

**Sutter County Democratic Central Committee  
Constitution and Bylaws**

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# SUTTER COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

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**SUTTER COUNTY DEMOCRATIC CENTRAL COMMITTEE  
CONSTITUTION AND BYLAWS  
(Revised January 7, 2016)**

**ARTICLE I: DEFINITION**

**SECTION A. NAME**

The name of this organization shall be the Sutter County Democratic Central Committee. It shall be referred to herein as This Committee.

**SECTION B. PURPOSE**

1. To serve as the official governing body of the Democratic Party in the County of Sutter in cooperation with the State and National Committees;
2. To conduct the Democratic Party campaign in the County of Sutter under the general direction of the State Central Committee;
3. To encourage the growth and success of the Democratic Party, This Committee, and Democratic clubs and organizations in Sutter County by presenting a positive force of the Democratic Party to the community and by promoting voter registration, education, and participation;
4. To interview, develop, and endorse Democratic candidates and nominees for public office;
5. To charter Democratic clubs and organizations within Sutter County;
6. To perform such other duties and services as will benefit the Democratic Party.

**ARTICLE II: MEMBERSHIP**

**SECTION A. QUALIFICATIONS FOR MEMBERSHIP**

1. All members of This Committee shall be members of the Democratic Party and, except for some *Ex-Officio* Members, must be registered to vote in Sutter County.
2. The Central Committee shall maintain various classes of membership who, unless otherwise provided herein, shall enjoy the right to vote and fully participate in the Central Committee.

**SECTION B. CLASSES OF MEMBERS**

There are eight classes of members of This Committee: Elected Members, *Ex-Officio* Members, Chartered Club Members, Alternate Members, Recognized Chartered Democratic Club and Organization Representatives, Associate Members, Honorary Members, and Youth Members. Each class's definition, rights and privileges are the following.

1. Elected Members:
  - a. Elected Members of This Committee shall be elected by Supervisorial Districts at every presidential primary election as allowed by law.
  - b. Elected Members shall have the privilege of the floor and shall enjoy full rights and privileges of participation, including the right to vote, make and second motions, speak in all deliberations, have the prerogative to serve as officers of This Committee, and as such shall serve until the end of their term.
  - c. Notice of the filing deadline for candidacy for This Committee shall be sent to the appropriate media one (1) month prior to the filing deadline.

- d. When an Elected Member vacancy exists, This Committee shall declare that such a vacancy exists at the first meeting following the occurrence of the vacancy. Alternates shall be given the first opportunity for nomination and election to This Committee.
  - e. In the event that a vacancy is not filled by an Alternate, the following steps shall be taken:
    - 1) The Chair shall call upon the Elected Members in the Supervisorial District where the vacancy exists to nominate a candidate in an attempt to fill the vacancy at the next regular meeting.
    - 2) The Chair shall call upon voting members in the absence of a successful nomination from the Supervisorial District's membership.
    - 3) The Corresponding Secretary shall notify the print media only after attempts by the membership to fill the vacancy have been unsuccessful.
    - 4) Newly appointed Elected Members shall have all rights and privileges as defined in these bylaws.
    - 5) If an incumbent Elected Member vacates his/her seat between the presidential primary election and the Organizational Meeting of the next Central Committee term, the procedures as defined in Article II, Section B, subsections d and e shall be followed.
2. *Ex-Officio* Members:
- a. The incumbent or nominees for the House of Representatives, State Assembly, and State Senate shall be *Ex-Officio* Members of This Committee pursuant to the *California Elections Code*.
  - b. The incumbent or nominees whose permanent residence is in Sutter County for the United States Senate, State Board of Equalization, and state-wide constitutional offices of Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, and Attorney General shall be *Ex-Officio* Members of This Committee pursuant to the *California Elections Code*.
  - c. All references to "nominee" shall refer to that registered Democrat in a voter-nominated election who received the highest number of votes in the last general election. Should there be no registered Democrat among the "top-two" in the general election, "nominee" shall refer to that registered Democrat who received the highest number of votes in the last top-two primaries.
  - d. All *Ex-Officio* Members shall have the privilege of the floor and shall enjoy full rights and privileges of participation, including the right to vote, make and second motions, speak in all deliberations, have the prerogative to serve as officers of This Committee, and as such shall serve until the end of their term.
  - e. Any *Ex-Officio* Member may appoint an Alternate to This Committee.
  - f. The appointment of an Alternate by an *Ex-Officio* Member shall be made in writing and shall remain in effect until the Alternate designation is rescinded
  - g. In absence of the *Ex-Officio* Member, the designated Alternate shall have privilege of the floor but shall have the right to vote only with the written authorization of the *Ex-Officio* Member who appointed him or her.
  - h. *Ex-Officio* Members shall not be required to take the Oath of Office.
  - i. If an *Ex-Officio* Member was a member of This Committee prior to becoming an *Ex-Officio* Member, he or she shall resign from his or her previous membership.

3. Chartered Club Members:
  - a. Membership may be granted to one duly appointed member from each Democratic Club chartered by This Committee to serve a one-year term.
  - b. Each Chartered Club Member must be registered to vote in Sutter County, a member in good standing of the Club represented, and on the Club roster submitted to the Central Committee for purposes of Club chartering and re- chartering.
  - c. Members of newly chartered clubs or clubs that have failed to renew according to the procedures in Article XII, Sections B and C shall not have voting rights and other privileges until the first meeting after ratification or renewal of the charter or 30 days, whichever occurs first.
  - d. Chartered Club Members shall have privilege of the floor and shall enjoy most rights and privileges of participation, including the right to vote, to make and second motions, and to speak in all deliberations and as such shall serve until the end of their term.
  - e. Chartered Club Members may appoint an Alternate who shall have privilege of the floor. In the absence of the Chartered Club Member, his or her Alternate shall also have the right to vote and to make and second motions.
  - f. Charter Club Members may not serve as officers.
  - g. Chartered Club Members shall pay dues as determined by This Committee within ninety (90) days of their seating.
4. Alternate Members:
  - a. Each member of This Committee may designate one (1) Alternate who shall thereafter have all rights, duties, and privileges of the member when the member is absent unless otherwise provided herein.
  - b. When the member is present, the designated Alternate shall have the privilege of the floor and to speak in all deliberations, but not the right to vote, to nominate, to make and second motions, nor to serve as officers.
  - c. The designated Alternate of Elected Members must reside in the Supervisorial District of the member he or she is representing and be qualified for membership in This Committee.
  - d. All Alternates may serve on Standing Committees and subcommittees and have the right to vote on these committees.
  - e. The designated Alternate of an Elected Member, *Ex-Officio* Member, or a Chartered Club Member may serve as a representative of This Committee to the State Committee or its Executive Board, provided all *Ex-Officio* Members, Elected Members, and Chartered Club Members who are candidates for representative are first given the opportunity to be elected.
  - f. Alternates may not serve as Officers of This Committee.
  - g. Alternate Members are not required to pay dues.
5. Recognized Chartered Democratic Club and Organization Representatives:
  - a. Recognized Chartered Democratic Club and Organization Representatives are members of a club chartered by a Democratic central committee from a county contiguous to Sutter County or members of an organization chartered by the National Democratic Party or the California Democratic Party.
  - b. Membership may be granted to a representative who lives in Sutter County, is a member of, and chosen by a Democratic club or organization whose charter is recognized by This Committee.
  - c. Recognized Chartered Democratic Club and Organization Representatives shall have the privilege of the floor and to speak in all deliberations, but not the right to vote, to nominate, to make and second motions, nor to serve as officers; they may serve as voting members of This Committee's Standing Committees and subcommittees, however.

- d. Recognized Chartered Democratic Club and Organization Representatives may appoint in writing an Alternate to This Committee who is a member in good standing of the organization and who lives in Sutter County.
  - e. In absence of the Recognized Chartered Democratic Club or Organization Representative, his or her designated Alternate shall serve as the Club's or Organization's Representative.
6. Associate Members:
- a. Membership may be granted to union members, business owners, and community leaders who live in Sutter County and who want to be affiliated with This Committee.
  - b. Associates shall have the privilege of the floor and to speak in all deliberations, but not the right to vote, to nominate, to make and second motions, nor to serve as officers.
  - c. An Associate Member may appoint in writing an Alternate, who shall also have privilege of the floor. In the absence of the Associate, his or her designated Alternate shall serve as his or her representative.
  - d. Associates and their Alternates may serve as voting members of This Committee's Standing Committees and subcommittees.
  - e. Associates shall pay dues, previously determined by This Committee, at the first regular meeting the Associate is in attendance.
7. Honorary Members:
- a. At the discretion of This Committee, the designation "Honorary Member" shall be conferred upon individuals who have demonstrated exemplary dedication and service to the Democratic Party over an extended period of time.
  - b. Honorary members shall have the privilege of the floor and to speak in all deliberations, but not the right to vote, to nominate, to make and second motions, nor to serve as officers; they may serve as voting members of This Committee's Standing Committees and subcommittees, however.
  - c. Honorary Members shall not pay dues.
8. Youth Members:
- a. At the discretion of This Committee, the designation "Youth Member" shall be conferred upon individuals under eighteen (18) years of age who have demonstrated an interest in, have served, and have supported the Democratic Party.
  - b. Youth Members shall have the privilege of the floor and to speak in all deliberations, but not the right to vote, to nominate, to make and second motions, nor to serve as officers.
  - c. Youth Members who serve on Standing Committees and subcommittees shall have privilege of the floor and voting rights.
  - d. Youth Members shall not pay dues.
9. Prohibition of Dual Membership:
- a. There shall be no dual membership.
  - b. Any member who becomes eligible for membership on more than one basis shall inform the Recording Secretary of such eligibility and immediately identify the position that member wants to occupy. If the person fails to identify the position, This Committee shall designate the position.
  - c. In all cases, This Committee shall treat the open position as a vacancy and follow these Bylaws regarding vacant seats.
  - d. The remaining unfilled position shall be considered a vacancy.
  - e. In no event shall any member be eligible to cast more than one vote.

