# San Benito County Democratic Central Committee
## By-Laws

### Table of Contents

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Name, Organization, and Purpose</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>Membership</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>Meetings</td>
<td>7</td>
</tr>
<tr>
<td>IV</td>
<td>Voting</td>
<td>8</td>
</tr>
<tr>
<td>V</td>
<td>Officers</td>
<td>8</td>
</tr>
<tr>
<td>VI</td>
<td>Delegates</td>
<td>11</td>
</tr>
<tr>
<td>VII</td>
<td>Club Charters</td>
<td>12</td>
</tr>
<tr>
<td>VIII</td>
<td>Finances</td>
<td>13</td>
</tr>
<tr>
<td>IX</td>
<td>Nomination and Endorsement of Candidates</td>
<td>14</td>
</tr>
<tr>
<td>X</td>
<td>General Policies</td>
<td>15</td>
</tr>
<tr>
<td>XI</td>
<td>Amendments</td>
<td>16</td>
</tr>
</tbody>
</table>
ARTICLE I: NAME, ORGANIZATION, AND PURPOSE

A. The name of this organization shall be the San Benito County Democratic Central Committee (SBCDCC) and it shall serve as the official Democratic Party organization in San Benito County as per California Elections Code and California Democratic Party by-laws. The SBCDCC may, in all its public pronouncements, refer to itself as the San Benito County Democratic Party.

B. These by-laws shall, to the extent not inconsistent with statutory law, govern the organization, operation and function of the SBCDCC. SBCDCC shall be organized for four-year terms, with an organizational meeting in January, following certification of the Primary Election by the San Benito County Registrar of Voters.

C. The purposes of the SBCDCC shall be to:

1. Promote the election of Democratic candidates for local, state and federal elective offices;

2. Act as a liaison with the California Democratic Party and work with the 30th Assembly ADEM delegates and the Democratic National Committee;

3. Register Democrats to vote;

4. Educate and inform voters;

5. Raise funds for Democratic campaigns;

6. Charter and assist local Democratic clubs and organizations;

7. Maintain an active base of volunteers for ongoing activities and to encourage volunteers to become members of local Democratic clubs and organizations;

8. Elect members of the Central Committee of the California Democratic Party, in a manner prescribed by the by-laws and rules of the California Democratic Party; and

9. Make the official Democratic Party endorsement for partisan and nonpartisan offices in local races.

ARTICLE II: MEMBERSHIP

A. The membership of SBCDCC shall consist of the following registered Democrats:

1. Elected Members:
a. In Accordance with California Election Code, San Benito County shall elect a number of members determined by state law to the SBCDCC, the number elected from any Supervisorial District is to be determined according to California the California Democratic Party or the San Benito County Registrar of Voters.

b. Candidates for the Committee will be elected during the Primary Election and must submit to the County Clerk, by the end of the filing deadline, a petition with no fewer than twenty-five (25) registered Democrats residing in the candidate’s Supervisorial District. An unchallenged candidate will automatically be a member of the Committee.

c. Elected members will be sworn in at the organizational meeting, following certification of the Primary Elections by the San Benito County Registrar of Voters.

d. After the Primary Elections and at or after the January organizational meeting, all vacant positions will be filled by a majority vote of the members present and voting at a regular or specially called meeting of the SBCDCC. Such appointments will be within the spirit of affirmative action and community representation.

2. Ex-Officio Members:

   a. Any Democratic nominee for, and any Democrat elected to, either the State Senate, Assembly, or House of Representatives, at either a general or special election, whose district lies wholly or partially within San Benito County, is an Ex-officio member of SBCDCC.

   b. The Democratic nominee, and any Democrat elected, for each of the following offices shall be an Ex-officio member of SBCDCC if he/she resides in San Benito County:

      1. Governor
      2. Lt. Governor
      3. Secretary of State
      4. Controller
      5. Treasurer
      6. Attorney General
      7. State Board of Equalization
8. U.S. Senator

9. Superintendent of Public Instruction

10. Insurance Commissioner

11. Members of the Democratic National Committee

c. Regional Directors of the California Democratic Party representing San Benito County shall be Ex-officio members.

d. Ex-officio members shall be entitled to all the rights and privileges of elected members, except Ex-officio members are not entitled to a ballot designation of “Incumbent” upon seeking election to the SBCDCC at the next Direct Primary election.

