

10th ASSEMBLY DISTRICT DEMOCRATIC TASK FORCE  
BYLAWS –  
Proposed (AS OF\_ 2007)

ARTICLE I: NAME AND PURPOSE

SECTION 1. NAME:

The name of this Committee is the 10<sup>th</sup> ASSEMBLY DISTRICT DEMOCRATIC TASK FORCE, a California Democratic Party Chartered Organization, (hereinafter, This Organization).

SECTION 2. PURPOSE

A. The primary purpose of This Organization is to actively engage in political organization on the precinct level and perform other electoral political activity for the purpose of electing Democratic Party candidates endorsed by This Organization.

B. Additional purposes of This Organization are to:

1. Ensure, as far as possible, the election of candidates endorsed by This Organization.
2. Perform such other activities as may be permitted pursuant to law and the Charter of this Organization.
3. Serve as a coordinating council for Democratic organizations in the 10<sup>th</sup> AD.

ARTICLE II: MEMBERSHIP

SECTION 1. MEMBERS

A. This Organization shall consist of any Democrat registered in the Assembly District who has paid the prescribed dues, or been granted a waiver due to economic hardship by This Organization's Executive Committee, or by the Controller, which waiver was not reversed by the Executive Committee of This Committee.

B. Members are expected and encouraged to organize their precinct for This Organization.

SECTION 2. EXPIRATION OF MEMBERSHIP

Membership shall expire on the 1<sup>st</sup> of December of even numbered years. Re-qualification of membership shall begin immediately. Members who joined between the Primary and General Elections shall expire December 1<sup>st</sup> of the following even numbered year.

SECTION 3. CERTIFICATION OF MEMBERSHIP AND RIGHT TO VOTE

Membership shall be certified by the Controller of This Organization twenty-five (25) days prior to any meeting of This Organization, and a roster of membership shall be maintained by the Secretary of This Organization and shall be provided to the Chair, and other officers, upon request. In order to vote at any meeting, an individual's membership must have been certified as indicated herein and the member must have paid their annual dues, or having a submitted a signed statement of economic hardship to the Controller, been granted such waiver by the Executive Committee of This Committee, or by the Controller, which waiver was not reversed by the Executive Committee of This Committee.

ARTICLE III: MEETINGS

SECTION 1. ORGANIZATIONAL AND OTHER MEETINGS

A. The regular biennial organization meeting of This Organization shall be held on a Saturday in January in Odd numbered years at an hour and place designated by the Chair of This Organization.

B. The Order of Business at the Organizational Meeting shall be as follows:

1. Meeting Called to Order
2. Adoption of Agenda
3. Adoption of the following Officers Reports:
  - a. Secretary re: Minutes of Previous Meeting
  - b. Controller re: both the Controller's Report and the Treasurer's Report

4. Election of Officers of This Organization, other than the Treasurer and the parliamentarian,
5. Election of six (6) at-large members of the Executive Committee, adhering to gender parity as closely as possible,
6. Election of Representatives to other organizations, if any,
7. Old Business, and
8. Such other items of business as the Chair of This Organization, or its members, may deem appropriate.

B. Meetings shall also be held within thirty (30) days after each meeting of the CDP Executive Board.

## SECTION 2. CALL TO MEETING

The Chair of This Organization, a majority of its Executive Committee, or one-third of the current members may call such other meetings as desired upon ten (10) days written notice to each member, which may be by first class mail, or email, provided the requirements of Article X, Section 2,B are adhered to.

## SECTION 3. VOTING

Every member shall have one vote at any meeting and no proxy, nor duplicate, voting shall be permitted. No person shall be entitled to cast more than one vote.

## SECTION 4. QUORUM

A quorum at any general membership meeting shall consist of twenty percent (20%) or twenty-five (25) members, whichever is less.

## SECTION 5. MEETINGS

This Organization shall meet no less than three (3) times per year.

# ARTICLE IV: ELECTED AND APPOINTED OFFICERS

## SECTION 1. OFFICERS

The officers of This Organization are the Chair, two Vice Chairs (one male, one female), Secretary, Controller, Treasurer (who shall have no vote, unless a member), and Parliamentarian.