### **SECTION C. TERMS OF OFFICE:**

1. Elected Members shall serve a four-year term commencing in even numbered years on the first Thursday in July after the direct presidential primary election and ending upon the calling to order of the next Organizational Meeting four years later.
2. *Ex-Officio* Members shall serve a term as defined by the *Elections Code* that begins upon the calling to order of the July meeting following the direct presidential primary election or the direct gubernatorial primary election, except for the following situations:
  - a. If two Democratic candidates were the top two candidates of either the direct presidential primary election or the direct gubernatorial primary election, the term of the *Ex-Officio* Member would begin upon certification of the general election.
  - b. In the case of a special election, the term of the *Ex-Officio* Member would begin upon certification of the special election.
3. Chartered Club Members shall serve a one-year term beginning at the February general meeting upon the granting or renewal of his or her club's charter, whichever date occurs first.
4. Alternate Members shall serve at the will of the appointing member and are subject to removal by This Committee. A vacancy in the seat of the appointing member shall immediately void the appointment of the Alternate Member.
5. Recognized Chartered Democratic Club and Organization Representatives shall serve at the will of the appointing organization for a one-year term beginning at This Committee's February regular meeting or upon recognition or renewal of their membership, whichever date occurs first, and are subject to removal procedures by This Committee.
6. Once approved, an Associate Member shall continue to serve as long as that member renews his or her annual dues and continues to remain a registered Democrat in Sutter County.
7. Honorary Members shall serve a four-year term commencing in even numbered years on the first Thursday in July after the direct presidential primary election and ending upon the calling to order of the next Organizational Meeting four years later.
8. Youth Members shall serve until they are eligible to vote.

### **SECTION D. SEATING OF MEMBERS:**

1. Except for *Ex-Officio* Members, all members shall take the Oath of Office prior to being seated. Elected Members appointed to fill a vacancy shall be seated upon their attendance of a regular meeting
  - a. Elected Members of This Committee shall be seated at the organizational meeting in July following the direct presidential primary election as allowed by law.
  - b. *Ex-Officio* Members shall be seated at the July meeting following the direct presidential primary election or direct gubernatorial primary election as allowed by law or upon their attendance of a regular meeting after the July meeting following the direct presidential primary election or direct gubernatorial primary election.
    - 1) If an *Ex-Officio* Member is a nominee in a special election, he or she shall be seated at the first meeting of This Committee after the special election or upon his or her attendance at a regular meeting after the special election.
    - 2) If the top two nominees in a direct presidential primary, direct gubernatorial primary election, or a special election are Democrats, the winner shall be seated as an *Ex-Officio* Member at the first meeting of This Committee after the general election or special election or upon his or her attendance of a regular meeting after the general election or special election.
  - c. Chartered Club Members who have been duly appointed by their club shall be seated at the first meeting after ratification or renewal their club's charter or 30 days after their club's charter is ratified or renewed, whichever comes first.

- d. Elected Members elected to fill a vacancy, Associate Members, Honorary Members, and Youth Members shall be seated at the organizational meeting in the month following the direct presidential primary or immediately upon their election if after the organizational meeting.
  - e. Alternate Members shall be seated immediately upon their appointment; Alternate Members needing an appointment letter shall be seated upon the Recording Secretary's receipt of their letters from their respective *Ex-Officio* Member, Chartered or Recognized Organization Representative, or Associate Member.
  - f. Recognized Chartered Democratic Club and Organization Representatives shall be seated after being selected by their respective organizations and immediately upon their attendance of a meeting of This Committee.
  - g. Associate Members and Youth Members shall be seated upon their appointment. h. Honorary Members shall be seated upon their designation as an "Honorary Member" and their attendance at a regular meeting of This Committee.
2. All members shall receive a copy of these Bylaws and a membership roster from the Recording Secretary at the next regular meeting following their being seated.

## **SECTION E. DUTIES AND PARTICIPATION OF MEMBERS**

1. Elected Members and Chartered Club Representatives:
  - a. Shall attend This Committee's monthly meetings unless they have an acceptable reason as defined herein;
  - b. Shall serve on two or more Standing Committees or subcommittees and attend these committee meetings;
  - c. Shall actively work on This Committee's Strategic Plan.
2. *Ex-Officio* Members, Recognized and Chartered Democratic Club and Organization representatives, Associate Members, Youth Members, Honorary Members, and Alternates:
  - a. Are urged to attend This Committee's monthly meetings;
  - b. Are urged to serve on one or more Standing Committees or subcommittees and to attend these committee's meetings;
  - c. Are urged to work on This Committee's Strategic Plan.

## **SECTION F. TERMINATION OF MEMBERSHIP**

1. Voluntary Termination: A member shall tender his or her resignation only in writing to This Committee.
2. Termination of Elected Members and Chartered Club Members for Lack of Attendance:
  - a. All Elected Members and Chartered Club Members are to shall ensure that their attendance is recorded at regular meetings of This Committee and standing committees. If absent, their Alternates shall also ensure their attendance is recorded at these meetings.
  - b. This Committee shall terminate the membership of Elected Members and Chartered Club Members who are absent for three consecutive regular meetings or four (4) regular meetings during the year without having provided an Alternate to take their place and/or without presenting an acceptable excuse for the absence to the Executive Board and having the excused absence recorded in the Minutes.
  - c. Acceptable excused absences include reasons such as an illness, a death or illness in the family, attendance at a Democratic candidate's or Democratic organization's event, or another reason acceptable to the Executive Board and/or to This Committee.
  - d. The Recording Secretary shall notify the Corresponding Secretary of any Elected Member and Chartered Club Member who has not attended two (2) consecutive regular meetings and/or three (3) non-consecutive meetings during the year without having provided an Alternate and/or acceptable excused absences as required herein. The Corresponding Secretary shall send a letter via Certified Mail warning the member of the automatic termination of membership if the member fails to attend the next regular meeting. The Corresponding Secretary shall also notify the Executive Board of This Committee of the imminent action and the Chair or President of the Chartered Club if the imminent action involves a Chartered Club Member.
3. Termination for Failure to Pay Dues:
  - a. The Treasurer shall certify to the Executive Board of a member's nonpayment of dues after delinquent 60 days.
  - b. The Treasurer shall send via Certified Mail a letter stating the amount owed and that if the amount is not paid within thirty days of receipt of the notice, his or her membership is automatically terminated.
  - c. If the dues set forth in the notice are not paid within the thirty days, This Committee shall terminate the member's membership. The Corresponding Secretary shall notify the member in writing that his or her membership has been terminated, and the Chair shall announce the termination at the next regular meeting of This Committee.
  - d. If the Treasurer's dues are delinquent after sixty days, the Recording Secretary shall perform the tasks of 3a and 3b herein.

4. Termination for Additional Grounds:
  - a. A member in his or her official capacity supports a non-Democratic candidate for a partisan office.
  - b. An Elected Member or an Alternate member moves out of his or her Supervisorial District.
  - c. A member dies or is mentally incapacitated.
  - d. Except for *Ex-Officio* Members as defined herein, a member ceases to be a registered Democrat in Sutter County or moves out of Sutter County.
  - e. A member knowingly belongs to an organization that should be chartered under the California Elections Code and/or Article XII of these Bylaws, but does not have such a charter and does not have an application for charter pending.
  - f. A member commits This Committee to unauthorized expenditures or has not repaid his or her financial obligation (other than dues) to This Committee. In both situations, the Treasurer shall send a Registered letter requesting the member to reimburse This Committee for the unauthorized expenditures or to pay the financial obligations within 30 days or face termination of his or her membership. If the member reimburses This Committee for the unauthorized expenditures or the financial obligations, the member shall also reimburse This Committee for the cost of mailing not to exceed \$15.00, plus any bank fees.
  - g. A member behaves in an immoral or unethical manner, neglects his or her duties as described herein, or in his or her official capacity is disloyal to the Democratic Party.
5. Process of Termination for additional grounds:
  - a. At least two (2) members of This Committee must sign and submit a written "Statement of Charges" containing the alleged grounds for termination to the Executive Board of This Committee.
  - b. If an Officer is the accused member, he or she shall not participate in this process as an Officer, including any decisions the Executive Board makes.
  - c. Upon receipt of the "Statement of Charges," the Corresponding Secretary shall send by Certified Mail a copy of the "Statement of Charges" and a letter explaining the process of termination to the accused member. If the Corresponding Secretary is the accused member, the Recording Secretary shall perform this task.
  - d. The Chair of This Committee shall schedule a Special Meeting of the Executive Board to discuss the charges. This meeting shall be held in executive session as per ARTICLE IX: MEETINGS, SECTION D. PARLIAMENTARY PROCEDURES AND RULES, subsection 9.
  - e. The accused member shall have the right to attend the Special Meeting and to present his or her defense. If the accused member is an Officer of This Committee, he or she shall have the same rights as any member. The accused member may bring other members and/or non-members of This Committee to testify, but they will be honor-bound to secrecy as per ARTICLE IX: MEETINGS, SECTION D. PARLIAMENTARY PROCEDURES AND RULES, subsections 9b and 9c.
  - f. If the Executive Board agrees on a vote of one-hundred percent (100%) of the Officers eligible to vote that the membership should not be terminated, the Executive Board shall dismiss the charges, and the Chair shall notify the accused member.

