



Santa Clarita Valley Democrats Bylaws

Preamble - Mission Statement

To contribute to the development of Democratic leaders in our community and government. To support and increase representation of our community diversity in local government, to stimulate and support active civic engagement, and collaboration that promotes Democratic values, and to ensure justice and equality in our community, state and nation; we hereby establish the Santa Clarita Valley Democrats.

Article I - Name & Affiliations

- A. The name of the organization shall be "Santa Clarita Valley Democrats," also abbreviated as "SCVD" and informally referred to as "SCVDems," (hereto referenced as the "Organization" in these bylaws).
- B. The Organization shall be affiliated with, by charter, the Los Angeles County Democratic Party (LACDP) and the California Democratic Party (CDP.)

Article II - Definition and Purpose

- A. To provide a forum for Santa Clarita Valley Residents and surrounding areas who share goals and purposes consistent with the Democratic Party and its platform.
- B. Provide meaningful development opportunities for Democratic leaders in our community and government when applicable.
- C. Collaborate with other Democratic clubs, groups, organizations, non-profit and/or not for profit organizations in line with Democratic ideals, to lead and support voter registration, voter education, and outreach initiatives to promote Democratic values.
- D. To promote honesty, integrity and respect in all activities and generate a positive public image for ideals and actions consistent with the principles and platforms of the Democratic Party.
- E. To raise money to fund activities which are consistent with the Democratic Party in the Santa Clarita Valley area and to support Democratic candidates endorsed by the Organization.

Article III - Membership and Governance

- A. Membership shall be open to all persons, regardless of race, color, creed, national origin, gender, age, religion, ethnic identity, sexual orientation and/or economic station, provided they meet the requirements set forth within these bylaws
- B. The Organization shall verify the voter registration status of each member upon their receipt of their application for membership.
- C. Membership Standing - a “member in good standing” is any member that meets the following criteria:
 - a. Registered Democrat or certify their intent to register as a Democrat upon becoming eligible to register.
 - b. At least 13 years of age.
 - c. Meet dues requirements.
 - d. Annually update a membership form.
- D. Membership Dues - Annual membership dues shall be payable at rates set by the Executive Board. A dues waiver may be requested and granted by The Organization due to financial hardship. The annual dues rate shall be reassessed annually by the Executive Board. A grace period of 60 days following expiration of membership shall be granted, during which time a person may exercise all privileges of membership, provided dues are paid or waived before exercising the right to vote on motions presented to members.
- E. Membership shall be active for one year, beginning January 1st of each year. Members who join more than 10 months into the membership year cycle (after October 31st) will pay for the following year's membership and those months (November 1st - December 31st of that year) shall be considered complementary.
- F. Eligibility for voting shall be limited to members in good standing, as defined in these bylaws, and who have met all the below requirements
 - a. Attended and signed in at two or more Official Organization events within the prior six months.
 - b. Been a member for a minimum of 60 days prior to a scheduled vote.
- G. Any member in good standing may serve as a liaison, or Director/Assistant Director, providing the approval vote of the Executive Board or serve in multiple positions in committees.
- H. Membership and sign-in lists shall be protected to guarantee the privacy of members and prevent use of these lists for unauthorized purposes. Membership and sign-in lists shall be curated by The Organization and shall be shared only with other members of the Executive Board, or with select others upon Executive Board approval.

Article IV - Executive Board

- A. The Executive Board shall be made up of no fewer than five Board Members. Each seat shall be numbered (1-5, and so on) and each number will correspond with the election cycle.
 - a. In order to implement the newest system, this bylaw will take effect when electing the newest board, by eliminating two seats, and numbering 1-5 of the current seats at the discretion of the current board. Moving forward, even numbered seats will be up for election in 2024, and odd numbers in 2025, and the cycle of seats will remain in two year terms moving forward. This bylaw segment (Article IV, Section A, a) will be terminated following the March 2027 officer elections as the cycle will be in order.
- B. Executive Board Members shall be elected to two-year terms.
- C. To avoid conflicts of interest, Executive Board Members must follow FEC/FPPC Guidelines.
- D. Board Members will serve a term of two years, unless the seat is vacated prior to the end of the term.
- E. The roles of Chair and Vice Chair are limited to a maximum of two consecutive terms, and At-Large Executive Board Members are limited to a maximum of three consecutive terms.
- F. Executive Board Positions are as follows below. Defining roles will be provided in Appendix I:
 - a. Chair
 - b. Vice-Chair
 - c. At-Large Executive Board Member
- G. No person may serve in more than two Director positions, nor shall any officer serve as the Parliamentarian. However, when a Director position is vacant, the related duties of the vacant position may be performed by other members of the Executive Board, as needed.
- H. "Executive Board Approval " is defined as a majority vote unless otherwise noted. "Majority" is defined as 50% +1 of the quorum, as defined in Section M, of the Executive Board present for the vote.
- I. **Expenditures:** The Executive Board shall be responsible for disbursement of funds, as outlined herein.
 - a. For expenditures up to, but not exceeding \$500.00, two Executive Board Members, one being the Chair or Vice-Chair, must agree to the expenditure(s).
 - b. All other expenditures exceeding the \$500.00 threshold require a majority vote approval by the Executive Board and must include at least one affirmative vote from the Chair or Vice Chair. All expenditures must be disclosed at the subsequent Executive Board meeting.
- J. **Yearly audits:** shall be conducted at the beginning of each fiscal year. Audits shall be conducted by one Executive Board member, the Treasurer/Financial Firm/Financial Officer, and one member in good standing and be reported at the following Executive Board Meeting. The format of the audit shall be defined by the Executive Board and

approved by a majority vote at the end of the previous fiscal year and presented at the Annual Membership Conference.

- K. **Budget:** The Chair, Vice-Chair, and Executive Board shall produce an annual budget, to be presented to the General Membership at the Annual Membership Conference.
- a. The Executive Board Approval is required to adopt the proposed budget.
 - b. Chair and Vice-Chair shall propose projects, fundraisers, and allocation of resources.
 - c. The budget will consist of the following if applicable and when possible:
 - i. Planned fundraising.
 - ii. Allocation of resources by dollar amount where possible, or allocation by percentage of total budget.
 - iii. Allocation of resources broken down by Director and/or committee utilization.
 - iv. Enumerated potential resource utilization of discretionary funds by Directors and/or Board Members.
 - d. The general membership shall vote to approve the budget at the Annual Membership Conference by a two-thirds majority vote.
 - e. Members in good standing may propose amendments to the proposed budget, subject to approval of the Executive Board.
 - i. Pending approval of the proposed amendment, the budget may still be passed.

L. Executive Board Meetings

- a. Quorum for Executive Board meetings shall consist of a majority of Executive Board members and must include the Chair or Vice-Chair, except where both the Chair and Vice-Chair have provided consent for the Executive Board to meet in their absence.
- b. The Chair and/or Vice-Chair, may call an emergency meeting of the Executive Board; such meeting shall require a minimum of 24 hour notice by email or text to all members, as well as a quorum as outlined in Article IV Section M(a).
- c. In the event of an important, timely issue that must be decided by the Executive Board before the next scheduled meeting, when an emergency meeting is not possible, a motion can be made via email to the entire board with the subject line of "EMERGENCY EBOARD VOTE REQUEST". Such a motion requires seconding; and for the motion to pass, the motion must receive an affirmative vote of a majority of the entire Executive Board. All email emergency votes require all voting members to reply to all Executive Board members to ensure visibility of all votes. Within 24 hours of an emergency email vote, The Organization will tabulate the votes and send the Executive Board an email summary to include the motion, all votes, and the final outcome for inclusion in the minutes to be approved at the next scheduled Executive Board meeting.
- d. Regularly scheduled Executive Board Meetings shall be open to all members in good standing of The Organization, but only Executive Board members shall have a vote.

