



Placer County Democratic Club Handbook

Developed for the benefit of Placer County Democrats by the

Placer County Democratic Party

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DRAFT

Placer County Democratic Club Handbook

The Placer County Democratic Party has compiled this information for the benefit of our Placer County Democratic Clubs to help our clubs and club members understand the structure of the California Democratic Party, its County Central committees and the local Democratic Clubs. We hope that this information will be helpful.

If you have suggestions for additional information to be included in future versions of this handbook please contact us at info@placerdemocrats.org.

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The Placer County Democratic Central Committee

(aka Placer County Democratic Party / PCDP)

What is the PCDP?

The Placer County Democratic Party (Placer County Democratic Central Committee / PCDP) is the official governing body of the Democratic Party in the County of Placer. PCDP works in cooperation with the State and National Democratic Committees. Meetings of the PCDP are open to the public.

What We Do:

PCDP conducts Democratic Party campaigns in Placer County under the general direction of the Democratic State Central Committee. It is responsible for building the Party organization at the district, regional, and county levels; registering Democratic voters; and encouraging Election Day turn out among Democratic voters.

The essence of PCDP's mission is to encourage the fullest possible participation of all Democratic voters and to disseminate the Democratic message, platform and philosophy. PCDP is responsible to officially charter Democratic clubs and organizations in Placer County. A major source of PCDP's grassroots organizing is through the encouragement and facilitation of Democratic clubs and organizations. There are 10 chartered Democratic clubs in Placer County.

PCDP develops official Party policies and positions and communicates them to the public and to all officeholders. PCDP provides a grassroots forum for the study and discussion of public policy issues and their impact at the local level.

One of the most important duties PCDP performs is to interview, develop and endorse Democratic candidates for public office. Endorsements issued by PCDP in local and municipal races become the official endorsements of the California Democratic Party.

County Central Committees are governed by California Election Code and the rules and bylaws of the CDP.

Goals:

The goals of the PCDP are:

1. To increase the visibility of the Placer County Democratic Party in Placer County.
2. To increase the number of registered democrats in Placer County.
3. To execute an endorsement process for local, state and federal campaigns.
4. To support PCDP endorsed local, state, and federal campaigns.
5. To develop alignments with organizations and individuals that benefit Placer County Democratic Party goals.
6. To support chartered clubs in visibility and voter registration efforts.
7. To raise funds to support PCDP Goals.

Membership:

Membership in PCDP is determined by the By-Laws of PCDP. These members make up the official governing body of the Democratic Party in Placer County.

Members are elected to serve two-year terms. Dues are payable in July of each year. Club Representative's dues may be paid by their club and are transferrable if the club elects a new representative mid-term.

Membership Types:

Elected: Twenty three members are elected based on Supervisorial District during the direct primary election of even-numbered years. If there are more qualified candidates than available seats in any Supervisorial District the candidates will be placed on the Democratic Primary ballot to be elected by Placer County Democrats. If

there are equal or fewer qualified candidates than available seats in a Supervisorial District all candidates in that district are elected by default and will not be on the Primary ballot.

Appointed: Members appointed to fill a vacancy to one of the ten elected seats. Appointed members can only be appointed to fill a vacancy in the Supervisorial District where they live. Appointed members are nominated by an elected member and approved by a vote of the full membership.

Ex-Officio: Those who serve on PCDP by the virtue of their offices and registered as Democrats in Placer County, including: Incumbent officeholders and nominees for public office.

Alternate: Any member in good standing (Elected, Appointed, or Ex-Officio) may appoint an alternate member, subject to the approval of PCDP, who serves at the member's pleasure. An Alternate member for an elected or appointed member must reside in the same Supervisorial District. An alternate member for an Ex-Officio member must reside in that political subdivision of Placer County which the appointing member was nominated to represent. An alternate member has right of voice and motion at meetings of This Committee even if the appointing member is present but may vote only in the absence of that member.

Club Representative: A Democratic club chartered by PCDP may designate a Club Representative Member subject to the approval of PCDP. These members have full voting privileges as other members.

The Executive Committee:

The Executive Committee of the PCDP consists of: Chairperson, Vice Chairperson, Secretary, Treasurer, Executive Board Representative and 2 At Large Members. The Executive Committee is divided evenly by gender whenever feasible

The Executive Committee is elected at the organizational meeting of the PCDP for a two-year term. Only duly elected PCDP members (not appointed or alternate) may vote at this organizational meeting. All votes for Executive Committee are public.