- g. If the Executive Board agrees on a vote of one-hundred percent (100%) of the Officers eligible to vote that the membership should be terminated, the Chair shall ask the accused member to resign. If the accused member agrees to resign, he or she shall submit a letter of resignation at the Special Meeting, and the matter shall be closed. If the member does not resign, the Chair shall send copies of the "Statement of Charges" and any other pertinent correspondence to all members, with the expressed intent to terminate the membership in question at the next regularly scheduled meeting. The Chair shall also caution the members that any discussion of the "Statement of Charges" shall be in executive session during the meeting.
  - h. If the Executive Board does not reach a unanimous decision to terminate the membership, the Chair shall send copies of the "Statement of Charges" and any other pertinent correspondence to all members and put the matter on the Agenda of the next regularly scheduled meeting. The Chair shall also caution the members that any discussion of the "Statement of Charges" shall be while This Committee is in executive session at the meeting.
  - i. All discussion, any testimony from witnesses, and a decision made by This Committee shall be while the meeting is in executive session. The Recording Secretary shall take minutes of the meeting while in executive session as described in ARTICLE IX, SECTION D, subsection 9-d. The accused member shall be allotted 30 minutes to present his or her defense, including calling upon witnesses or other members to testify. The Chair shall warn any non-members of This Committee who have been invited to testify that they are honor-bound to secrecy and shall be permitted in the room only while they testify as described herein.
  - j. After the allotted time, This Committee shall then vote by secret ballot on the membership in question. A vote of sixty percent (60%) of all voting members of This Committee shall be needed for termination of the accused member's membership. After the vote, the Recording Secretary shall read the minutes for any corrections and the results of the vote as per ARTICLE IX: MEETINGS, SECTION D. PARLIAMENTARY PROCEDURES AND RULES, subsection 9d. The Chair shall ask for a motion to go back into regular session.
  - k. If This Committee votes to terminate the accused member's membership, the action shall be reported in the minutes, but the reason(s) shall not be stated as described in ARTICLE IX: MEETINGS, SECTION D, subsection 9-d and 9e. If the accused member is an Officer whose membership has been terminated, the Chair shall announce a Notice of Vacancy" as per ARTICLE IV: OFFICERS, SECTION C: VACANCIES.
  - l. If This Committee votes NOT to terminate the accused member's membership, the vote shall be recorded in the executive session minutes, but not the regular meeting's minutes
  - m. In the event that the Chair is the Member/Officer in question, the Vice Chair shall resume all duties of the Chair as described in this Article.
6. If an Officer resigns or an Officer's membership has been terminated UNDER ARTICLE II, SECTION F, then ARTICLE IV: OFFICERS, SECTION C: VACANCIES shall apply.

## ARTICLE III: DUES

### SECTION A. PAYMENT OF DUES

1. *Ex-Officio* Members, Alternate Members, Honorary Members, Recognized Chartered Democratic Club and Organization Representatives, and Youth Members are not required to pay dues.
2. This Committee shall set the annual dues at the organizational meeting on the first Thursday in July after the direct presidential primary election.
3. Members elected six months or more after the organizational meeting shall pay a prorated rate of 50 percent (50%).

### SECTION B. DEFERRAL OR WAIVER OF DUES

Any member may request in writing or in person that the Executive Board allow the deferral or waiver of dues on the grounds of economic hardship. Denial by the Executive Board may be appealed to This Committee.

## ARTICLE IV: OFFICERS

### SECTION A. OFFICERS OF THIS COMMITTEE

1. The officers of This Committee shall be a Chair, Vice Chair, Recording Secretary, Treasurer, Corresponding Secretary, and Parliamentarian.
2. Any Elected Member and *Ex-Officio* Member in good standing of This Committee is eligible to be an officer of This Committee.
3. All officers shall be elected as specified herein.

### SECTION B. DUTIES OF OFFICERS

1. The Chair shall:
  - a. Serve as the chief Executive Officer and official spokesperson of This Committee;
  - b. Propose an agenda for all Executive Board meetings;
  - c. Preside at all meetings of This Committee and the Executive Board and call such special meetings as may be required;
  - d. Appoint committee chairs and members as provided for in Article VI;
  - e. Serve in *Ex-Officio* capacity with a vote on all ad hoc committees, standing committees, and special committees;
  - f. Approve all public documents, correspondence, and communications on behalf of This Committee;
  - g. Sign and administer all contracts as approved by This Committee;
  - h. Give the Oath of Office to members and ensure that the Sutter County Elections Office is notified of new Elected Members and of Elected Members who have resigned or whose membership has been terminated.
  - i. Execute the strategic plan and policies of This Committee and the Executive Board;
  - j. Perform other duties as directed by This Committee, the Executive Board, these Bylaws, the *California Elections Code*, and the California Democratic Party;
  - k. Transfer, personally and physically, at the end of his or her term to the incoming Chair all public documents, correspondence, contracts, records, binders, post office box keys, and anything else belonging to the office of the Chair, and all equipment and supplies owned by This Committee;

- l. Ensure that all outgoing officers at the end of their term physically transfer whatever belongs to their offices and This Committee to the incoming officers.
2. The Vice Chair shall:
  - a. Perform the duties of the Chair when the Chair cannot;
  - b. Chair the Membership and Volunteers Committee;
  - c. Perform other duties at the direction of the Chair;
  - d. Assist in the execution of the strategic plan and policies of This Committee and the Executive Board;
  - e. Perform other duties as directed by This Committee and the Executive Board.
  - f. Transfer, personally and physically, immediately at the end of his or her term to the incoming Vice Chair all digital and hardcopy records of the Membership and Volunteers Committee, including membership applications, New Membership Packets, lists of volunteers, and any other documents created for the Memberships and Volunteers Committee.
3. Recording Secretary shall:
  - a. Preside over meetings in absence of the Chair and Vice Chair;
  - b. Prepare and distribute agenda mailings for meetings of This Committee and the Executive Board;
  - c. Prepare and keep in permanent form accurate minutes of all meetings of This Committee and the Executive Board;
  - d. Distribute minutes of This Committee and the Executive Board within two weeks after each meeting;
  - e. Maintain and keep rosters and attendance records of This Committee and the Executive Board, Democratic Club charters and related documents, and the calendar of This Committee and the Executive Board;
  - f. Prepare, maintain, and keep all membership and other records of This Committee and the Executive Board;
  - g. Be the custodian of all files, records, correspondence, and papers of This Committee;
  - h. Attest to all official actions of This Committee, such as the election of officers and members, termination and appointment of members, and all such matters that require official attestation;
  - i. Receive and route correspondence of This Committee to the proper member;
  - j. Prepare the correspondence of This Committee, Executive Board, and Chair in absence of the Corresponding Secretary;
  - k. Assist in the execution of the policies and strategic plan of This Committee and the Executive Board;
  - l. Perform other duties as directed by the Chair, This Committee, and the Executive Board.
  - m. Transfer, personally and physically, immediately at the end of his or her term to the incoming Recording Secretary all digital and hardcopy agendas, minutes, rosters, attendance records, charters and related documents, calendars, files, records, correspondence, papers, post office box key, and whatever else belongs to This Committee.

4. The Treasurer shall:
  - a. Preside over meetings in the absence of the officers listed above;
  - b. Maintain a bank account established for This Committee in its name;
  - c. Maintain the Budget and Treasurer's Books established by the Budget and Finance Committee;
  - d. Send a copy of the Budget and Treasurer's Books to the Budget and Finance Committee when requested;
  - e. Issue all checks and drafts countersigned by the Chair or Vice Chair in payment of accounts authorized by the annual budget and This Committee or approved by the Executive Board in an emergency situation for an amount not to exceed one hundred dollars (\$100.00);
  - f. Be responsible for collecting and recording all membership dues and charter fees.
  - g. Account for all gifts to This Committee, giving proper receipt for same;
  - h. Be responsible for the accounting of all funds raised and/or disbursed by This Committee;
  - i. Maintain and issue all reports required by the state or federal government pertaining to the finances of This Committee.
  - j. Keep an inventory of all properties owned by This Committee;
  - k. Submit a monthly statement to This Committee, reporting all receipts and disbursements;
  - l. Present written financial summaries comparing year-to-date actual receipts, disbursements, and balances with year- to-date budgeted receipts, disbursements, and balances to This Committee on a Quarterly basis and to the Executive Board at each of its regular meetings;
  - m. Create an end-of-year report with year-to-date actual receipts, disbursements, and balances and submit them with the Budget and Treasurer's Books, all receipts and vouchers, and the 460 Reports for the budget year for an audit in August by a third party selected by the Executive Board and approved by This Committee.
  - n. Adhere to all guidelines provided for in ARTICLE VIII: BUDGET AND FINANCE;
  - o. Assist in the execution of the policies and strategic plan of This Committee and the Executive Board;
  - p. Perform other duties as directed by the Chair, This Committee, and the Executive Board; and
  - q. Transfer, personally and physically, immediately upon the end of his or her term to the incoming Treasurer all records, including but not exclusive of, bank statements and cancelled checks if any, all checkbooks and registries, receipts and vouchers, all reports and supporting documentation, digital copies of all Budget and Treasurer's Books, and whatever else belongs to This Committee.
5. The Corresponding Secretary shall:
  - a. Preside over meetings in the absence of the officers listed above;
  - b. Prepare the correspondence of the Chair, This Committee, and the Executive Board, except as otherwise provided;
  - c. Give copies of all correspondence to the Recording Secretary;
  - d. Perform the Recording Secretary's duties in absence of the Recording Secretary;
  - e. Keep the record of This Committee's events, photographs, and correspondence for each two-year cycle; these records shall be kept on acid-free paper and in an acid-free binder.
  - f. Assist in the execution of the policies and strategic plan of This Committee and the Executive Board; and
  - g. Perform other duties as directed by the Chair, This Committee, and the Executive Board.