3. Alternate Members:

a. Each Elected or appointed member shall appoint an Alternate member who resides in the same Supervisorial District as the Elected or appointed member within sixty (60) days of taking office. If Elected or appointed member does not appoint an alternate within sixty days (60) days, the Chair may appoint, with Committee ratification, an alternate for that member as long as the alternate lives within the member’s Supervisorial District. Alternate members shall serve at the pleasure of the member who appointed them, or the SBCDCC if ratified by them.

b. Ex-Officio members may appoint an Alternate member who resides in San Benito County, and if there is more than one Assembly, Senate, or Congressional district within the boundaries of the county, within the district of the appointing member.

c. An alternate shall have all the rights of the appointer, except voting in the meetings when their appointer is present. Alternate members and club representatives shall not be eligible to be an officer of the SBCDCC or be elected by the SBCDCC as a CADEM delegate.

4. Lifetime Members

a. At the discretion of the SBCDCC, the designation "Lifetime Member" shall be conferred upon individuals who have demonstrated exemplary dedication and service to the Democratic Party.

b. Lifetime members shall have the privilege of the floor, but not voting rights.

c. Dues shall be waived for all Lifetime members.
5. Associate Members:
   
a. Associate membership may be granted to any registered Democrat in San Benito County by a majority vote.

b. They shall have the privilege of the floor, but not voting rights.

c. Associate members shall pay dues at the first regular meeting the Associate is in attendance.

B. Dues for each Elected member of SBCDCC shall be $25 every year, payable within thirty (30) days of being sworn in or payable within thirty (30) days of commencing year.

   1. A member elected during the second year of a term of office shall be required to pay one year of the prescribed dues, payable within thirty (30) days of his/her appointment.

   2. Dues may be reduced or waived in case of financial hardship, at the discretion of the Chair.

   3. Dues are not refundable in whole or part.

   4. Members who are not current in dues or have not received a waiver will be notified by the Treasurer.

   5. Members do not have voting rights until dues are paid or waived.

C. Duties of Membership

   1. Attend regular and special meetings of SBCDCC.

   2. Serve on Special Committees as appointed by the Chair.

   3. Share in the responsibility of raising money for SBCDCC.

   4. Assist SBCDCC in communicating with and reaching out to Democrats.

   5. Participate in the candidate endorsement process.

   6. Support Democratic candidates endorsed by SBCDCC or the California Democratic Party.

   7. Share the general duties of building and supporting the Party.

D. Terms of Office shall be four years starting at each organizational meeting.

E. Removal from Membership

1. If an elected member does either of the following, it shall constitute his/her automatic resignation from the SBCDCC:
   a. Removes residence from the Supervisorial District from which he/she has been elected a member of.
   b. Registers as a member of a party other than the Democratic Party or as a “No Party Preference”.

2. Any member of SBCDCC, other than an ex officio member, who misses more than three consecutive regularly called meetings, without attendance by the member’s alternate, shall be subject to removal, unless his or her absence is excused due to illness or temporary absence from the county on the date of the meeting.

3. By a two-thirds (2/3) vote of the members of SBCDCC present and voting, members may be removed from office:
   a. For cause, including misconduct, or neglect of duties;
   b. When they become incapacitated to act;
   c. For unexcused absences at meetings, per item #2 above.
   d. The SBCDCC may remove any member if, during his/her term of membership, such member affiliates with or registers as a member of another party; publicly avows preference for another party; publicly advocates that the voters should not vote for the endorsed candidate of This Party for any office; or who publicly gives support to or avows a preference for a candidate nominated by another party

4. The removal of residence by an elected or appointed member of this committee from the supervisorial district from which he or she has been elected or appointed a member of the committee shall constitute his or her automatic resignation from the committee.