Standing Committees:

The PCDP currently recognizes these sub-committees. You do not need to be a member of the Central Committee to serve on most sub-committees.

Candidate Services Committee:

The Candidate Services Committee seeks out potential candidates for local elections, assesses the viability of candidates and makes recommendations to the PCDP for endorsements.

Club Leadership Committee:

This is not so much a committee as a communication and information sharing group for Club Chairs and leaders. The purpose is to foster open communication between the leadership of the clubs for exchanging ideas and pooling resources.

Club Outreach Committee:

The Club Outreach Committee is dedicated to fostering closer ties between the clubs and the PCDP. The goal is to develop relationships and to better serve the needs of our clubs. PCDP Members of this committee sponsor clubs and serve as the conduit for free-flowing information between the club and the PCDP. Club Representatives are also encouraged to participate in this committee.

Resolutions Committee:

The Resolutions Committee writes and promotes resolutions to be presented to the State Central Committee for endorsement by the State Party. It researches resolutions sponsored by other organizations and County Central Committees and makes recommendations to the PCDP on whether to co-sponsor or not.

Communications Committee:

The Communications Committee handles website, email and other forms of electronic communication for the PCDP.

Finance Committee:

The Finance Committee writes a budget for the PCDP and maintains a watch on the income and expenses to assure that the PCDP is financially sound. The PCDP Treasurer is Chair of this committee.

Fundraising Committee:

The Fundraising Committee plans fundraising strategies and organizes fundraising events.

Governance Committee:

The Governance Committee is responsible for maintaining the Bylaws and assuring that PCDP is in compliance with our bylaws and the rules and bylaws of the CDP.

Events Committee:

The Events Committee is a short-term committee put together to organize specific events and fundraisers. Each event has its own Events Committee then, after the event the committee is disbanded until the next event.

Jefferson-Jackson Dinner Committee:

The Annual Jefferson-Jackson Dinner is the PCDP's largest fundraising event. It requires a great deal of planning and hard work. This committee works to arrange for the speakers, catering, venue, and everything involved in putting together our very successful event each year.

Voter Outreach Committee:

The Voter Outreach Committee is responsible for voter registration and related events. It is also responsible for GOTV (Get Out The Vote) efforts.

Relationship to the California Democratic Party:

Although County Central Committees are governed by State Election Code they are also chartered by the CDP. In order to reap the benefits of charter, such as delegates to the conventions, Representatives to the State executive Board, and recognition of County endorsements, the Central Committees must abide by the bylaws of the CDP and the rules governing membership in the CDP.

Relationship to Democratic Clubs:

According to State by-laws, any organization which uses the name "Democrat" and raises money must obtain a charter from the County Central Committee of the county in which they operate. PCDP is the Chartering organization for ten Democratic Clubs in Placer County.

In order to be a chartered Democratic club an organization must have:

1. A minimum of 10 registered Democrats, a majority of whom reside in the same District and/or belong to the group the club intends to represent (youths from 16 to 18 may join if they sign a statement that it is their intent to register as a Democrat at 18).
2. A set of bylaws which establishes annual dues, nomination, election and term of officers and a regular meeting schedule.
3. All general program meetings must be open to the public. Clubs may make endorsements in partisan and non-partisan elections but may not endorse, support, encourage or help non-Democratic candidates in partisan and non-partisan elections.

Generally, clubs exist to establish a congenial environment within which members may discuss issues of mutual concern, to promote candidates, policies and ideals of the Democratic Party, to provide an opportunity for citizens to participate in a significant way in the conduct of public affairs, to observe the political actions of elected officials representing jurisdictions within which members of the club may live, to study and take positions on public policy issues, to track progress of legislation and administrative actions affecting issues on which the club has taken a position, to engage in actions to persuade policymakers to support the club's positions, to increase voter registration and to support the Placer County Democratic Central Committee in its activities.

Clubs may endorse candidates for local non-partisan races independently of the PCDP however no club or Central Committee may endorse a candidate in a partisan race contrary to the official endorsement of the CDP. All CDP endorsements become the official endorsement of all Democratic organization statewide.

What does the PCDP have to offer the clubs?

An infrastructure for organizing campaigns and voter outreach: PCDP can help clubs to organize voter registration and GOTV efforts through training, use of the MOE database (see below) and promotion of activities.

