



# Democratic Club of Carlsbad Oceanside

## Chartered 1974

### Bylaws

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## ***Preamble***

We join together as the Democratic Club of Carlsbad-Oceanside to foster and perpetuate the ideals and principles of the Democratic Party, stimulate active interest in governmental affairs, and promote the highest degree of justice and social well-being.

## **Article I Name, Charter, Rules, and Purpose**

### **Section 1**

#### **Name**

The name of this club is the Democratic Club of Carlsbad/Oceanside, also known as DEMCCO.

### **Section 2**

#### **Charter**

DEMCCO shall be chartered by the San Diego County Democratic Party Central Committee.

### **Section 3**

#### **Rules**

These Bylaws shall, to the extent not inconsistent with the provisions of the San Diego Democratic Central Committee Bylaws, govern the organization, operation and function of DEMCCO. The rules contained in the current edition of Robert's Rules of Order shall govern DEMCCO in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

### **Section 4**

#### **Purpose**

It shall be the purpose of this organization in all of its endeavors to contribute to the growth and influence of the Democratic Party, to develop leadership, to defend and promote civil liberties, to increase Party responsibility, and to maintain and promote harmony within Party ranks. DEMCCO shall function in harmony with the principles of the County, State and National Platforms of the Democratic Party. DEMCCO shall be actively engaged in the election and support of Democratic candidates and office holders who are pledged to, and working for, the fulfillment of the Democratic Party Platforms.

## **Article II Membership**

### **Section 1**

#### **Eligibility**

Anyone who is a registered Democrat, or who is ineligible to vote due to age, non-residency or other legal impediment but pledges to register as a Democrat when eligible (pledged Democrat), or anyone

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who supports the purpose of DEMCCO as stated in Article I, shall be eligible for membership in this Club. DEMCCO has two types of members: Voting and Associate. To become a voting member, one must be a registered Democrat or a pledged Democrat and in good standing as a DEMCCO member for at least thirty (30) days. Only voting members may cast votes on questions before DEMCCO. Anyone not registered as a Democrat and not registered as a member of another political party can be an Associate member of this Club. However, this Club must have at least two-thirds of all of its members registered Democrats.

## **Section 2**

### **Membership Dues**

Membership in DEMCCO shall be for a term of one year, beginning each January 1. Membership dues are set by the Executive Board annually and are due and payable upon joining the Club and annually at the beginning of every calendar year thereafter. However, a new member who pays dues on or after October 1 of one year shall be a member in good standing for the subsequent year.

Membership categories for payment of dues shall be (1) individual, (2) family (self + 2 others), (3) student (currently enrolled in a school), (4) lifetime (members who have made exceptional contributions to DEMCCO and are approved by a majority vote of the E-Board) and (5) patron (an individual who has paid lifetime dues). Individuals who have a hardship may petition the E-Board to have all or part of the dues excused.

## **Section 3**

### **Good Standing**

A member in good standing shall be a person who has paid the required membership dues and otherwise meets the eligibility requirements.

Annual membership is delinquent if dues are not paid by February 1. If a member's dues are delinquent for one year or more, they will be reinstated as a NEW member when their membership dues payment is submitted. They will need to wait the thirty (30) days before being able to cast votes on questions before DEMCCO.

Membership records shall be available at all meetings. A member may appeal their officially designated status to the Executive Board. Documents proving timely payment of membership must be presented when payment is in dispute.

## **Section 4**

### **Termination of Membership**

A member may be removed from membership for nonpayment of dues, as provided in Article II, Section 3. A member may also be removed by a vote of a majority of the Executive Board, followed by a vote of a majority of members present and voting at a membership meeting upon 14 days' notice to the membership of the proposed removal.

## **Section 5**

### **Code of Conduct**

DEMCCO has adopted the DEMCCO Code of Conduct and the California Democratic Party Code of Conduct, both of which are attached to these Bylaws and incorporated herein by reference.