- e. The Executive Board reserves the right to hold a closed session meeting at its sole discretion (ie, for discussing an item related to grievance procedure, removal of a member, legal issue, etc.)
- f. Member Comment Period
 - i. Executive Board Meetings shall designate a public comment period for the following circumstances:
 - 1. Agenda Items
 - 2. General Comment period
 - ii. Process for comment
 - 1. Before the start of a meeting, a Member in good standing may request to comment on an agenda item, or during the general comment period, by submitting a written or electronic request specifying the agenda item they would like to speak on.
 - 2. The Chair may allow the member to speak on the item for no more than three minutes during the comment period, and may limit the number of speakers and/or speaking time due to time constraints, if an alternative method for comment is made available.
 - 3. A member may only speak once per agenda item, and once for the general comment period. A member may not yield their time to anyone else.
 - 4. Public Comment Period may be modified by the Chair or motion of an Executive Board Member with majority vote at any time.

M. Executive Board Member Elections Overview and Requirements

- a. The Executive Board shall appoint a person to serve as the Elections Director for the next scheduled election.
- b. The Executive Board shall determine the methodology for the election (paper or electronic).
- c. Any member in good standing may serve as Elections Director, however, said member may not run for office in the subsequent election. The duties of the Elections Director shall be:
 - i. Prepare for the March General Membership Election Meeting. Should no meeting occur in March, elections of Executive Board Members shall take place at the next properly noticed Membership Meeting within 60 days.
 - ii. Actively seek out and encourage qualified members to run for the Executive Board
 - 1. Any voting member in good standing may run for an Executive Board Member position as long as they will have been a member in good standing for a minimum period of six months at the time of declaring their intent to run.
 - 2. Members wishing to stand for election and have their candidacy noticed shall notify the Elections Director no later than thirty (30) days prior to the election.

3. Those seeking election to the Executive Board are encouraged to demonstrate a stake in the organization's geographic area of interest, whether through residency, profession, or other activity, but is not required
 4. The Elections Director shall not publicly endorse or campaign for any candidate running in the election over which they are presiding.
- d. The Elections Director will compile a list of all candidates who have completed their nomination paperwork. The list of all announced candidates will be included with the meeting notice for the meeting at which it is to occur.
 - e. Election of Executive Board Members shall be by secret ballot which shall be counted in the presence of membership if conducted by paper ballot or in the presence of the Executive Board at a special meeting if the election is conducted electronically.
 - f. Board Members shall be elected by a majority of duly cast written or electronic ballots, and shall assume duties upon adjournment of any of the following:
 - i. Annual Obama Awards
 - ii. Annual Membership Conference
 - iii. General membership meeting
 - iv. Other occasion deemed suitable by the current and/or incoming Executive Board
 - g. In uncontested races, the candidate(s) shall be elected by acclamation voice vote.
 - h. Candidates running will fill seats based on order of number (Ex: Highest vote getter takes seat 2, second highest, seat 4, and so on.) until all seats are filled.
 - i. In the event that a tie is to occur for a seat, the highest vote getter will claim the first seat, and the lowest vote getter will not move to the next round. The remaining tied candidates will enter a run-off election. Subsequent runoffs would take place until a majority is reached using the same system outlined in these sections.
 - i. In the event a tie cannot be broken, the office will be considered vacant, and a new election will be held at a scheduled special meeting within 2 weeks of the original election date, with nominations being taken from the floor.
 - j. To be elected to any Executive Board positions, candidates must be a voting member in good standing for a minimum period of six months at the time of the election.

N. Nominations and Campaign Procedures for Executive Board

- a. **Nominations** for Executive Board positions require collection of endorsements from voting members in good standing and must be turned in to the Elections Director .
 - i. Nomination Paperwork requires endorsement signatures from
 1. Ten (10) members in good standing, or 5% of the membership in good standing, whichever is greater.

- ii. Nomination Paperwork, which will be provided by The Organization, must include:
 - 1. Signature of Endorsers.
 - 2. Printed Name of Endorsers.
 - 3. Printed Address of Endorsers.
 - 4. Printed Phone Number of Endorsers.
- iii. Nomination Paperwork must be completed no less than 30 calendar days and no greater than 60 calendar days prior to the election.

b. Campaign Procedures

- i. The Organization will facilitate one campaign email to all members a minimum of nine (9) days prior to the election meeting.
- ii. That campaign email will list each declared candidate (contested or uncontested) and provide a link to each candidate's campaign information, if provided in a timely manner by the candidate.
- iii. Campaign information may be housed on The Organization website or on an external website.
- iv. Campaign information to be housed on the Organization website must be submitted to the Elections Director within 3 days of it being requested.

O. Election Procedures for Executive Board

- a. Prior to the casting of ballots, the candidates and/or their representatives or supporters will have no more than five minutes each to use in any way they see fit at the meeting.
- b. Voting members in good standing in attendance of the meeting will vote for no more than seats available to the Executive Board.
- c. At the beginning of the voting process, the Elections Director of the meeting will explain the entire voting process to the membership.
 - i. Paper Ballot:
 - 1. Prior to the meeting, the Elections Director, in conjunction with the Membership Director, shall prepare voting cards and a separate secret ballot for each eligible voting member in good standing.
 - 2. The vote is taken by having the voting members select the name of a declared candidate as instructed on the ballot for each office,
 - 3. The members will turn in their ballots upon completion.
 - 4. Once the ballots are turned in, the Elections Director will, with the assistance of up to two (2) designated assistants, count the ballots. Up to two (2) members in good standing may volunteer to silently observe the ballot count. The Elections Director will announce the results of the ballot count.
 - ii. Electronic Ballot
 - 1. The Elections Director shall outline the voting procedure for the chosen electronic voting platform with these requirements
 - a. Date and Time eligible members will be able to start voting
 - b. Date and Time the voting will close

- c. Notify eligible members of the chosen platform, and how to create an account
 - d. Notify members of how to check their eligibility
2. Vote Results
- a. Upon close of voting, the Elections Director shall ensure final results are sent to all members electronically, and that a web page is available to display the results.
 - b. Final votes shall be made available in a means that can be audited while keeping the ballots secret. Any candidate may request an audit, if within a range of 2% and reasonable claims of error are deemed credible.

P. Expansion Procedures for Executive Board

- a. Any member in good standing can request an expansion of the number of seats on the Executive Board, if they meet the following requirements.
 - i. Notice the Executive Board of their intent.
 - ii. Gather signatures to equal or exceed 15% membership in good standing within 30 days of sending notice to the Executive Board.
 - iii. Return signatures to the Executive Board upon completion.
 - iv. Has not requested expansion in the previous 12 months.
- b. Each expansion of the Executive Board must be done in two's to ensure an odd number is on the board. The Executive Board shall hold a minimum of five (5) members, with a maximum of nine (9).
- c. If a request for expansion has met the requirements:
 - i. The Membership Director shall verify all signatories within 14 days of receipt.
 - ii. Within 14 days of receipt of verified signatures, the Executive Board shall schedule a special membership meeting to take place no more than 30 days after the receipt of the verified signatures.
 - iii. If the membership approves the expansion at the special membership meeting by two-thirds vote of the membership, an Executive Board election will take place per Article IV, Sections N through P.

Article V - Non-Voting Positions, Committees, and Directors

A. Non-voting position definitions

- a. The following positions are elected upon Executive Board Approval:
 - i. Treasurer
 - ii. Recording Secretary
 - iii. Parliamentarian
 1. In the event a parliamentarian is not present for a meeting, a temporary parliamentarian may be appointed by the Chair/Vice Chair or presiding officer for that meeting.
- b. Non-voting positions shall serve one year starting the date the Executive Board has voted to appoint the position.

B. Committees and Directors

- a. The Executive Board Approval may create the following entities and positions:
 - i. Committees
 - ii. Director
 - iii. Assistant Director
- b. Committee
 - i. Committees' purpose and tasks shall be outlined in Appendix I.
 - ii. Membership of a committee is not subject to approval by the Executive Board
 1. Directors have full discretion for membership of their respective committees.
 2. Members of committees report directly to Directors and Assistant Directors.
 3. Committee members must be members in good standing of The Organization.
- c. Director and Assistant Director
 - i. Creation of positions:
 1. The Executive Board may request the creation of a Director and/or Assistant Director position.
 2. Director and/or Assistant Director Positions are created with a description of duties and tasks and shall be outlined in Appendix I of the bylaws.
 - a. Directors/Assistant Directors shall provide a verbal, written, and/or electronic report to the Executive Board at least once per month, unless otherwise agreed upon.
 3. Assistant Directors carry the same duties and responsibilities as Directors.
 4. Directors and Assistant Directors serve one-year terms starting the date the Executive Board has voted to appoint the position.

