



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

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## **ARTICLE I: NAME, ORGANIZATION, AND PURPOSE**

- A. The name of this organization shall be the San Benito County Democratic Central Committee (SBCDCC or Committee) 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 the January of the year following each Presidential Election.
- 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 our Assembly ADEM delegates and members of the Democratic National Committee;
  3. Register Democrats to vote;  
  
Educate and inform voters, advancing the ideals of the local, state and national Democratic Party;
  4. To seek input from San Benito County Democrats.
  5. Engage with and register young voters;
  6. Raise funds for Democratic campaigns;
  7. Charter and assist local Democratic clubs and organizations;
  8. Maintain an active base of volunteers for ongoing activities and to encourage volunteers to become members of local Democratic clubs and organizations;
  9. Elect members of the Central Committee of the California Democratic Party, in a manner prescribed by the bylaws and rules of the California Democratic Party; and
  10. Make the official Democratic Party endorsement for partisan and nonpartisan offices in local races.

## ARTICLE II: MEMBERSHIP

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

1. Elected Members:

- a. In accordance with California Election Code, San Benito County Democrats shall elect the number of Members determined by state law to the SBCDCC, the number elected from any supervisorial district to be determined according to 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.

2. Appointed Members

- a. At or after the January Organizational Meeting, all vacant positions on the SBCDCC will be filled by appointment by a majority vote of the Members present and voting at a regular or specially called meeting of the SBCDCC.
- b. To be considered for a position as an Appointed Member, one must be registered to vote as a Democrat in San Benito County, must complete a written membership application, and must have attended at least one previous meeting of the SBCDCC.
- c. Such appointments will be within the spirit of affirmative action and community representation.
- d. After interviews with prospective Members, Committee deliberations shall be closed to non-Committee Members and will be confidential. Voting will take place in an open session meeting.

3. Youth Members:

- a. There shall be four Youth Member positions, to be allocated as follows:
  - i. a student at Anzar High School;
  - ii. a student at San Andreas High School;
  - iii. a student at Hollister High School; and
  - iv. an at-large position, which may be held by an additional student from any of the above high schools, or a youth not affiliated with

any of those high schools (such as a college student, a home-schooled student, or a youth who is not a student).

- b. Youth Members must be residents of San Benito County, and either registered or pre-registered as Democrats.
- c. Youth Members must be 16 - 25 years old at the start of their term, and once appointed, may hold their position until the next Organizational Meeting of the SBCDCC.
- d. Youth Members must attend one regular meeting of the SBCDCC before they submit their application for membership and may be appointed at the beginning of their attendance at a second meeting.
  - e. Youth Members shall be appointed by a majority vote of the SBCDCC Members present and voting, and will be sworn in immediately upon appointment.
  - f. Youth Members shall have privileges of the floor, and an advisory vote which shall be cast prior to voting by other Members entitled to a vote, but shall not be counted in the tally of votes cast for purposes of determining the outcome.
  - g. Youth Members may appoint Alternates who are qualified to hold the same position. Alternate Youth Members will serve under the same conditions as regular Alternate Members.

4. 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/they resides in San Benito County:
  - i. Governor
  - ii. Lt. Governor
  - iii. Secretary of State
  - iv. Controller
  - v. Treasurer
  - vi. Attorney General
  - vii. State Board of Equalization
  - viii. U.S. Senator

- ix. Superintendent of Public Instruction
  - x. Insurance Commissioner
  - xi. Members of the Democratic National Committee
- c. Regional Directors of the California Democratic Party representing San Benito County shall be Ex-Officio Members. Regional Directors shall not be eligible to be an officer of the SBCDCC or be elected by the SBCDCC as a CADEM delegate.
- 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.
5. Alternate Members:
- a. Within sixty (60) days of taking office, each Elected, Appointed or Youth Member shall appoint an Alternate Member, who must reside in the same supervisorial district if appointed by an Elected or Appointed Member. If an Elected or Appointed Member does not appoint an Alternate Member within sixty (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 shall not be eligible to be an officer of the SBCDCC .
6. 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 no other rights.

7. 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 no other rights.
- c. Associate Members shall pay dues at the first regular meeting the Associate Member is in attendance.

8. Club Representative Members

- a. Each Democratic club chartered by the SBCDCC shall have the right to elect a representative from their membership who will be a Member of the SBCDCC.
- b. Club Representative Members shall have the same rights as elected Members, except they shall not be eligible to be an officer of the SBCDCC.

9. All members will be sworn in at the meeting at which they are seated, by the County Clerk or the SBCDCC officer presiding.

