

§5.0 SFDCCC attendance records, covering a period of time, may periodically be included with the mailing of the minutes and agenda packets.

ARTICLE XIII. LANGUAGE AND DISABILITY ACCESS POLICY

§1.0 It is the Policy of the San Francisco Democratic Party (SFDCCC) to welcome membership and participation to all individuals regardless of language ability.

§1.1 To ensure that individuals who are Limited English Proficient are able to fully participate in all Democratic party meetings and activities, language services in Spanish, Chinese, and Filipino must be made available at all public events of the SFDCCC upon request.

§1.2 While Spanish, Chinese, and Filipino are the three languages mandated for language services by San Francisco law, best efforts shall be made to provide language services in additionally requested languages.

§1.3 Requests for interpretation services must be received by the Executive Director at least five (5) business days in advance of the meeting to help ensure availability. Best efforts will be made to accommodate requests received after this period.

§1.4 Notification of this service shall be included in all public notices of the SFDCCC in English, Spanish, Chinese, and Filipino.

§1.5 In order to support these efforts, the SFDCCC will include within the annual budget resources sufficient to fund these needs.

§2.0 It is the Policy of the San Francisco Democratic Party to support participation of all individuals. At no time shall it be acceptable to prevent the participation or abridge the rights of participants in party activities. To insure that all individuals may attend all party activities, all committee meetings, fundraisers, and events of the SFDCCC and Chartered Clubs and Organizations must be wheelchair accessible.

§2.1 Sign language interpreters, readers, large print agendas, and access to sound systems for those who are hard of hearing shall also be made available upon request for all public meetings and activities.

§2.2 Requests must be received by the Executive Director at least five (5) business

days in advance of the meeting or event to help ensure availability. Best efforts will be made to accommodate requests received after this period.

§2.3 In order to assist Chartered Clubs and Organizations with compliance for this requirement, the SFDCCC shall create within the annual budget a special needs based fund that Chartered Clubs and Organizations may apply to for financial support to fulfill disability access requests. The SFDCCC may work with clubs with recurring needs to develop ways to minimize ongoing costs, for example, finding suitable accessible meeting locations, cost sharing options, or finding more cost effective ways to provide the necessary accommodations.

§2.4 The SFDCCC shall create a form for Chartered Clubs and Organizations to apply for financial support for disability access accommodations that will include all information necessary for financial and ethics filings.

§2.5 In order to further support Chartered Clubs and Organizations with compliance of this requirement, the SFDCCC shall maintain on its website a list of free or low cost accessible facilities and meeting spaces in San Francisco.

§2.6 In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, notice shall be included in all SFDCCC meeting announcements to remind attendees of those who may be sensitive to perfumes and various other chemical-based scented products.

§2.7 Notification of this policy shall be included in all public notices of the SFDCCC. Chartered Clubs and Organizations must include notification of this policy within their bylaws, on their website, or within other policy or operational documents

ADDENDUM A – SAMPLE RESOLUTION

RESOLUTION IN SUPPORT OF THE SAN FRANCISCO PUBLIC UTILITIES COMMISSION PREFERRED ALTERNATIVE ON CATTLE GRAZING ON THE SAN FRANCISCO WATERSHED

Co- Sponsors: Tony Leone, Mary Will, Li Hung, Bianca Rosselli

WHEREAS, Cryptosporidium (a parasite known to cause disease in humans) has been Found in the San Francisco Municipal water supply and Cryptosporidium is Carried by all mammals, including cattle; and

WHEREAS, Large portions of the San Francisco Watershed located in Alameda County Are currently and have historically been leased for cattle grazing; and

WHEREAS, The San Francisco Public Utilities Commission (SFPUC) is studying a Proposal, currently called the “preferred alternative,” to reduce cattle grazing on its lands by 40 percent;

WHEREAS, Climate change continues to cause severe adverse effects for all San Franciscans; and

WHEREAS, It is a priority of the San Francisco Democratic Party to ensure our Party and City remains a leader in comprehensively addressing climate change; and

THEREFORE BE IT RESOLVED, that the San Francisco Democratic Party supports The preferred alternative which is currently before the SFPUC and urges its Adoption; and

BE IT FINALLY RESOLVED, that copies of this Resolution be sent to Mayor Willie L. Brown, Jr.; Members of the San Francisco Board of Supervisors and the San Francisco Public Utilities Commission.