## **Article III Executive Board**

### **Section 1**

#### **Number and Manner of Selection of Board Members.**

The Executive Board shall consist of the immediate past-president and of the officers/chairs who shall be elected. They shall take office immediately following such election meeting. A president shall, on the election of a successor, become the immediate past-president and serve as a voting member of the Executive Board for two years unless s/he has resigned or been removed from office. The term board member as used herein includes all Officers and Chairs.

### **Section 2**

#### **Terms**

The terms of elected Officers and Chairs shall be two years or until their successors have been elected.

### **Section 3**

#### **Qualifications**

All Executive Board members must be voting members of DEMCCO.

### **Section 4**

#### **Vacancies**

A vacancy on the Executive Board shall exist in the case of death, resignation, leave or removal of any member. In the event of a vacancy in the office of president, the first vice-president shall assume the position until a general membership meeting is held in a timely fashion to elect a replacement to fill the unexpired term. Vacancies in other Board positions caused by death or resignation shall be filled until the next regular membership election meeting on recommendation by the president, with majority approval of the Board. Any Board member may resign effective upon giving written notice to the president, secretary or the Board. Three consecutive absences from Board meetings of any member, without valid reason, shall be deemed a resignation. A Board member may be removed from office by a two-thirds vote of the voting members attending a membership meeting. DEMCCO members must be notified in writing of the intent to vote on removal at least ten (10) days prior to the meeting.

### **Section 5**

#### **Board Members Who Become Candidates on the Public Ballot**

Any Board member who becomes a candidate for public office may be deemed to be on leave from office upon filing the official documents of candidacy. A Board member who became a candidate may

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return to their position, provided they continue to meet all requirements for holding office, at the end of their candidacy by notifying their intent to return to their previously held position within 30 days of the election day in which they ran or before the next Executive Board meeting, whichever first occurs.

## **Section 6**

### **Powers and Duties**

The Executive Board shall be responsible for preparing the agenda and calling business meetings of the general membership and for planning and implementing the policies of DEMCCO.

The Treasurer, with the Board's majority vote, shall prepare and present a yearly financial statement and a budget for final approval by a majority vote of DEMCCO members attending a regular business meeting during the first quarter of the calendar year.

The Executive Board hereby sets an amount for regular and recurrent expenses (RRE) which the treasurer may pay. Such amount shall not exceed \$250.00 without a board vote and shall only be for regular and recurring expenses.

**Spending by E-Board:** The Executive Board may authorize, by majority vote, expenditures not exceeding \$250. However, other ordinary and usual purchases such as the fundraiser catering bill may also be authorized by a majority vote of the board. All other amounts are subject to a vote of the membership at the next regular board meeting. Any purchases of property belong to DEMCCO and should be noted by the Treasurer in his/her records.

## **Section 7**

### **Meetings**

At least one Executive Board meeting shall be held each quarter. Meetings shall be called by the president or by any three members of the Executive Board. Board members shall be notified of the time and location of the meeting at least three days prior to the time of the meeting, which shall be open to any voting member of DEMCCO. Visitors may address the Board only at the discretion of the acting chair.

## **Section 8**

### **Quorum**

Six members shall constitute a quorum for transaction of business, except to adjourn as provided in Section 8 below. A meeting at which a quorum is initially present may continue to transact business even if members withdraw, provided any action taken is approved by at least a majority of the quorum required for the meeting.

## **Section 9**

### **Adjournment**

An Executive Board meeting may be adjourned by a majority vote of the members present at the time the vote is taken.

## **Article IV Elected Officers and Chairs**

### **Section 1**

#### **Officers and Terms**

The elected officers of DEMCCO shall be the president, first vice-president, second vice-president, secretary, treasurer, and Chairperson(s) of membership, political action, fundraising, communications, special events, and hospitality. The officers and Chairs shall be elected for terms of two years by DEMCCO members at an annual election meeting. The president, treasurer, and directors of membership, political action, and special events shall be elected in odd-numbered years. The vice presidents, secretary, and directors of fundraising, communications and hospitality shall be elected in even-numbered years

### **Section 2**

#### **Past President**

The President shall, on the election of his/her successor, become the immediate past-president. They shall serve as a voting member of the Executive Board for two years, unless they resigned or are removed from the presidency before the end of the term.