- ii. Appointment:
 - 1. Appointments to positions of Director and/or Assistant Director are at the discretion of the Executive Board, and are separate from the creation vote and require Executive Board Approval.
 - iii. Director and Assistant Director Positions may have an Executive Board member appointed to their committee for their support, but report directly to the Chair and Vice-Chair.
- C. Dissolution of a Committee and Committee Positions
- a. Director, Assistant Directors, and/or Committees may be dissolved if the Executive Board finds the committee and/or position is no longer needed, subject to Executive Board Approval.

Article VI - Caucuses

- A. Any Member in Good Standing may form a Caucus for the specific purposes of furthering an interest and/or movement, provided the the following requirements are met:
- a. Notice the Executive Board of their intent in writing, outlining the following:
 - i. Purpose of and the mission statement of the Caucus
 - ii. Financial needs, if any
 - iii. Timeline of goals and benchmarks being achieved
 - iv. Meeting schedule
 - 1. Meetings must be held no less than once per quarter, no more than twice per month.
 - v. Initial Chair and Vice Chair of said caucus.
 - b. Gather 5 signatures of members in good standing within 30 days of sending notice to the Executive Board
 - c. Return signatures to the Executive Board upon completion..
 - d. The Membership Director shall verify all signatories upon completion.
 - e. Within 14 days of receipt of signatures, the Executive Board shall schedule a vote to approve the Caucus.
 - f. Caucus formation is subject to approval of the Executive Board.
- B. Caucus Membership Requirements
- a. Caucus members must be members in good standing of The Organization
 - b. The Caucus must maintain a minimum of 5 Members in good standing
 - c. Members in good standing have no limit to the number of Caucuses they can be members of.
 - d. Caucus members may not be Chair of more than one Caucus, or Vice Chair of more than one Caucus simultaneously.
- C. Caucus Structure
- a. Chair
 - i. Serves as the presiding officer of the Caucus meetings.
 - ii. Serves as a spokesperson for the Caucus.
 - iii. Shall work closely with the Vice Chair of Caucus to co-lead Caucus meetings and other events.

- b. Vice Chair
 - i. Serves as the presiding officer of the Caucus meetings in the absence of the Chair.
 - ii. Serves as a spokesperson for the Caucus in the absence of the Chair.
 - iii. Shall work closely with the Chair to co-lead the Caucus, Caucus meetings and other events.
- D. Each Caucus is allowed to have one vote on the Endorsement Recommendation Committee.
 - a. The Caucus Membership shall hold a vote to decide their caucus representative on the Endorsement Recommendation Committee.
 - b. Endorsement Recommendation Committee Representative can be any member of the Caucus.
 - c. A member cannot be an Endorsement Recommendation Committee Representative or alternate for more than one caucus.
- E. Caucus Reports
 - a. Caucus Chair and/or Vice-Chair shall file a regular report to the Executive Board within 7 calendar days of a regular or special meeting with the following:
 - i. Meeting Minutes
 - ii. Membership Attendance
- F. Caucus Amendments
 - a. Caucuses may amend their mission statement, purpose, benchmarks, and/or goals by submitting in writing to the Executive Board, subject to approval.
- G. Caucus Dissolution
 - a. A Caucus will be considered dissolved for any one of the following:
 - i. Has not held at least one regular meeting in 6 calendar months.
 - ii. Has not filed at least one regular report in 6 calendar months to the Executive Board.
 - iii. Found obsolete or in violation of their initial mission, by the Executive Board, subject to a majority vote.

Article VII - Membership Meetings and Special Meetings

- A. The Executive Board shall schedule general Membership Meetings and the annual General Membership Conference.
- B. Electronic notice of all meetings shall be publicized at least 10 days prior to the meeting date to all members.
- C. General membership meetings shall be convened at least once per calendar year. Special Membership Meetings may be convened on the call of the Chair and/or a majority of the Executive Board, per the approval of the Chair and/or Vice Chair. Any of The Organization business that may be conducted at a regular Membership Meeting may be conducted at a Special Membership Meeting as long as all required notifications have been met.
- D. Public Comment shall follow the same procedure as outlined in Article IV, Section M.

Article VIII - Resignation and Removal of Executive Board Members

A. Events Causing Vacancy Before Expiration of Term

- a. An office becomes vacant on the happening of any of the following events before the expiration of the term:
 - i. The death of the board member
 - ii. The adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of their office for the remainder of their term.
 - iii. An Executive Board member's resignation.
 1. A vacancy resulting from resignation occurs when the written resignation is filed with the Executive Board, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. An Executive Board member may not defer the effective date of their resignation for more than 60 days after they file the resignation with the Executive Board.
 2. Upon being filed with the Executive Board, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable.
 - iv. An Executive Board member's removal from office, including by recall.
 - v.
 - vi. An Executive Board member's conviction of a felony or of any offense involving a violation of their official duties or conviction of a designated crime resulting in a forfeiture of office.
 - vii. An Executive Board member's commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.
- b. Resignation Process
 - i. The board member shall send notice of their intent to resign to the Executive Board.
 - ii. The Resignation notice shall be 14 days, unless special circumstances prohibit it or the date has been deferred as outlined in these bylaws.
- c. When a vacancy occurs, the Board shall take the following action, as appropriate:
 - i. When a vacancy occurs longer than four months before the end of a Executive Board member's term, the Executive Board shall, within sixty (60) days of the date of the vacancy or the filing of the Executive Board member's deferred resignation, either order an election for the next regular election date or make a provisional appointment, unless a special election is mandated as described in item ii below.

- ii. When a vacancy occurs from six months to 130 days before a regularly scheduled Executive Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Executive Board meeting following the certification of the election and shall serve only until the end of the term of the position which they were elected to fill.
- B. A board member of the Executive Board may be removed from their office for failure to abide by the bylaws of The Organization. Effort should be made to provide opportunity for the board member to become compliant with the bylaws. Repeated bylaws violations shall be grounds for removal from office. Board members may also be removed from office if they fail to attend four consecutive regularly scheduled meetings that are unexcused, inclusive of Membership Meetings and Executive Board Meetings.
- C. If an officer expects to be absent for four consecutive meetings due to travel, work, or hardship, and plans to resume attendance after that time, the Executive Board may appoint a temporary office holder to perform those duties until the absent officer returns, or until the term expires.
- D. The officer to be removed shall be given written notice, via electronic mail and/or delivered in person or by certified mail, outlining the bylaws violation or other grounds for removal as outlined herein, and shall be invited to a closed session of an Executive Board Meeting to hear and comment upon the allegation(s). A majority vote of the Executive Board, excluding the officer in question, shall be required to approve the officer's removal, and shall become effective immediately.
- E. Any voting member in good standing may request removal of an Executive Board Member if they meet the following requirements:
 - a. Notice the Executive Board of their intent.
 - b. Gather 10% membership in good standing signatures within 30 days of sending notice to the Executive Board.
 - c. Return signatures to the Executive Board upon completion.
 - d. The Membership Director shall verify all signatories upon completion within 14 days of submission.
 - e. Within 14 days of verification of signatures, the Executive Board shall schedule a membership meeting to take place no more than 30 days after the verification of signatures.
 - f. Has not requested removal of an Executive Board Member in the previous 12 months.

Article IX - Endorsement Process

The endorsement process shall be outlined in Appendix IV and attached to these bylaws.

Article X - Parliamentary Authority

In matters of procedure not otherwise outlined in these bylaws of The Organization, the interpretation power of bylaws shall be granted to the Executive Board, subject to a majority vote.

Article XI - Non-Discrimination

The Organization does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, disability, gender, age, religion, ethnicity, sexual orientation, or economic status.