- h. Transfer, personally and physically, immediately at the end of his or her term to the incoming Corresponding Secretary the binder with the record of This Committee's events, photographs, correspondence, and any digital copies.
6. The Parliamentarian shall:
- a. Preside over meetings in the absence of the officers listed above;
  - b. Assist the Chair and render opinions and rulings in regard to Robert's Rules and This Committee's Bylaws when requested by the Chair or when appealed to from the membership during meetings of This Committee and the Executive Board;
  - c. Maintain and keep the Bylaws, rules, regulations, and policies of This Committee, as necessary and proper, as well as those of the California Democratic Party and the *California Elections Code* pertaining to This Committee and the election of candidates;
  - d. Send a copy of the revised Bylaws to members within 30 days after This Committee has approved the revisions;
  - e. Assist in the execution of the policies and strategic plan of This Committee and the Executive Board;
  - f. Perform other duties as directed by the Chair, This Committee, and the Executive Board; and
  - g. Transfer, personally and physically, immediately at the end of his or her term to the incoming Parliamentarian digital and/or hard copies of past and current Bylaws of This Committee; passed amendments to the Bylaws; rules, regulations, and policies of This Committee, the California Democratic Party, and the *California Elections Code*; and any other documents related to the office of the Parliamentarian.

### **SECTION C: VACANCIES**

1. In the event of a vacancy in the office of Chair, the Vice Chair shall assume the responsibilities of the Chair until the office is filled by an election.
  - a. The vacancy shall be filled by a vote of the Membership at the next meeting for which due notice can be given and the Chair installed immediately upon election.
  - b. If the Vice Chair is nominated and elected Chair, he or she shall be installed immediately upon election and a "Notification of Vacancy" shall be announced for the Vice Chair vacancy at the meeting.
2. In the event of a vacancy in any office other than Chair, the vacancy shall be filled by a vote of the Membership at the meeting that follows "Notification of Vacancy."

## **ARTICLE V: ELECTION AND RECALL OF OFFICERS**

### **SECTION A. ELECTION OF OFFICERS**

1. The Chair, Vice Chair, Recording Secretary, Treasurer, Corresponding Secretary, and Parliamentarian shall be elected by Elected Members, *Ex-Officio* Members, and Chartered Club Members of This Committee at the July meeting of even-numbered years.
  - a. The Chair shall give Notice of the Election of Officers at the May and June meetings of even-numbered years.
  - b. The outgoing Chair shall accept nominations for these Offices at the July meeting, beginning with the Office of Chair. If the outgoing Chair decides to run for another term, the Vice Chair shall conduct the election of the new Chair.
  - c. Members may nominate themselves and decline to be nominated.
2. All voting for Officers of This Committee shall be by secret ballot except when there is but one candidate.
3. No absentee ballots shall be permitted in the election of Officers.

4. If two or more nominees run for the same Office, the nominee who receives fifty percent plus one (50%+1) of the votes by members present and voting shall win the election. In the case of a tie, This Committee shall choose one (1) of the following two (2) options to break the tie:
  - a. The winner shall be chosen by a coin toss, or
  - b. The nominee having the most years of continuous membership on This Committee shall be chosen.
5. If three or more nominees run for the same Office and one nominee does not receive fifty percent plus one (50%+1) of the votes by the members present and voting, the top two nominees receiving the most votes shall be in a runoff election.

## **SECTION B. RECALL OF OFFICERS**

1. Any officer of This Committee may be recalled for misconduct or neglect of duty in office by the following procedures:
  - a. Any member of This Committee (hereafter, called the Filer) may file a Statement of Charges to recall an Officer of this Committee (hereafter, called the Accused Officer) with the Recording Secretary. The Statement of Charges shall be no more than 400 words. If the Accused Officer is the Recording Secretary of This Committee, all responsibilities of the Recording Secretary with regard to this Section shall be carried out by the Chair of This Committee.
  - b. Within seven (7) days of the receipt of the Statement of Charges, the Recording Secretary shall send to the Accused Officer by registered mail a copy of the Statement of Charges and a letter stating that the Accused Officer may either resign or file an Answer to the Statement in not more than 400 words.
    - 1) If the Accused Officer resigns, the Chair shall give "Notice of Vacancy" at the next regular meeting.
    - 2) If the Accused Officer files an Answer, such Answer must be received by the Recording Secretary within ten (10) days of the date that the Recording Secretary mailed the Statement of Charges.
  - c. Within seven (7) days following receipt of the Answer or the deadline for receipt of the Answer, the Recording Secretary shall issue to the Filer a Petition, which shall include the Statement of Charges and the Answer if received. If within sixty (60) days of the date of the mailing of the Petition by the Recording Secretary, the Filer returns to the Recording Secretary the Petition with the names and signatures of four (4) current Executive Board members or thirty-three percent (33%) of the voting members, an item for Removal of Officer shall be placed on the agenda of the next regular meeting of This Committee held at least seventeen (17) days after the submission of such Petition by the Filer to the Recording Secretary. Written notice of this agenda item must be sent to This Committee no less than ten (10) days prior to the regular meeting of This Committee.
  - d. At said next regular meeting of This Committee, the recall item shall be the first item of business after the approval of the Agenda. If the Chair is the Accused Officer, the Vice Chair shall conduct the meeting.
  - e. The Accused Officer shall be allowed up to thirty (30) minutes to address This Committee and to call upon other members to testify on his or her behalf before the vote.
  - f. The Accused Officer of This Committee may be removed from Office by affirmative vote of sixty percent (60%) of the FULL voting membership by secret ballot.
2. If the motion for recall of the Accused Officer is defeated, then no such motion to recall the Accused Officer on substantially the same charges shall be in order for the remainder of the Accused Officer's term. It shall be the sole discretion of the Chair to determine whether any new Statement of Charges is substantially the same as the previous Statement. If the Chair is the Accused Officer, this responsibility shall be that of the Recording Secretary.

3. If the Accused Officer has been recalled from office, the Chair of This Committee shall give "Notice of a Vacancy" as described herein.
4. If the Accused Officer is the Chair who has been removed, the Vice Chair shall assume the responsibilities of the Chair as described in Article IV: Officers, Section C. Vacancies.

## **ARTICLE VI: COMMITTEES, BOUNTY PROGRAM MANAGER, MOE ADMINISTRATOR, AND WEBMASTER**

**SECTION A.** This Committee's Chair shall appoint the Chair of each Standing Committee and special committee with the appointed member's approval.

1. All Standing Committees and special committees should have an odd number of members and at least five members if possible.
2. The Chair shall allow all members of This Committee the opportunity to volunteer to serve on two or more Standing Committees, excluding the Fundraising Committee and the Registration and GOTV Committee, and one or more special committees. If not enough members volunteer for some Standing Committees and special committees, the Chair shall appoint members to serve on these committees.
3. Volunteers of This Committee who are members of the Democratic Party and registered to vote in Sutter County may volunteer to serve on Standing Committees and special committees. Volunteers who serve on Standing Committees and special committees shall have privilege of the floor and the right to vote.

### **SECTION B. STANDING COMMITTEES**

1. The following shall be permanent Standing Committees of the Sutter County Democratic Central Committee: Budget and Finance Committee, Bylaws and Charter Committee, Campaign Policy and Planning Committee, Fundraising and Events Committee, Legislation and Issues Committee, Liaison Committee, Membership and Volunteers Committee, Publicity Committee, and Registration and GOTV Committee.
  - a. The Budget and Finance Committee shall advise This Committee on all matters relating to raising and expending funds and shall propose an annual budget to This Committee at the August meeting. In addition to the Chair of the Budget and Finance Committee, This Committee's Chair and Treasurer are members too.
  - b. The Bylaws and Charter Committee shall periodically review the Bylaws and recommend changes to This Committee. In January of each year, the Bylaws and Charter Committee shall receive and evaluate applications and renewals for chartering clubs and organizations.
  - c. The Campaign Policy and Planning Committee shall consist of the Executive Board, plus other members as may be appointed by the Chair. It shall draft the long-range goals and directional policy for presentation to This Committee and seek and assist candidates for election.
  - d. The Fundraising and Events Committee shall plan and hold events to raise money to support This Committee and its Strategic Plan. All members of This Committee shall be members of the Fundraising and Events Committee.
  - e. The Legislation and Issues Committee shall keep the members apprised of significant issues being considered by legislative bodies of local, state, and federal government and shall help create handouts of critical issues used for canvassing and registration tables and booths.