## SECTION 2. ELECTIONS

A. The officers of This Organization, other than the Treasurer and the Parliamentarian, shall be elected at its regular biennial organizational meeting.

B. Election will be by written secret ballot. When there is only one candidate nominated, election shall be by acclamation. Officers must receive a majority of the votes cast to be elected. In the event a vote does not yield a majority, additional ballots shall be conducted, dropping anyone who does not receive at least twenty percent (20%) of the vote, and if none, the lowest vote-getter until a majority is obtained, or only one candidate remains.

C. In the event any officer of This Organization has not been present at two successive meetings of This Organization, the Officer shall be automatically removed unless Good Cause to the contrary is shown to the Executive Committee of This Organization at its next meeting and sustained by a two-thirds (2/3rds) vote of those members present and voting.

## SECTION 3. DUTIES

A. **Chair** – The chair shall serve as the Chief Executive Officer and the official spokesperson of This Organization and carry out the policies of This Organization and its Executive Committee. No later than February 7<sup>th</sup> of each year, the chair shall forward to the Secretary of the CDP and the Chairs of the Organizational Development Committee of the CDP a roster of the names, addresses, phone, and, if available, email addresses, of all the members of This Organization noting whether a particular member has organizational responsibility for a particular activity along with a copy of This Organization's current

1 bylaws and a written report on This Organization's activities and progress towards fulfillment of its  
2 purposes, as evidenced through objective measures or standards. Shall appoint a Parliamentarian, who  
3 must be a member of This Organization, and a professional Treasurer, who need not be a member of  
4 This Organization and who may be compensated, as well as the Chairs of the Standing Committees. All  
5 such appointments, or any compensation for the Treasurer, must be ratified by the Executive  
6 Committee.

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8 **B. Vice Chairs** –There shall be two Vice Chairs, not of the same gender. The Vice-Chair not of the  
9 gender of the Chair shall be the 1<sup>st</sup> Vice-Chair and shall assume all duties of the Chair in the Chairs's  
10 absence or until any vacancy in that office is filled. The other Vice-Chair shall be the 2<sup>nd</sup> Vice-Chair. In  
11 the absence of the 1<sup>st</sup> Vice-Chair, the 2<sup>nd</sup> Vice-Chair shall perform the duties of the 1<sup>st</sup> Vice-Chair. If both  
12 Vice-Chairs are not of the same gender of the chair, a coin-toss shall decide who is the 1<sup>st</sup> Vice-Chair.  
13 Both vice-chairs shall be responsible for performing such other duties as may be directed by This  
14 Organization.

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16 **C. Secretary** – The secretary shall:

- 17 (1) Have custody of all membership records, attendance records and documents of This  
18 Organization and its Executive Board;
- 19 (2) Attend all meetings of This Organization and its Executive Board and take records of the  
20 proceedings of such meetings;
- 21 (3) Receive and answer written communications; and,
- 22 (4) Provide notice of meetings to all members in good standing.

23  
24 **D. Controller** – The Controller shall:

- 25 (1) collect the dues from the membership;
- 26 (2) be responsible for receipt, custody, and transmittal of This Organization's funds;
- 27 (3) keep the track of, and report on, the receipts and expenditures, as well as the financial  
28 condition and records, of This Organization;
- 29 (4) insure the filing of the appropriate federal and state campaign disclosure reports;
- 30 (5) sign, or authorize signature on, all checks as authorized by its Executive Board, and
- 31 (6) grant or deny waivers of dues on the basis of economic hardship, subject to review by the  
32 Executive Committee of This Organization.

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34 **E. Treasurer** – The Treasurer shall:

- 35 (1) receive and disburse funds,
- 36 (2) receive and maintain receipts and invoices for all expenditures,
- 37 (3) prepare any and all required, necessary, and/or appropriate Federal, State, and/or Local  
38 Campaign Finance reports or filings,
- 39 (5) Shall be the Chair of the Budget and Finance Committee
- 40 (4) and, if authorized by the Executive Committee, sign checks.