B. Dues

1. Dues shall be paid by the Elected, Appointed, Alternate, Ex-Officio Alternate, Associate and Club Representative Members. No dues shall be required of Youth, Youth Alternate, Ex-Officio, and Lifetime Members.
2. Dues for Members of SBCDCC shall be set annually at the November meeting, and will be payable by the February meeting, or within thirty (30) days of being sworn in if appointed later.
3. Members elected after the organizing meeting shall be required to pay the prescribed dues for the year during which they were appointed, payable within thirty (30) days of his/her/their appointment.
4. Dues may be reduced or waived in case of financial hardship, at the discretion of the Chair.
5. Dues are not refundable in whole or part.
6. Members who are not current in dues or have not received a waiver will be notified by the Treasurer.
7. 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 Standing and 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.
8. Act as Precinct Captains during elections.
9. Abide by the Codes of Conduct as approved by the SBCDCC and the California Democratic Party.

D. Terms of Office shall be four years commencing at each Organizational Meeting.

### E. Disciplinary Action and Removal from Membership

1. If an Elected or Appointed Member, or their Alternate, changes residence out of the supervisorial district from which he/she/they has been elected or appointed, it shall constitute his/her/their automatic resignation from the SBCDCC.
2. If any Member ceases to be a registered as a member of the Democratic Party, it shall constitute his/her/their automatic resignation from the SBCDCC.
3. Any Member of SBCDCC, other than an Ex-Officio Member, who misses three regularly called meetings during any six-month period, without attendance by the Member's alternate, may be subject to removal, unless his/her/their absence is excused due to illness, temporary absence from the county on the date of the meeting, or other extraordinary circumstances as determined by the Chair or designated representative responsible for attendance matters.

4. Accusations of a member's violation of the SBCDCC Code of Conduct shall be referred to the Executive Board for investigation, and a recommendation, if appropriate, for action by the full SBCDCC.
5. By a 60% vote of the Members of SBCDCC present and voting, any SBCDCC Member except Ex-Officio and Regional Director Members, may be disciplined and/or removed from office:
  - a. For cause, including misconduct, violating the SBCDCC Code of Conduct, 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, other than an Ex-Officio Member, who during his/her/their term of membership affiliates with, or registers as a member of another party, who publicly advocates that the voters should not vote for the nominee of this party for any office, or who gives support or avows a preference for a candidate of another party or candidate who is opposed to a candidate nominated by this party.
6. The Chair will reach out via email to any Member subject to removal, alert them that they are in jeopardy of losing their seat on the SBCDCC, and verify if any absences are excused due to reasons listed above in Article II.E.2. A vote for removal must appear on the meeting agenda which is distributed to all Members at least five days prior to the meeting.
7. The disciplinary actions that may be taken by the Committee pursuant to this Section include, but are not limited to:
  - a. Removal of a Member from the Committee;
  - b. Public or private censure of a Member;
  - c. Suspension of a Member's voting rights on the Committee for a period not to exceed one (1) year;
  - d. Prohibition of a Member from participation in any Committee candidate endorsement process, decision, and/or vote for a period not to exceed one (1) year; and

- e. Any other such action, as the Committee deems appropriate under the circumstances.

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 to Section E of this Article.
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 a majority of the voting Members, not including Youth, Ex-Officio and Club Representative 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 as stated in Section III.F.2 below.
  1. Every reasonable opportunity shall be given for an attendee to be heard. Those attending who are not Members of this Committee will be offered one to three minutes to speak, the amount of time at the discretion of the Chair, and at a time determined by the Chair. Written minutes of all meetings shall be taken, approved by Members at the next meeting, sent to all Members who are

current in their dues, and published to the SBCDCC website as a downloadable pdf file.

2. At the discretion of the Chair, meetings shall be held in closed session:
  - a. When the Committee deliberates on the election of SBCDCC Appointed Members, CADEM delegates, or CADEM Executive Board representatives, or endorsements of candidates or ballot measures; voting for these offices will take place at a public meeting;
  - b. When discussing possible disciplinary action or the removal of an SBCDCC member;
  - c. When deemed necessary to protect privacy and/or confidentiality concerns, or election strategy;
  - d. When there is potential or actual litigation;
  - e. Or any other time when deemed absolutely necessary.
  - f. All Members shall maintain the confidentiality of all closed session deliberation and voting.

G. Agenda:

1. The agenda for all regular meetings shall be determined by the Chair of SBCDCC or his/her/their designee. 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, including meeting location and/or information for attending via Zoom or other software, shall be sent via email to each Member of SBCDCC and posted on the SBCDCC website at least two days prior to the meeting.
2. The agenda, and all written communication to SBCDCC members, will be sent to email addresses provided by members to the Secretary.
3. SBCDCC members shall agree to use other members email addresses only for party business, and not provide them to non-Committee members. Members who wish to only receive official Committee communication from the Secretary should inform the Secretary, who will notify the membership of this requirement.
4. 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 any 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 shall be added to the agenda if no less than two-thirds (2/3) of the Members present and voting vote to place the matter on the agenda.