### **Section 3**

#### **Duties of Officers and Chairs**

##### **President**

The President shall be responsible for the overall direction of the Club's activities and shall coordinate such activities with the County, State, and National leadership of the Democratic Party. S/he shall set agenda and preside over E-Board and general meetings and be the official spokesperson for the Club. The president may not serve on the Nominating Committee but shall be a member ex-officio of all other committees. The president may appoint a parliamentarian.

**Vice President** Under the direction of the president,

- 1. First Vice-President**

Shall be responsible for program and meeting arrangements. The Vice-President may carry out the duties of the President when the President is unable to do so or requests the Vice-President to perform such duties. Should the position of President become vacant, the First Vice-President shall act as President until the vacancy is filled.

- 2. Second Vice-President**

Shall provide liaison with any/all North County Democratic organizations, San Diego Democratic Party, and others as identified. Should the President and the First Vice-President be unavailable, the Second Vice-President shall act as President until either is available.

**Secretary**

The Secretary shall record minutes of meetings of DEMCCO and the Executive Board. The Secretary shall handle correspondence at the direction of the President. The Secretary shall prepare and disburse official ballots when necessary, keep the bylaws and minutes of DEMCCO, and upon termination of office, give all records to the succeeding Secretary.

**Treasurer**

The Treasurer shall be responsible for collection, deposit, and disbursement of all funds belonging to DEMCCO. The treasurer shall maintain a suitable record according to general accounting principles and record therein all receipts and disbursements. A written report of this account shall be presented to the Executive Board at their regular meetings. The Treasurer shall provide reports to government agencies as required by law, including campaign spending reports. The Treasurer shall prepare a preliminary annual budget for consideration by the Executive Board in the final quarter of the year to be voted on by the general membership in the first quarter of the year. (See Article 11, Section 5). The treasurer may pay regular and recurrent expenses (RRE) of less than \$250.00 when such bills are presented, prepare monthly financial statements for presentation at each meeting, coordinate the filing of required campaign finance reports. At the end of the Treasurer's term, s/he shall turn over all records to the successor.

**Membership Chair**

The Chair shall be responsible for identifying and recruiting new members, and for maintaining up-to-date membership records and/or database, create Excel membership file or delegate this task to a suitable Member, forward all funds to the Treasurer in a timely manner with an accurate accounting and information for each member.

**Political Action Chair**

The Chair shall be responsible for organizing political action, conducting voter registration, providing technical assistance to North County candidates, and assist with voter registration. The Chair shall maintain phone trees, develop campaign tools to enable candidates to run effective campaigns and establish procedures and provide training on how to effectively promote selected candidates and issues.

**Fundraising Chair**

The Chair shall be responsible for planning and implementing fundraising projects; prepare an annual fundraising plan, including one major event per year; carry out the fundraising plan; organize fundraising event(s) and chair the Fundraising Committee.

**Communications Chair**

The Chair or designee(s) shall be responsible for press releases, ensure preparation and distribution of the Club newsletter, inform and educate the membership about upcoming events and meetings, coordinate the maintenance of the Club website with the E-board and other such duties as may be assigned by the E-board.

### **Special Events Chair**

The Chair shall be responsible for coordinating DEMCCO participation at fair booths, parades, rallies, and other projects such as North County Democratic Unity, San Diego County Democratic Central Committee, Council of Clubs as directed by the E-board.

### **Hospitality Chair**

The Chair shall store and maintain DEMCCO equipment and supplies, host general membership meetings and special events and ensure meetings and events hosted by DEMCCO are in keeping with good stewardship of the environment.

## **Section 4**

### **Election of Officers**

The regular election meeting of DEMCCO shall be held in the first quarter of the calendar year. Nominees shall be selected by a Nominating Committee. (See Article VI, Section 1) The officers shall be elected by a majority of the voting members who are present and voting at the election meeting. The membership must be informed as to the time, place, and agenda of the meeting, including the slate presented by the Nominating Committee, at least ten (10) days before the meeting. Members shall be informed in this notice that they may place names in nomination for various offices other than those names proposed by the Nominating Committee. Candidates may be nominated from the floor at the election meeting with the prior permission of the nominee.

