

San Francisco Democratic County Central Committee

455 Golden Gate Avenue
San Francisco, California
Milton Marks Auditorium
Wednesday, October 23, 2013
7:00 p.m.

Regular Meeting Agenda

Note: A majority of the members of the San Francisco Board of Supervisors, and of one or more Board committees, currently serve as members of the San Francisco Democratic County Central Committee (DCCC). The law is not clear as to whether the open meeting requirements of state and local law apply to DCCC meetings attended by these Board members. Out of abundance of caution, the Board members and the DCCC have agreed to comply with these open meeting laws.

1. Call to Order and Roll Call

Chair: Mary Jung. Members: Kat Anderson, John Avalos, David Campos, David Chiu, Malia Cohen, Petra DeJesus, Matt Dorsey, Bevan Dufty, Zoe Dunning, Kelly Dwyer, Bill Fazio, Tom Hsieh, Leslie Katz, Hene Kelly, Meagan Levitan, Rafael Mandelman, Eric Mar, Trevor McNeil, Carole Migden, Leah Pimentel, Alix Rosenthal, Arlo Hale Smith, and Scott Wiener. Ex-Officio Members: U.S. Senator Dianne Feinstein; U.S. House Democratic Leader Nancy Pelosi; U.S. Rep. Jackie Speier; Attorney General Kamala Harris; State Senator Leland Yee; State Senator Mark Leno; Assemblymember Tom Ammiano; Assemblymember Phil Ting.

2. Approval of Meeting Agenda (Discussion and possible action)

Discussion and possible action regarding the approval of this agenda.

3. Approval of Meeting Minutes (Discussion and possible action)

Discussion and possible action to approve the minutes of the DCCC's Regular Meeting of Wednesday, September 25, 2013. (Minutes attached.)

4. Public Comment

The DCCC will take public comment on all items on the agenda and, in addition, other matters germane to party business but not on the agenda.

- 5. Reports** (Discussion and possible action)
DCCC member reports, including discussion and possible action, to offer updates on work assignments and discuss ongoing objectives.
- a) **Chair** (Jung). Report on DCCC activities, including status of the S.F. Democratic Party's slate program for the November 2013 election.
 - b) **Voter Registration** (McNeil). Report on voter registration efforts.
 - c) **Club Chartering** (Pimentel). Report on club-related activities.
 - d) **Finance** (Dunning). Report on fundraising activities and progress toward strategic goals.
 - e) **Treasurer** (Hsieh). Report on the current budget and finances of the party.
 - f) **Executive Director** (Medina). Update on DCCC activities and priorities.
- 6. CDP Region 6 Update** (Kelly). Report on activities of the California Democratic Party from Hene Kelly, Director of Region 6.
- 7. Revisions to the Policies and Procedures Manual** (Dorsey/Hsieh) (Discussion and possible action) Update to the San Francisco Democratic Party's Policy and Procedure Manual, which proposes to add a provision governing non-Democratic endorsements. The proposal (Hsieh) at Article V, Section 5 would establish a policy to clearly identify the party membership or non-affiliation of non-Democratic candidates endorsed by chartered clubs.
- 8. New Business** (Discussion and possible action)
Note that the DCCC is unable to discuss or take action on items not on this agenda when those discussions pertain to matters within the jurisdiction of the San Francisco Board of Supervisors. The limited exception is to discuss and take action in deciding whether to calendar such items for a future meeting.

9. Adjournment

Note: There will NOT meeting of the Issues Committee on October 23, 2013.

Agenda Item Information

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Meeting Procedures

Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair.

Disability Access

The Milton Marks Auditorium and the State Office Building at 455 Golden Gate Avenue in San Francisco are wheelchair accessible. To seek a disability related accommodation to participate in the meeting, please contact DCCC Correspondence Secretary Matt Dorsey at info@sfdemocrats.org; or write to the San Francisco Democratic County Central Committee at 645 Harrison St., No. 200; San Francisco, CA 94107. Requests must be received at least 48 hours before the meeting.