- H. The Chair, at their discretion, may decide to hold any meeting either in person or as a “virtual meeting”. Virtual meetings shall be held via a publicly available video or telephone conference system. This applies to both regular and special meetings, per Article III.B. Notice shall be sent to all SBCDCC Members that a particular meeting will be telephonic, and a notice shall be placed on the SBCDCC web site, both at least two days before the time of the meeting. The web site posting shall include a link where any registered Democrat can request log-on information so they can participate in the meeting. All other meeting rules shall apply to these virtual meetings.

#### **ARTICLE IV: VOTING**

- A. Elected, Appointed, Ex-Officio and Club Representative 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, Youth and Club Representative Members shall not be considered in establishment of a quorum.
- B. No Member can cast more than one vote. Proxies may not be used at any meeting of SBCDCC. No votes will be taken by secret ballot.
- C. Unless otherwise specified in these by-laws, all actions taken by the SBCDCC will be by a majority vote of all Members present and voting, with abstentions counted as “not voting.” Votes will be counted from a show of hands, in person or virtually on screen, or by another method as directed by the chair. Vote totals of yeas, nays and abstentions will be recorded by the Secretary in the minutes.

#### **ARTICLE V: OFFICERS**

- A. The officers of SBCDCC shall be elected from among the Elected and Appointed Members (per Section II.A.1), and 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 distribute to the membership, interested individuals and groups three days prior to the meeting;
    - c. Preside over meetings;
    - d. Appoint Standing and 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, or designate another Committee Member, taking a public position on candidates and ballot measures only when based on an official endorsement of the SBCDCC;
- h. Serve as an Ex-Officio Member of all Standing Committees and chartered clubs.

## 2. Vice Chair

- a. Assist the Chair in performance of his/her/their 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 email request from the Chair, cc'd to the Secretary and included in the next month's Treasurer's Report. All disbursements above \$300.00 require the prior approval of SBCDCC;
- f. Disburse SBCDCC expenditures required by action of SBCDCC;
- g. Disburse funds to cover costs of a fundraising event up to the amount budgeted for the event by the SBCDCC, as long as all expenses are

approved by the Chair and a fundraiser chair appointed by the Chair for a particular event;

- h. Disburse funds to cover costs of the event over the amount budgeted for the event by the SBCDCC, as long as all expenses are approved by the Chair and the fundraiser chair, and the total amount collected in contributions for the fundraiser are greater than the total amount expended or planned to be expended on the event;
- i. Provide a written report of all financial transactions and the financial status of the SBCDCC at each regular meeting, to be accepted by a majority vote of those attending;
- j. Notify in writing any Members whose dues are delinquent;
- k. File all financial reports as required by law in a timely fashion with the appropriate local, state and federal agencies;
- l. 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; and
- m. 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 next meeting, for approval by a majority vote of those in attendance;
- b. Virtual meetings conducted online, and in person meetings, will be recorded. These recordings will be provided solely to the Secretary, to aid in preparing accurate minutes.
- c. Keep and maintain a current roster of Elected, Appointed, Alternate, Ex-Officio, Associate, Youth and Lifetime Members of SBCDCC, with their emails and phone numbers;
- d. 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;
- e. Keep written record of the ratified by-laws;

- f. Maintain a copy of all supporting documentation related to officially chartered and re-chartered clubs within San Benito County;
  - g. Be the holder of all official records of SBCDCC;
  - h. Carry on the correspondence pertaining to the SBCDCC as directed by the Chair or action by SBCDCC;
  - i. Be responsible for sending out SBCDCC minutes along with upcoming regular meeting agendas and any other announcements concerning the SBCDCC, to all Members;
  - j. 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; and
  - k. 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 or when a vacancy occurs. Any candidates who are nominated must indicate that they are willing to serve before the vote is taken.
- 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. If the Vice Chair is unable to serve, the Secretary will serve temporarily until an election can be held.
  - 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 meetings 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 or Appointed 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 witnesses to testify on his/her/their behalf prior to the vote. When the Chair is the Member/Officer subject to removal, the Vice Chair shall perform his/her/their duties.
- G. Executive Board. The Executive Board (“E Board”) will consist of the Chair, the Vice-Chair, the Secretary, the Treasurer and the Parliamentarian. The Chair will schedule E Board meetings before every regular and special meeting to confer on agenda items and other business of the SBCDCC. The Chair may call meetings of the E Board at other times when issues arise that are of importance to the SBCDCC.

