

BYLAWS

of the

SAN BERNARDINO COUNTY DEMOCRATIC CENTRAL COMMITTEE

PREAMBLE

THE SAN BERNARDINO COUNTY DEMOCRATIC CENTRAL COMMITTEE (SBCDCC) IS CREATED BY THE LAW OF THE STATE OF CALIFORNIA AND IS ENABLED THEREBY TO ADOPT BY-LAWS NOT INCONSISTENT WITH ITS PARENT LEGISLATION. WHERE A CONFLICT APPEARS, THESE BY-LAWS SHALL BE DEEMED SUBORDINATE, AND THE LAW OF THE STATE OF CALIFORNIA SHALL PREVAIL. THE SBCDCC SHALL ALSO BE KNOWN AS THE CALIFORNIA DEMOCRATIC PARTY OF SAN BERNARDINO COUNTY.

ARTICLE I: NAME

The name of this organization is the San Bernardino County Democratic Central Committee also known as the San Bernardino County Democratic Party, referred to herein as the Committee or SBCDCC or SBCDP.

ARTICLE II: MISSION AND PURPOSE

SECTION 1

The SBCDCC shall have charge of party campaigns in San Bernardino County and shall perform such other duties and services for the Party as deemed to be for the benefit of the Party. (Elections Code Sections 7240-42.) The SBCDCC recognizes the authority of the State Democratic Party to set Statewide Democratic Policy, but reserves the right to set policy for all matters relating directly to party activities in San Bernardino County.

SECTION 2

The SBCDCC shall set policy for the Party campaigns in the county and Democratic activities which affect the county as a whole, in conjunction with chartered Democratic clubs and local organizations of the State Party. The SBCDCC shall also serve as the coordinating agency for all Democratic organizations in the County.

SECTION 3

The SBCDCC shall encourage the formation of Democratic clubs, issue charters, and assist the activities of said clubs by providing services, as requested, and shall monitor said clubs to insure conformance to the aims and purposes of the Democratic Party.

SECTION 4

The SBCDCC shall actively engage in taking positions on issues which are in the interest of the Democratic Party. By appropriate action, such as resolutions, it shall make such positions known to the public.

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SECTION 5

The SBCDCC shall engage in an active program of CANDIDATE DEVELOPMENT.

This program shall include the active encouragement of Democrats to run for partisan and non-partisan offices, and the providing of informational services and campaign techniques for potential office seekers.

SECTION 6

The SBCDCC recognizes that in order to insure that Democratic Campaigns and other Democratic activities in the County are carried out in the most effective manner, there must be as little overlapping as possible in the functions of the SBCDCC and other Democratic Party structures except as to insure conformance to aims and purpose of the Democratic Party.

- A. The SBCDCC shall coordinate its campaign activities with chartered Democratic clubs and local organizations of the State Party.
- B. Upon request the SBCDCC shall give assistance to local organizations of the State Party.
- C. The SBCDCC upon recommendations of its CAMPAIGN OPERATIONS COMMITTEE shall establish guidelines for avoiding overlapping of campaign activities.
- D. No part of this section shall be construed to indicate that the SBCDCC may interfere in the internal affairs of the State Party, or local organizations of the State Party; however, the SBCDCC retains jurisdiction over local chartered clubs to insure conformance to the aims and purposes of the Democratic Party.

SECTION 7

The SBCDCC shall build party organization to register Democrats and turn out Democratic voters.

ARTICLE III: CENTRAL COMMITTEE MEMBERSHIP**SECTION 1: ELIGIBILITY FOR OFFICE**

A person shall be eligible for election or appointment to SBCDCC who is registered and affiliated with the Democratic Party at the time of his/her election or appointment, and is a legal resident of the Assembly District from which elected or appointed.

SECTION 2: EX-OFFICIO MEMBERS

- A. Democratic nominees for Congress, State Senate, and State Assembly districts which are whole, or in part, in the county of San Bernardino are Ex-Officio members of the SBCDCC. (See Elections Code Sections 7206-07)
- B. Rights and Privileges
 1. Ex-Officio members shall be entitled to all rights and privileges, including the right to vote, and shall have the same standing in every other way as other members of this committee.
 2. Ex-Officio members may appoint alternates as other members of this Committee, or they may designate a PERMANENT ALTERNATE who will have all rights and privileges of the Ex-Officio member.