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42 **F. Parliamentarian** – The Parliamentarian shall be appointed by the Chair of This Organization, subject  
43 to ratification by the Executive Board; shall advise the Chair, the Executive Committee, and the General  
44 Membership on the legal and practical effect and impact on the proceedings and functioning of This  
45 Organization of:

- 46 1. The Charter of This Organization;
- 47 2. These Bylaws,
- 48 3. Any Standing Rules adopted by This Organization, and,
- 49 4. The provisions of the latest edition of Robert's Rules of Order (Newly Revised), and shall  
50 interpret the provisions of the foregoing governing authorities when called upon to do so, which  
51 interpretation shall be followed, unless an appeal is sustained. Shall serve as Chair of any  
52 Bylaws Committee or any committee considering amendment to these Bylaws, should such  
53 Committee be formed.

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55 **ARTICLE V: STANDING COMMITTEES AND AREA PRECINCT COORDINATORS**

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SECTION 1. STANDING COMMITTEES

There shall be five (5) standing committees, whose chairs shall be appointed by the Chair of This Organization, subject to approval of the Executive Committee, and who shall be responsible for preparing a Work Plan, subject to approval of the Executive Committee, which includes the following:

**A. Budget and Fundraising:**

1. A budget for income and expenditures as projected for each calendar year,
2. Establishing procedures to ensure that the most efficient and economical methods of printing and mailing are used, recognizing the commitment of the Democratic Party to the use of Union Labor, and
3. Recommending and promoting of fundraising projects to provide sufficient funds for This Organization.

**B. Permanent Precinct Coordination:**

1. A proposal to apportion the Assembly District into four areas (4) as divided by the counties, (i.e. Amador, San Joaquin, El Dorado, and Sacramento), including timetables and goals for the appointment of Area Coordinators in each County and the precincts in each Area,
2. A detailed plan for active engagement in political organization on the precinct level and the performance of other electoral political activity for the purpose of electing endorsed Democratic Party candidates, in conjunction with the Campaign Services Committee,
3. A detailed plan for active engagement in political organization on the precinct level and the performance of other electoral political activity during non-election cycles,
4. A detailed description of a Precinct Organizer's duties, responsibilities and expectations,
5. The recommendation of appointment of one Area Coordinator for each Area, who shall be subject to Executive Committee approval,
6. Keeping the Officers of This Organization informed of the name, address, phone number, and, where appropriate, e-mail address of each Area Coordinator and Precinct Organizer.

**C. Membership:**

1. Outreach and recruitment of new members,
2. Methods to increase participation by current members in This Organization's activities,
3. A recommended informational brochure, subject to approval by the Executive Committee, containing up to date information on This Organization's activities and ensuring same is available,
4. Maintaining the computer membership files of this organization, as well as the security thereof.

**D. Communications:**

1. Procedure for the conduct of all Press Conferences, and other media or press related events called or participated in by This Organization,
2. Procedure for issuing all or other written communications with non-members and other organizations, as approved by the Executive Committee or the General Membership,

1 3. Development of a detailed communications Plan to raise the visibility of This Organization,  
2 4. Policy for development and oversight of a list-serve for communications with the membership  
3 and the policy for its use.

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5 5. Policies to insure that the effect of "digital divide" is minimized and/or eliminated, and that  
6 those without internet access are able to participate to the fullest extent possible.

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8 **E. Campaign Services:**

9 1. Development of goals and guidelines for the use of the membership and resources of This  
10 Organization for endorsed candidates and propositions in state-wide and local campaigns,

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12 2. Coordination of This Organization's assistance, both financial and technical, for endorsed  
13 candidates and propositions, and

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15 3. Encouraging the membership to become actively engaged in the support of the campaigns of  
16 endorsed candidates and propositions.

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18 **SECTION 2. APPOINTMENTS OF MEMBERS TO STANDING COMMITTEES**

19 It shall be the duty and responsibility of the officers and Chairs of Standing Committees to insure that  
20 the Standing Committees are functioning and to that end, each officer shall have the right and duty to  
21 appoint one member of each Standing Committee and each Standing Committee Chair may appoint two  
22 persons, one of each gender, to their respective Standing Committees.