Article XII - Changes to Bylaws

- A. Any voting member in good standing may propose bylaws amendments provided they meet the following requirements:
 - a. Notice the Executive Board of their intent.
 - b. Gather 10% membership in good standing signatures within 30 days of sending notice to the Executive Board.
 - c. Return signatures to the Executive Board upon completion.
 - d. The Membership Director shall verify all signatories within 14 days of receiving signatures.
 - e. Within 14 days of verification of signatures, the Executive Board shall schedule a membership meeting to take place no more than 30 days after the verification of signatures.
 - f. Has not requested bylaws amendments in the previous 12 months.
- B. Any member of the Executive Board may propose amendments to the bylaws.
- C. The proposed amendments are adopted upon two-thirds Executive Board Approval.
- D. Upon ratification, amendments to bylaws take effect immediately, unless otherwise stated.
- E. Appendix items are not subject to the process outlined in this section of the bylaws, and are not identified as a section of the bylaws. Appendix items may be changed by the Executive Board by a two-thirds majority vote.

Article XIII - Resignation, Grievance Procedure, Disciplinary Action, and Removal of Members

- A. Sole Process: The procedures set forth in this Article are the sole process for effectuating resignation, the process for handling a grievance, disciplinary action, and/or removal from The Organization or any position held in The Organization, except as outlined for Executive Board Members in Article VIII.
- B. Terms: The term "Director" as used below, are defined as Directors and Assistant Directors of Committees and Chairs and Vice Chairs are of Caucuses. Liaisons and

Special Committee chairs shall serve at the pleasure of the Executive Board and may be removed by the Executive Board at any time, and shall be automatically removed upon their failure to be represented at regular committee meetings, at any four such meetings within a twelve month period.

- C. Voluntary Resignation: The resignation of any member from the Organization, or any position held in the Organization (except as outlined for Executive Board Members in Article VIII.), is effective immediately upon communication to the Executive Board, or as set forth herein below.
- D. Grievance Procedure: The Organization seeks to initially employ the principles of restorative justice in handling grievances. Prior to processing a complaint, the Grievance Committee shall, if it determines the matter to be amenable to these principles, make attempts to bring the parties together in a safe space to address situations face-to face in order to repair harm, promote healing and learning, and build community. If such efforts are determined to be inappropriate to the situation presented, or if such efforts are unsuccessful, the Grievance Procedures described within this document shall be undertaken. The timelines described below shall be tolled until engagement in the Restorative Justice Process is concluded or determined to be inappropriate and/or unsuccessful.
- E. Grievance Committee:
 - a. A Grievance Committee consisting of five (5) members and two (2) alternate members shall be appointed within one month of the appointing board member's election.
 - b. Each of the five (5) Executive Board Members shall appoint one (1) person each to the Grievance Committee and the Chair and Vice Chair of The Organization shall each additionally appoint one (1) member of The Organization as an alternate member of the Grievance Committee. None of these appointments can be an Executive Board Member or Director of the Organization. Alternate members will be chosen to serve by lot in the event a regular member of the Grievance Committee is unable to serve or has a conflict of interest.
 - c. Persons appointed by the Executive Board need not be members of the Organization, provided they are either members of a Committee of the Los Angeles County Democratic Party or Members of the Executive Board of the California Democratic Party.
 - d. The Grievance Committee may meet in person, by telephone, or by video (Zoom, Google Meet, etc.), but may only interview witnesses in person or by video.
 - e. Meetings of the Grievance Committee fall under the "Member Disciplinary and Other Proceedings Involving the Right to Privacy" exception to the "Policy Statement By the Rules Committee of the California Democratic Party on the Open Meeting Rule" and therefore need not be public.
 - f. The Grievance Committee shall meet and elect its own chair within one month of the appointment of its full membership.
 - g. Once a member is appointed, in the event a vacancy occurs, it shall be filled within one month of the notice of vacancy by the person holding the same

position as the original appointor. In the event the vacancy is not so filled, a member shall be appointed upon Executive Board Approval.

- F. Grounds and Jurisdiction: The sole grounds for a member filing a grievance, and the jurisdiction of the Grievance Committee shall be an alleged:
 - a. Violation of Local, State, or Federal laws or regulations having a direct impact on:
 - i. The Organization, and/or,
 - ii. The complainant,
 - iii. Violation of these bylaws, including the Code of Conduct and/or the Policy Against Harassment and Workplace Violence attached as appendices hereto.
- G. Standing: A complainant must be a member of The Organization, in good standing, and be directly and adversely affected by the actions or conduct of another member of the Organization in order to file a grievance.
- H. Remedy: If a grievance is found to have merit, it may lead to any of the following:
 - a. Private Admonishment,
 - b. Suspension of Rights for a time certain not to exceed 60 days,
 - c. Removal from Office, and/or,
 - d. Removal from membership.
- I. Initiating a Grievance: A grievance may be initiated by filing a timely written statement with The Organization and the Chair of the Grievance Committee:
 - a. Setting forth, with specificity, the text of the Code of Conduct, Policy Against Harassment and Workplace Violence, regulation, and/or law alleged to have been violated,
 - b. A statement of facts supporting the allegation, and,
 - c. The requested remedy.
- J. Initial Determinations and Actions:
 - a. Within fourteen (14) days of receipt of the written statement, the Grievance Committee shall make an initial determination, based solely upon the Written Statement, subject to change after rebuttal evidence is received, of standing, jurisdiction, and actionable allegations.
 - b. If it is initially determined that standing, jurisdiction, and/or actionable allegations are present, the Chair of the Grievance Committee shall contact the accused within seven (7) days of the determination and advise as to the allegation(s), without disclosure of the identity of the complainant, and make an offer of the remedy requested by the complainant.
 - i. In the event that the Grievance Committee attempts to use restorative justice techniques in its initial outreach to the accused, with the permission of the accuser, the identity may be released.
 - c. If rejected by the accused, the Grievance Committee shall provide the accused with a description of the code of conduct violation, and request a written response, and notify the complainant of the rejection and recommend to not contact the accused.
 - d. If, in the determination of the Grievance Committee, the accusation involves a potential violation of criminal law, the complainant shall be advised to contact the

appropriate law enforcement agency. This process will continue parallel to any law enforcement action at the discretion of the Grievance Committee.

- e. The Grievance Committee may, by a two-thirds vote, also make an initial determination, based upon the written statement, that the situation warrants temporarily suspending the membership rights of the accused, pending further action.
- K. Confidentiality: The identity of all persons involved in the process, and all information regarding the allegation(s), shall be treated with confidentiality, and protected to the best extent possible, except as otherwise specified.
- L. Hearings:
 - a. Hearings are not required for the issuance of admonishments, or suspensions of rights, but must be held if the remedy sought is removal from office, and/or removal from membership in The Organization.
 - b. Despite the above, after review of the written response, a majority of the Grievance Committee may determine that a hearing shall be held, regardless of the remedy sought.
 - c. If a hearing is determined to be required by the Grievance Committee, it shall be held within fourteen (14) days of that determination.
- M. Orders
 - a. Orders of the Grievance Committee shall be made within fourteen (14) days of the determination that no hearing is required, or, fourteen (14) days of the conclusion of any hearing.
 - b. The Grievance Committee may, by majority vote, issue any admonishment, temporary suspension of rights, or dismissal of the complaint.
 - c. The Grievance Committee may by a two-thirds vote, concurred in by a majority vote of the Executive Board, remove an accused from office, and/or membership in The Organization.
 - d. If the matter did not proceed to hearing, the Grievance Committee may only impose a remedy equal to, or lesser than, the remedy sought by the complainant.
 - e. If the matter proceeded to hearing, the Grievance Committee may impose any remedy set forth herein.
 - f. At any stage of this process the Grievance Committee may issue an order extending time.
 - g. If no remedy is imposed within fourteen (14) days of the determination that no Hearing is required, or, fourteen (14) days of the conclusion of any Hearing, the complaint shall be deemed dismissed, unless time has been extended by the Grievance Committee
 - h. All Orders shall be sent to the accused
 - i. A written decision shall be rendered at the conclusion of the process, setting forth the allegations made, and remedy imposed, if any, and shall be sent to the complainant, and the member who is the subject of the written statement.