F. Vacancies

1. A vacancy on SBCDCC shall be deemed to exist in the event any member dies, resigns, becomes incapacitated to act, or is removed from membership pursuant
2. Whenever possible, the SBCDCC shall fill vacancies in the membership no later than forty-five (45) days from the occurrence of vacancy. Whenever possible, the Chair shall solicit names for replacement candidates to fill the vacancy. Nominations to fill the vacancy are subject to ratification by a majority vote of those members of SBCDCC present and voting.

ARTICLE III: MEETINGS

A. SBCDCC shall conduct its meetings following parliamentary procedure. The authority for parliamentary procedure shall be Robert’s Rules of Order.

B. Regular monthly meetings shall be held at a time to be determined by the majority of SBCDCC. Other meetings may be called upon reasonable notice by the Chair, or by the Secretary upon instructions of the Chair. If the Chair refuses to call a meeting, a meeting may be called upon five (5) days’ notice by a majority of the Elected members of SBCDCC.

C. Meetings will be held in a facility with complete access to the physically handicapped.

D. A quorum for SBCDCC meetings shall be one more than half (50% plus 1) of the voting members, not including Ex-Officio members.

E. In the absence of the Chair, the presiding officer shall be the Vice Chair, followed by the Secretary, followed by the Treasurer. In the absence of any officers, a presiding officer will be chosen by and from among the members present and voting.

F. Meetings of SBCDCC are open to all registered Democrats, except when absolutely necessary and authorized by California State Law to be in restricted attendance. Every reasonable opportunity shall be given for an attendee to be heard. Minutes of all meetings shall be recorded and sent to all members who are current in their dues.

G. Agenda:

1. The agenda for all regular meetings shall be determined by the Chair of SBCDCC or his/her designee if the Chair is unavailable. The agenda shall, at a minimum, list the date, time, and location of the meeting, as well as any business to be voted upon. The agenda shall be sent to each member of SBCDCC at least one day prior to the meeting. Unless otherwise specified in the by-laws, any item of business before SBCDCC shall be passed by a majority of the members present and voting.

2. If the need for an item of business arises after the deadline for noticing a meeting of SBCDCC, a detailed, written explanation of the business, including the specific language to be voted upon, shall be provided to the Chair and Secretary no later
than the start of the actual meeting. Said item may be voted on if no less than two-thirds (2/3) of the members present and voting vote to place the matter on the agenda.

ARTICLE IV: VOTING

A. Elected and Ex-Officio members of SBCDCC shall have the privileges of the floor, the right to make motions, second motions and the right to vote; however Ex-Officio members and Club appointed representatives shall not be considered in establishment of a quorum.

B. Each Club’s Organization Representatives shall have the privileges of the floor, the right to make motions, second motions and the right to vote.

C. An Alternate member may exercise the rights of the member who appointed him/her when that member is not present.

D. No member can cast more than one vote. Proxies may not be used at any meeting of SBCDCC.

E. Lifetime and Associate members do not have voting rights, but do have privileges of the floor.

ARTICLE V: OFFICERS

A. The officers of SBCDCC shall consist of a Chair, Vice Chair, Secretary, and Treasurer. Responsibilities of the Officers are as follows:

1. Chair

   a. Arrange for meeting facilities;

   b. Develop meeting agendas and forward to the Secretary for distribution to the membership, interested individuals and groups prior to the meeting;

   c. Preside over meetings;

   d. Appoint Special Committee chairpersons and approve members of those Special Committees;

   e. Conduct official business as required by law;

   f. Facilitate the purposes of SBCDCC;

   g. Be the official spokesperson for SBCDCC;
h. Serve as an Ex-Officio member of all Standing Committees and chartered club

2. Vice Chair

a. Assist the Chair in performance of his/her duties;

b. Exercise all powers of the Chair in the event of the absence or vacancy of the Chair; and

c. Serve as Ex-Officio member of all Special Committees as directed by the Chair.