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24 **SECTION 3. AREA COORDINATORS**

25 There shall four (4) County Area Precinct Coordinators, appointed by the Chair of Permanent Precinct  
26 Coordination, subject to approval by The Executive Committee. These Area Coordinators shall be  
27 responsible for recruiting and appointing Precinct Organizers in each precinct in their area, subject to  
28 approval of the Chair of Permanent Precinct Coordination. Each Area Coordinator shall keep the Chair  
29 of Permanent Precinct Coordination and the Officers of This Organization informed of the name,  
30 address, phone number, and, where appropriate, e-mail address of each Precinct Organizer.

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32 **ARTICLE VI: EXECUTIVE COMMITTEE**

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34 **SECTION 1. MEMBERSHIP:**

35 There shall be fifteen (15) to twenty-two (22) members of The Executive Committee which shall consist  
36 of all six (6) officers of This Organization; the five (5) Standing Committee Chairs; six (6) at-large  
37 members, elected by the membership, who shall be as equally divided by gender as possible; and four  
38 (4) county Area Precinct Coordinators.

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40 **SECTION 2. DUTIES AND POWERS**

41 The Executive Committee shall be responsible for administrative, procedural, and political  
42 implementation of This Organization's policy and actions between meetings of This Organization; shall  
43 have the power to call meetings of the General Membership by majority vote; shall approve  
44 disbursements of funds; consider appeals from officers for automatic removal due to excessive  
45 absence; shall ratify the appointment of a professional Treasurer and approve any compensation for  
46 such Treasurer; shall ratify appointments of

47  
48 Standing Committee Chairs; approve the Work Plans of all Standing Committees; approve the  
49 apportionment of the AD into ten (10) areas upon recommendation of the Standing Committee on  
50 Permanent Precinct Coordination; hear Statements of Charges for removal of members and officers;  
51 may amend the bylaws as provided for herein; may review and reverse decisions of the Controller  
52 regarding the granting or denial of waivers of dues based on economic hardship; and shall have all of  
53 the powers and duties of This Organization between meetings.

1 SECTION 3. QUORUM

2 A quorum of the Executive Committee shall be a majority of the filled positions, or 11 members,  
3 whichever is less.

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5 **ARTICLE VII: REMOVAL**

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7 SECTION 1. GROUNDS FOR REMOVAL

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9 A. An officer, or Area Coordinator, of This Organization may be removed from office for cause,  
10 including, but not limited to:

- 11  
12 1. Misconduct or neglect of duty in office,  
13 2. Endorses any non-Democrat for public office,  
14 3. Endorses, any candidate in opposition to the endorsed candidate of the CDP, for public  
15 office.

16  
17 B. Any member may be removed, during the member's term of membership, if such member:

- 18 1. Affiliates with or registers as a member of another party,  
19 2. Publicly vows preference for another party,  
20 3. Publicly gives support to or avows a preference for a candidate nominated by another  
21 Party,  
22 4. Fails to pay the prescribed dues as provided in Article IX of these Bylaws,  
23 5. Acts in a manner detrimental to the best interests of This Organization,  
24 6. While acting in the individual's capacity as a member of This Organization,  
25 a. publicly advocates that the voters should not vote for the nominee or endorsed  
26 candidate of the CDP for any office,  
27 b. supports, in any manner, any candidate in opposition to the nominee or endorsed  
28 candidate of the CDP for any office, or  
29 c. publicly advocates that the voters should vote for any candidate in opposition to the  
30 nominee or endorsed candidate of the CDP for any office,

31  
32 SECTION 2. PROCEDURE FOR REMOVAL

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34 Removal may be effected in the following manner:

35 A. At least two (2) members of This Organization must sign and submit to the Secretary of This  
36 Organization a written statement of charges containing the grounds for removal.

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38 B. The Secretary of This Organization, upon receipt of the statement of charges, must send to the  
39 accused by registered mail, a copy of the statement of charges and a letter stating that he or she may  
40 either resign or have a hearing before the Executive Committee of This Organization.