## **Article V Meetings and Membership Rights**

### **Section 1**

#### **Regular Meetings**

Regular meetings of the general membership shall be held at least quarterly as determined by the Executive Board. One of these meetings shall be held between January 1 and March 31. At this meeting DEMCCO members shall elect officers and chairs to the Executive Board as specified above and shall adopt a budget for the year. At any regular scheduled meeting, business may be conducted as items in the set agenda or as items added to the agenda by a majority vote of the membership at the meeting. A regular meeting may be held in-person or electronically as a teleconference.

### **Section 2**

#### **Special Meetings**

A special meeting may be called to remove member/s of the Executive Board or to conduct other business as indicate. The President or a majority of the Executive Board, or twenty per cent (20%) of the members in a signed petition may call a special meeting. A special meeting shall be limited to the agenda set forth in the call. A special meeting may be held in-person or electronically as a teleconference.

### **Section 3**

#### **Quorum**

A quorum, required for a binding vote at a general meeting, shall be ten percent (10%) of the voting members of DEMCCO.

### **Section 4**

#### **Notice**

Written notice to voting members of regular and special meetings or meetings where members will consider candidate endorsements, bylaws amendments, club elections, and election of club representatives required by the CDP and SDCDP shall be by email unless the member has requested to receive notifications by U.S. mail at least fourteen (14) days prior to the meeting. Failure of any member to receive the notification shall not invalidate the vote. The written notice shall state the date, place and time of the meeting and the general nature of the business to be transacted.

### **Section 5**

#### **Voting**

Each voting member shall be entitled to only one vote at any membership meeting. Absentee or proxy voting shall not be permitted. When there is only one nominee for an office, the Chair of the Nominating Committee may declare the nominee the winner by acclamation or hold a voice vote at his/her discretion. When there is more than one nominee for a position, an election shall be held by secret ballot. A majority vote of those qualified to vote and voting shall constitute an election.

In the absence of holding in-person meetings, voting may be done by alternative means including electronic/online and written ballot by U.S. mail.

## **Article VI Candidate Endorsement Policies and Procedures**

### **Section 1**

#### **Goal**

The principal goal of DEMCCO in making endorsements is to increase the number of qualified Democrats in elected offices representing Carlsbad and Oceanside, California. DEMCCO endorses candidates who are registered Democrats and have demonstrated a commitment to Democratic values and involvement with, support of and responsiveness to, Democratic policies and policy aspirations as reflected in the platform of the San Diego County Democratic Party and the California Democratic Party.

### **Section 2**

#### **Timing**

DEMCCO may make endorsements at any time, however, to the extent possible, DEMCCO endorsements for specific elected offices will occur prior to consideration by the North Coastal Area and

Central Committee which may be affected by the Central Committee's designation of a race being "strategically critical."

### **Section 3**

#### **Candidate Requirements and Criteria for Consideration**

- a. DEMCCO may consider endorsing candidates for elected offices providing:
  - i. Candidates meet or exceed the minimum requirements for the office sought,
  - ii. Candidates are registered Democrats
  - iii. Candidates being considered for endorsement or their surrogates appear before members at the endorsement meeting in which the vote is taken.
- b. DEMCCO will consider the following criteria in endorsing candidates:
  - i. The extent to which a candidate has demonstrated involvement with, support of, and responsiveness to Democratic values;
  - ii. Integrity, character and common sense; and
  - iii. Membership in and demonstrated support of community organizations, including but not limited to, those related to the advancement of Democratic values.

### **Section 4**

#### **Number of Endorsements**

DEMCCO may consider as many candidates as there are offices up for election.

