

**IMPERIAL COUNTY DEMOCRATIC CENTRAL COMMITTEE BY-LAWS**  
*(last amended at ICDCC Meeting of January 9, 2021)*

ARTICLE I-           NAME:

Section 1: The name of this organization shall be the Imperial County Democratic Central Committee (ICDCC), hereinafter referred to as the Committee.

ARTICLE II-           PURPOSE:

Section 1: The Committee shall serve as the official representative body of the California Democratic Party in Imperial County, carrying out such duties as are in conformity with the laws of the State of California.

Section 2: The Committee shall accept the responsibility of providing leadership as follows:

- A) Coordinating County-wide precinct efforts;
- B) Candidate development;
- C) Voter education, outreach, and mobilization;
- D) Voter registration of all voting age citizens;
- E) Party liaison with state and national branches of the Democratic Party;
- F) Fundraising for the Committee, the Democratic Party, and Democratic Candidates in Imperial County;
- G) Securing a sufficient number of candidates to run for the Committee. This shall be done by advertising in at least one local public media outlet, notifying of said openings and the procedures for filing. Special emphasis will be given to see that the elected members of this committee reflect the gender, ethnic population, and members of the party in Imperial County;
- H) Charter and promote local geographically-focused Democratic clubs throughout Imperial County, so that every address in Imperial County is served by a functioning, energetic, transparently-run, any-Democrat-may-join geographically-focused Democratic club;
- I) As interest merits, charter issues-based and affinity group Democratic clubs throughout Imperial County, such as but not limited to clubs focused on gender, identity, age, ethnicity or professional interests or skills.

ARTICLE III-           MEMBERSHIP:

Section 1: Regular members of the Committee shall serve per the Election Code of the State of California, and a) shall be duly elected on a competitive public ballot when more candidates qualify for the ballot than Committee positions exist for that Supervisorial district or b) shall be appointed in lieu of a public ballot election when not enough candidates qualify for election in that Supervisorial district to force a public election. Any registered Democrat may be certified as a candidate to represent his/her Supervisorial district of domicile provided he/she files the appropriate candidate paperwork with the County Elections Department for the quadrennial Presidential Primary Election. The filing documents must include a petition with a minimum of twenty (20) qualified signatures from registered Democrats in the Supervisorial district sought.

Section 2: Ex-Officio members of the Committee shall serve per the Election Code of the State of California. Unless otherwise specified by law, any Democrat elected to Congressional office or to Statewide office or to the Board of Equalization or to the State Legislature, or to the Democratic National Committee or as an officer of the California Democratic State Central Committee, who is registered to vote in Imperial County and who has paid dues to the Committee may serve as an ex officio member of the Committee. As long as California Elections Code 7206 or successor legislation is active, the Democrats who represent Imperial County in the House of Representatives, the State Senate and the State Assembly shall be eligible to serve as ex officio members of the ICDCC, regardless of any of those Democrats' counties of domicile.

Section 3: Any regular member of the Committee in good standing is authorized to appoint an alternate in writing if a member so desires.

Section 4: An alternate member for a regular member must be registered to vote in the same Supervisorial district as the regular member and may vote only in the absence of the regular member who appointed him/her. He/she is subject to the rules and regulations of the Committee.

Section 5: Written notice of appointment of an alternate must be filed with the Secretary of the Committee and the Chair of the Committee.

Section 6: Any person elected or appointed in lieu in the election for the Committee held in conjunction with the quadrennial Presidential primary may attend the meetings as a non-voting member until he/she takes office at the subsequent January's Organizational meeting.

Section 7: Any registered Democrat or any person currently ineligible to register to vote as a Democrat, but who pledges to register as a Democrat when eligible to do so, may pay dues to become an Honorary Member of the ICDCC. Honorary Members shall not have voice or vote at regular or special meetings of the ICDCC. However, Honorary Members shall be eligible to serve in appointed roles, including on ad hoc Committees, where they may have voice and vote.