Promote club events and fundraisers: PCDP will help clubs to organize, promote and publicize fundraising events and more. PCDP maintains an email subscription list of over 700 Placer County Democrats. We can promote your events to our list as well as to our Central Committee Members and other Placer County clubs. PCDP will include your events in the monthly email newsletter. [email: info@placerdemocrats.org]

Motivate Organize Elect (MOE). A comprehensive database of registered voters in Placer County, which can develop lists of those voters for specifically targeting various types of campaigns. It includes constantly updated records of names, ages, addresses, phone numbers, voting history, status of registration and other valuable data. It is capable of identifying others in the household and their voting histories, and can create campaign material such as door hangers. PCDP has a MOE Administrator to help with voter lists, precinct walking lists, mailing lists, etc. Clubs may have their own MOE Administrator if they choose. The PCDP Administrator can set up the system for the club and train the Club Administrator.

A conduit of information from the State Party: PCDP has Executive Board Representatives and Delegates to the State Party. These Reps can help club members to find out information about the State party, the local County Party and how to become involved in Party activities beyond your club. There are many opportunities for Democrats to get involved in County and State Democratic politics.

Club Representatives on the Central Committee: PCDP offers each club a seat at the table. We are one of very few County Central Committees that offer full membership and voting privileges to a Club Rep. These Club Reps are elected or appointed by the clubs and approved by the PCDP. Written notice from the Club Chair is all that is required to appoint a Club Rep. Once the Rep is approved and sworn in they have essentially the same privileges as other members of the Central Committee.

Liability Insurance & Property Coverage: PCDP offers liability insurance coverage to clubs for their events. If your club is required to have a liability insurance policy for an event contact PCDP.

Placer County Democratic Clubs

Placer County Democratic Party currently supports these ten chartered clubs

- | | |
|--|--|
| Auburn Area Democratic Club (AADC) | Roseville Junction Unity Democratic Club (RJUDC) |
| Democratic Club of Lincoln | Tahoe Truckee Democratic Club |
| Democrats of Sun City Roseville | The Club at Westpark Democrats |
| Five Cities Democratic Club | Women Democrats of Placer County |
| Progressive Democrats of South Placer (PDSP) | Young Democrats of Roseville |

Placer County Democratic Central Committee Officers: 2011-2013 (as of June 25, 2011)

Chair: J Brian Washman Auburn
Vice-Chair: Scott Warren Lincoln
Secretary: Darlis Beale Lincoln
Treasurer: Linda Hall Roseville
E-Board Rep, State Glenda Wertemberger Roseville
Rep at Large Bob Golling Loomis
Rep at Large Wes Clark Roseville

E-board = executive board

PCDP Members: (2011-2013 term as of June 25, 2011)

Supervisory District 1	Rene Aguilera Linda Hall David Larson Glenda Wertemberger VACANT	Supervisory District 4	Bob Golling Wes Clark Carolyn Fink* VACANT
Supervisory District 2	Darlis Beale Della Sharief Scott Warren Nancy Tilcock* Joe Mlakar* VACANT	Supervisory District 5	Delana Rudd Jerry Straughan VACANT VACANT
Supervisory District 3	J. Brian Washman Linda Warren* VACANT VACANT	* Appointed	
		Ex-Officio Members:	
		CD-4	Clint Curtis
		AD-3	Mickey Harrington
		AD-4	Dennis Campanale
		AD-5	Richard Pan

Club Representatives:

Auburn Area Democratic Club
Democratic Club of Lincoln Doug Stark
North Tahoe Democratic Club
Progressive Democrats of South Placer
Democrats of Sun City Roseville
5 City Democratic Club Tony Pruitt
Women Democrats of Placer County
Placer County Young Democrats

California Democratic Council

The California Democratic Council (often called "the CDC") is the statewide umbrella organization for California's Democratic Clubs. They provide training, resources and guidance for existing and new clubs. Membership is free for all chartered Democratic clubs.

California Democratic Party (CDP)

The Democratic Party and its members are responsible for some of our nation's most important and impactful legislation: Social Security, Medicare, the Voting Rights Act of 1965, and the Americans with Disabilities Act.

Most recently, California Democrats played a leading role in helping President Obama pass the historic Patient Protection and Affordable Care Act, ending the insurance company practice of denying coverage to children because of pre-existing conditions and lowering the cost of health care for millions of Americans.