### **Section 5**

#### **Procedures**

##### **a. Procedure for Application**

Candidates seeking an endorsement must comply with the following procedures:

- i) Inform any member of the Executive Board or an Endorsement Committee member (if an Endorsement Committee is appointed by the Executive Board) and forward these POLICIES and PROCEDURES along with a Candidate Endorsement Questionnaire (see Exhibit A) to the candidate.
- ii) The candidate will forward the following information to DEMCCO, which may be made available to DEMCCO members and the public
  - a) title of the position being sought
  - b) any external deadline(s) relevant to the candidate's application
  - c) name, title, and address of the person to whom the endorsement letter should be sent, and
  - d) resume and other materials the candidate considers relevant to her/his qualifications

#### **b. Procedure for Assessment**

- i) Upon receipt of the above information, the Political Action Chair will confirm that the candidate is registered Democrat in the district for which they seek election.

### **Section 6**

#### **Endorsement Committee**

An Endorsement Committee may be appointed by the E-Board but is not required. If an Endorsement Committee is to be appointed, it will be done at the beginning an election cycle, i.e., beginning of odd-numbered years, and serve 2 years. The role of the Endorsement Committee is to ensure that there is accurate information about candidates available to the membership and that required timelines are followed. In the absence of an Endorsement Committee, the E-Board will perform this role.

### **Section 7**

#### **Requests for Endorsements**

Requests for endorsements will be made by candidates or DEMCCO members.

### **Section 8**

#### **Questionnaire**

A questionnaire will be required of all candidates seeking endorsement except for candidates being considered for an incumbent endorsement. Responses to questionnaires will be available to all DEMCCO members.

### **Section 9**

#### **Notifications**

- a. DEMCCO members will be notified of the intent to conduct an endorsement vote at least 14 days prior to the meeting in which the vote will be taken, via separate email and posting on the DEMCCO website.
- b. A reasonable effort will be made to identify all Democrats running in races being considered for endorsement. Any Democrats running in these races who have not requested an endorsement will be notified of DEMCCO's intent to conduct an endorsement vote at least 5 days prior to the meeting in which the vote is taken.

### **Section 10**

#### **Voting**

- a. Voting for candidate endorsements will occur at a regular or special general meeting of the DEMCCO membership. This meeting will be chaired by the President of DEMCCO or their designee. The meeting may be held in-person and/or as an electronic/teleconference gathering.
- b. During the meeting, candidates will have up to 4 minutes to speak to their qualifications for the office sought and answer questions from members.
- c. After speaking and answering questions, candidates and their campaign staff will leave the meeting room to allow members to speak openly.
- d. Members will then be allowed to speak in favor of or against candidates seeking endorsement, or in favor of no endorsement.
- e. Voting will be held by secret ballot. Members will have the option of voting for “No Endorsement.”.

## **Section 11**

### **Results of Voting**

- a. The candidate receiving at least 60% of the votes cast in their specific race will be declared endorsed. If there is at least 60% of the vote in favor of “No Endorsement,” the race will be declared no endorsement.
- b. If no candidate or “No Endorsement” receives 60% of the votes cast, one or more of the candidates declared may be declared “qualified” by a majority vote of the members present and voting.
- c. If no candidates receive 60% vote for endorsement and fail to be declared “qualified” and the vote for “No Endorsement” fails to receive 60% of the vote, that race will be declared “No Position.”

## **Section 12**

### **Incumbents**

An incumbent is defined as an elected official currently holding the office, either at-large or within a district, in which they are seeking election. Upon request by the incumbent, or a member of DEMCCO, a vote for endorsement of “Friendly Incumbent Endorsement” will be held at a regular or special general meeting provided the members are notified of this vote at least 14 days in advance. The incumbent will be invited to attend the meeting and members will be allowed to ask questions, but no questionnaire will be required. A vote of at least 60% is required for endorsement.

## **Section 13**

### **Confidentiality**

The candidate summary of questionnaire responses will be provided to DEMCCO members.

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## **Section 14**

### **Use of DEMCCO Endorsement**

Candidates will be notified and asked to acknowledge prior to endorsement that: 1) DEMCCO endorsements are not to be construed as San Diego County Democratic party (SDCDP) or California Democratic Party (CDP) endorsements; words to that effect must be included whenever the club's endorsement is referred to; and 2) Any publication of endorsements shall delineate between endorsed and rated qualified.