Section 8: Unless otherwise specified by law, any Democrat elected to Congressional office or to Statewide office or to the Board of Equalization or to the State Legislature, or to the Democratic National Committee or as an officer of the California Democratic State Central Committee, who is registered to vote in Imperial County and who has paid dues to the Committee as an ex officio member of the Committee may appoint an alternate in writing who is a registered Democrat in Imperial County.

Section 9: In addition to members elected or appointed in lieu via the Presidential primary election, members who were appointed to fill vacancies after the Presidential primary election or any otherwise expiring members who submitted at least 20 valid nomination signatures that were accepted by the Committee at a meeting after the Presidential primary election and before the January organizational meeting shall be considered regular members at the start of the January organizational meeting, provided that sufficient spaces are available for their district.

ARTICLE IV- ATTENDANCE:

Section 1: Any regular member of the Committee shall be disqualified to serve for any of the following reasons:

- A) Registers to vote outside of the Supervisorial district where he/she was elected or appointed.
- B) Fails to attend (3) consecutive regular meetings for reasons other than illness or absent from the County. In this case, the Committee member shall notify the Chairperson or Secretary and will be excused from attending that particular meeting. Attendance at each meeting shall be duly recorded by the Secretary and will be part of the minutes.
- C) Affiliates or registers as a member of another political party.

ARTICLE V- VACANCIES:

Vacancies for regular members of the Committee that occur between elections shall be filled in the following manner:

- A) Vacancies must first be declared opened during a regular meeting.
- B) Notice of intent to appoint new Committee members to fill existing vacancies must be published in at least one local public media outlet.
- C) Interested parties wishing to be appointed to this Committee shall notify the Chairperson, in writing, of their intent at least fifteen (15) days prior to the meeting where the appointments are to be made.
- D) Notice of intent shall be accompanied by a petition signed by at least twenty (20) Democrats residing in the District where vacancy exists.
- E) All the names of the interested parties will be considered for appointment and will be voted upon by the entire committee during the meeting following receipt of notices of intent along with the required petitions. New Committee members appointed to fill existing vacancies shall be required to run for election at the next election cycle if they wish to continue serving on the Committee.
- F) Vacancies in the Committee shall be declared for the following reasons:
  - 1) Voluntary resignations.
  - 2) Lack of attendance.
  - 3) Non-payment of dues in accordance to these by-laws.

ARTICLE VI- OFFICERS:

Section 1: The elected officers of this Committee shall be: Chairperson, Two-Vice Chairpersons, Secretary, and Treasurer.

Section 2: The elected officers shall be elected by public voice vote or signed ballot, with a simple majority, at the January Organizational meeting in odd numbered years. If no simple majority exists on the first ballot, a run-off election shall ensue from the top two candidates. If

these officers are not elected during the Organizational meeting, they must be elected at the next regularly scheduled Committee meeting.

Section 3: Any officer vacancies occurring after an Organizational meeting first must be declared “open” during a regular meeting. An election to fill any vacant offices will be held during the regular meeting following the announced vacancy. These vacancies will be filled by a simple majority of the votes cast by those members present. Officer positions not filled at an Organizational meeting will be considered announced vacancies and shall be agendized to be filled at the next regular meeting.

#### ARTICLE VII- DUTIES OF OFFICERS:

Section 1: The Chairperson of the Committee shall serve as the official spokesperson for the Imperial County Democratic Central Committee. He/She shall conduct all regular and special meetings, call special meetings as needed, approve all checks with the Treasurer, and may create any special sub-committees and appoint the members.

Section 2: The Vice-Chairperson of Voter Registration shall conduct the Committee meetings in absence of the Chairperson and will have full authority of the presiding officer. The line of authority for Chairperson of the Committee, in case of the absence of the Vice-Chairperson of Voter Registration, shall be the Vice-Chairperson of Candidate Recruitment, the Secretary, and the Treasurer. These officers, acting in the capacity of Chairperson, shall have full authority as outlined in Section 1.

Section 3: At any public functions requiring party representation, the official representation shall follow the order stated in Section 2.