N. Appeals

- a. The accused may, within fourteen (14) days of receiving the decision(s), appeal any suspension of rights, or removal from office or membership, to the Executive Board, which shall hear the matter at its next regularly scheduled meeting during closed session for which due notice can be given.
 - b. Admonishments and dismissals of complaints are not subject to appeal.
- O. Removal of Directors and/or Membership for cause, by membership: In addition, and as an alternative, to the above Grievance Procedure, any member may be removed from The Organization, and any Director may be removed from their Office, for cause, as set forth below, upon a two-thirds vote of the membership, present and voting, provided that:
 - a. A written Petition for Removal signed by a majority of the Executive Board or by ten (10) Club members giving grounds for removal for cause, is presented to the The Organization, and,
 - b. Due notice of a copy of the Petition for Removal has been sent to all members, and,
 - c. The member, or Director, and/or their designee, is given reasonable time at this meeting to reply to charges, and, a quorum is determined to be present, and,
 - d. No grievance procedure requesting removal from office and/or membership, has been instituted and/or denied, based on essentially the same grounds.
- P. Grounds for Removal for Cause include:
 - a. Registering to vote as anything other than Democrat,
 - b. Ceasing to be a Registered Democrat
 - c. Publicly avowing preference for another political party,
 - d. Publicly advocating that the voters should not vote for the endorsed candidate of the Organization; provided, however, that mere advocacy for an opposing candidate does not satisfy this ground,
 - e. Publicly gives support to, or avows a preference for, a candidate registered as other than party preference Democratic,
 - f. Commits the Organization to a financial expense without authority or approval,
 - g. Misuse or misappropriation of The Organization assets,
 - h. Fails to perform a significant activity or action for which they are responsible,
 - i. Fails to contribute to, or impedes, the substantial work of The Organization,
 - j. Violation(s) of Local, State, or Federal laws or regulations having a direct impact on The Organization, or a member of The Organization,
 - k. Violation of these bylaws, including the Code of Conduct and/or the Policy Against Harassment and Workplace Violence attached as appendices hereto, and/or,
 - l. Engages in conduct or actions, whether in the name of The Organization, or not, which have a tendency to call The Organization into disrepute, or which are prejudicial to the best interests of The Organization.
 - m. Any other just cause, as determined by the Executive Board, bylaws of this Organization, or our chartering organization(s).
- Q. Prohibition on election or appointment after removal for cause: Any person removed, for cause, shall not be eligible for election or appointment to any office, or position, or to rejoin The Organization, except with Executive Board Approval.

- R. In the event a member proposes litigation, implies legal action will be taken, or sends notice of legal action against The Organization, the member shall have their membership immediately suspended until the matter is considered fully resolved by all involved parties. Membership suspension shall include voting rights, ability to attend officially organized events, meetings, and/or functions. The membership, as the governing board, shall be sent notice of any proposed legal action against the organization.

Article XIV - Dissolution

Upon dissolution of this Organization, all possessions, materials, and monies shall revert to the Los Angeles County Democratic Central Committee, or to another local chartered Democratic club upon two-thirds majority vote of this Organization's Executive Board.

Appendix I - Tasks of Executive Board Members, Non-Voting Positions, Directors, and Committees

A. Chair

- a. Serves as the presiding officer of the Executive Board and membership meetings.
- b. Serves as a spokesperson for the Organization.
- c. Shall work closely with the Vice-Chair to co-lead the Organization and the Organization's Membership Meetings,, and other events.
- d. Shall carry about as best as possible the policies and objectives of the Organization as stated in these bylaws and set forth by the Executive Board.
- e. Shall provide leadership support for the Organization's leadership development programs, with the support of the Executive Board.
- f. Serves as a liaison between the Organization and other organizations.
- g. Shall serve as one of three authorized check signers for the Organization.
- h. May appoint a Parliamentarian, with approval of the Executive Board as outlined in Article V.
- i. Schedule and lead meetings as needed, to plan the Organization's activities.
- j. May not serve more than two terms consecutively.

B. Vice-Chair

- a. Serves as the presiding officer of the Executive Board and membership meetings when the Chair is unavailable or at the request of the Chair.
- b. Shall work closely with the Chair to co-lead the Organization and Organization Membership Meetings, and other events.
- c. Shall carry about as best as possible the policies and objectives of the Organization as stated in these bylaws and set forth by the Executive Board.
- d. Shall provide leadership support for the Organization's leadership development programs, with the support of the Executive Board.
- e. Serves as a liaison between the Organization and other organizations when the Chair is unavailable or at the request of the Chair.
- f. Shall serve as one of three authorized check signers for the Organization.
- g. In the absence of the Chair, may appoint a Parliamentarian, with approval of the Executive Board as outlined in Article V.
- h. In the absence of the Chair, schedule and lead meetings as needed, to plan the Organization's activities.
- i. May not serve more than two terms consecutively.

C. At-Large Executive Board Member

- a. Any At-Large Executive Board Member may serve as the Presiding Officer of Executive Board Meetings in the absence of or at the request of the Chair and/or Vice-Chair. The Chair and/or the Vice-Chair may appoint a presiding officer in their absence.
- b. May not serve more than three terms consecutively.

D. Recording Secretary

- a. Shall keep concise and accurate minutes of all Executive Board Meetings, Membership Meetings, and Special Meetings.
 - b. Shall produce timely documentation of each meeting and event to the Executive Board for review which shall be within 14 calendar days following the conclusion of the meeting. Final draft of minutes to be presented to the Executive Board and/or membership body for approval, shall be distributed to the Executive Board no less than 7 days prior to the next scheduled meeting at which the minutes will be presented for adoption.
 - c. Shall be familiar with and utilize the latest technologies which the Executive Board adopts as standard tools for collaboration and documentation.
 - d. May use a recording device to record official meetings so long as proper notice is provided to all present and given an opportunity to opt-out, as required by applicable law. Such recordings may not be shared with anyone outside of the current Executive Board without Executive Board approval.
 - e. Meeting minutes shall be concise and include only necessary information.
 - f. Shall receive Committee reports for review by the Executive Board and archive.
- E. Membership Director
- a. Shall be responsible for managing membership applications, payments, and membership lists.
 - b. Shall forward dues payments collected to the Treasurer for proper handling, within 7 days of receipt.
 - c. Shall chair a membership credentials committee for the purpose of keeping accurate membership lists, verifying eligibility of members, greeting members and guests and, managing the sign-in process at Membership Meetings and other events hosted by the Organization.
 - d. Shall maintain and ensure confidentiality of membership and sign-in rosters, to which only Executive Board members or authorized persons will be granted access.
 - e. Shall track attendance of Officers and members at meetings held by the Organization and advise the Executive Board of anyone approaching automatic resignation as described in Article XVIII, Section B.
 - f. Duties outlined here shall be performed collectively by the Executive Board when the role is vacant.
- F. Social Media/Communications Director
- a. Shall be responsible for external communications of the Organization.
 - b. Shall serve as the editor of the Organization's website, Social Media accounts, and other communication methods as approved by the Executive Board.
 - c. Shall be responsible for upkeep on Website and Social Media calendar(s).
 - d. Shall be familiar with and utilize the latest technologies which the Executive Board adopts as standard tools for collaboration, communication, and documentation.