- f. The Liaison Committee shall consist of This Committee's Chair, Vice Chair, and other members appointed by This Committee's Chair. The Liaison Committee shall ensure contacts initiated and maintained between This Committee and other Democratic organizations, unions, and community organizations in California whose actions may influence the election of Democrats in this state and Sutter County.
  - g. The Membership and Volunteers Committee shall recruit and give potential new members a membership application, collect completed applications and dues, notify the Elections Office of the new members, mentor them as needed, and give them a New Membership Packet that includes This Committee's Bylaws, Strategic Plan, Standing Committee assignments, names and contact information of members, and other documents as necessary. This committee shall recruit and maintain a list of volunteers and shall elicit the participation of all members and volunteers in various activities and events as needed. The Vice Chair of This Committee shall be the Chair of the Membership and Volunteers Committee.
  - h. The Publicity Committee shall inform the community of the presence of This Committee and its events via the media, newsletter, and website.
  - i. The Registration and Get-Out-The Vote (GOTV) Committee shall design and implement a continuing county-wide program to insure the highest possible voter registration in the Democratic Party. All members of This Committee shall be members of the Registration and GOTV Committee and shall participate in registering voters and getting out the vote.
2. It is the responsibility of each member to serve on a Standing Committee and to actively participate in the affairs of the committee.
  3. Special Committees: The Chair may appoint such special committees as deemed necessary to do the business and affairs of This Committee.

### **SECTION C. NOTICE AND RULES**

1. The Chair of This Committee may remove the Chair or any member of a Standing Committee, the Bounty Program Manager, MOE Administrator, or the Webmaster for neglect of duties or another cause, such as too many members on one Standing Committee or at a member's request.
2. Each Standing Committee shall meet at the call of its Chair upon seven days' written notice unless such committee meets on a regular basis at a predetermined time and place.
3. Each Standing Committee shall have such powers and duties as are implicit in its title and as assigned by these Bylaws, the Chair, and This Committee
4. All Standing Committees, Bounty Program Manager, MOE Administrator, and Webmaster shall submit an estimate of their annual expenses and possible income to the Budget and Finance Committee in June.
5. The Chair of each Standing Committee, the Bounty Program Manager, MOE Administrator, and Webmaster shall transfer, personally and physically, immediately at the end of his or her term to the incoming Standing Committee Chair, Bounty Program Manager, MOE Administrator, and Webmaster all digital and hardcopy records of his or her files, meetings, estimated income and expense budgets, and other pertinent data.

### **SECTION D: BOUNTY PROGRAM MANAGER**

1. The Chair of This Committee shall appoint a Bounty Administrator with the members' consent.
2. The Bounty Administrator shall perform the following tasks:
  - a. Read and understand the California Election Code as it pertains to voter registration;
  - b. Complete the online bounty program enrollment form;
  - c. Submit a Memorandum of Understanding (MOU) signed by This Committee's Chair and bounty program manager;
  - d. Complete the Affidavit Registration Form to pre-register voter registration cards prior to any voter registration activities;

- e. Review completed voter registration cards to ensure they are eligible for payment through the bounty program;
- f. Ensure the original voter registration cards are submitted to the Sutter County Elections Department within three days after they were gathered, as required by state law;
- g. When 50 or more voter registration cards have been gathered, verify a minimum of 10 percent by telephone calls to the new voters;
- h. Complete the online payment request form and submit a photocopy of each voter registration card eligible for payment;
- i. Maintain a record of all forms submitted and the total bounty payment requested.

#### **SECTION E. MOE ADMINISTRATOR**

1. The Chair of This Committee shall appoint a MOE Administrator with the member's consent.
2. The MOE Administrator shall assist This Committee's Registration and GOTV Committee and Chartered Clubs in the following ways:
  - a. Analyze data to determine which Supervisorial District(s) and/or precincts have the most unregistered residents;
  - b. Create precinct walk lists and maps for canvassing and/or registering voters;
  - c. Create call lists for group phone-banking and for individual members who phone-bank at their home;
  - d. Create and maintain a file in MOE of Democratic registrants This Committee and Chartered Clubs have registered;
  - e. Create and maintain a file in MOE of This Committee's Volunteers.
3. The MOE Administrator shall train members of This Committee and Chartered Clubs how to create precinct walk lists and maps for canvassing and call lists for phone-banking.
4. If the MOE program is significantly revised, the MOE Administrator shall be trained by the CDP and train This Committee's members and Chartered Club members who use MOE.

#### **SECTION F. WEBMASTER**

1. The Chair of This Committee shall appoint a Webmaster with the member's consent.
2. The Webmaster shall:
  - a. Maintain This Committee's website and Facebook page;
  - b. Create a link to an e-mail page for people to volunteer to help or to become a member of This Committee;
  - c. List This Committee's Officers and contact information with their consent;
  - d. Maintain a page for Sutter County's Democratic elected officials and candidates, along with links to their websites, events, and activities;
  - e. Post This Committee's events and activities;
  - f. Post important events, activities, and news about the CDP;
  - g. Post current articles and/or editorials about important issues.
  - h. Provide a link to This Committee's Bylaws;
  - i. Provide links to the CDP website and other important Democratic websites.

## **ARTICLE VII. EXECUTIVE BOARD**

**SECTION A.** This Committee shall have an Executive Board that shall:

1. Develop a strategic plan for consideration by This Committee;
2. Implement, monitor, and refine the strategic plan;
3. Develop and refine policy presentations for consideration by This Committee;
4. Implement and execute the policies;
5. Implement the annual budget, monitor expenses, and support the Fundraising Chair to meet projected revenues;
6. Develop an Agenda for This Committee's regular meetings;
7. Ensure that This Committee has a room to hold its regular meetings at a place accessible to all members that is large enough to accommodate all interested people at a time and day that provides for the maximum participation of the members;
8. Serve as the governing body of This Committee between meetings as described herein;
9. Execute any other duties required by This Committee and the SCDCC Constitution and Bylaws.

**SECTION B.** The Executive Board shall consist of the following officers of This Committee: Chair, Vice Chair, Recording Secretary, Treasurer, Corresponding Secretary, and Parliamentarian.

1. Only Elected Members and Ex-Officio Members can serve on the Executive Board as Officers.
2. Executive Board Members shall serve a two-year term, beginning in July of even- numbered years.
3. Executive Board Members may appoint an Alternate as long as he or she also serves as their Alternate Member of This Committee. If an Executive Board member is absent, his or her Alternate Member may attend Executive Board meetings and shall have privilege of the floor and voting rights.

**SECTION C.** The Executive Board shall meet monthly eleven (11) times in each calendar year. Such regular meetings shall be held at such time and place as the Executive Board may designate. The Recording Secretary shall give seven (7) days' notice of these meetings to all members of This Committee. Notice shall include time, day, place of meeting, and an agenda reflecting the Continuing Business.

**SECTION D.** The Executive Board may convene in Special Meetings at the written request of the Chair, or upon written request submitted to the Chair by two or more members of the Executive Board, or upon a motion passed by This Committee at such time and in such place as the Executive Board may designate. The Chair shall give at least three days' notice, and only the business specified in the written request or motion of This Committee shall be conducted at such Special Meetings.

**SECTION E.** Minutes of each Executive Board meeting shall be distributed to the members of This Committee at the next regular meeting or in a timely manner.

## **ARTICLE VIII: BUDGET & FINANCE**

### **SECTION A. BUDGET AND TREASURER'S BOOKS**

1. This Committee shall have a Budget and Treasurer's Books created in Excel or another suitable software program for the budget year beginning in July and ending in June.
  - a. The Budget and Finance Committee shall use the Budget and Treasurer's Books for creating, monitoring, and revising This Committee's Annual Budget
  - b. The Treasurer shall use the Budget and Treasurer's Books for recording This Committee's bank transactions, dues, charter fees collected, expenses, income, monetary and non-monetary donations, payments; and for preparing 460 reports, Treasurer reports, year-to-date quarterly financial reports, and year-to-date annual reports.
  - c. In consultation with the Budget and Finance Committee, the Treasurer shall be responsible for updating and maintaining the annual Budget and Treasurer's Books.
  - d. The Treasurer shall send an updated copy of the Budget and Treasurer's Books to the Budget and Finance Committee monthly and for the Budget and Finance Committee's meetings.
2. The Budget and Treasurer's Books shall include the following pages and worksheets for each budget year:
  - a. The Budget page shall have a worksheet for the Annual Budget of Income and Expenses, followed by Detailed Income and Expense Worksheets used to create the Budget.
  - b. The Bank Transaction page shall reflect This Committee's bank account transactions.
  - c. The Actual page shall use the same format as the worksheet for the Annual Budget of Income and Expenses, but the Actual page shall contain the actual income and expenses.
  - d. The Actual Income page shall include detailed worksheets showing how the income was earned.
  - e. The Actual Expense page shall include detailed worksheets showing how the money was spent.
  - f. The Dues and Donations page shall list the annual dues each member paid and money donated by each member, non-members, businesses, organizations, and unions.
  - g. The Non-Monetary Donations page shall list the actual or estimated cost of items or services donated to This Committee by members, businesses, non-members, organizations, and unions.
  - h. The Vendor Payments page shall include all payments paid to businesses or government agencies.