Democrats are building a healthier future for our state and improving the quality of life for all Californians. We believe our state must make university and community college affordable for today's working and middle-class

families. We believe in rewarding hard work and expanding opportunities for all Californians in order to create stronger and healthier communities.

There are more than 7.5 million registered Democrats in California – 44.49 percent of California voters.

CDP offers a Voter Registration Bounty Program to clubs and Central Committees. PCDP is registered for this program. CDP gives up to \$4 per registration form submitted. Clubs may participate in this program if they are willing to do the paperwork that is involved. Most clubs choose to participate through the PCDP. Clubs turn in copies of voter registration forms to PCDP and they are submitted to CDP for bounty reimbursement. These funds help PCDP to support our Democratic candidates.

Party Structure and Organization

The governing body of the California Democratic Party is the Democratic State Central Committee (DSCC), made up of approximately 2,900 members from each of the following groups in proportions of roughly one-third:

Local Parties (County Democratic Central Committees). Each County Democratic Central Committee elects DSCC members from its membership (four per central committee as a base, and then an additional one for every 10,000 registered Democrats in the county). Placer County has 10 delegates to the DSCC.

Assembly District Election Meetings (ADEMs). Twelve AD delegates are elected in caucuses that are held in each and every one of 80 Assembly Districts in January of every odd-numbered year. Of the twelve winning delegates, one is then elected to serve as CDP Executive Board Rep (E-Board).

Elected Officials, Nominees and Appointments. All California Democratic elected officials and nominees are members and additionally are allowed to appoint two - six DSCC members apiece. This includes Members of Congress, Statewide Officials, and State Legislators.

State Convention

The entire DSCC meets once a year at State Conventions – usually held in the spring. During state Conventions held in odd-numbered years after presidential elections, these members of the DSCC elect the Officers of the California Democratic Party. Officers serve four-year terms. The Chairman appoints the members of the nine standing committees of the California Democratic Party. There are also caucuses of DSCC members who share similar demographics and/or interests.

In addition, there are 21 Regional Directors who function as liaisons between the California Democratic Party and the County Central Committees and Democratic Clubs in their region (each of which is comprised of three to five Assembly Districts). Regional Directors serve two-year terms and are elected at State Conventions in odd-numbered years.

The entire DSCC votes to decide which candidates the CDP endorses for all partisan political offices in California. The body also drafts and establishes the official California Democratic Party Platform and votes to adopt Resolutions.

The annual convention is generally alternated between Northern and Southern locations; one year in Northern CA and the next year in Southern CA. Common locations for the convention are Sacramento, San Francisco, Los Angeles, and San Diego.

DSCC Executive Board

While the entire DSCC meets only once a year to conduct business at the State Convention, the Executive Board of the DSCC (E-Board) meets two more times each year to conduct business that arises during the intervals between conventions. There are approximately 320 E-Board members and they are chosen on the following basis:

- | | |
|---------------------|--|
| Statewide Officials | State Legislators (2 per house) |
| Members of Congress | State Party Officers / Immediate Past Officers |

Standing Committee Chairs	ADEM Representatives (one per Assembly District)
Caucus Chairs	California Democratic Council President
Democratic National Committee Members (19)	California Young Democrats President
Democratic County Central Committee Reps	

At E-Board meetings, the standing committees and caucuses meet and conduct their business. In even-numbered presidential election years, the members of the E-Board elect the 19 DNC members that represent California on the Democratic National Committee in Washington, DC.

The Placer County Democratic Party (PCDP) has 10 slots in its delegation to the Democratic State Central Committee (DSCC) for the 2011-2013 term. One of these delegates is also elected to be the Representative to the DSCC Executive Board.

State Party Caucuses

The California Democratic Party has recognized these statewide caucuses which are made up of individual members who share similar demographics and/or interests. These caucuses have been formed to foster participation in the policy decisions and the outreach programs of the Party. You do not need to be a delegate or member of the DSCC to join a caucus.

African-American Caucus	Disabilities Caucus	Progressive Caucus
Arab American Caucus	Environmental Caucus	Rural Caucus
Asian Pacific Islander Caucus	Filipino American Caucus	Senior Caucus
Business & Professional Caucus	Irish American Caucus	Veteran's Caucus
Chicano Latino Caucus	Labor Caucus	Women's Caucus
Children's Caucus	LGBT Caucus	
Computer & Internet Caucus	Native American Caucus	

Common Acronyms

One of the most frustrating things for Democrats as they become involved in the Party is understanding the acronyms. It can be very difficult to understand or to keep track of them all. Here is a list of acronyms and their meanings.