- e. Shall have official communications reviewed and cleared by either the Chair or Vice-Chair prior to publishing. Reviewers shall provide timely feedback and approval for publication.
 - f. Duties outlined here shall be performed collectively by the Executive Board when the role is vacant.
- G. Fundraising and Events Director
- a. Shall be responsible for proposing and obtaining approval for the organization's annual fundraising goals and activities.
 - b. Shall be responsible for assisting in the identification and approval of Programs committee(s) members/volunteers, with approval from the Chair and Vice-Chair.
 - c. Shall be the Director of the Fundraising Committee responsible for planning and executing fundraising activities, under the direction and approval of the Chair and Vice-Chair.
 - d. Shall provide timely and accurate status reports to the Chair and Vice-Chair, including but not limited to updates at the monthly Executive Board meetings.
 - e. Duties outlined here shall be performed collectively by the Executive Board when the role is vacant.
- H. Programs Director
- a. Shall be responsible for proposing and obtaining approval for the organization's regular Programs goals and activities.
 - b. Shall be responsible for proposing and obtaining approval for the organization's regular Programs goals and activities.
 - c. Shall be responsible for assisting in the identification and approval of Programs committee(s) members/volunteers, with approval from the Chair and Vice-Chair.
 - d. Shall be the Director of the Programs Committee, responsible for planning and executing programs, under the direction and approval of the Chair and Vice-Chair.
 - e. Shall provide timely and accurate status reports to the Chair and Vice-Chair, including but not limited to updates at the monthly Executive Board meetings.
 - f. Duties outlined here shall be performed collectively by the Executive Board when the role is vacant.
- I. Technology Director
- a. Shall be responsible for proposing, obtaining, and maintaining any technology infrastructure, devices, or services required for continued operation of the Organization.
 - b. Shall be the Director of the Technology Committee, responsible for planning and executing programs, under the direction and approval of the Chair and Vice-Chair.
 - c. Shall be responsible for assisting in the identification and approval of Information Technology Committee Members/volunteers, with the approval of the Chair and Vice-Chair.
 - d. Shall provide timely and accurate status reports to the Chair and Vice-Chair, including but not limited to updates at the monthly Executive Board meetings.

- e. Shall provide a rulebook for usage of technology.
 - f. Duties outlined here shall be performed collectively by the Executive Board when the role is vacant.
- J. Volunteer Director
- a. Shall be responsible for obtaining volunteers for events and other Organization sponsored events/meetings.
 - b. Shall be responsible for maintaining relationships with volunteers, finding out strengths of volunteers, and coordinating with Chair and Vice Chair ways to increase volunteer involvement in organization.
 - c. Shall provide timely and accurate status reports to the Chair and Vice-Chair, including but not limited to updates at the monthly Executive Board meetings.
 - d. Duties outlined here shall be performed collectively by the Executive Board when the role is vacant.
- K. Postcards Director
- a. Shall be responsible for coordinating postcarding events with membership in conjunction with Chair and Vice Chair.
 - b. Shall be responsible for maintaining postcards budget in conjunction with financial officers.
 - c. Shall be responsible for maintaining postcards and informing the Executive Board when new orders are needed.
 - d. Shall be responsible for seeking new designs when needed in conjunction with the Executive Board.
 - e. Shall provide timely and accurate status reports to the Chair and Vice-Chair, including but not limited to updates at the monthly Executive Board meetings.
 - f. Duties outlined here shall be performed collectively by the Executive Board when the role is vacant.
- L. Elections Director
- a. Shall be responsible for coordinating canvassing events in conjunction with Chair and Vice Chair.
 - b. Shall be responsible for working with any partnering groups and keeping the Executive Board up to date.
 - c. Shall be responsible for maintaining literature pieces and informing the Executive Board when new orders are needed.
 - d. Shall be responsible for seeking new literature designs when needed in conjunction with the Executive Board, as well as being up to date on information that is placed on literature.
 - e. Shall provide timely and accurate status reports to the Chair and Vice-Chair, including but not limited to updates at the monthly Executive Board meetings.
 - f. Duties outlined here shall be performed collectively by the Executive Board when the role is vacant.

Appendix II - Code of Conduct

The Santa Clarita Valley Democrats (SCVD) is committed to fostering an environment that is free from discrimination and harassment, including sexual harassment. The SCVD Board expects that all members, Executive Board Members, and our associated party allies will conduct themselves in a respectful manner to ensure that all events, meetings, and social media spaces are places where members feel welcomed and comfortable.

The SCVD Board and affiliated agents of The Organization are dedicated to doing everything in our power to ensure this is the case. Our goal is to guarantee that any club member or ally who comes forward to share their story about harassment, assault, or a violation of any kind can expect their story to be taken seriously – regardless of who the perpetrator is.

Prohibited Behaviors:

1. Discrimination—The unfair treatment of a person or group because of that person's or group's category status, including race, religion, sex, gender identity and expression, sexual orientation, disability status, national origin, veteran status, and immigration status,
2. Harassment—Physical or verbal hostility, or any unwelcome or offensive conduct or communication, directed toward someone or toward a group of individuals, because of their category status,
3. Sexual Harassment—Unwelcome sexual advances; requests for sexual favors; or any other unwelcome verbal or physical conduct or communication of a sexual nature, and,
4. Sexual Assault—any physical sexual act (including touching and grabbing) perpetrated upon a person, without their consent, where:
 - a. the assailant uses physical force, threat, coercion, or intimidation to overpower or control another;
 - b. the victim fears that he or she, or another person, will be injured or otherwise harmed if he or she does not submit;
 - c. the victim's ability to give or withhold consent is impaired due to the influence of alcohol or other drugs; OR,
 - d. consent is otherwise not freely given.

Reporting Violations & Disciplinary Action

SCVD strongly encourages all survivors to report violations to a trusted person or to the authorities. We also strongly encourage and expect third parties, when and if possible and not endangering individual safety and/or emotional well-being, to report knowledge of violations of this Code of Conduct. By a vote of the membership of SCVD this Code of Conduct is considered an Appendix to the SCVD Bylaws, by reference thereto. Violation of this Code of Conduct may include disciplinary action up to and including termination of rights to SCVD membership, leadership positions, attendance at club events, consideration for endorsements, and other applicable privileges. This Code of Conduct may be amended from time to time by the Executive Board. Amended versions shall replace prior versions and shall have the same force and effect.

Appendix III Policy Against Harassment and Workplace Violence

The Democratic Party is committed to the goal of each worker, contractor, volunteer and member of the public interacting with any of the foregoing having a work environment free from harassment and workplace violence. In keeping with this goal Santa Clarita Valley Democrats (hereinafter: SCVD) is committed to providing each employee, contractor and volunteer with a work environment free of unlawful harassment and workplace violence. SCVD will not tolerate any form of discrimination or harassment by anyone involved in the operation of SCVD and, as such, prohibits unlawful discrimination against or harassment by all such persons, including by employees, officers, applicants, volunteers, interns, members, and persons providing services pursuant to a contract (hereinafter collectively “covered persons”). SCVD considers discrimination and/or harassment to be the kind of serious violation of Party norms which can result in disciplinary action to the offending person.

A. Anti-Harassment Policy

Prohibited harassment or discrimination refers to harassment or discrimination on the basis of sex, race, color, ancestry, citizenship, national origin, religion, age, physical or mental disability, medical condition, pregnancy, marital status, military and veteran status, sexual orientation, or gender identity or expression, being transgender or a gender nonconforming individual or any other characteristic protected by federal, state, or local laws. Prohibited harassment and discrimination also includes conduct based on the perception that anyone has any of the aforementioned characteristics, or is associated with a person who has or is perceived as having any of those characteristics. “Military and veteran status” is defined broadly as “a member or veteran of the United States Armed Forces, United States Armed Forces Reserve, the United States National Guard, and the California National Guard.” All such harassment, whether or not unlawful, is prohibited; and the SCVD has a zero-tolerance policy when it comes to prohibited harassment. SCVD’s anti-harassment policy applies to all persons involved in the operation of any campaign headquarters funded or operated by the SCVD and it applies to prohibited and unlawful harassment by any such headquarters employee, contractor, or volunteer, including supervisors, those one supervises and coworkers.

The SCVD’s prohibition of unlawful discrimination and harassment specifically includes, is but not limited to, the following behavior to the extent it is violative of applicable law or constitutes an unlawful hostile or discriminatory workplace or condition of employment:

- VERBAL CONDUCT such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- VISUAL CONDUCT such as derogatory and/or sexually-oriented posters, photography, videos, cartoons, drawings, or gestures;
- PHYSICAL CONDUCT including assault, unwanted touching, intentionally blocking normal movement, or interfering with work directed at an individual because of the individual’s sex, race, or any other protected characteristic;
- THREATS AND DEMANDS to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.

- ANY RETALIATION for having reported or threatened to report harassment.

Depending on the circumstances, examples of these behaviors include but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse or advances of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering, catcalls or touching;
- insulting or obscene comments or gestures;
- display or circulation in the workplace of sexually suggestive objects or pictures (including through email); and
- other unwelcome physical, verbal or visual conduct of a sexual nature.