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Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact by mail Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102; phone at (415) 554-7724; fax at (415) 554-7854; or by email at sotf@sfgov.org. Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>

Cell Phones, Pagers and Similar Sound-Producing Electronic Devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

San Francisco Democratic County Central Committee

455 Golden Gate Avenue
San Francisco, California
Milton Marks Auditorium
Wednesday, September 25, 2013
7:00 p.m.

Minutes of Regular Meeting

Note: A majority of the members of the San Francisco Board of Supervisors, and of one or more Board committees, are members of the San Francisco Democratic County Central Committee (SFDCCC). The law is not clear as to whether the open meeting requirements of state and local law apply to SFDCCC meetings attended by these Board members. Out of abundance of caution, the Board members and the SFDCCC have agreed to comply with these open meeting laws.

1. Call to Order and Roll Call at 7:05 pm

Present:

Members: Kat Anderson, David Campos, David Chiu, Malia Cohen, Matt Dorsey, Zoe Dunning, Kelly Dwyer, Bill Fazio, Tom Hsieh, Mary Jung, Leslie Katz, Hene Kelly, Rafael Mandelman, Eric Mar, Trevor McNeil, Leah Pimentel, Alix Rosenthal, Arlo Hale Smith, Scott Wiener

Ex Officio Members: U.S. Senator Dianne Feinstein (proxy George Broder); U.S. Rep. Jackie Speier (proxy Brian Perkins); State Senator Mark Leno (proxy Keith Baraka), State Senator Leland Yee (proxy John Rizzo), Assemblymember Tom Ammiano (proxy Kim-Shree Maufas); Assemblymember Phil Ting (proxy Jason Wong)

Absent excused: Petra DeJesus, Bevan Dufty, Megan Levitan, Carole Migden

Absent: John Avalos, U.S. House Democratic Leader Nancy Pelosi, Attorney General Kamala Harris

Post-roll call arrivals: Leland Yee proxy (Rizzo) (7:10); Smith (7:13); Mar (7:14); Katz (7:16); Wiener (7:24); Chiu (7:34); Campos (7:53)

Avalos gave proxy to Mandelman.

2. Approval of Meeting Agenda

M/S/C (McNeil/Ammiano proxy (Maufas))

Amendment proposed by Hene Kelly to wish Mary Jung a happy birthday. Everybody to sing Happy Birthday to Jung – right after approval of agenda. New item (2a).

a. Happy Birthday to Mary Jung: crowd sang and water and treats were passed around.

Agenda, as amended, approved by acclamation.

3. Approval of Meeting Minutes

M/S/C (Kelly/Dunning)

Minutes of August 14, 2013 approved by acclamation.

4. Public Comment 7:12 pm

Michael Gumban Pangilinan from the Filipino American Democratic Club spoke in favor of approval of their charter. Member Broder asked what their bylaws say about endorsement of non-Democrats. Not in their bylaws, but they only endorse Democrats.

Bridgid Skiba, student at City College, who spoke in support of students who speak English as a second language.

Susan Pfeifer, about Covered California, which opens Oct. 1 – coveredca.com. As a member of the FDR Democratic Club, voices her support of City College.

Jonathan Lyens, FDR Democratic Club, to announce the 40th Anniversary of the Rehabilitation Act of 1973.

The following spoke in support of the City College resolution presented in this meeting:

Alisa Messer, AFT 2121 President, representing City College faculty to thank us for taking up the issue of City College.

Tim Killikelly, AFT 2121, teaches Political Science at City College.

Chris Jackson, City College trustee.

Public comment closed at 7:28 pm.

5. Reports

- a) **Chair** (Jung) – The DCCC slate card. Thanked Kelly, Hsieh and Rothschild for working on the card. 4 candidates and 4 ballot measures. Can raise enough money to send out two mailings. Thanked Rosenthal for helping with minutes last month and Anderson for always doing them, understanding she does not feel well tonight. Slate card will be done by Winning Directions.
- b) **Issues** (Rosenthal) – No report.
- c) **Voter Registration** (McNeil) – It is festival season with a lot of events happening on weekends. Members need to step up. Let Ally and him know if you are going and they will set you up to have a presence. Dunning will do Castro Street Fair.