3. Treasurer

a. Receive and disburse all funds belonging to SBCDCC and be responsible for their safekeeping and accounting;

b. Deposit all SBCDCC funds into SBCDCC accounts at financial institutions.

c. Ensure that monies are deposited into the appropriate bank accounts and properly disbursed, in accordance with FPPC/FEC guidelines;

d. Collect receipts before making reimbursements;

e. Disburse SBCDCC funds in amounts up to $300.00 upon request of the Chair. All disbursements above $300.00 require the prior approval of SBCDCC;

f. Disburse SBCDCC expenditures required by action of SBCDCC;

g. Provide a written report of all financial transactions and the financial status of the SBCDCC at each regular meeting;

h. Notify in writing any Elected, Alternate, or Ex-Officio members, or chartered organizations whose dues are delinquent;

i. File all financial reports as required by law in a timely fashion with the appropriate local, state and federal agencies; and

j. The Treasurer may nominate a member of the SBCDCC as Assistant Treasurer to help perform the Treasurer’s duties as directed by the Treasurer, to be approved by a majority vote of the SBCDCC.

k. Conduct all SBCDCC treasury business in accordance with Government Code.
4. Secretary

a. Keep written records of the proceedings of all regular and specially called meetings and submit to the Chair within ten (10) days of the meeting for approval;

b. Keep and maintain a current roster of Elected, Alternate, Ex-Officio, Associate and Lifetime members of SBCDCC;

c. Keep written records of attendance at all meetings; serve as the point-of-contact for members when they are unable to attend regularly scheduled meetings. The Secretary shall also notify the Chair when a member has three (3) consecutive unexcused absences for further action by the body;

d. Keep written record of the ratified by-laws;

e. Maintain a copy of all supporting documentation related to officially chartered and re-chartered clubs within San Benito County;

f. Be the holder of all official records of SBCDCC.

g. Carry on the correspondence pertaining to the SBCDCC as directed by the Chair or action by SBCDCC;

h. Be responsible for sending out SBCDCC minutes along with upcoming regular meeting agendas and any other announcements concerning the SBCDCC, to the Elected, Alternate, or Ex-Officio members, Associates and chartered organizations; and

i. Notify the appropriate media of regular meetings of the SBCDCC and other noteworthy business of SBCDCC as directed by the Chair or by action of SBCDCC.

j. The Secretary may nominate a member of the SBCDCC as Assistant Secretary to help perform the Secretary’s duties as directed by the Secretary, to be approved by a majority vote of the SBCDCC.

B. Officers will be elected by a majority of the members present and voting at the committee’s organizational meeting.

C. Vacancies in the positions of the officers will be filled as follows:

1. In the event of a vacancy in the Chair, the Vice Chair will assume the office of the Chair.

2. Vacancies in all other offices will be filled by a majority vote of all members present and voting at the next regular or special meeting of SBCDCC. Until such
time as the vacancy is filled, the Chair may designate another member to assume
the duties of the vacant position.

D. The term of office for all officers’ positions shall be two years, commencing with the
organizational meeting. A person elected to fill a vacancy will serve out the original
officer’s term.

E. The Chair may appoint an Elected, Alternate, Ex-Officio, or Associate member to
serve as Parliamentarian. This person must be knowledgeable in and able to interpret
parliamentary procedures, the SBCDCC by-laws, and *Robert’s Rules of Order*. The
Parliamentarian shall serve at the pleasure of the Chair.

F. The SBCDCC Officers shall serve at the pleasure of the SBCDCC and can be removed
from office by a majority vote at a regular or special meeting, with five day notice to
members of the SBCDCC. The individual involved shall have the right to be heard at
the meeting and to call witness to testify on his or her behalf prior to the vote. When
the Chair is the Member/Officer subject to removal, the Vice Chair shall perform
his/her duties.

ARTICLE VI: DELEGATES

A. SBCDCC shall designate a number, according to the California Democratic Party, of
its members to serve as Delegates to the State Democratic Convention. These
delegates shall also be members of the California State Central Committee.