### **SECTION B. BUDGET**

1. The Budget and Finance Committee shall prepare an annual budget and submit it to This Committee for approval. The voting shall be by voice vote or show of hands.
2. The budget shall be balanced with respect to projected revenues and expenditures and to This Committee's treasury and shall reflect a budget year commencing July 1 of each year and ending June 30 of the following year.
3. In May, the Budget and Finance Committee shall create pertinent Income and Expense Budget Worksheets for the Bounty Program Manager, each Standing Committee Chair, and the Treasurer to use for estimating their annual expenses and income.
  - a. Income and expenses shall be the result of an activity, event, donation to a political campaign or candidate, or a discretionary, operating, or fixed overhead expense of This Committee.
  - b. Members shall consult actual income from a previous event or activity to estimate possible income from the same or a similar event or activity, if possible.
  - c. Members shall consult a local business or a website for the actual cost, including sales tax, to estimate all expense items, if possible.

4. On or before June 30, the Bounty Program Manager, Standing Committee Chairs, and the Treasurer shall submit their Income and Expense Budget Worksheets to the Budget and Finance Committee.
5. On June 30, The Treasurer shall update and send a copy of the current Budget and Treasurer's Books ending in June to the Budget and Finance Committee.
6. The Budget and Finance Committee shall submit its recommended Budget, along with pertinent Expense and Income Budget Worksheets, to the Executive Board at its August meeting.
  - a. If the Executive Board approves the budget, the Executive Board shall recommend the budget be approved by This Committee at the regular meeting in August.
  - b. If the Executive Board approves the budget with some revisions by the Budget and Finance Committee, the Executive Board shall recommend the revised budget be approved by This Committee at the regular meeting in August
  - c. If the Executive Board has reservations about the budget, the Executive Board shall submit the Budget to This Committee for discussion and a vote at the regular August meeting.
7. The Budget and Finance Committee shall monitor the budget monthly.
8. If the Budget and Finance Committee determines that projected revenues will not support projected expenditures, it shall immediately recommend a reduction of budgeted expenditures to the Executive Board and to This Committee.

### **SECTION C. BANK ACCOUNT**

1. The Chair, Vice Chair, Recording Secretary, Treasurer, Corresponding Secretary, and Parliamentarian shall be signatories of This Committee's bank account. All checks shall require two (2) signatures.
2. Within one week after the new officers are seated and when a new officer has been elected to fill a vacancy and is seated, the officers shall complete the paperwork for signatories of This Committee's bank account.
3. The officers shall also create a new logon name, password, and select new appropriate answers to the standard security questions used by This Committee's bank. The logon name, password, and answers to the security questions shall be the same for all officers.
4. This Committee's checkbook shall be in the custody of the Treasurer; if the Treasurer is going to be unavailable for more than a day or two, he or she must give the checkbook to the Chair or to another officer.
5. To ensure the security of This Committee's bank account, the Chair shall be responsible for the completion of this process herein stated in a timely manner.

### **SECTION D. EXPENDITURES**

1. The Treasurer or another officer shall pay all approved budgeted bills and appropriations without further authorization, provided that the check has a second signature. The Treasurer shall report all such expenditures at the next regular meeting of This Committee.
2. No expenditures shall be made from This Committee's bank account except as provided for in the budget. Any unbudgeted expenditures must first be referred to This Committee for its approval. Violation of this provision shall constitute grounds for termination of the member's membership as per ARTICLE II, SECTION F, subsection 4-f of This Committee's Bylaws. Any member of This Committee may file the charges.
3. The Chair, Vice Chair, Recording Secretary, Treasurer, Corresponding Secretary, and Parliamentarian are hereby authorized to sign checks on any account carried in the name of This Committee, provided the expenditure has been duly authorized. All checks shall require two (2) signatures.

4. In an emergency situation, the Executive Board may approve an unbudgeted item for up to \$100 if approved by one-hundred percent (100%) of the Executive Board.
5. No member of This Committee shall make any financial commitment involving the expenditure of This Committee's funds other than those provided herein unless such person has been so authorized by a motion passed by This Committee that specifically authorizes such expenditure or commitment. Violation of this provision shall constitute grounds for termination of the member's membership as per ARTICLE II, SECTION F, subsection 4-f of This Committee's Bylaws. Any member of This Committee may file the charges.

### **SECTION E. RECEIPTS**

1. All funds received either by donation or by sale of tickets or other items in connection with the activities of any committee or member of This Committee shall be deposited into This Committee's bank account.
2. All officers are authorized to deposit funds into This Committee's bank account.
3. If the funds are cash, two members of This Committee shall count the cash to ensure the amount is correct before giving the cash to the Treasurer or another officer to deposit.

### **SECTION F. AUDIT**

1. The Budget and Treasurer's Books and records shall be audited in August by a third party selected by the Executive Board and approved by This Committee.
2. The Treasurer shall create an end-of-year report with year-to-date actual receipts, disbursements, and balances to submit with the Treasurer's Books. All receipts, vouchers, and the biannual 460 Reports for the budget year shall be included in the records to be examined.
3. Using the end-of-year report, the Budget and Treasurer's Books, and other pertinent records, the auditor shall examine the 460 Reports for accuracy and completeness and submit a report to the Executive Board.
  - a. If the auditor's report states the 460 Reports are correct and complete, the Executive Board shall approve the report.
  - b. If the auditor's report states one or both 460 Reports are inaccurate or incomplete, the Treasurer shall file amended 460 Reports after consulting the auditor.
  - c. The Executive Board shall inform This Committee of the auditor's report at the next regular meeting.

## **ARTICLE IX: MEETINGS**

### **SECTION A. ORGANIZATIONAL MEETINGS**

1. The current outgoing Chair shall schedule the Organizational Meeting of This Committee in July after a direct presidential primary in even numbered years in accordance with the *California Elections Code*.
  - a. This Committee shall designate the date, time, and place of the Organizational Meeting at its regular meeting in June. The place must be accessible to all members and large enough to accommodate all interested people.
  - b. The outgoing Chair shall ensure that the date, time, and place of the Organizational Meeting is fully publicized and in such manner to assure timely notice to all interested persons.
  - c. The outgoing Executive Board shall prepare an Agenda for the Organizational Meeting that puts the Election of New Officers as the main item of business and includes the regular Agenda topics of This Committee.

2. The Immediate Past Chair shall preside over the Organizational Meeting as Interim Chair until the election of a new Chair, except that no person shall preside over his or her own nomination or election as Chair. For purposes of the Organizational Meeting, the Immediate Past Chair refers to the current outgoing Chair who assumes the title of Immediate Past Chair at the moment the Organizational Meeting is called to order.
  - a. If the Immediate Past Chair is nominated to be Chair, This Committee shall nominate and elect an Interim Chair for the purpose of electing a new Chair.
  - b. The Interim Chair shall then preside over the election of the Chair as described herein.
3. The Chair shall preside over the nomination and election of the Vice Chair, Recording Secretary, Treasurer, and Parliamentarian as described herein.
4. The Chair shall give the Oath of Office to all the members of This Committee before conducting the remaining business on the Agenda.
5. The Immediate Past Chair shall ensure that all outgoing officers physically and immediately transfer whatever belongs to their offices and This Committee to the incoming officers as described herein.
6. The Vice Chair shall ensure that all members receive a New Membership Packet before the next regular meeting.

#### **SECTION B. REGULAR MEETINGS**

1. This Committee shall meet regularly each month, January through November. The time and place of all public meetings of this Committee shall be publicized fully and in such manner as to assure timely notice to all interested persons. Such meetings must be held in places accessible to all members, large enough to accommodate all interested persons, and at a time that provides for the maximum participation of the members.
2. This Committee may cancel a regular meeting provided that notice of such cancellation is sent to all members of This Committee at least five days before the date of the meeting being cancelled and provided that no two consecutive meetings are cancelled. In the case of dangerous weather conditions, the loss of electricity, or an unforeseen disaster, meetings may be cancelled with shorter notice.
3. The Organizational meeting of This Committee shall replace the regular meeting of This Committee in July after a direct presidential primary election.
4. Notice of all regular meetings of This Committee shall be given to all members thereof at least four days prior to each meeting. Such notice shall contain time, place, and proposed agenda for the meeting.

#### **SECTION C. SPECIAL MEETINGS**

1. Special Meetings of this committee may be called by the Chair, by a petition signed by thirty-three percent (33%) of voting members of this Committee or signed by fifty percent (50%) of the Executive Board, or upon a motion passed by This Committee.
2. The Chair shall provide an agenda that states the reason(s) for the Special Meeting to each member at least seven (7) days prior to said meeting or upon a day and at a time and place agreed to by This Committee.
3. Only the business specified in the written notice, petition, or motion passed by This Committee shall be conducted at the Special Meeting.