Section 4: The Treasurer of the Committee shall be in charge of collecting dues, have custody of all funds belonging to the Committee, shall keep books and accounts, shall at any time, when required by the Committee, make treasury reports and submit books and vouchers for inspection and examination. All treasury reports shall be made at each regular committee meeting.

- A) No financial obligations shall be incurred unless sufficient money to cover the Same is on deposit in the account of the Committee. All financial transactions must be pre-approved by the Committee.
- B) All checks must be signed by the Treasurer and/or accountant of the Committee.
- C) The Treasurer shall prepare a budget for the entire calendar year. The budget shall be presented to the full Committee during the first regular meeting of each year.

Section 5: The Secretary of the Committee shall be responsible to distribute agendas for each meeting in a timely manner and to take minutes during regular and special meetings. Draft minutes may be distributed to each Committee member along with meeting agendas, or may be distributed at the beginning of each meeting. Committee correspondence shall be handled as directed by the Chairperson, or by the majority of Committee members present and voting at a meeting.

ARTICLE VIII- EXECUTIVE BOARD:

Section 1: The Executive Board shall consist of the Chairperson, two Vice-Chairpersons, the Secretary and the Treasurer.

Section 2: The Executive Board shall be responsible for the day to day decision making and function of the Committee when it is not in session. Any decisions made by the Executive Board will be subject to ratification by the full Committee at its next regular meeting.

Section 3: The duties of the Executive Board shall include, but not be limited to, having within its purview reviewing and approving all Committee reports and resolutions, including budget, prior to submission for full approval by the full Committee.

ARTICLE IX- MEETINGS:

Section 1: Regular meetings of the Committee shall be held on the second (2<sup>nd</sup>) Monday of each month at 7:30 p.m. The place of each meeting shall be determined at the closing of each regular meeting. Quorum status shall be more than 50% of the Committee regular membership for meetings or eight (8) regular members (or alternates), whichever is less. Any business conducted during a meeting without a quorum shall be subject to ratification of the Committee at its next regular meeting. Ex Officio members (or an alternate when an Ex Officio member is not present) shall have full voice and vote, and full ability to serve on ICDCC subcommittees and task forces, but their absence shall not count against quorum at ICDCC Regular or Special Meetings, nor shall lack of attendance subject them to removal from the Committee.

Section 2: Special meetings may be called by the Chairperson, or by petition of no less than 1/3 of the members of this Committee.

Section 3: Executive Board meetings may be called by the Chairperson as needed.

Section 4: Regular meetings of the ICDCC shall be noticed to ICDCC members no less than seven (7) days prior to the regular meeting. Special meetings of the ICDCC shall be noticed to ICDCC members no less than five (5) days prior to the special meeting. Executive Board meetings shall be noticed to members of the Executive Board no less than three (3) days prior to the Executive Board meeting.

Section 5: ICDCC members and Executive Board members shall be sent both paper notice of meetings and electronic notice of meetings, but any member may waive his/her right during the member's term of office to receive paper notice of meetings in favor of receiving only electronic notice of meetings.

ARTICLE X- STANDING COMMITTEES:

Section 1: The following committees shall be recognized as Standing Committees of the Imperial County Democratic Central Committee:

A) Voter Registration

- B) Recruitment and Outreach for ICDCC Membership
- C) Special Events and Fundraising

Section 2: The Chairperson shall appoint the Standing Committees of three (3) members each, subject to ratification by the full Committee. The first meeting of each Standing Committee shall take place during the month following its appointment. A report of each Standing Committee's goals and objectives shall be made to the full Committee at its regular meeting two months following its appointment.

ARTICLE XI- RESOLUTIONS:

Section 1: Resolutions to be acted upon at any regular meeting of the Committee shall normally be submitted in writing to the Secretary ten (10) days prior to the meeting date in order to allow distribution to all members.

Section 2: Resolutions not submitted in advance as specified in Section 1 shall require majority approval of the Executive Board prior to being presented to the Committee at its regular monthly meeting.

ARTICLE XII- RULES:

Section 1: *Robert's Rules of Order Newly Revised* shall serve as the Committee's parliamentary procedure guide.