41  
42 C. At the next regular meeting of The Executive Committee, the accused shall be afforded an  
43 opportunity to respond to the charges. After such hearing, upon motion for removal made by one of the  
44 signatories to the Statement of Charges, the accused may be removed by a majority of all members of  
45 the Executive Committee. In the event of removal of an Officer, it must be ratified by a majority vote at  
46 the next meeting of the General Membership of This Organization which shall be convened at the  
47 earliest practical time. The Officer shall be suspended pending said meeting.

48  
49 D. In addition to the manner for removal stated in Article VII, Section 2, A-C above, Committee Chairs,  
50 Area Chairs, and members of Standing Committees may be removed by the Chair of This Organization,  
51 provided the rights of notice, representation, and the right to be heard have been accorded and a  
52 majority of the members of the Executive Committee of This Organization concur in the decision.

1 **ARTICLE VIII: DUES**

2 Annual membership dues shall be twenty dollars (\$20.00) provided, however, that there will also be an annual  
3 senior citizen/low income dues rate of ten dollars (\$10.00). Payment of dues shall not be obligatory for any  
4 member to whom it constitutes an economic hardship. Payment or submission of a signed statement of  
5 Economic Hardship to the Controller, and the granting of such waiver as described herein, shall be a condition  
6 precedent to voting.  
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8 **ARTICLE IX: ENDORSEMENTS AND SUPPORT OF CANDIDATES**

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10 **SECTION 1. PROHIBITION**

11 Pursuant to the Charter of This Organization, This Organization is prohibited from endorsing candidates  
12 for public office in opposition to the endorsed candidates of the CDP. This Organization shall also be  
13 prohibited from endorsing positions on propositions, initiatives, referenda, or recall measures in  
14 opposition to the positions of the CDP.  
15

16 **SECTION 2. SUPPORT OF CANDIDATES, PROPOSITIONS, INITIATIVES, REFERENDA, OR RECALL**  
17 **MEASURES**

18 In the case of candidates for partisan or non-partisan office, or positions on propositions, initiatives,  
19 referenda, or recall measures, This Organization shall support only those candidates or positions who  
20 have received the official endorsement or nomination of the California Democratic Party.  
21

22 **SECTION 3. CAMPAIGN REPORTING COMPLIANCE**

23 This Organization shall carry out its responsibilities in conformance with Federal, State, and/or Local  
24 Law, FPPC, FEC, and/or other regulations, as well as any reporting as required by law for funds raised  
25 and expended in support of candidates or for any other electoral activity so regulated.  
26

27 **ARTICLE X: PROCEDURE**

28 **SECTION 1. GOVERNING DOCUMENTS**

29 These Bylaws, to the extent not inconsistent with law, and the Charter granted to This Organization by  
30 the CDP, shall govern the organization, operation, and function of This Organization. The latest edition  
31 of Robert's Rules of Order shall govern for all matters not covered by law, said Charter, or these  
32 Bylaws. Furthermore, This Organization subscribes to the provisions of the General Policies Article of  
33 the Bylaws of the CDP.  
34

35 **SECTION 2. NOTICE OF MEETINGS**

36 A. Notice of meetings shall be given at least ten (10) days prior to any meeting, with a copy being  
37 simultaneously transmitted to the Secretary of the CDP.  
38

39 B. Notice may be given by means of email to those members who have consented to receive notice in  
40 that manner and have been advised of their obligation to inform the Membership Chair of any changes  
41 in their email address, provided the subject line bears as part of its title the phrase "Official Notice".