- d) **Club Chartering** (Pimentel) – She is working with the treasurer to do the club treasurer training. November 13 training at SFAR conference room. She answered that the Filipino Democratic Club does not speak in its bylaws about endorsing non-Democrats. Broder asked that that question be asked of all clubs. Smith pointed out that that requirement has not existed since 2004. She moved to charter the Filipino DC (seconded by Smith).
- e) **Communications** (Dorsey) – Thanked Smith, Kelly and Hsieh for their work on this.
- f) **Finance** (Dunning) – Deferred to Medina regarding her report.
- g) **Treasurer** (Hsieh) – Apologized for not having a handout tonight. We are strong financially. Over \$69,000 cash on hand as of August 1st. \$8,500 per month is spent to keep the office running. Bounty cash was brought in. We have reserves and two fundraisers scheduled. That will keep us strong.
- h) **Executive Director** (Medina) – Introduced new intern Aaron Kahn. He will be here through fall. He is also interning at City Hall. Working on social media plan. Working with Nation Builder to improve our website. December 1, 2013 at 11 am is the fundraiser at Jane Morrison's. To fund the Sue Bierman interns, to get young people involved in politics (said member Kelly). Invitations will go out 6 weeks beforehand. Yesterday was National Voter Registration day. Got 70 new voters. 600 registered this month. Working with college campuses to help train and develop Democratic clubs.

6. **CDP Region 6 Update** (Kelly) – There will be an Executive Board meeting on November 22-24 at the Westin in Millbrae, if anyone is interested (these meetings are small and fun). There will be a Region 6 meeting in October, TBA. Club members need to get materials in to the CDP with a roster of the club members. Get a delegate for every 20 members for the January AD meeting. Need the rosters to be reviewed because members cannot be counted twice (even though they might be in more than one club). We will be endorsing in Congress and Assembly. The convention is first week in March 2014.

CA Dems competition: if you join CADEM 2014 and bring in another member, you get your fee waived. The contest (the caucuses and DCCC can enter) the more people you sign up for the club, they can win a free room. The other prize is a seat at the table with Kamala Harris at the luncheon.

7. **Revisions to the Policies and Procedures Manual** (Dorsey) -- Most of the revisions are minor renumbering, how we post resolutions have changed. Two substantive things: 1) Early endorsement at Article VI sections 1.0 and 2.0. Smith proposed a 60% vote with a timing hook, and 2) the Article V section 5 regarding endorsement of non-Democrat candidates. Will we allow chartered clubs to endorse non-Democrats in certain elections? Because of the DCCC earlier vote, that did not pass. Hsieh suggested we put language in this document to clarify. Hsieh commented this is much like what is required by the DOE re: independent expenditures.

Mandelman asked re: notice to clubs and the consequence if they ignore this?

Dorsey agreed that is a good point and there is no rush on this.

Hsieh said that this is an issue that keeps coming up. Suggested that Pimental take this up to notice clubs on new policies and procedures. He does not see a penalty. We are not in the business of bouncing clubs on violations. He cannot recall it ever being done.

Kelly commented that most clubs will not endorse a non-Democrat in any instance.

Hsieh agreed.

Mandelman thinks this is a good idea to make things clear for those who get the cards with the disclosure. He suggests we put this off for a month to reach out to several clubs.

Hsieh finds this agreeable with Mandelman's (and others) support in reaching out to the clubs. We have not discussed penalties because there are no penalties.

Wiener thinks it is fine now or putting it off. He opposes efforts to penalize clubs for endorsing non-Democrats. Thinks this is an excellent idea that avoids misrepresentations and increases transparency.

Katz concurs with prior comments. Best time to come up with anticipatory action is before there is a problem. Good idea to reach out to clubs before hand. Pointed out a missing closed parenthesis. Proposed that it be approved subject to club notification.

Katz/Smith: Move passage of amendments except Article V section 5, which will be tabled for consideration at the next DCCC meeting.

Approved by acclamation.