PROPOUNDED BY: Tony Leone

Adopted: (Date) By the San Francisco Democratic County Central Committee

ADDENDUM B – VENDOR QUESTIONNAIRE

1. How long have you been in business at your current location?
2. Does your business have a non-discrimination policy?
3. How many people does your business employ?
4. For a business with more than 50 employees, does your business provide spousal equivalent domestic partner benefits?
5. Are you listed with the San Francisco Human Rights Commission as a LBE/MBE/WBE business?
6. If not, please describe the demographic characteristics (minority, gender, sexual orientation) of the staff, management and ownership.
7. In what ways does your business support the community in which it is located?
8. Is your business a Union Shop?
9. If yes, what Local? If no, please explain.

ADDENDUM C - CODE OF CONDUCT FROM THE CADEM (ADOPTED BY THE SAN FRANCISCO DEMOCRATIC PARTY - 04/22/20)

Expected Behavior

The California Democratic Party (CDP) is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for members, employees, and all others associated with the CDP. The CDP expects all leaders, members, employees, and others associated with the CDP to act professionally, respecting the personal rights and dignities of all individuals involved with the party so as to create a productive, inclusive environment for all.

All individuals should feel welcome and safe within the CDP, regardless of their sex, gender, gender identity, gender expression, sexual orientation, pregnancy, race, color, ethnicity, national origin, ancestry, religion, creed, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, body size, domestic violence victim status, or any other legally protected classifications.

The CDP's behavior standards are not limited to CDP conventions and other meetings. Harassment will not be tolerated at any and all events sponsored by or affiliated with the CDP, as well as in CDP-related calls, texts, emails, and social media like Facebook, Instagram, and SnapChat.

Unacceptable Harassment

The CDP will not tolerate harassment—that is, disrespectful or unprofessional conduct based on any of the protected categories listed above. Prohibited harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing based on the protected categories listed above), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails based on the protected categories listed above), or physical (such as physically threatening another person, blocking someone's way, touching private parts, making physical contact in an unwelcome manner, etc.).

The CDP will not tolerate sexual harassment, that is, harassment based on sex or conduct of a sexual nature, which includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. Prohibited sexual harassment may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease

to be reciprocal.

The CDP prohibits quid pro quo sexual harassment, such as when submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's membership in the party, appointment to committee, leadership, or other role within the CDP; or submission to or rejection of sexual conduct by an individual is used as the basis for decisions affecting that individual.

The CDP prohibits the creation of a hostile environment, that is, conduct that creates an intimidating, hostile or otherwise offensive environment, including but not limited to: unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts; sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets; leering, obscene or vulgar gestures or making sexual gestures; displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items; impeding or blocking movement, unwelcome touching or assaulting others; any abusive yelling or screaming, other verbal threats, or disrespectful language (in any form) directed at a person; any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances; and conductor comments consistently targeted at one gender, even if the content is not sexual.

The examples above are just that—examples. In general, any conduct listed above or that is based on the protected classifications listed above that could interfere with an individual's participation in the CDP or could create an offensive environment will be considered harassment in violation of this code of conduct. This is the case even if the offending individual did not mean to be offensive. It is essential that we all be sensitive to the feelings of others.

Retaliation Prohibited

The CDP takes very seriously its responsibility to provide all members with a welcoming, respectful, and safe environment and urges any member who feels uncomfortable, unwelcome, or unsafe to report harassment (of themselves or observed with respect to others) as soon as possible. Retaliation for reporting harassment or discrimination, or participating in an investigation with respect to harassment or discrimination, is prohibited.

Retaliation may include, but is not limited to, exclusion from meetings or committees, ostracism, bad-mouthing, or other conduct that may limit engagement with the CDP, or that would be reasonably likely to deter a reasonable CDP member from reporting harassment or participating in a harassment investigation