## **Article VII Endorsement of Resolutions, Measures and Propositions**

### **Section 1**

#### **Goals**

DEMCCO members may consider and take public positions on any matter of general public concern as resolutions, ballot measures and ballot propositions. The principal goal of these endorsements is to promote the platforms of the County, State and National Democratic Parties and take a stand issues important to members.

### **Section 2**

#### **Criteria for Endorsement**

In deciding whether to issue an endorsement, DEMCCO will consider, among other things, the following factors:

1. the impact on our community, the state or national government;
2. conforms to Democratic Party platforms;
3. wording of resolutions must be unambiguous, use common language and explicitly describe the action DEMCCO will take; and
4. resolutions must comply with SDCCDP format.

### **Section 3**

#### **Number of Endorsements**

DEMCCO may endorse only one resolution per specific issue.

### **Section 4**

#### **Requests for Endorsement**

Requests for endorsement of a resolution, ballot measure or ballot proposition is done by a DEMCCO member making the request of the E-Board. Resolutions must be submitted in the required SDCCDP format.

## **Section 5**

### **Recommendation of the E-Board**

Upon receipt of the written request for consideration of a resolution, ballot measure or ballot proposition, the E-Board will assess and conduct due diligence in establishing the ~~resolution's~~ qualification for endorsement based on the criteria specified under Section 2. The E-Board will determine if it “recommends,” “does not recommend,” or “takes no position.”

## **Section 6**

### **Consideration by the Membership**

The resolution, ballot measure or ballot proposition will be scheduled for an upcoming general membership meeting by the E-Board. The E-Board will ensure that the membership is notified at least seven (7) days before the meeting in which it will be considered.

## **Section 7**

### **Procedure for Voting**

During the membership meeting in which endorsement of a resolution, ballot measure or ballot proposition is considered, time will be allotted for the author or other person knowledgeable about the issue to speak about the purpose of the resolution, ballot measure or ballot proposition. Time will also be allotted to address members' questions and hear arguments in favor and against. The recommendation of the E-Board will be disclosed.

Voting will be done by show of hands, written ballot or suitable electronic means. Voting will be in favor of endorsement or not in favor of endorsement (no endorsement) of the resolution, ballot measure or ballot proposition. Endorsement of the resolution, ballot measure or ballot proposition requires 60% of the votes cast by members voting during the meeting in favor of the resolution, ballot measure or ballot proposition.

## **Section 8**

### **Other**

DEMCCO endorsements are not to be construed as SDCDP or CDP endorsements; words to that effect must be included whenever the club's endorsement is referred to.

DEMCCO will hold and treat in strict confidence all documents submitted to the Executive Board that is not in the public domain.

## **Article VIII Written Positions**

Letters to the editor, written statements to the press, or letters to elected or appointed officials that purport to represent DEMCCO's position on an issue, must be approved by a unanimous vote of the Executive Board or by a majority vote of the DEMCCO membership that is present and voting at a DEMCCO meeting that is convened in accordance with these Bylaws. A letter writing committee may

be established that, in consultation with the President, may write letters that are consistent with these Club bylaws.

## **Article IX Inspection of DEMCCO Records**

A member in good standing, upon request to the Executive Board, may inspect the records and/or minutes of DEMCCO, including treasurer's records, policies, standing rules, and minutes of the Executive Board and committee meetings. Original records may not be removed from the responsible officer, but copies may be made for the requesting member at his/her own expense.

## **Article X Committees**

### **Section 1**

#### **Nominating Committee**

The Nominating Committee shall consist of five members: two Executive Board members and three non-Board members. The non-Board members shall be nominated by the current Nominating Committee and elected at the annual election meeting. Further nominations may be made from the floor of the meeting with the consent of the nominee. Nominating Committee members shall hold offices for a term of one year or until their successors are elected. The Executive Board members of this Committee shall be appointed by the Board following the election meeting. The Committee shall select a chair at its first meeting. Members of the Nominating Committee shall serve until the next regular election meeting. Any mid-term vacancy on the Committee shall be filled by the Executive Board.