8. RESOLUTION OF THE SAN FRANCISCO DEMOCRATIC PARTY SUPPORTING CITY COLLEGE OF SAN FRANCISCO

Sponsored by Rafael Mandelman, Scott Wiener, David Campos, David Chiu, John Avalos, Matt Dorsey, Carole Migden, Bill Fazio, Hene Kelly, Petra DeJesus, Leah Pimentel and Kelly Dwyer.

Additional sponsors: Ammiano, Katz, Cohen and Anderson.

Mandelman spoke about the great strengths of City College. City College is now in trouble according to the Accrediting Commission of Community and Junior Colleges (ACCJC). The ACCJC found City College in violation of several standards and pulled its accreditation, but stayed that until July 2014. It has demanded a plan for closure.

There are legitimate differences about what City College should be doing.

We must be work to make sure the College does not close. Great harm is being done to the College right now. There has been a drop in enrollment of up to 25%. That decline in revenue will amount to the tens of millions of dollars.

The College has a \$200 million budget. Prop A might generate \$15 million. The loss is more than what the voters are providing.

Questions have been raised about the accreditors' behavior. The DOE has issued a report about that.

This resolution asks stakeholders to do everything they can to save the College.

Small amendments have been offered since the resolution was sent out in the agenda packet.

Authorize Dorsey to shorten this to comply with State Party guidelines for resolutions.

Wiener: He tries to keep emotion out of politics, but the ACCJC's actions "piss [him] off." This is unbelievably irresponsible. It is taking a core institution of this City and threatening it. Of all the criticisms that you hear, you never hear of anything but City College providing a great education. He has heard so many stories about City College helping people get a leg up.

(Member Anderson left due to illness. Notetaking then done by intern Aaron Kahn.)

Campos: declares support for resolution, says community has been disenfranchised.

Dwyer: expresses support for resolution. Personal cause for supporting: husband was immigrant, went to City College, got trained as firefighter.

Katz: former trustee, supports, 1/7 stat., urges committee to pressure contacts to also support City College. Suggests that we push state party to take up resolution supporting community colleges as a whole.

Mandelman: describes lack of transparency in election of accreditation members.

Katz asks if any effort has been made to withdraw authority of accreditation officials.

Mandelman: would require interference at federal level.

Cohen: supports. Considered offering language. Rather than adding amendments, is asking body to remain concerned about merging of southeast and Evans campuses.

Kelly: thanks Campos for pointing out that voters' will has been disenfranchised -- that prop A voters have been overruled by an unelected board. Points out importance of college in building city's community, fostering and strengthening organized labor in city. Provides numerous personal anecdotes illustrating this.

Yee (proxy): thanks Mandelman for putting it on agenda, and sponsors. First time in CA History that a governing body of an educational institution has been removed when there has been no budget shortfall.

Smith: was going to vote no, will abstain. Disapproves of City College board leadership, except Mandelman.

Ammiano (proxy): supports.

Leno (proxy): thanks Mandelman. *Incredibly* supportive, but as a policy he does not vote on resolutions that urge policy makers what to do, so abstains.

Lyens (Club president): FDR Democrats are supportive. Thanks Cohen for points re: campus mergers. Many seniors and people with disabilities heavily rely on the multi-campus system. Cites various faults in the ACCJC report.

M/S/C (Kelly/Smith).

Abstentions: Proxies for Phil Ting and Mark Leno; Arlo Hale Smith. Member Anderson had to leave early due to illness and did not vote. Proxy for Feinstein had to leave early for urgent business and did not vote.

9. New Business

Member Katz announced details of a brunch with President Obama and Representative Lee.

10. Adjournment

M/S/C (Katz/Kelly)

Member Jung adjourned meeting in memory of Sheryl Lewis and Evelyn Wilson.

Member Dunning adjourned in memory of Gloria Johnson, first LGBT member of state party executive committee.

Adjourned at 8:41 pm.