CDP	California Democratic Party
PCDP	Placer County Democratic Party (same as PCDC)
PCDC	Placer County Democratic Central Committee (same as PCDP)
DSCC	Democratic State Central Committee
AD	Assembly District
SD	Senate District
GOTV	Get Out The Vote

Frequently Used Websites / Resources

Democratic National Committee.....	www.democrats.org
California Democratic Council (CDC)	www.cdc-ca.org
California Young Democrats	www.youngdems.org
California College Democrats	www.californiacollegedems.com/cdems
Organizing for America (OFA).....	www.barackobama.com
United States Congress.....	www.house.gov
California State Governor	http://gov.ca.gov

California Secretary of State..... www.sos.ca.gov
California Voter Registration & Participation Statistics..... www.sos.ca.gov/elections/elections_u.htm
California State Senate www.senate.ca.gov
California State Assembly www.assembly.ca.gov
CalChannel (live streaming of legislative and policy sessions) www.calchannel.com/channel/live
To locate Union hotels..... www.hotelworkersrising.org/HotelGuide
To locate union printers in Northern California: (800) 333-4388

How to Contact the PCDP

You can contact the PCDP by email at info@placerdemocrats.org or by calling 916-652-5302. More information is always available on the PCDP website at www.PlacerDemocrats.org

Bylaws of the Placer County Democratic Central Committee

(Revision Approved 06/10/2010)

ARTICLE I: TITLE

The title of the organization shall be Placer County Democratic Central Committee, hereinafter referred to as the Placer County Democratic Party (PCDP).

ARTICLE II: Goals

The goals of the PCDP are:

1. To increase the visibility of the Placer County Democratic Party in Placer County.
2. To increase the number of registered democrats in Placer County.
3. To develop and execute an endorsement process for local, state and federal campaigns.
4. To support PCDP endorsed local, state, and federal campaigns.
5. To develop alignments with organizations and individuals that benefit Placer County Democratic Party goals.
6. To support chartered clubs in visibility and voter registration efforts.
7. To raise funds to support PCDP Goals.

ARTICLE III: MEMBERSHIP AND REMOVAL

Section 1: Membership in the PCDP shall be composed of those defined in Sections A, B and C (California Election Code, Section 7200-7216)

- A. Persons elected pursuant to the Election Code at each primary election.
- B. Ex-officio members (nominees or elected officers) pursuant to the Election Code.
- C. Persons appointed by the PCDP as members
- D. Alternates. Each member (as defined in A, B or C) may designate a person who meets the same eligibility requirements to represent them in their absence. Alternate appointments are void as of the subsequent organizational meeting. Alternates, the Chair and the Secretary must be provided a written authorization to vote by the member they are representing (California Election Code 7208)

Section 2: Qualification for appointment.

To qualify for appointment a registered Democrat must attend two consecutive regular meetings of the PCDP and be approved by a majority vote of the membership at the subsequent regular meeting. Appointments are void as of the subsequent organizational meeting.

Section 3: Resignation is automatic when member:

- A. Ceases to be a registered Democrat.

- B. Moves from supervisorial district said member was elected or appointed to represent.
- C. Fails to take the Oath of Affirmation within 45 days of election or appointment as required by law.

Section 4: Resignation is voluntary when a member:

- A. States intention in writing.
- B. States orally at regular meeting.

Section 5: Removal of Members

A member may be removed by the PCDP for:

- A. Publicly opposing the Party's endorsed candidate and/or supporting a candidate of another party. (California Election Code 7215)
- B. Missing three consecutive meetings without notifying the chair or having an alternate attend in his/her stead. (California Election Code 7213).

Section 6: When a vacancy occurs, it shall be filled by the PCDP in accordance with the Election Code and the PCDP bylaws.

Section 7: Installation of members and reorganization of the PCDP shall take place in the month following the Primary election.

Section 8. Only PCPD members may vote in motions brought to the floor.