No covered person may threaten or insinuate, either explicitly or implicitly, that an individual's refusal to submit to sexual advances will adversely affect the individual's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development.

Harassment based on any other protected characteristic is likewise strictly prohibited. This policy prohibits unacceptable conduct in all interactions arising in connection with the operation of the SDC.

This policy is meant to be expansive and also includes a prohibition of harassment by visitors to or "customers" of the SDC's office or other facilities where the SDC operates.

The obligation to treat others with dignity and respect extends to cyberspace. "Cyberbullying" is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten others. Instant messaging, chat rooms and other social media, e-mails, and messages posted on websites are common means of engaging in this type of misconduct. It is not limited to words, but includes images, sounds, data or intelligence. Cyberbullying can include, but is not limited to, defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material (including so-called "sexting"), and sometimes includes efforts to embarrass or bombard another. Cyberbullying incidents frequently run afoul of the other prohibitions in this policy with no less serious disciplinary consequences, but even when it does not, it is severe misconduct for which there is a zero tolerance.

If you believe that you have been unlawfully harassed or witnessed unlawful harassment, submit a written complaint to the Chair of SDC, one of the SDC's officers, or the Chair of the LACDP as soon as possible after the incident. You are never required to file a complaint with the harasser(s). Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any Witnesses.

If you are uncomfortable providing details of the incident to the person to whom you report the incident, SDC will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The SDC will immediately undertake an effective, thorough, and objective

investigation of the harassment allegations. If the SDC determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the SDC to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, Management ordinarily will advise all parties concerned of the results of the investigation. SDC will not retaliate against any employee, member, volunteer or other covered person for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

SDC encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

EEOC, LA District Office California DFEH, Los Angeles Office
Roybal Federal Building 320 W. 4th Street, 10th Floor
255 East Temple St., 4th Floor Los Angeles, CA 90013
Los Angeles, CA 90012 Phone:800-884-1684
Phone: 1-800-669-4000 (TTY) or California's Relay Service at 711
Fax: 213-894-1118
TTY: 1-800-669-6820 TTY: 800-700-2320

ASL Video Phone: 844-234-5122 Email: contact.center@dfeh.ca.gov

If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

If you have any questions concerning this policy, please feel free to contact SDC's President, or THE CHAIR OF THE LOS ANGELES COUNTY DEMOCRATIC PARTY.

2. Workplace Violence Policy

SDC is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the SDC has established a policy that provides "zero tolerance" for actual or threatened violence against one's co-workers, supervisors, visitors or any other persons who are either on our premises or have contact with our employees, contractors, and volunteers. Safety and security is everyone's responsibility.

Compliance with this anti-violence policy is a condition of your employment (if you are an employee) or your permission to be on our premises (if you are a non-employee).

Every verbal or physical threat of violence must be treated seriously and reported immediately to the Chair of the SDC, one of the SDC's officers or THE CHAIR OF THE LOS ANGELES COUNTY DEMOCRATIC PARTY. You are never required to file a complaint with the person making the threat. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. If you are uncomfortable providing details of the incident to the person to whom you report the incident, SDC will use its best efforts to

provide you with access to a non-employee, non-officer to collect that data. The SDC will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If SDC determines that workplace violence or other misconduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the SDC to be responsible for workplace violence or other such misconduct will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, Management ordinarily will advise all parties concerned of the results of the investigation. COMMITTEE will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

In situations where an employee, contractor, or volunteer becomes aware of an imminent act of violence, threat of imminent violence or actual violence, emergency assistance should be sought immediately. In such circumstances, the employee, contractor, or volunteer should notify someone in charge and/or appropriate law enforcement authorities, as the circumstances demand. When promptly and properly notified of such an emergency, it is the policy of the COMMITTEE to do whatever it can to ensure that appropriate action is taken.

Other resources you may wish to access include:

Domestic Violence: 800-766-SAFE

Trans Lifeline: 877-565-8860

Suicide Prevention: 800-273-8255

Sexual Violence: 800-656-HOPE

Becoming a member of The Organization indicates that you have read, reviewed, and agreed to adhere to these policies and to acknowledge that you understand that they apply to you.

Appendix IV - Endorsement Process

- A. The Organization may consider the endorsement of candidates for any elected office, or its position on any piece of legislation or ballot measure according to the following procedures.
 - a. Only candidates who are registered Democrats may be considered for endorsement.
- B. All candidates determined to be eligible for the endorsement of The Organization shall be afforded the opportunity to interview with The Organization's Endorsement Recommendation Committee however they deem fit. Only candidates that submit an endorsement questionnaire will be invited to endorsement interviews. No candidate may receive an endorsement from The Organization unless the candidate has submitted an endorsement questionnaire, other than candidates exempted from submission via endorsement by acclamation clause.
 - a. If the candidate is not available for an interview, it is not considered an automatic rejection of consideration, and accommodations may be made by the committee if they choose.
 - b. Questions by committee members must be relevant to the office that is being sought by candidates and relevant information they believe is necessary to receive recommendation of endorsement.
- C. A. Endorsement Recommendation Committee
 - a. The Endorsement Recommendation Committee (hereinafter "ERC") shall serve as an independent body of The Organization's who will provide diverse perspectives to The Organization's endorsement process. The ERC will be composed of members who are not members of the Executive Board. Its membership will be selected by each Executive Board member nominating one representative to the ERC and approved by a majority vote of the Executive Board.
 - b. The Endorsement Recommendation Chair will provide a report to the Executive Board after each meeting.
 - c. The Chair and Vice-Chair of the committee shall be determined by a majority vote of the committee membership
 - d. The ERC's recommendations shall inform the Executive Board's final

endorsement decisions. When the ERC chooses to make a formal recommendation (motions to endorse a candidate, reaches no consensus, or for no endorsement in a race), the Executive Board vote must equal 60% or higher to overturn the ERC decision. The Executive Board may reverse a ERC recommendation by choosing to endorse a different candidate, or by choosing no endorsement.

- e. ERC members are required to meet the same membership criteria as described in these bylaws
 - i. Only voting members in good standing and who have been members for at least three (3) months are eligible for appointment to the ERC
- f. A quorum of ERC members must be present at endorsement interviews for all candidates in any particular race for the Committee to be afforded endorsement recommendation privileges.
- g. In the event that a quorum of ERC members can not be present at an endorsement interview in a particular race due to The Organization's mandatory recusal rules, the Executive Board may add additional members necessary to sit by designation on the ERC for purposes of consideration of that particular race only.

D. Conflict of Interest Provisions

- a. Neither a member of this Board, nor a Endorsement Recommendation Committee member, may vote on or make a motion concerning an endorsement recommendation or vote if any of the following conditions are met:
 - i. The member is a candidate for the public office under consideration.
 - ii. The member is a paid employee or regular volunteer of the controlled committee of a candidate for the office under consideration.
 - iii. The member performs compensated campaign services for the controlled committee of a candidate for the office under

consideration.