## **SECTION D. PARLIAMENTARY PROCEDURES AND RULES**

1. The rules contained in *Robert's Rules of Order* shall govern the parliamentary procedure of This Committee to the extent the rules are not inconsistent with This Committee's Constitution and Bylaws, its rules contained herein, with the *Bylaws & Rules* of the California Democratic Party, and with the *California Elections Code*.
2. Only Elected Members, Ex-Officio Members, and Chartered Club Members may vote. A voting member must be present at This Committee's regular meetings and Special Meetings in order to vote. No proxy or absentee voting shall be permitted, except as herein described.
3. Only Officers may vote at Executive Board meetings and Special Meetings of the Executive Board. Officers must be present at such meetings in order to vote. No proxy or absentee voting shall be permitted, except as herein described.
4. A majority of the voting members of This Committee and a majority of the Executive Board members shall constitute a quorum for the transaction of business.
5. If This Committee does not have a quorum at a regular meeting and an urgent item on the Agenda requires a decision that must not be delayed, This Committee may use the following rules:
  - a. The Chair may appoint a committee to call the missing members and urge them to attend the meeting while the Chair conducts business that does not require a vote.
  - b. The Chair may call a recess for a specific period of time and appoint some members to call the missing members during the recess.
  - c. The Chair may fix the time to adjourn the meeting as long as the time comes before the next regularly scheduled meeting.
  - d. If thirty-three percent (33%) of the voting members or fifty percent (50%) of the Executive Board are present, they may sign a petition to call for a Special Meeting about the urgent item.
6. In emergency matters, the Chair may conduct a telephone vote and keep a written record thereof in the following situations:
  - a. If the emergency comes between regular meetings of This Committee or the Executive Board;
  - b. If the regular meeting of This Committee or the Executive Board does not have a quorum;
  - c. If the Special Meeting of This Committee or the Executive Board does not have a quorum.
  - d. Action taken as a result of the telephone vote shall be reported before or at the regular meeting of This Committee and/or the Executive Board.
7. All members of This Committee shall have the privilege of the floor at regular meetings and Special Meetings of This Committee. The Chair may grant non- members privilege of the floor at such meetings.
8. Only members of the Executive Board shall have privilege of the floor at meetings of the Executive Board and Special Meetings of the Executive Board. The Chair may grant privilege of the floor to members and non-members at such meetings.
9. This Committee and the Executive Board shall hold a meeting or a portion of a meeting in executive session while deliberating the following actions: the recall of an officer, the termination of a member's membership for additional grounds, or the suspension or revocation of a club's charter as herein described.
  - a. A motion must be made and passed by a majority of the voting members of This Committee or the Executive Board to go into executive session.
  - b. Only members of This Committee or the Executive Board shall be allowed in the meeting room while in executive session. Special invitees of This Committee or the Executive Board may be allowed only while testifying.
  - c. A member of This Committee may be punished under disciplinary procedure if he or she violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred, except as herein described.

- d. The Recording Secretary shall take separate minutes of the executive session.
- e. If This Committee votes to recall an officer, to terminate a member's membership for additional grounds, or to suspend or revoke a club's charter, only the action taken, not the reasons, shall be recorded in This Committee's regular minutes.
- f. Any action taken while in executive session shall abide by This Committee's Bylaws, as stated herein.

## **ARTICLE X: ENDORSEMENTS**

### **SECTION A. CANDIDATES**

1. By an affirmative vote of 60 percent (60%) of the whole membership, This Committee may endorse any Democrat who has filed as a candidate for non- partisan office or for partisan office in a special election.
  - a. When a 60 percent (60%) vote is not achieved on the first ballot, succeeding ballots may be taken. All candidates shall be listed on the first ballot. "No Endorsement" shall be an option on each ballot and shall be counted toward the total.
  - b. Votes on endorsement shall not be taken by secret ballot.
2. This Committee shall not endorse more candidates for an office than the number to be elected for that office.
3. This Committee nor any member of This Committee shall make no form of endorsement other than an official endorsement as expressly provided for herein and shall not support in any way a candidate who is not a Democrat.
4. A Democratic candidate seeking endorsement must first submit his/her request in writing.
5. No endorsement shall take place until the deadline for filing has passed.

### **SECTION B. PROPOSITIONS, INITIATIVES, REFERENDUMS, RECALLS**

1. Resolutions to endorse or oppose any state ballot proposition, initiative, or referendum and resolutions to support or remain neutral in a recall election, shall require sixty percent (60%) vote for approval by the whole membership of This Committee.
2. The vote on such resolutions concerning state ballot propositions, initiatives, or referendums and resolutions to support or remain neutral in a recall election shall be taken up at the regularly scheduled meeting of This Committee immediately preceding the recall or statewide election involved.
3. "Remain Neutral" shall be an option and shall be counted toward the total.

## **ARTICLE XI: RESOLUTIONS**

### **SECTION A. SUBMISSION**

1. All resolutions must be typed.
2. Seven copies of each resolution must be provided to the Chair of the Executive Board at least seven days in advance of the meeting at which it is to be considered.

### **SECTION B. PASSAGE**

1. A resolution shall be brought up automatically for consideration at the next regular meeting of This Committee.
2. No resolution shall be passed except upon 60 percent (60%) affirmative vote by the members of This Committee.

## **ARTICLE XII: CDP and CDC REPRESENTATIVES**

### **SECTION A. ELECTION OF DELEGATES TO THE CALIFORNIA DEMOCRATIC PARTY STATE CONVENTIONS**

1. This Committee shall elect delegates to the California Democratic Party State Convention.
  - a. Elections shall be held no later than This Committee's January meeting following the regular general statewide election in odd-numbered years.
  - b. This Committee's Chair shall give Notice of the convention to all members of This Committee at least thirty (30) days prior to the meeting at which the lottery is to take place.
  - c. The number of delegates shall correspond to the number of votes apportioned to Sutter County by the California Democratic Party.
  - d. The members of the Sutter County delegation to the California Democratic Party State Convention shall include the Chair and those members of This Committee chosen by lottery. One-half of the delegation shall be female and one-half shall be male if possible.
    - 1) This Committee shall first choose Elected Members who want to be delegates by lottery.
    - 2) If the delegation has any vacancies, This Committee shall choose other members who want to be delegates by lottery.
    - 3) Elected Members and other members may volunteer or may nominate themselves to be a delegate, but in the filling of vacancies, it is the intent of these Bylaws to maintain an equal division of the delegation between males and females, except as allowed by subsection 1c above.
  - e. All delegates shall be elected to a two-year term and attend California Democratic Party State Conventions held in Northern and Southern California.
  - f. All delegates shall be responsible for paying any fees and for their hotel accommodations, food, and travel expenses.
  - g. If a delegate cannot attend one or both State Conventions, he or she shall appoint a proxy and abide by the California Democratic Party's rules for proxies.
  - h. If a member can be a delegate per ARTICLE II. MEMBERSHIP of the California Democratic Party Bylaws, the member shall not be eligible for This Committee's Sutter County delegation.

2. All members are also eligible to be elected at an Assembly District Election.
  - a. The Chair shall give Notice of the Assembly District Election to This Committee at least two weeks before the election is to be held if possible.
  - b. If one or more members of This Committee want to be delegates of an Assembly District, the Chair shall solicit other members of This Committee to attend the Assembly District Election and to vote or This Committee's member(s).
  - c. All members of this Committee who are elected as delegates of the Assembly District shall abide by This Committee's Bylaws as stated herein.

## **ARTICLE XIII: CHARTERING DEMOCRATIC CLUBS AND RECOGNIZING CHARTERED DEMOCRATIC CLUBS AND ORGANIZATIONS**

### **SECTION A. AUTHORITY**

1. Pursuant to the *California Elections Code*, This Committee shall have the authority to charter Democratic Clubs in Sutter County. A Democratic Club is any voter-oriented club of county residents that uses the name Democratic or a derivative thereof in its title and that directly or indirectly solicits funds in Sutter County for any purpose whatsoever under the representation, either expressed or implied, that the funds are being solicited for the use of the Democratic Party or its candidates
2. This Committee may also recognize a charter of a Club chartered by a County Democratic Central Committee contiguous to Sutter County and an organization chartered by the National or California Democratic Party.
3. Chartered Democratic Clubs and Recognized Chartered Democratic Clubs and Organizations are intended to be independent of the California Democratic Party and This Committee, and are not "affiliated" therewith, as that term is defined by the Bipartisan Campaign Reform Act and other applicable local, state, and federal laws, rules, and regulations. This Committee shall not engage in any activities that directly or indirectly establish, finance, maintain, or control any club or organization chartered or recognized under this Article.
4. Chartered Democratic Clubs and Recognized Chartered Democratic Clubs and Organizations are entitled to the benefits and privileges as described herein and in the Constitution and the Bylaws of the California Democratic Party or the National Democratic Party.
5. Recognized Chartered Democratic Clubs and Organizations are independent from This Committee for purposes of endorsements and are exempt from chartering provisions herein.

### **SECTION B. REQUIREMENTS TO REQUEST A CHARTER**

1. The Democratic club must have twenty (20) or more members.
2. No more than twenty (20) members may be members of another chartered Democratic Club.
3. Its members must be registered Democrats or if ineligible to register to vote have expressed the intention of becoming Democrats as soon as they become eligible to vote.
4. The Democratic club must maintain open membership to all Democrats regardless of economic status, class, race, color, age, ethnic identity, ethnicity, national origin, language, culture, gender, gender identification, sexual orientation, religion, disabilities as defined by the Americans with Disabilities Act of 1990, or any other condition or circumstance, except for age restrictions for organizations affiliated with the Young Democrats of America.
5. The Democratic club must hold at least four regular meetings per year.