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SECTION 3: VACANCIES AND REMOVAL FROM OFFICE (See Elections Code 7211-16)

- A. VACANCY shall exist whenever an Assembly District does not elect the number of members authorized by law; a member dies, resigns, becomes incapacitated to act; ceases to be a registered Democrat, changes his/her residence from the Assembly District from which the member was elected, or when a removal is made by action of the COMMITTEE, per the following paragraphs.
- B. By a majority vote of the voting members present the SBCDCC may remove a member(s).
1. A member may be removed for three (3) unexcused absences in a year. Excused absences may be obtained from the Chair or by the Executive Committee for the following: a) illness; b) illness or death in the family; c) temporary absence from the county; d) job requirement. A member is deemed present if his/her alternate is present.
 2. Any member who fails to pay the dues assessment prescribed for the SBCDCC may, upon notification, be removed from the SBCDCC, except that said dues are not obligatory from members so stating economic hardship in writing to the EXECUTIVE COMMITTEE (Article IV, Section 2).
 3. If a member of the SBCDCC advocates voter support for a candidate of other than the Democratic Party in any election.
- C. Before a member may be removed and a VACANCY declared, said member shall be notified by CERTIFIED MAIL, RETURN RECEIPT REQUESTED, as to the reasons for pending removal, and given fifteen (15) days to request a hearing by the EXECUTIVE COMMITTEE.
1. The CORRESPONDING SECRETARY shall certify that such notice was given and process a written request for a hearing if such request is made.
 2. Members requesting a hearing should do so by CERTIFIED MAIL or deliver their request, in writing, to the CHAIR. If no written request for a hearing is received by the time of the meeting designated for the hearing, it will be assumed that the member does not wish to be heard on the ground(s) of removal cited in the communication to the member. The EXECUTIVE COMMITTEE will, however, attempt to ascertain if there is a legitimate reason for lack of communication from the member(s) (illness, etc.) before action is taken.
 3. All accusations concerning activities of SBCDCC members that could cause grounds for removal under these bylaws must be submitted in writing and supportive documents submitted as evidence. Accusations not governed by the Elections Code will not be heard by the SBCDCC.

SECTION 4: VACANCIES

Vacancies shall be filled by recommendation of a caucus in the concerned ASSEMBLY DISTRICT and ratified by a majority vote of the SBCDCC.

SECTION 5: ALTERNATE MEMBERS (Elections Code 7208)

- A. Elected, Appointed and Ex-Officio members (or the Ex-Officio member's permanent alternate) may appoint three (3) alternates by written authorization, to the RECORDING SECRETARY of the SBCDCC.

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- B. Alternates must meet the same residency requirements as elected and appointed members. Appointment of alternates shall conform, as nearly as possible, to the Affirmative Action Guidelines of the National Democratic Party; i.e., appointments shall go to the under-represented groups.
- C. Alternates will serve on committees to which their appointing committee member is assigned in the absence of the committee member.
- D. The chair may appoint alternates to STANDING and SPECIAL COMMITTEES subject to ratification by the SBCDCC.
- E. Alternates shall pay dues, as established by the SBCDCC.

ARTICLE IV: OFFICERS**SECTION 1: OFFICERS**

The officers of the SBCDCC shall be CHAIR, FIRST VICE -CHAIR, SECOND VICE-CHAIR, THIRD VICE-CHAIR, RECORDING SECRETARY, CORRESPONDING SECRETARY, and TREASURER.

SECTION 2: VACANCY

In the event of a vacancy in any elected office, a special election shall be held at the next regular meeting of the SBCDCC following the meeting where the vacancy is declared.

SECTION 3: DUTIES OF OFFICERS**A. CHAIR**

1. To preside at all meetings.
2. To call special meetings as needed.
3. To insure that all members are notified by mail of meeting time, place and agenda.
4. To make Committee appointments as provided by the by-laws and to appoint such special committees as are useful to the aims and goals of the SBCDCC.
5. To serve as Ex-Officio member of all committees of the SBCDCC.
6. To serve as official representative of the SBCDCC to the press (media) and the public-at-large.

B. FIRST VICE-CHAIR

1. To preside in absence of the Chair.
2. To perform other duties as assigned by the Chair.
3. To serve as the Chair of the CREDENTIALS COMMITTEE

C. SECOND VICE-CHAIR

1. To preside in the absence of the Chair and First Vice-Chair.
2. To perform other duties as assigned by the Chair.
3. To serve as chair of the CANDIDATE DEVELOPMENT WORKSHOP COMMITTEE

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D. THIRD VICE-CHAIR

1. To preside in the absence of the Chair, First Vice-Chair, and Second Vice- Chair.
2. To perform other duties as assigned by the Chair.
3. To serve as chair of the CAMPAIGN OPERATIONS COMMITTEE.