*Respectfully submitted by Kat Anderson
Recording Secretary
Democratic County Central Committee*

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San Francisco Democratic Party Policy and Procedure Manual

Produced by the San Francisco Democratic County Central Committee

Adopted May 28, 1997

Last amended September 25, 2013

CONTENTS

ARTICLE I. INTRODUCTION AND AMENDMENT PROCESS.....	2
ARTICLE II. NON-DISCRIMINATION POLICY	2
ARTICLE III. PERSONNEL EMPLOYMENT POLICY	2
ARTICLE IV. SLATE CARD CONTRACTING POLICY	3
ARTICLE V. POLICY ON CHARTERING SAN FRANCISCO DEMOCRATIC CLUBS	7
ARTICLE VI. RESOLUTIONS POLICY	8
ARTICLE VII. CANDIDATE AND INITIATIVE ENDORSEMENT POLICY.....	8
ARTICLE VIII. FINANCIAL REPORTING POLICY	12
ARTICLE IX. BUDGET DEVELOPMENT POLICY.....	12
ARTICLE X. PURCHASING POLICY	13
ARTICLE XI. MEMBERSHIP CATEGORY AND MEMBER LIST POLICY	13
ARTICLE XII. MEMBER ATTENDANCE POLICY.....	14
ADDENDUM A - SAMPLE RESOLUTION.....	15
ADDENDUM B - VENDOR QUESTIONNAIRE.....	16

ARTICLE I. INTRODUCTION AND AMENDMENT PROCESS

§1.0 The purpose of the San Francisco Democratic Party Policy and Procedure Manual is to provide for greater public accountability by being better able to provide information to people interested in the functioning of the local Party. This Policy and Procedure Manual is produced by the San Francisco Democratic County Central Committee (SFDCCC) and is intended to put into written form the practices and processes of the San Francisco Democratic Party. Clearly defined, written procedures will ease confusion and enhance the cooperation needed for the success of the Party Goals. The Policy and Procedure Manual contains the operating rules (e.g., Special Rules of Order, refer to Robert's Rules of Order Newly Revised) of the San Francisco Democratic Party. The Policy and Procedure Manual is a supplement to and based on the Bylaws of the San Francisco Democratic Party. The Bylaws are the governing document of the local Party. It is most helpful to read each of the two documents in conjunction with the other. A two-thirds vote is required to suspend a Policy. The SFDCCC Office practices shall be maintained in a written Office Manual in the Party Office and copies will be available on request.

§2.0 Policy and Procedure Manual Amendment Process. The Policy and Procedures Manual may be amended at any regularly scheduled meeting of the SFDCCC at which a quorum is present by a majority vote of those present and voting, provided that due notice of such meeting is mailed in conformity with Article IV, Section 4 and shall contain a complete statement of the proposed amendment as well as the section(s) changed, if any.

ARTICLE II. NON-DISCRIMINATION POLICY

§1.0 It is the Policy of the San Francisco Democratic Party not to discriminate based on actual or perceived race, religion, color, creed, national origin, ancestry, age, gender, marital status, sexual orientation, gender identity, disability, or Acquired Immune Deficiency Syndrome (AIDS) or Human ImmuneVirus (HIV) infection. The Party's goal is equal opportunity for all. The local Party shall take affirmative action to achieve diversity in composition, contracts, and employment.

ARTICLE III. PERSONNEL EMPLOYMENT POLICY

§1.0 The ability of the local Party to secure and maintain the services of an employee or employees is dependent on financial resources. This will vary periodically according to need and ability.

§2.0 When employment opportunities become available, it will be the Party practice to make the information as widely known as possible, especially through the chartered Democratic clubs. Applicants are considered without regard to actual or perceived race, religion, color, creed, national origin, ancestry, age, gender, marital status, sexual orientation, gender identity, disability or Acquired Immune Deficiency Syndrome (AIDS) or Human Immune Virus (HIV) infection. Prospective candidates are reviewed by an Ad Hoc Screening Committee, appointed by the Party Chair, who makes a selection. The Party Chair is responsible for supervising and evaluating employees.

§3.0 Employee job descriptions are maintained in the Party Office Manual. Job descriptions will be reviewed on an annual basis for compliance with current practice and the policy of the SFDCCC.