### **Section 2**

#### **Other Committees**

Other committees shall be appointed by the president, subject to ratification by the Executive Board. The powers and duties of other committees shall be assigned by the Executive Board. Chairmanship of these committees does not confer membership on the Executive Board. Financial and/or policy recommendations by a special committee shall be submitted to the Executive Board for approval.

## **Article XI Dissolution**

Dissolution of DEMCCO will be declared when membership falls below 20 unique members. In the event of dissolution, any monies remaining after settlement of debts shall be disbursed to the San Diego County Democratic Party Central Committee.

## **Article XII Bylaws Amendments**

These Bylaws may be amended at any regular or special membership meeting by a two-thirds majority of the voting members present and voting, using the following procedure:

Proposed Bylaws amendments shall be submitted by any voting member to the E-Board

Proposed amendments together with the recommendations of the E-Board shall be sent to the voting members at least fourteen (14) days before the meeting at which a vote may be taken.

## **Article XIII Club Representatives**

### **Section 1**

#### **California Democratic Party (CDP)**

DEMCCO representatives to the CDP's Pre-Endorsement Conferences shall be allocated as follows: one representative, resident of the Assembly District, for each full (not fraction thereof) 20 registered Democratic members in good standing in the Assembly District, who are listed on the membership roster current as of July 1 and submitted by July 15 of each odd-numbered year to both the San Diego County Democratic Party and the appropriate CDP Regional Director(s). The DEMCCO President, Secretary, or Treasurer shall certify the roster. Representatives should be equally apportioned between men and women to the extent possible.

### **Section 2**

#### **San Diego County Democratic Party (SDCDP)**

Under DEMCCO'S charter with the SDCCDP, its President is a representative to the SDCCDP Central Committee as an Associate Member. If the President is already a Central Committee member or chooses not to serve, a different representative may be selected to serve his or her term according to the provisions of Sections 3 and 4 of this Article. An Associate Member application, for the President or any other representative, must be submitted to the SDCCDP within 30 days of his or her selection by DEMCCO.

### **Section 3**

#### **Selection**

DEMCCO representatives to the CDP and SDCCDP--and any other official representatives, delegates, and alternates from the club to conferences, caucuses, councils, conventions, and other meetings--shall be selected by a vote of members in good standing at a duly noticed meeting or, if that cannot occur at a regular or special meeting, by designation of the President.

## **Section 4**

### **Adherence to Club Positions**

DEMCCO representatives described in this Article, when participating in voting and discussion in that capacity shall adhere to and represent DEMCCO's official positions on endorsements and other matters wherever applicable and shall agree to do so prior to their selection.

## DEMCCO's Code of Conduct

The Code of Conduct establishes the standards of behavior expected from all members and guests of our club the Democratic Club of Carlsbad and Oceanside (DEMCCO), at any and all of our meetings, events, fair booths and workshops. In alignment with the ideals, principles and values of the Democratic Party, this code is designed to foster a positive, respectful and collaborative environment where all individuals feel valued and empowered to participate. Members, guests and others are expected to act with integrity, uphold principles of equity and fairness, and engage in civil discourse that promotes the purpose of the club and the broader Democratic movement. Failure to abide by this Code of Conduct may result in referral to the Executive Board for further action, including removal from a meeting and/or possible termination of membership pursuant to Article II, Section 4 of these Bylaws.

DEMCCO has adopted the Codes of Conduct of the State of California Democratic Party (CADEM). Please refer to these policies for additional specific information guiding our club.

Adopted January 25, 2025

## **CODE OF CONDUCT**

### **Expected Behavior**

The California Democratic Party (CDP or Party) is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for members, employees, and all others associated with the CDP.