E. RECORDING SECRETARY

1. To record, publish, and distribute the minutes of the meetings.
2. To publish and distribute notices of the meetings.
3. To serve as corresponding secretary in the absence of the Corresponding Secretary.

F. CORRESPONDING SECRETARY

1. To receive all correspondence of the SBCDCC.
2. To answer all correspondence of the SBCDCC at the direction of the Chair.
3. To update the SBCDCC on developments with the State Party and other Democratic organizations.
4. To act as Recording Secretary in the absence of the Recording Secretary.

G. TREASURER

1. To receive and distribute all SBCDCC funds.
2. To maintain such bank accounts and records as are necessary for safe keeping and accounting of funds.
3. To give an oral report of the status of treasury at the monthly general meeting of the SBCDCC, and file a monthly Treasurer's Report with the Recording Secretary of the SBCDCC.
4. To submit the Treasurer's records to an annual audit by an auditor selected by the Chair, and approved by the Executive Committee.
5. To submit all bills and requests for funds to the SBCDCC at a General or special meeting for approval of payment prior to disbursement of funds of the SBCDCC with the exception of budget items.
6. To prepare and file such reports as are required by state law governing campaign expenditures.
7. To prepare an annual budget to be submitted at the meeting following the General Organization Meeting for adoption by the SBCDCC.

SECTION 4: APPOINTED OFFICERS

- A. The Chair shall appoint a PARLIAMENTARIAN from the membership of the SBCDCC subject to ratification of the SBCDCC. The Parliamentarian's opinion must be based on these By-Laws or Standing Rules. Where the By-laws or Standing Rules are silent, Robert Rules of Order shall prevail. Such rulings may be overturned by a two- thirds (2/3) vote of the voting members present. The Parliamentarian shall have a voice and vote.

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- B. The Chair shall appoint a SERGEANT-AT-ARMS from the membership of the SBCDCC subject to the ratification of the SBCDCC. The Sergeant-at-Arms shall keep order, maintain a roll of the voting members, call the roll at meetings, and ensure that only eligible members vote are counted.
- C. Appointed officers shall be members of the EXECUTIVE COMMITTEE.

ARTICLE V: ORGANIZATION, TERMS, AND DUES**SECTION 1: ELECTION OF OFFICERS**

The election of officers of this Committee shall be held following the certification of the state primary election in Presidential Election years, referred to herein as the Reorganizational Meeting.

- A. The officers shall be elected from the membership of the SBCDCC. Where there is more than one (1) nominee for an office, the election shall be by written ballot which includes the voter's name and signature.
- B. The time and place of the Reorganizational Meeting to elect officers shall be determined by the executive board of the current committee at a meeting held after the primary.
- C. The Reorganizational Meeting shall be held in a place that is easily accessible by all members.
- D. Notification for the Reorganizational Meeting shall be conducted by the current corresponding secretary. All new members including eligible Ex Officio members shall be notified. Ex Officio members shall be notified of their right to elect permanent alternates.
- E. The Reorganizational Meeting shall be conducted by the highest ranking officer of the previous committee. The ranking of officers is determined by the order in which officers are listed in these by-laws. Should no former officer be elected to the Central Committee, the outgoing executive board shall name a convening officer.

SECTION 2: TERMS

Terms of membership and of officers shall be from time of the Reorganizational Meeting to the next such meeting (four years) or for Ex Officio Members from time of election until the next such meeting, unless otherwise specified.

SECTION 3: DUES

The dues shall be set at the time of the Reorganizational Meeting and may be updated annually by this Committee upon recommendation of the Executive Committee.

- A. Dues shall be payable at the Reorganizational Meeting or upon assumption of membership then annually by the July Regular Meeting. Dues are late if not paid within 30 days from assumption of membership or the annual due date, referred to herein as the Dues Deadline.
- B. Voting privileges of any member whose dues have not been paid by the Dues Deadline are suspended until paid in full.

ARTICLE VI: STANDING COMMITTEES

- A. All Standing and Special Committee Chairs must be members of the SBCDCC, not alternates.
- B. All Standing and Special Committees shall be as geographically representative of the county as possible consistent with requirements for knowledge and background.