ARTICLE IV: Executive Committee, hereinafter referred to as the Executive Committee

Section 1. The Executive Committee of the PCDP shall be: Chairperson, Vice Chairperson, Secretary, Treasurer, Executive Board Representative and 2 At Large Members. The Executive Committee shall be divided evenly by gender whenever feasible

Section 2. The Executive Committee shall be elected at the organizational meeting of the PCDP for a two-year term. Only duly elected PCDP members (not appointed or alternate) may vote at this organizational meeting. All votes for Executive Committee shall be public.

Section 3. The duties of the Executive Committee:

- A. Chairperson shall:
 - Convene monthly executive board meetings, in addition to regular meetings of the PCDP.
 - Be an ex-officio member of all sub-committees
 - Sign all outgoing communications on behalf of the PCDP.
 - Shall represent the PCDP at all district meetings or send substitute.
- B. Vice Chairperson shall:
 - Reside on the executive board.
 - Perform all duties of the Chair in his or her absence.
 - Enforce 3-minute limit for member reports/announcements.
- C. Secretary shall:
 - Reside on the executive board.
 - Record the minutes of the PCDP meetings.
 - Send email minutes to members within a week of meetings prior to the next meeting.
 - Issue all notices
 - Answer all correspondence
 - Report all outside correspondence at meetings.
 - Reside on the Communications sub-committee.
- D. Treasurer shall:

- Reside on the Executive Board.
- Receive, record and deposit all monies.
- Pay all bills and retain invoices.
- File all appropriate forms.

E. The At Large members shall:

Reside on the executive committee, attend executive committee meetings and vote in executive committee actions.

Section 4. The Executive Committee shall:

Meet monthly prior to the regular meeting to determine the agenda of the next regular meeting.

Create and propose a budget to the PCDP membership for approval.

Automatically earn a delegate position to the California Democratic Party. (Remaining delegate seats will be voted on by the PCDP.)

Approve expenditures up to \$250, which will be reported to the PCDP membership at the meeting following the expenditure approval. (Expenditures higher than \$250 must be approved by the PCDP membership.)

ARTICLE V: SUB-COMMITTEES

- A. All sub-committees shall be created by the Central Committee, and sub-committee members shall be approved by the Central Committee.

ARTICLE VI: ENDORSEMENT POLICY

Section 1: Candidate Services Sub-committee.

- A. The Central Committee will appoint a Candidate Services Sub-Committee, per Article V. The Candidate Services Sub-Committee will be a standing Sub-Committee. It will have jurisdiction for:
 - 1. Candidate recruitment.
 - 2. Recommendations for campaign contributions.
 - 3. Recommendations for candidate endorsements.
 - 4. Recommendations for endorsements of local ballot propositions.
- B. The Candidate Services Sub-Committee shall consist of at least 3 Central Committee members.
- C. The Candidate Services Sub-Committee will comply with the endorsement policies set forth in the Bylaws of the California Democratic Party. At its first meeting for each election cycle, the Candidate Services Sub-Committee must review the sections of the Bylaws of the California Democratic Party that cover the endorsement of candidates.
- D. The Candidate Services Sub-Committee shall establish a process for evaluating candidates and making recommendations to the Central Committee as a whole.
- E. The Sub-Committee's evaluation process shall be presented to the Central Committee for approval prior to implementation.
- F. The Sub-Committee will research the candidates before making a recommendation.
- G. The Candidate Services Sub-Committee will assess the needs and viability of the recommended candidates and propose to the Central Committee the distribution of candidate contribution funds, based on the budgeted amount set aside by the Finance Sub-Committee. The Candidate Services Sub-Committee will release its contribution proposal at the same time that it releases its endorsement recommendations and at any other time it wishes to recommend a campaign contribution. The PCDP may follow the Sub-committee's contribution proposal, or at its discretion, make contributions to those candidates that have requested contributions.
- H. It is recommended that the Candidate Services Sub-Committee use the following timeline for endorsements.

1. The Candidate Services Sub-Committee may recommend a campaign contribution to a candidate at any time. A candidate need not be endorsed in order to receive a contribution.
2. At least three months prior to Election Day: The Candidate Services Sub-Committee reviews the sections of the State Bylaws that deal with endorsements, develops candidate vetting materials, and creates a schedule.
3. [Candidate filing begins]
4. As candidates are pulling papers to run for office the Sub-Committee will contact them and determine if they would like to be considered for an endorsement.
5. The Candidate Services Sub-Committee begins to evaluate the candidates.
6. [Candidate filing closes]
7. At least two months prior to Election Day: The Central Committee notifies the membership that endorsements will be voted on at the next meeting.
8. The Candidate Services Sub-Committee finishes the candidate evaluations, and makes its endorsement recommendations for Central Committee approval.
9. Prior to Election Day minus 30 days: The Central Committee votes on the endorsements.