Section 2: These by-laws may be amended, if such changes are not in conflict with the Election Code of the State of California. Any amendment(s) to these by-laws shall require a two-thirds vote of the members present at any regular meeting with an established quorum. If the intent to amend the by-laws is announced at a previous meeting, it must be listed as an information/action item in the agenda for the next regular meeting following its announcement.

Section 3: Voting by proxies shall not be allowed to be used by regular members or ex-officio members of the Committee. Only alternates appointed in writing who do not otherwise hold a vote may vote when the alternate's appointing regular member or appointing ex officio member is not present.

Section 4: Secret ballots shall not be allowed at any meetings of the ICDCC and all votes at regular meetings, special meetings, Executive Board meetings, standing committee meetings, task force meetings and any ad hoc or other ICDCC committee meetings shall be public votes.

ARTICLE XIII- DUES:

Section 1: The annual dues of the Imperial County Democratic Central Committee shall be \$35.00 per year for all members and \$20.00 per year for any student of voting age.

Section 2: Dues shall be payable at the April meeting of each year or within thirty (30) days after becoming a member of this Committee for persons who join after the April regular meeting.

Section 3: Members who do not meet the payment of dues deadline and who fail to request a fee waiver or a fee payment plan in writing will lose voting privileges beginning the following month until they pay dues or request a fee waiver or a fee payment plan in writing.

ARTICLE XIV- ENDORSEMENT EXPECTATIONS, INTENTIONS AND PROCESS:

Section 1: The ICDCC hopes and expects that its members shall make every reasonable effort:

- A) to see that at least one qualified, registered Democrat is a candidate for each local nonpartisan office within its endorsing jurisdiction;
- B) to communicate ICDCC endorsements to registered Democrats who can vote in those elections;
- C) to raise funds sufficient to provide significant support to endorsed candidates needing and wishing support;
- D) to maintain communication with all registered Democrats who serve in elected office in Imperial County, especially with elected officials who were endorsed by the ICDCC.

Section 2: The ICDCC only will consider endorsement for candidates who are registered Democrats.

Section 3: For non-partisan office the ICDCC only will consider endorsements for candidates seeking offices within Imperial County. For partisan or any statewide offices, the ICDCC may consider candidates who either are endorsed by the CDP or, after the CDP statewide convention, are in races in which the CDP did not endorse any candidate.

Section 4: The ICDCC only will endorse candidates who affirm that they have read the California Democratic Party Platform.

Section 5: The ICDCC will not consider endorsement of a candidate for any office until after the filing deadline for that race is closed.

Section 6: To consider endorsement for a particular election, all registered Democrats who are candidates in that election must be given an equitable opportunity to complete a questionnaire and/or to appear before the ICDCC to petition for endorsement.

- A) A candidate will be deemed to have received an equitable opportunity to apply for endorsement if, at least 10 days before ICDCC consideration of possible endorsement in a race, the candidate has been sent a questionnaire by email to the email address that the candidate submitted to the Registrar of Voters when filing for office (if an email address is disclosed), and, in addition to email, unless waived in writing or via email by the candidate, mailed or hand-delivered a hard copy questionnaire at least 10 days before ICDCC consideration of possible endorsement in a race. All Democratic candidates for the same office shall be timely provided the same questionnaire to complete. All Democratic candidates shall be provided notice in the same way as ICDCC members regarding ICDCC meetings at which endorsements may occur.

B) All candidates will be sent a weblink to the Platform of the California Democratic Party.

Section 7: The ICDCC shall not endorse more candidates in a race than there are seats to be filled for that race. The ICDCC shall not under any circumstances consider endorsement of any candidate who is not a registered Democrat.

Section 8: The Central Committee may choose to meet with any candidate prior to granting an endorsement, but is not required to meet with any candidate in person.

Section 9: A public vote of at least 60 percent of the votes cast at a Central Committee meeting for that race or by a majority of the entire regular membership of the Central Committee shall be required to grant an endorsement.

Section 10: Secret ballots shall not be used for any endorsement vote.