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SECTION 1: CREDENTIALS COMMITTEE

A. Functions.

1. To actively encourage the formation of Democratic Clubs and aid in their chartering.
2. To develop chartering procedures and make recommendations for said chartering to the SBCDCC.
3. To assist in and monitor the operations of chartered clubs with the SBCDCC.
4. To encourage increased involvement of chartered clubs with SBCDCC.
5. To assist and/or participate in the installation of club officers and other club events.
6. To encourage each chartered club to establish a headquarters or participate in some effective party identification activity in the area served by the chartered club.
7. To establish and publish rules regarding the chartering of clubs. Such procedures and rules shall require that the By-laws of the chartered clubs shall conform with the policies of the National, State and County Democratic Party. Such rules and procedures shall include that all clubs must recognize the authority of the SBCDCC to withdraw said charter upon good cause showing.

SECTION 2: CANDIDATE DEVELOPMENT WORKSHOP COMMITTEE

A. Functions

1. To assist in the development of Democratic candidates for partisan and non-partisan public office.
2. To sponsor local and/or county-wide campaign workshops.
3. To meet with potential Democratic candidates, providing information and support.
4. To work with the Corresponding Secretary and the Executive Committee of the SBCDCC to assure that candidates are informed of the endorsement process.

SECTION 3: CAMPAIGN OPERATIONS COMMITTEE

A. Functions

1. To develop guidelines and polices for the coordination of Democratic elections and headquarters in the county.
2. To recommend actions to the SBCDCC for campaign activities.
3. This committee shall serve as the administrative committee for any campaign activities engaged in by the SBCDCC.
4. Representatives of each chartered club and Chairs of local organizations of the State Party shall be invited to participate in and advise this committee.

SECTION 4: VOTER REGISTRATION COMMITTEE

A. Functions

1. To develop policies and programs to register Democratic voters, utilizing SBCDCC members, volunteers, Democratic club members and other Democrats.
2. To recommend actions to the SBCDCC to foster Democratic registration efforts.

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3. To assess monthly the percentage of Democratic registration and turnout for each county and local election as reported by the Registrar of Voters and make periodic reports to the SBCDCC.

SECTION 5: LEGISLATION AND REGULATIONS COMMITTEE

A. Functions

1. To develop and propose resolutions to the SBCDCC.
2. To receive, evaluate and make recommendations on resolutions which seek SBCDCC support, and which are proposed by a member of the SBCDCC, a chartered Democratic club, or any registered Democrat.
3. To work with incumbent officeholders, their staff, or party nominees to gain support for SBCDCC resolutions seeking action at the Federal, State, County or local government levels.
4. To assist in an annual County-wide issues day.

SECTION 6: BY-LAWS COMMITTEE

- A. Membership shall consist of the SBCDCC PARLIAMENTARIAN and no less than three (3) SBCDCC members appointed by the Chair, who have expertise or interest in by-laws and parliamentary procedures.

B. Functions:

1. To review and rewrite current by-laws and standing rules.
2. To provide continuing review of adopted by-laws and rules and propose amendments as needed.

SECTION 7: PUBLIC RELATIONS COMMITTEE

- A. The Chair of the Public Relations Committee shall disseminate press releases as authorized by the Chair of the SBCDCC.

B. Functions:

1. To disseminate news concerning SBCDCC and Democratic functions in the County.

SECTION 8: FINANCE COMMITTEE

- A. Membership shall consist of a chair appointed by the Chair of the SBCDCC subject to ratification of the SBCDCC and no less than three (3) committee members who have expertise in financial procedures or fund-raising. The TREASURER of the SBCDCC shall be an Ex-Officio member of this committee.

B. Functions:

1. To organize and administer SBCDCC fund raising.
2. To assist the TREASURER in preparation of the annual SBCDCC budget
3. To assist the TREASURER in preparation of such reports which are required by campaign finance laws.
4. To conduct an annual audit of the TREASURER's records with a written report distributed to the SBCDCC no later than the February meeting.

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SECTION 9: STANDING COMMITTEE MEETINGS

The Chairs of all Standing Committees shall be responsible for convening regular meetings of the committees.

SECTION 10: FAILURE TO ATTEND MEETINGS

Any member of a standing or special Committee who fails to attend three (3) consecutive meetings of their assigned committee may be removed from said committee, subject to Article III, Section 3B of these by-laws.