## **ARTICLE VI: DELEGATES**

- A. SBCDCC shall designate a number, calculated by Secretary of 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. The number of delegates shall be based on four plus one member for each 10,000 registered Democrats, or fraction thereof, as of the most recent report of the registration to the CA Secretary of State.
- 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, per the CADEM Equal Division Rule. Any candidates who are nominated must indicate that they are willing to serve before the vote is taken.
- 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 and in January two years hence. 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 be notified by email and US postal mail, and have the right to be heard at the meeting and to call witnesses to testify on his/her/their 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. Any candidates who are nominated must indicate that they are willing to serve before the vote is taken.

## **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 serve as the Club Representative Member on the SBCDCC.;
5. Chartered organizations have the right to seek SBCDCC endorsement and support for local Democratic candidates and pertinent issues, as well as the right to make their own endorsements; and
6. Chartered 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 members who have paid their dues;
- 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.
- D. When an emergency situation arises where it is physically impractical or unsafe to obtain the signatures of two SBCDCC officers on checks (as required by Section B of this Article), due to climate, health or other emergencies, checks can be issued with the signature of one of the SBCDCC officers. When there is only a single signer on a check during this emergency, the signer must obtain explicit approval of the expenditure from the Chair in advance via email. If the check is signed by the Chair, they must obtain explicit approval of the expenditure from another SBCDCC officer in advance via email. Email approvals shall be cc'd to the Secretary and included in the next month's Treasurer's Report.
- E. All submitted local, state, and federal financial forms to the SBCDCC shall be published to the SBCDCC website as downloadable pdf files.

#### **ARTICLE IX: NOMINATION AND ENDORSEMENT OF CANDIDATES AND BALLOT MEASURES**

- A. The Committee, alone or in conjunction with other County Committees 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), and endorsement of local San Benito County ballot measures, shall be the exclusive responsibility and prerogative of SBCDCC.
  - 2. The Committee shall not make any endorsement of candidates running for

the SBCDCC or any other county Democratic Central Committee.

3. After candidate interviews and presentations by parties for and against local ballot measures, Committee deliberations on endorsements for candidates and/or ballot measures shall be closed to non-Committee Members and will be confidential. Voting on endorsements shall take place in public session.
  4. 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.
  5. 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 offices within San Benito County, may endorse local San Benito County ballot measures, and may endorse candidates for positions within the California and National Democratic Party. 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. The Committee will vote on which electoral races and ballot measures on which it elects to initiate the endorsement process. In all races, irrespective of any other consideration, where an endorsement procedure is instituted, all candidates who are registered Democrats shall be notified via email and US postal mail of the date, time and place of all relevant meetings and of their right to consideration.
  5. The SBCDCC may vote to interview candidates or proponents or opponents of any Ballot Measure being considered for endorsement, before the full SBCDCC at a regular or specially called meeting for some or all of the items being considered for endorsement.

6. 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/or a Ballot Measure Interview Committee, which will report back with their recommendations to the whole Committee. The Ballot Measure Interview Committee will solicit interviews with the proponents and opponents of any ballot measure being considered for endorsement.
    - i. The recommendation of the Candidate Interview Committee and/or a Ballot Measure Interview Committee will not be binding on any final endorsement made by the SBCDCC.
    - ii. The recommendation of the Candidate Interview Committee and/or a Ballot Measure 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.
  7. To avoid any conflict of interest, any Member of the SBCDCC seeking the Democratic endorsement for a local office, or their spouse or partner, or any paid consultant or employee working on their campaign, shall recuse themselves from all deliberations on the endorsement process or selection of the endorsed candidate for the office being sought.
- C. In local nonpartisan elections, 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 purveyors 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, except when meeting in closed session per Section III.F.2.
- 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.
- E. The version of the bylaws most recently amended by the SBCDCC will be posted to the SBCDCC website, with the date that the amendments were approved.

## **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 (15) days prior to the meeting at which the proposed revisions are to be considered. Notice to be via email unless snail mail notification has been specifically requested in writing by an SBCDCC Member.
- 2. Thereafter, 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 A(1).

### **B. Severability:**

- 1. The invalidation of any section of these by-laws by California State or Federal 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 or Federal 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 February 26, 2013  
Amended March 7, 2019  
Amended July 3, 2019  
Amended June 4, 2020  
Amended May 5, 2022  
Amended July 1, 2023  
Amended September 14, 2023  
Amended April 11, 2024  
Amended December 18, 2024  
Amended April 10, 2025  
Amended June 12, 2025