42 C. In addition to the membership of This Organization, notice of all meetings shall be given to the  
43 Secretary of the CDP and the Chairs of the Organizational Development Committee of the CDP.  
44

45 **SECTION 3. OPEN PUBLIC MEETINGS AND EXECUTIVE SESSIONS**

46 All public meetings of This Organization shall be open to all registered Democrats. No meeting shall be  
47 closed to the public unless it concerns contract, personnel, litigation, or campaign strategy, in which  
48 case This Organization may convene in Executive Session, provided that such Executive Session has  
49 been assented to by a majority of those present and voting. Executive Sessions shall only take place  
50 after all other public matters have been considered and voted upon."  
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52 **SECTION 4. PROXIES AND DUPLICATE VOTING**

53 There shall be no proxies nor duplicate voting at any meeting. No member shall ever have more than  
54 one vote.  
55

1 SECTION 5. RUN-OFF ELECTIONS

2 A run-off election shall be held only if there is a tie among three or more candidates for office or the last  
3 position for representative. In the event a tie occurs between two candidates for an office or position for  
4 representative, election shall be determined by lot.  
5

6 SECTION 6. GENDER PARITY

7 In the selection of representatives to other organizations, if more than one such representative is to be  
8 selected, gender parity shall be maintained, to the extent possible.  
9

10 SECTION 7. VACANCIES

11 Should a member elected to any office or position of This Organization, resign or cease to be a member  
12 of This Organization for any reason, such vacancy must be filled by vote of This Organization within  
13 forty-five (45) days after notice of the vacancy occurs or at the next regularly scheduled meeting, for  
14 which notice of the vacancy can be given, which ever comes first.  
15

16 **ARTICLE XI: AMENDMENT**

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18 SECTION 1. AT REGULAR AND SPECIAL MEETINGS

19 These Bylaws may be amended by a majority vote of the entire membership, or by a two-thirds (2/3)  
20 vote of the members of This Organization present and voting, at a regular or special meeting of This  
21 Organization, which ever is less, provided, in either case: (1) such amendment shall have been  
22 presented at the previous meeting, and, (2) the text of the proposed amendment shall have been  
23 included with the notice of the meeting at which the vote is to be taken.  
24

25 SECTION 2. BY THE EXECUTIVE BOARD

26 These Bylaws may be amended by The Executive Board of This Organization by a two-thirds (2/3) vote  
27 of those present and voting provided an absolute majority of the combined total of the number of filled  
28 positions of Area Precinct Coordinators and at-large members concur and further provided:  
29 (1) Such amendment shall have been presented at the previous meeting, and,  
30 (2) The text of the proposed amendment shall have been included with the notice of the meeting  
31 at which the vote is to be taken.  
32

33 SECTION 3. CERTIFICATION OF AMENDMENT

34 The chair of This Organization shall submit the Bylaw amendments to be certified in writing to the  
35 Secretary of the CDP and Chairs of the Organizational Development Committee of the CDP. Failure to  
36 so certify shall not be grounds for nullifying an amendment.  
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38 **ARTICLE XII: TRANSITIONAL MATTERS AND DISSOLUTION**

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40 SECTION 1. BYLAWS PROVISIONAL

41 These bylaws shall serve as provisional bylaws until such time as This Organization is Chartered by the  
42 CDP.  
43

44 SECTION 2. MEMBERSHIP AND DUES PRIOR TO ISSUANCE OF CHARTER

45 Dues shall not become due until thirty days after the CDP issues a Charter to This Organization, at  
46 which time all members shall be notified of their obligation to pay dues. Until such time, signing of a  
47 statement of intent to pay such dues upon notification of Charter shall constitute membership.  
48

49 SECTION 3. VOTING RIGHTS AFTER ISSUANCE OF CHARTER

50 Voting rights at the first meeting of the General Membership, or Executive Committee, after issuance of  
51 a Charter by the CDP shall be accorded to any member who at least twenty-five (25) days prior to such  
52 meeting either:

- 53 1. Paid the required dues,
- 54 2. Submitted a signed statement of Economic Hardship to the Controller, or

1                   3. Submitted a signed statement of intent to pay such dues upon notification of receiving a  
2 Charter from the CDP and paid their dues at such first meeting after issuance of a Charter.

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4 SECTION 4. DISSOLUTION

5                   This organization shall automatically dissolve thirty (30) days after the passage of any reapportionment  
6 law altering the boundaries of This Organization's district boundary becomes final; remaining funds to  
7 be donated to the CDP.  
8