Section 2: PCDP Endorsement Process.

- A. The PCDP will only endorse candidates in non-partisan races within Placer County, and candidates for partisan public office that are endorsed by the CDP.
- B. The PCDP will only endorse candidates who have affirmed that they have read the California Democratic Party Platform.
- C. "The PCDP will not endorse a candidate for any office until after the filing deadline for that race as closed."
- D. The PCDP will not endorse more Democrats than there are seats to be filled.
- E. The Central Committee may choose to meet with any or all of the candidates prior to granting an endorsement.
- F. A vote of two-thirds [2/3] of the members present at a Central Committee meeting shall be required to grant an endorsement. Notice of the endorsement vote must be contained in the notice of the meeting.
- G. The Central Committee chair will notify the candidates in writing of the Central Committee's decision.

ARTICLE VII: DUES

Annual membership dues shall be \$24.00. Payment of dues shall not be obligatory for any member to whom it constitutes an economic hardship.

ARTICLE VIII: QUORUM

A quorum shall consist of seven (7) members or fifty percent (50%) of the membership, whichever is less.

ARTICLE IX: MEETINGS

Section 1. Meetings of the PCDP shall be governed by the rules contained in the latest edition of Robert's Rules of Order in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the PCDP and the Election Code.

Section 2. Regular meeting dates shall be selected by the PCDP at its organizational meeting.

Section 3. Notice of the date, time and place of the next regular meeting shall be communicated to all members.

Section 4. Notice of an emergency meeting shall be given to all members and all actions taken at such a meeting shall be ratified at the next regular meeting.

Section 5. Meeting agendas will be set by the Executive Committee. Members may submit their requests for agenda items one week prior to the Executive Committee Meeting for consideration at the next

regular meeting. The agenda item requester will be notified by the Secretary prior to the regular meeting of the status of the request.

Section 6. In order to vote for action on any item, the item must be on the regular agenda.

Section 7. Each elected/appointed member or such alternates will have an opportunity to present reports and make announcements that do not require a vote as part of the regular agenda. Members will be required to limit their reports to 3 minutes.

Section 8. PCDP meetings are open to the public. There will be the opportunity for public comment by non-PCDP members who attend meetings. Comments will be limited to 3 minutes.

ARTICLE X: CLUB CHARTERS

Section 1. It being recognized that the strength of the Democratic Party resides with the individual participation of the citizen, it is the aim of the PCDP to encourage and aid in the organization and growth of Democratic clubs.

Section 2. The only authentic and recognized Democratic Clubs in Placer County are those clubs that shall have been duly chartered by the PCDP.

Section 3. To be chartered a club must submit a list of its members and officers. There must be at least ten members, and all must be registered Democrats.

Section 4. The Chair shall appoint a subcommittee of one or more to investigate the bona fides of the proposed club and report to the PCDP.

Section 5. A majority vote at any regular meeting or at a special meeting is necessary to grant a Charter to any Club

Section 6. Each Charter so granted shall contain the following provision:

“This Club is organized for the purpose of strengthening the Democratic Party and never will endorse publicly a candidate for political partisan office other than a candidate of the Democratic Party. Membership in this Club shall not be denied on the basis of age, race, creed, ethnic origin, gender, physical handicap, religion or sexual orientation. Upon violation of this provision, any club’s charter may be rescinded.”

Section 7. Clubs are encouraged to send membership to PCDP meetings. Opportunities for public comment will be given at each meeting.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended or revised under any of the following three methods:

- A. At the organizational meeting of the PCDP called pursuant to the Election Code they may be amended by a majority vote of the members who have taken the oath or affirmation.
- B. At any regular meeting of the PCDP if notice of the proposed amendment is contained in the notice of such meeting.
- C. At any regular meeting of the PCDP Committee if the proposed amendment was advanced at the preceding regular meeting and submitted to the members in the minutes as required.
- D. A majority vote of the PCDP Committee members present is needed for an amendment to become effective.

Bylaws Originally drafted 1974. Revised 1984, 1986, 1992, 2002, 2008, 2010