## **SECTION C. GRANTING CHARTERS**

1. Initial Charters for New Clubs: A representative of the club to be chartered shall submit to the Chair of This Committee or his/her designee the following Chartering Documents for Clubs:
  - a. The Club's Constitution and/or Bylaws, which shall include the following:
    - 1) The name of the club
    - 2) A mission statement, and
    - 3) A procedure for electing officers, including at least a Chair or President and a Treasurer.
  - b. The current roster containing the names, addresses, phone numbers, and email addresses for each of the members and the titles of designated officers,
  - c. The date or day of the month, time, and place of regularly scheduled meetings,
  - d. The identification number(s) used when filing statements with the Fair Political Practices Commission, Federal Elections Committee, and Secretary of State.
  - e. A check, money order, or cash in the amount \$100.00 for the chartering fee,
  - f. A written certificate signed by the Chair or President and Secretary or Treasurer of the club, certifying that each of its members is a registered Democrat or is a person devoted to the principles of the Democratic Party and ineligible to register as a voter because of inability to meet registration requirements; the certificate shall further certify that any such member intends to register as a Democrat immediately upon becoming eligible.
2. Renewal of Charters for Current Chartered Clubs: Prior to the January meeting of This Committee each year, the Chair or President of each chartered club shall submit all updated Chartering Documents for Clubs to This Committee's Bylaws and Charter Committee, described herein.
3. The Bylaws and Charter Committee shall review the Chartering Documents for Clubs.
  - a. The Bylaws and Charter Committee shall ensure that all documents have been submitted and abide by This Committee's Bylaws described herein and also verify with the County Registrar of Voters or MOE that the club's members are registered Democrats or ineligible to register to vote as described herein.
  - b. If a Chartering Document is missing or has a problem, the Bylaws and Charter Committee shall contact the club's Chair or President to resolve the issue as quickly as possible.
4. After reviewing the Chartering Documents and verifying the members' registration status, the Bylaws and Charter Committee shall make a recommendation whether to grant a charter to This Committee's Chair.
5. This Committee's Chair shall place the name of the new club and/or existing club on the agenda of the next regularly scheduled central committee meeting for a vote on whether to grant a charter.
6. If the Bylaws and Charter Committee recommends denial of the charter request or renewal, the Chair shall follow the process as described in Section E of this Article.
7. Copies of the Chartering Documents shall be made available to any voting member of This Committee who requests them prior to the meeting at which the charter request will be considered.
8. This Committee shall approve or disapprove the chartering request by a sixty percent (60%) vote of the full voting membership.
9. Upon approval of the charter request, the charter shall be effective from the date granted to This Committee's regular meeting in February of the following year.
10. Chartering fees shall not be prorated.

## **SECTION D. RECOGNIZING CHARTERED DEMOCRATIC CLUBS AND ORGANIZATIONS**

1. This Committee may recognize a charter of a club by a county central committee contiguous to Sutter County or of an organization by the State or National Democratic Party if the following requirements are met:
  - a) The club is chartered by a Democratic central committee located in Butte, Colusa, Placer, Sacramento, Yolo, or Yuba County, and the club's Representative is a registered Democrat who lives in Sutter County.
  - b) The chartered organization's region includes Sutter County, and the organization's representative is a registered Democrat who lives in Sutter County.
2. The President or Chair of a Chartered Democratic Club or Organization that requests to be recognized shall submit the following Application Documents for Recognized Chartered Democratic Clubs and Organizations to This Committee's Chair:
  - a. A letter signed by the President or Chair and the Secretary citing the name of the Democratic organization that chartered the club or organization and the beginning and ending dates of the charter, if applicable,
  - b. The names, addresses, phone numbers, and email addresses of the club's or organization's officers and Representative to This Committee,
  - c. A check, money order, or cash to cover the annual fees as determined by This Committee.
3. To renew being Recognized, each current Recognized Chartered Democratic Club and Organization shall update its Application Documents prior to This Committee's January meeting and submit them to This Committee's Chair.
4. This Committee's Executive Board shall review the Application Documents for completeness and accuracy, confirm that the club and organization are chartered, and verify that each representative is a registered Democrat who resides in Sutter County. If anything is missing or inaccurate, This Committee's Chair shall contact the Chair or President of the club or organization to resolve the problem.
5. The Executive Board shall vote whether to recommend approval of the recognition request and shall put the request on This Committee's upcoming regular meeting. If sixty percent (60%) of the Executive Board votes to deny the renewal of a Recognized Chartered Democratic Club or Organization, the Chair shall follow the Bylaws as described in Section E, subsections 2 and 2a-c of this Article.
6. Copies of the Application Documents shall be made available to any voting member of This Committee who requests them prior to the meeting at which the recognition request will be considered.
7. This Committee shall approve or disapprove the initial recognition request or renewal by a sixty percent (60%) vote of the full voting membership.
8. Upon approval, the Recognized Chartered Democratic Club and Organization shall be recognized effective from the approval date or at This Committee's regular meeting in February, whichever date is earlier, to This Committee's regular meeting in February of the following year.
9. Recognition fees shall not be prorated.

## **SECTION E. DENIAL, SUSPENSION, AND REVOCATION**

1. This Committee shall have the power and authority to deny an initial request or a renewal request to charter any Democratic Club that does not meet the requirements as described herein by a vote of sixty percent (60%) of the full voting members, provided that the subject club is given at least fourteen (14) days' notice and afforded an opportunity to be heard by This Committee before the vote to take such action.
  - a. Notice of the denial shall be by phone and email to the officers of the club.

- b. If the club fulfills the requirements within the fourteen (14) days, the denial shall be rescinded and the Application Documents shall be processed as described herein.
  - c. The club may also resubmit an initial request or a renewal request to charter if This Committee has voted to deny the request, and the Application Documents shall be processed as described herein.
2. This Committee shall have the power and authority to deny an initial or renewal request to recognize any Chartered Democratic Club or Organization that does not meet the requirements as described herein by a vote of sixty percent (60%) of the voting members, provided that the subject club or organization is given at least fourteen (14) days' notice and afforded an opportunity to be heard by This Committee before the vote to take such action.
    - a. Notice of the denial shall be by phone and email to the officers of the Chartered Club or Organization.
    - b. If the Club or Organization fulfills the requirements within the fourteen (14) days, the denial shall be rescinded and the Application Documents shall be processed as described herein.
    - c. The Club or Organization may also resubmit a request to be recognized if This Committee has voted to deny the request, and the Application Documents shall be processed as described herein.

#### **ARTICLE XIV: AMENDMENTS**

**SECTION A.** Proposed amendments to the Bylaws must be submitted in writing at a regular meeting of This Committee, presented thereat, and at the next regular meeting may be adopted by 60 percent (60%) affirmative vote of those members present and voting, a quorum being present. A notice in writing to all members of This Committee shall be mailed at least seven days prior to the meeting at which the vote will be taken.

#### **ARTICLE XV: CONTINUITY**

##### **SECTION A. ENSURING OPERATION AND FUNCTION**

1. This Committee is and shall function as a continuing body.
2. To that end, upon the election of new officers or appointment of new chairs, or their removal from office, resignation or protracted illness, the Chair shall appoint two officers or chairs of This Committee, whose responsibility shall be to ensure the safe and intact transfer of all records, correspondence, files, books, financial records, and documents as they pertain to This Committee to the newly elected or appointed officers or chairs to ensure the continued operation and function of said office and/or committee.

##### **SECTION B. RE-FORMING THIS COMMITTEE**

1. In the event that all regular members of This Committee or any other residents of Sutter County who are registered in the Democratic Party fail to file for candidacy at the direct Primary as prescribed by law, the current Chair shall do the following:
  - a. Immediately notify all members of the Organizational Meeting, the membership vacancies, and the election of officers per Articles II, V, and IX.
  - b. Prepare an agenda that reflects the process of re-forming This Committee during the Organizational Meeting.
  - c. Open the Organizational Meeting and conduct the business.
  - d. Though the Chair may grant privilege of the floor and entertain motions by *Ex- Officio* Members of This Committee, the Chair shall not make motions nor vote to take action.

2. Upon the opening of the Organizational Meeting, the *Ex-Officio* Members are the only Members of This Committee. As such, they are entitled to make motions and vote to take action.
  - a An *Ex-Officio* member may nominate and cast a vote for any Sutter County registered Democrat.
  - b If the *Ex-Officio* member holds a second position as an *Ex-Officio* member, he or she may cast two votes for any Sutter County registered Democrat.
  - c An *Ex-Officio* may also appoint an Alternate for each *Ex-Officio* position he or she holds. If the *Ex-Officio* holds more than one position, the Alternate may nominate and cast a vote for himself or herself or for any Sutter County registered Democrat.
3. To expedite the process of re-forming This Committee, *Ex-Officio* Members shall attempt to nominate the number of Sutter County registered Democrats to fill the vacancies of each Supervisorial District and then to vote with one vote.
4. Members elected to fill a vacancy shall be seated immediately.
5. The Chair or an *Ex-Officio* Member shall administer the Oath of Office to the newly elected members.
6. Members shall elect officers of This Committee as proscribed herein in Article V, Section A