ARTICLE VII: EXECUTIVE COMMITTEE

- A. Membership shall consist of the Elected Officers, Appointed Officers, and Chairs of the standing committees.
- B. The Executive Committee shall serve as the administrative committee of the SBCDCC.
- C. It shall meet on the call of the Chair of the Central Committee, who shall serve as its chair, or any three (3) members of the Executive Committee.
- D. It shall report its recommendations to the SBCDCC at the next regularly scheduled General meeting or Special meeting.
- E. It shall advise all members of the SBCDCC of the time, date, and place of the Executive Committee meeting, except where an emergency meeting is needed to best serve the interests of the SBCDCC.
- F. All SBCDCC members may attend and participate in Executive Committee meetings without voting rights.
- G. The quorum of the Executive Committee shall be majority of the Committee.
- H. Where an Assembly District is not represented by an elected officer or appointed officer in the Executive Committee, the SBCDCC members of the said Assembly District may elect a voting representative to the Executive Committee.

ARTICLE VIII: MEETINGS (Elections Code Sections 7235, 7241, 7243)**SECTION 1 REGULAR MEETINGS**

The SBCDCC shall have a regularly scheduled meeting once each month on a date and time established by the SBCDCC. Cancellation of a regular meeting may be made by the CHAIR with the approval of the EXECUTIVE COMMITTEE upon written notice to all members. The location of the next monthly meeting shall be designated by the Chair at each meeting unless otherwise designated by a majority vote of the SBCDCC. The regular meeting location shall be within the County Seat, except that at least twice each year, regular meetings shall be held at union halls and/or locations which reflect the geographical diversity of the membership. All meetings shall be held in quarters that shall be accessible to persons with disabilities (Elections Code Section 7235).

SECTION 2: SPECIAL MEETINGS

Special meetings may be called by the CHAIR with notice of time, place, date, and agenda given to all members as early as possible prior to the date of the special meeting.

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SECTION 3: QUORUM

Twelve (12) voting members shall constitute a quorum for any regularly scheduled or special meeting provided five (5) ASSEMBLY DISTRICTS are represented.

SECTION 4: VOTING

The Chair shall designate the method of voting, either by show of official voting cards or by voice vote, unless there is a call for a division of the house, and another voting method is requested.

SECTION 5: RESOLUTIONS

- A. Resolutions recommended at a meeting of the Legislation and Resolutions Committee may be adopted by a sixty percent (60%) vote of those present and voting at a duly constituted meeting of the SBCDCC.
- B. Resolutions may be introduced by any member of the Committee at a regularly scheduled meeting and may be adopted by a two-thirds (2/3) vote of those present.
- C. Copies of all resolutions must be submitted in writing to the RECORDING SECRETARY by the maker of the resolution. Other procedures for resolutions shall be entered in the standing rules of the SBCDCC.

SECTION 6: STANDING RULES

The SBCDCC may adopt standing rules for the conduct of its meetings.

SECTION 7: ROBERTS RULES

All procedures not indicated by these by-laws or by the Standing Rules of the SBCDCC shall be governed by the latest edition of ROBERTS RULES OF ORDER.

ARTICLE IX: ENDORSEMENT OF CANDIDATES**SECTION 1: POLICY**

The San Bernardino County Democratic Central Committee (SBCDCC) recognizes that the Bylaws and Rules of the California Democratic Party preclude it from taking independent action on partisan legislative and statewide races, except to consider ratification of the positions of the California Democratic Party.

It shall be the policy of the SBCDCC to endorse candidates in non-partisan races and to inform the county voters of those candidates who uphold the principles and practices of the DEMOCRATIC PARTY. Only registered DEMOCRATS shall be considered for endorsements.

SECTION 2: BASIC PRINCIPLES

Endorsement of candidates for local or county, non-partisan offices on any ballot in this county shall be governed by these principles:

- A. The SBCDCC may endorse only as many candidates as there are seats to be filled for a particular office in any one election.
- B. The SBCDCC shall only endorse candidates who are registered as a Democratic voter at the time of candidacy filing.

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- C. The SBCDCC shall notify all eligible candidates of the endorsement process and timelines. Each candidate shall complete a committee-provided questionnaire supporting their candidacy and participate in an interview process. The questionnaire and interview notes will become part of the Interview Committee's recommendation to the SBCDCC. The SBCDCC shall endorse only candidates who have completed the full evaluation process and have met the threshold for recommendation by the Interview Committees.
- D. The SBCDCC shall not endorse any candidates before the close of the filing period for the office.
- E. Chartered clubs may endorse candidates prior to the close of the filing period,
- F. The SBCDCC shall encourage candidates to seek club endorsements
- G. Chartered clubs are encouraged to identify and develop potential candidates.