- iv. The member serves in an at-will salaried staff position of an elected official who is a candidate running for an office under consideration.
- v. The member serves as an appointment to a public panel, board, commission, or governmental office, from the candidate running for an office under
- vi. The member has publicly endorsed candidate previous of ERC's recommendation

E. Endorsement procedures for a candidate, ballot measure, or policy may be initiated by a majority Board vote. The Board may choose to prioritize certain endorsement considerations by voting at any meeting by majority vote to consider an endorsement within a time frame designated by the Executive Board (priority endorsement consideration). The Board reserves the right to delay, postpone, or decline to consider any race or ballot measure for endorsement by a majority Board vote.

a. Initiation of Endorsement

- i. Endorsement considerations may begin by one of two methods: 1) By majority vote, the Board may vote to initiate an endorsement process, regardless of previous receipt of an endorsement application, or 2) By majority vote, the Board may vote to initiate, delay, or postpone indefinitely an endorsement process, after receiving an endorsement application (see b. below).
- ii. After receiving an initial endorsement application for any race or ballot measure, the Board will be contacted and given until their next Executive Board meeting, or sooner if desired, to vote. Voting either within a Board meeting or electronically, on whether to initiate the endorsement process in said race or ballot measure. By the power of majority vote, the Board may choose: 1) to initiate the endorsement process (see b. Notice of Endorsement Consideration), 2) to delay the initiation of the endorsement

- process, as specified within the Board motion, 3) to postpone considering the race or ballot measure indefinitely.
- iii. Board votes to delay or postpone a race must fall into one of the following time-bound categories: 1) delay until after the filing deadline, 2) delay until after the primary or first-round of a special election, 3) postpone indefinitely, 4) postpone until a specified date provided at the meeting
 - iv. The Board may vote in a later meeting, by majority vote, to reverse delaying or postponing an endorsement consideration and either alter the timeline for delay, or initiate endorsement procedures.
 - v. The Board reserves the right to create a calendar of endorsement considerations, choosing to consider initiated endorsements within an established time period. Endorsement calendars should be approved by a majority vote of the Board.
- b. Notice of Endorsement Consideration
- i. Whenever an endorsement procedure is initiated, except as to ballot measures or policy endorsements, the Chair or another Executive Board Member and/or ERC Member shall contact all eligible Democratic candidates in the stated race and notify them of their right to apply for endorsement consideration. This notification shall occur at least seven (7) days prior to endorsement interviews held by the ERC.
- c. Method of Endorsement for Candidates for Elected Office
- i. Only Executive Board Members are eligible to vote in the endorsement process, following the recommendations of the ERC where applicable.
 - ii. Any endorsements may be voted on by secret ballot upon the request of a single Board member.
 - iii. All candidates for an elective office shall be presented on a single ballot, unless a recusal is required due to the Conflicts of Interest

Provisions, in which case, that section may be voted on separately. "No endorsement" shall be an option on each ballot and shall be counted toward the total. A candidate must receive a majority (50% + 1) of the votes cast to be deemed endorsed. If "No endorsement" receives a majority (50% + 1) of ballots cast on the first ballot, The Organization's position shall be deemed "No Endorsement".

- iv. Should no candidate receive a 50% majority of ballots cast on the first ballot, succeeding ballots shall be held, with the candidate receiving the lowest number of votes on the previous ballot being dropped on each successive ballot, until the following occurs:
 - 1. a candidate receives a majority (50% + 1) of the vote
 - 2. "No Endorsement" receives a majority (50% + 1) of the vote
 - 3. no candidate receives a majority (50% + 1) on a ballot with only two candidates as options. In the event of this option, it shall be deemed that The Organization has reached "No Consensus".

d. Method of Endorsement for Ballot Measure Positions or Positions on Proposed Legislation

- i. A position on a ballot measure or proposed legislation shall be deemed endorsed should it receive a majority (50% + 1) of all votes cast.
- e. "No endorsement" shall be an option on the ballot.
- f. If no position receives (50% + 1), the position of The Organization shall be deemed "No Consensus".

F. In elections in which only one Democratic candidate is running, a Democratic incumbent candidate is seeking re-election without any credible Democratic challenger (as deemed by the Executive Board), only one candidate applies for endorsement, or the Board chooses that a particular endorsement is critical to

the mission of the organization, the Board may, by unanimous (100%) decision, vote to endorse a candidate by acclamation. Votes by acclamation supersede and bypass the normal endorsement process and may include a waiver of the requirement for questionnaire submission and interview. Abstentions/Preset votes shall not be counted as part of the total number of votes cast.

- a. Acclamation endorsements may never be issued in instances in which Advisory Board Members or Board Members have endorsed competing candidates or ballot measures.
 - b. A candidate or ballot measure may never be granted an acclamation endorsement when an Advisory Board Member or Board Member has endorsed a competing candidate.
 - c. Some examples of acclamation are as follows but not limited to:
 - i. The candidate has been previously endorsed by one of the following: Santa Clarita Valley Democrats, Los Angeles County Democratic Party, Democratic Party of the San Fernando Valley, California Democratic Party
 - ii. The candidate is the incumbent and was not previously registered as anything other than a Democrat during their term
 - iii. The candidate has demonstrated outstanding fundraising capabilities at the time of endorsement. This can be defined as one or more of the following at the time of an expedited endorsement: clear fundraising advantage/capabilities, over \$500,000 cash on hand, and/or has raised more than the Republican opponent.
- G. A single vote will be taken on each office, legislation, or ballot measure to be considered for endorsement.
- H. The option of “No Endorsement” shall be available for every office, legislation, or ballot measure.
- I. The Organization may reconsider, rescind, or revoke any endorsement and reverse its endorsement decision. This includes reconsiderations during general or run-off elections of races in which a SCV Dems endorsed candidate in the primary or initial election does not advance.
- a. Motions to reconsider endorsements should receive a second and receive approval by a 60% or greater majority of eligible Executive Board members.
 - b. Motions to rescind or revoke an endorsement shall require a seventy

percent (70%) vote in favor of the motion.

- c. Executive Board Members will have the option to vote “Present” and these votes shall be counted as part of the total number of votes cast.
 - d. Executive Board Members will have the option to abstain and these votes shall not be counted as part of the total number of votes cast.
 - e. Voting to reconsider, rescind, or revoke an endorsement may not occur in the same meeting in which the motion has been filed.
- J. Continued Endorsement of Eligible Candidates Previously Endorsed
- a. Unless properly revoked, the endorsement of a candidate by The Organization for election in a first round of voting will continue in a second round of voting (e.g. runoff or general election) if that candidate remains eligible in the second round of voting.
- K. No financial support may be provided to any candidate, legislation, or ballot measure position who has not received the endorsement of The Organization. This expressly prohibits the financial support of non-Democratic Party candidates by The Organization.
- L. The Organization shall not endorse more candidates for an office than the number to be elected for that office.
- M. In respect to The Organization’s mission to provide adequate and equitable representation for members of the Santa Clarita Valley community and its surrounding region, The Organization reserves the right to add criteria which candidates for endorsement must meet in order to receive consideration.
- N. The Executive Board reserves the right to decide endorsement support which indicates the level of support granted to a candidate or ballot measure who has earned The Organization’s endorsement.
- O. Suggested timelines for candidate contact within initiated SCV Dems endorsement processes are as follows. (These timelines are not binding, but nevertheless the Executive Board and ERC is encouraged to follow these in order to provide candidates with fair and equitable consideration and adequate time for preparation. However, in an effort to streamline the process, the Executive Board and ERC may proceed in the timeline they see best fit to meet

the needs and timeline of upcoming elections.)

- a. *6 months before filing deadline: The Organization begins accepting questionnaires for all races (federal, state, local) and ballot measures 6 months prior to the filing deadline.*
 - b. 7 days prior to ERC interviews, all known/declared Democratic candidates should be given a minimum of 7 days to submit endorsement questionnaires.
 - c. 1 day prior to ERC interviews, ERC members should be sent all endorsement questionnaires at least 24 hours prior to interviews.
 - d. Day of ERC interviews being held the recommendations are shared with the Executive Board
 - e. 1-7 days after ERC interviews, the ERC is given a maximum of 7 days to submit feedback to the Executive Board. If a Board meeting is held concurrently, Executive Board will deliberate and vote on recommendations at the same meeting
 - f. 9-15 days after ERC interview: If no Board meeting is scheduled, the Executive Board will be given up to 7 days to share comments or perspectives + vote on endorsement considerations electronically. (During this time period Executive Board members may also make a motion to delay final Board vote until the next Board meeting. Motion must be passed by a majority vote.)
- P. Post endorsement**
- i. Candidates should be informed via email within seven days of the final decision of endorsement

Appendix V - Membership Dues

\$20 - Annual Membership

\$10 - Student and Senior Annual Membership

Hardship Waiver Available

Appendix VI - Ongoing Expenses

- a. The following items are approved for annual ongoing expenses and not required to be approved by the Executive Board unless they are assumed to exceed their set amount.
 - i. Insurance - \$800
 - ii. P.O. Box - \$300

Appendix VII - Additional Guidelines

- A. Pre-Endorsement Delegate Selection
 - a. Pre-endorsement delegates may be selected by the Executive Board by a process discussed and approved by a majority of the Executive Board.