B. The delegates will be elected by a majority of the members present and voting at the
organizational meeting. Delegate positions will be divided as equally as possible
between men and women, and will be in the spirit of affirmative action.

C. Vacancies in the delegate positions shall be filled by a majority vote of the SBCDCC at a
regular or special meeting.

D. The term of office for all delegates shall be two years, commencing with the
organizational meeting. A person elected to fill a vacancy will serve out the original
delegate’s term.

E. Delegates shall serve at the pleasure of the SBCDCC and can be removed by a
majority vote at a regular or special meeting, with five day notice to members of the
SBCDCC. The individual involved shall have the right to be heard at the meeting and
to call witness to testify on his or her behalf prior to the vote.

F. If a delegate is unable to attend a CADEM convention, they are responsible to
appoint a proxy to take their place at that convention.

G. From those Democratic State Central Committee Delegates elected by the SBCDCC,
one shall be elected by the SBCDCC as their California Democratic Party Executive Board Member.

ARTICLE VII: CLUB CHARTERS

A. General Description:

In order to encourage organized participation in political activity by Democrats in San Benito County, the SBCDCC may charter any group meeting the requirements cited in Article VII, Section D and authorize the use of the term "Democrat" or “Democratic" in its name and/or activities.

B. Conformity:

The constitution and/or bylaws of chartered groups shall conform to the policies for chartering established by the California Democratic Party, SBCDCC and any applicable state codes and laws.

C. Requirements for Charter:

1. All Chartered Organization Members must be registered Democrats, except minors and/or legal residents applying for citizenship who declare that they will be registering as a Democrat when eligible;

2. Membership Rosters must consist of at least twenty (20) verifiable members;

3. Chartered organizations must hold at least four (4) regular meetings each SBCDCC calendar year;

4. Chartered organizations must designate an Organization Representative to report on the chartered organization's activities to SBCDCC on a monthly basis. This person will also have privileges of the floor and the right to make motions, second motions and vote;

5. Charted organizations have the right to seek SBCDCC endorsement and support for local Democratic candidates and pertinent issues; and

6. Charted organizations must annually provide, at the Organizational Meeting of SBCDCC:

   a. A current membership roster

   b. A current list of Officers

   c. A current copy of the organization's constitution and/or by-laws
d. Applicable minutes (most recent meeting minutes and the minutes where current officers were elected); and

e. A statement of goals attained during the prior period and objectives for the coming term, if the organization is involved in specific election-related activities.

D. Charter Applications - New applications for charters shall be submitted in writing to the Chair of SBCDCC.

1. New applications for charters shall contain:

   a. The name of the organization;

   b. A copy of the applicant's current constitution and/or bylaws;

   c. The names and contact information of the organization's officers;

   d. A roster of (at least) twenty paid members;

   e. A statement of goals and focus for the organization;

   f. A statement of compliance with Article VII, Section D of these by-laws; and

   g. A statement of receipt and disbursement of funds for the year to date, if requested by SBCDCC.

2. The SBCDCC shall approve or disapprove the chartering request by a majority vote of the members present.

E. Denial and Revocation:

1. SBCDCC may reject an application for charter or revoke an existing charter for an organization's failure to comply with the rules and procedures contained in Article VII of this document.

2. In the event of a rejected chartering application or revocation of an existing charter, the affected organization shall be notified in writing. The affected organization may appeal this action in writing up to sixty (60) days after notification or by appearance before the SBCDCC.

ARTICLE VIII: FINANCES

A. The SBCDCC Treasurer shall establish bank accounts for SBCDCC funds in
accordance with FEC and FPPC regulations, and shall deposit and pay out moneys from these accounts in accordance with State and Federal Regulations and the SBCDCC Budget and other instructions from the Committee.

B. The Treasurer, Chair, Vice Chair, Secretary, and the Treasurer’s Assistant shall have check signing power. Two signatures will be required on all checks for over $300.

C. The SBCDCC Treasurer shall be responsible for keeping proper financial records as required by the FEC and FPPC and filing all required reports with these two bodies.