The CDP expects all leaders, members, employees, and others associated with the CDP to act professionally, respecting the personal rights and dignities of all individuals involved with the Party so as to create a productive, inclusive environment for everyone. The CDP also expects all such individuals to alert Party leaders and/or the Party Ombudsperson of a perceived violation of this Code and to cooperate in an investigation of a potential violation.

The CDP's expectations are not limited to CDP conventions and other meetings. Conduct in violation of this Code will not be tolerated at any and all events sponsored by or having an official connection with the CDP, as well as in any CDP office and in any call, text, or email, or on any digital communication platform or social media, that occurs in the context of conducting CDP business.

### **Harassment Prohibited**

All individuals should feel welcome and safe within the CDP, regardless of their sex, gender, gender identity, gender expression, sexual orientation, pregnancy/reproductive status, race, color, ethnicity, national origin, ancestry, religion, caste, creed, age, disability, health status, marital status, military or veteran status, body size, physical appearance, domestic violence victim status, social or economic status, or any legally protected classification or characteristic.

The CDP will not tolerate harassment and prohibits the creation of hostile conditions — that is, disrespectful or unprofessional conduct — based on any of the aforementioned categories. The manner of any such prohibited behavior includes verbal conduct, whether spoken or written (such as slurs, jokes, insults, remarks, epithets, teasing, yelling, foul or profane language, emails, posters, leaflets, internet posting, slander, etc.), visual conduct (such as the wearing, posting, or distributing of offensive symbols, pictures, cartoons, drawings, and computer displays, leering, gestures, libel, etc.), and physical conduct (such as gestures, blocking someone's way, assault, invading someone's space, unwelcome touching, etc.).

The CDP emphasizes that it will not tolerate sexual harassment, that is, conduct based on sex or of a sexual nature. Prohibited sexual harassment may include the actions described above, as well as other unwelcome sex-based conduct, such as unsolicited sexual advances or unwanted contact (such as kissing, hugging, neck-rubbing, an overlong handshake, etc.), requests for sexual favors, conversations regarding sexual activities, or other verbal, visual, or physical conduct or contact of a sexual or sexually suggestive nature.

The CDP prohibits quid pro quo sexual harassment, such as when submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's membership in the CDP or an appointment to a CDP committee, to CDP leadership, or to another role within the CDP; or submission to or rejection of sexual conduct by an individual is used as the basis for decisions affecting that individual.

The examples above are just that—examples. In general, any conduct that is based on one or more of the protected classifications listed above that could interfere with an individual's participation in the CDP or could create an offensive, unsafe environment will be considered harassment in violation of this Code of Conduct. This is the case even if the offending individual did not mean to be offensive. It is essential that we all are sensitive to the feelings of others.

### **Retaliation Prohibited**

Retaliation for good faith reporting of behavior that may violate this Code of Conduct, or for participating in an investigation into a potential violation, is prohibited.

Retaliation may include, but is not limited to, exclusion from meetings, committees, or opportunities for advancement and full participation, ostracism, bad mouthing, or other conduct that may discourage engagement with the CDP, or that would be reasonably likely to deter a reasonable person from reporting a violation of this Code or participating in an investigation of a potential violation.

### **Reporting Procedure**

Anyone who experiences, witnesses, or learns of a perceived violation of this Code should promptly report it either to a Party leader or to the Party Ombudsperson. A Party leader who receives such a report must promptly report it to the Party Ombudsperson. The Ombudsperson will decide whether to initiate an investigation and remains available to the reporter throughout the investigation process and will oversee any investigation that ensues.

### **Consequences for a Violation**

A violation of this Code of Conduct may result in sanctions including but not limited to private censure, public censure, being prohibited from attending Party events, and removal from a CDP office and/or delegate status.

### **CDP-Affiliated Clubs and Organizations**

Party-affiliated clubs and organizations are encouraged to adopt this Code of Conduct or a code similar to it. However, the procedure for reporting a violation of such a code, the responsibility for investigating and enforcing it, and the consequences for violating it must be established by the club or organization independently of the CDP and its procedures and ombudsperson.

**Adopted 7/23/19**

**Updated and Approved 7/10/22**