SECTION 3: CENTRAL COMMITTEE PROCEDURES

The vote to endorse candidates at the regular meeting shall be based on the recommendations of the Interview Committee(s), listed on the Agenda by area. Voting shall be by the show of member voting cards. A sixty percent (60%) vote of the SBCDCC members present and voting at the regular meeting shall be required to ratify the recommendations of the Interview Committee.

Any voting member of the SBCDCC may request that an individual recommendation made by an Interview Committee be pulled from the Agenda item and be discussed and voted upon separately.

SECTION 4: INTERVIEW COMMITTEE PROCEDURES

- A. Up to four Interview Committees shall be convened and coordinated by the Vice Chair for Candidate Development. The Interview Committee(s) shall review the questionnaires, interview candidates, and make recommendations based on those interviews for endorsement of candidates to the SBCDCC.
- B. An Interview Committee shall consist of at least three but not more than eleven members or alternates of the SBCDCC. Every effort shall be made to ensure that a majority of the Interview Committee members reside within the geographic area being considered. The SBCDCC Chair or designee shall be an ex-officio member of each Interview Committee. Any SBCDCC member or alternate or chartered club member may observe the interviews.
- C. The Interview Committee(s) shall collaborate with the Candidate Development Committee to ensure that all eligible candidates receive timely notice of the interview and recommendation procedures. It is the responsibility of the candidate to respond and request an interview appointment.
- D. The Interview Committee coordinator(s) and the Candidate Development Committee are responsible for developing a uniform set of interview questions to be asked of each candidate. Questions unique to a specific office may be included if asked of all candidates for that office.
- E. Every effort should be made to insure that the members of the Interview Committee remain the same for all interviews in order to ensure fairness and uniformity.
- F. No member of the SBCDCC shall serve as a voting member of an Interview Committee for any office for which he/she is a candidate or is serving as a paid or volunteer campaign staff.

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- G. The members of the Interview Committee, by a sixty percent (60%) majority vote, shall recommend a list of candidates to the Committee for endorsement. Recommendations may include: Endorse, no endorsement, no consensus.

SECTION 5: Financial Support

The SBCDCC may financially support only the candidates who have been endorsed by the SBCDCC. Endorsement does not guarantee financial support.

SECTION 6: Individual Rights

Individual members of the SBCDCC may endorse Democratic candidates for office only as individual citizens. The SBCDCC or Party office of those members making such endorsements may be indicated for identification purposes only, and does not imply endorsement by the Democratic Party.

SECTION 7: Ballot Measures

The SBCDCC may, by 60 percent (60%) vote, support or oppose county, city, and special district ballot measures. If a 60 percent (60%) majority is not achieved, the SBCDCC shall have no position on the measure.

SECTION 8: Revocation of Endorsement

Should an action to reconsider, revoke, or rescind an endorsement for the following reasons need to be considered, the following principles shall be followed.

- A. The reasons are limited to: failure to uphold the platform of the DEMOCRATIC PARTY, support by the candidate in question of non-Democrats in other races, misrepresentation of the individual's own endorsement status or the endorsement status of other candidates.
- B. Immediate action can be taken by the Executive Board to revoke or rescind an endorsement in a timely manner for any candidate who, after investigation and discussion with the candidate, is found to have violated (a.) above. Such action is to be ratified by the full SBCDCC at the next regular meeting.
- C. The SBCDCC will publicize such actions, if passed, to all media in the county, and by mail to all Democratic organizations in the County.

ARTICLE X: STATE DEMOCRATIC CONVENTION AND EXECUTIVE COMMITTEE**SECTION 1: ELECTION OF DELEGATES TO THE STATE DEMOCRATIC CONVENTION**

- A. The SBCDCC shall elect delegates to the State Democratic Convention (State Central Committee) in accordance with State By-Laws.
- B. The number of delegates will be allotted by the State Party as per the Elections Code.
- C. The delegates shall be equally divided among male and female, as nearly as possible.
- D. The delegates shall be allocated among the Assembly Districts in the county according to the percentage of registered Democrats out of all Democratic registration in the county residing in each Assembly District.
- E. The Executive committee of the SBCDCC shall determine the allocation of delegates according to the percentage formula.
- F. Each Assembly District shall be allotted at least two (2) delegates.