ARTICLE IX: NOMINATION AND ENDORSEMENT OF CANDIDATES

A. The Committee, alone or in conjunction with other County Committee or State Committee members, may nominate candidates to fill vacancies as provided by the State Election Code.

1. Endorsement of candidates for all local nonpartisan offices (defined here as all nonpartisan offices whose jurisdictions do not extend across county lines) shall be the exclusive responsibility and prerogative of SBCDCC.

2. In the case of nonpartisan offices which are not statewide but embrace all or part of two or more counties, SBCDCC shall delegate its endorsing power to a specially organized body which falls under the jurisdiction of the State Chair, and which includes County Democratic Central Committee members resident in the election district.

3. Endorsement of candidates for partisan office shall be within the purview of the State Democratic Party or the National Democratic Committee.

B. SBCDCC may endorse candidates for nonpartisan office. This committee shall make no form of endorsement other than an official endorsement as expressly provided for herein. This committee reserves the right, in any given race, to make no endorsement at all.

1. The endorsement of this committee shall be by affirmative vote of sixty (60) percent of those members present and voting at a regular or specially called meeting of SBCDCC.

2. This committee shall not endorse more candidates for an office than the number to be elected to that office.

3. This committee shall not endorse, nor support in any way, a candidate who is not a Democrat.

4. Endorsement procedures may only take place when requested in writing either by
a candidate who has taken out papers for a non-partisan office, or by a member of
this committee. In all races, irrespective of any other consideration, where an
endorsement procedure is instituted all candidates who are registered Democrats
shall be notified of the date, time and place of all relevant meetings and of their
right to consideration.

5. With the approval of a majority of members present and voting at a
Regular or specially called meeting of SBCDCC, the Chair may appoint
members to serve on a Candidate Interview Committee, and report back with their
recommendation to the whole committee.

a. Any SBCDCC member appointed to the Candidate Interview Committee has
voting rights on that committee, but the recommendation of the Candidate
Interview Committee will not be binding on any final endorsement made by
the SBCDCC.

b. The recommendation of the Candidate Interview Committee shall be made to
SBCDCC by a designated spokesperson, who shall set forth, in full, the reasons
for the recommendation and the strength of the recommendation.

C. SBCDCC shall make every reasonable effort:

1. To see that at least one qualified registered Democrat is a candidate for each local
nonpartisan office within its endorsing jurisdiction

2. To persuade Democrats running against endorsed candidates to withdraw from their
races and to extend their support to those carrying the endorsement.

3. To protect the integrity of its endorsement power by precluding other entities,
through the use of legal process if necessary, from representing themselves as
pursuers of an official Democratic Party endorsement.

ARTICLE X: GENERAL POLICIES

A. Open Meetings - All public meetings of SBCDCC shall be open to all registered
Democrats.

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

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

D. Publications - SBCDCC and its subordinate bodies will make every reasonable effort to patronize union shop printers for all publications, stationery, leaflets, and other printing jobs.

ARTICLE XI: AMENDMENTS

A. Procedure:

1. A simple majority vote of members present and voting is required for the first overall revision of the by-laws in each calendar year, provided that notice of the proposed bylaw revisions is sent to all members of SBCDCC no fewer than fifteen (5) days prior to the meeting at which the proposed revisions are to be considered.

2. The by-laws of SBCDCC may be revised by a two-thirds majority vote of the members present and voting, provided that due notification is given as prescribed in Article XI, Section A1.

B. Severability:

1. The invalidation of any section of these by-laws by California State Law, or by the California Democratic Party or the National Democratic Party, shall not affect the validity of any other item or section of these by-laws.

2. Proposed new wording: If any section of these bylaws is invalidated by California Law, the California Democratic Party, or the National Democratic Committee, the remainder of these bylaws will remain operative and binding.

C. Effective Date:

By-laws or any amendments thereto shall become effective immediately upon their adoption.

Adopted November 1, 1995
Amended February 3, 2011
Amended February26, 2013
Amended March 7, 2019