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- G. The time of the election shall be in accordance with the rules of the State Democratic Party.
- H. The election shall be held by Assembly Districts, with each Assembly District electing the number of delegates allotted by the EXECUTIVE COMMITTEE.
- I. Where there are more nominations than the number of positions to be filled, the election will be by written ballot.
- J. In the event an Assembly District fails to elect the allotted number of Delegates the unfilled positions will be elected at-large by the SBCDCC.
- K. In the event the number of allotted delegates exceeds the number of elected SBCDCC members eligible to be elected, additional delegates will be elected from the alternate roll of the SBCDCC members. Such elections shall be made by the entire SBCDCC.
- L. The CHAIR of the SBCDCC shall be an automatic delegate to the State Democratic Convention.

SECTION 2: ELECTION OF DELEGATES TO THE EXECUTIVE BOARD

- A. The SBCDCC delegates to the State Convention shall elect Delegates to serve on the State Executive Committee in accordance with the State By-Laws.
- B. The election shall be held at a time designated by the State Party.
- C. The CHAIR of the SBCDCC shall be an automatic delegate to the State Party Executive Committee.
- D. No two (2) State Executive Board Representatives shall be from the same Assembly District, unless there are more positions than the number of Assembly Districts or unless all available candidates are from the same Assembly District.

ARTICLE XII: AMENDMENTS**SECTION 1**

Proposed amendments shall be submitted by the BY-LAWS COMMITTEE, in writing, for consideration and recommendation to the SBCDCC.

SECTION 2

At any regular or special meeting called for that specific purpose, the BY-LAWS COMMITTEE may present by-laws amendments for action by the SBCDCC. A two-thirds (2/3) vote by the voting members present is required for the adoption of any amendment to these By-Laws.

[ORIGINALLY ADOPTED NOVEMBER 1984; AMENDED APRIL 1986; AMENDED JANUARY 1988; AMENDED JUNE 1990; AMENDED JUNE 1992; AMENDED JANUARY 25, 1996; Editorial Corrections January 1999; AMENDED MAY 27, 1999; AMENDED JUNE 26, 1999; AMENDED APRIL 22, 2004; AMENDED AUGUST 26, 2004; AMENDED AUGUST, 2006; AMENDED DECEMBER 13, 2007; AMENDED JULY 23, 2015; AMENDED APRIL 28, 2016]

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STANDING RULES

of the

San Bernardino County Democratic Central Committee

STANDING RULE I: Meeting Notice by Electronic Mail

- A. Members may choose to receive notice of meetings by individual electronic mail, rather than by U.S. Mail. Such choice must be submitted in writing to the Central Committee Executive Board.
- B. It is the responsibility of the member to promptly notify the Corresponding and Recording Secretaries of any change in their email address.

Adopted by the SBCDCC on January 24, 2013

STANDING RULE II: Communication and Web Site

- A. In order to protect the privacy of SBCDCC members, all emails should be sent in a manner that does not disclose the recipients' email addresses.
- B. Mass emails to Committee members shall be sent by or approved by the Chairperson.
- C. No changes to the web site (www.sanbernardinodemocrats.org) or to documents posted thereon shall be made without authorization by the Chairperson, except that the web master may routinely post the dates and information about SBCDCC meetings and events.

Adopted by the SBCDCC on December 12, 2013

STANDING RULE III: Conduct at Meetings

- D. In order to protect the rights of SBCDCC members during meetings and ensure that all members and guests are treated with respect and courtesy, anyone may be expelled from the meeting, by majority vote of the members present, after being called to order by the Chair three times. (ROR, Chapter XX).
- E. Due to the limited amount of time available during meetings and to ensure that there is sufficient time to give proper consideration to all matters on the agenda, all speakers will have 3 minutes to address their subjects but may only speak twice on any motion. Speakers may ask the CHAIR for an additional 2 minutes of speaking time, which may include a third opportunity to speak on a motion. Any such request shall be granted in the sole discretion of the CHAIR.
- F. To promote the timely notice to all members of all matters discussed at meetings and to ensure that no members are deprived of the opportunity to participate in the COMMITTEE'S business, the Agenda may only be amended by a 2/3rds vote of the members present.

Adopted by the SBCDCC on October 22, 2018