§4.0 Any spousal benefit package will include equivalent benefits for the domestic partners of employees.

§5.0 A probationary period of ninety days (90 days) will be in effect commencing with the date of the actual start of employment for all permanent employees or employees hired for a year or longer. This ninety-day probationary period will be followed immediately by a written performance evaluation. Written performance evaluations shall occur at least annually. For temporary employees or those hired for less than a year, the probationary period will be thirty days (30 days) and shall be followed immediately by a written performance evaluation.

§6.0 Employee grievances are handled in a two-step process. The first step is discussion with the Party Chair. If the matter remains unresolved, then in the second step it may be brought to the Executive Committee for a final decision.

ARTICLE IV. SLATE CARD CONTRACTING POLICY

§1.0 To ensure a fair and democratic process in all slate card production contracting procedures and to demonstrate fully the San Francisco Democratic Party's commitment to the principles of affirmative action and recognition of diversity, the following guidelines will be followed. "Slate Card Production" is defined as including, but not limited to, printing, graphic design, mail house, labels, fundraising, and consultant services.

§2.0 The Party Chair shall appoint a Bidding Subcommittee to administer each bid arising from each contracting opportunity outlined above. This subcommittee will include, at a minimum, the Party Chair, the Party Treasurer, a Chair appointed by

the Party Chair, at least two other voting members of the SFDCCC, and any other voting members of the SFDCCC who would like to serve on this bidding subcommittee may serve as full voting members. All meetings of the bidding subcommittee shall be noticed and open to the general public. Only voting members of the SFDCCC shall be voting members of the bidding subcommittee except as noted in section 10.

§2.1 The purpose of the Bidding Subcommittee is to perform all administrative functions necessary to solicit and organize bid proposals for the SFDCCC. The Subcommittee shall forward all bids received to the full SFDCCC. The full SFDCCC will take final action on all contracts in a regularly scheduled meeting.

§3.0 In case of an emergency of limited time and unforeseen circumstances, the Party Chair, the Chair of the Bidding Subcommittee, and the Party Treasurer may award a contract without requesting bids. The Party Chair shall announce this decision and the reason for it at the next meeting of the SFDCCC. Whenever possible, final action shall be taken by a vote of the SFDCCC at an open meeting.

§4.0 The Bidding Subcommittee will make reasonable efforts to notify as many people as possible when a Request for Proposal is available. Whenever possible, this notification shall be made thirty to forty-five days prior to the due date for the bid. This Subcommittee shall at least send written notice to all members (including Associate Members) of the SFDCCC and send notice to San Francisco's daily, weekly, ethnic, neighborhood, and community newspapers, including all of the City's official outreach papers. Other outreach efforts will be made to the extent that resources permit.

§5.0 The Bidding Subcommittee shall draft the Request for Proposals (RFP) within the following guidelines:

§5.1 The request for Proposal shall include a description of the scope of work and timetables for its completion. Additionally, the RFP shall request information on:

- a) Whether the bidder is registered or certified with the Human Rights Commission of the City and County of San Francisco as a Minority Business Enterprise (MBE) or a Woman-owned Business Enterprise (WBE);
- b) Whether the bidder meets the SFDCCC's definition of Disabled-owned Business Enterprise (DBE).

(1) The SFDCCC hereby adopts the definition of disabled as used in 42 U.S.C. Chapter 126. Section 12102, otherwise known as the Americans with Disabilities Act of 1990. The term "disability" means, with

respect to an individual:

(A) A physical or mental impairment that substantially limits one or more of the major life activities of each individual;

(B) A record of such impairment; or being regarded as having such an impairment. The Disabled-owned Business Enterprise must be more than 50% owned by people meeting the definition of disabled.

(2) The DBE will file a form, under penalty of losing the contract if they are found not to be disabled as defined, with the SFDCCC that they meet this definition of disabled.

(3) What the address of the bidder's principal place of business; and, if bid is for printing,

(4) Whether bidder uses only union labor.

§5.2 The Request for Proposal shall also invite bidders to submit statements or policies regarding diversity and affirmative action in their workforce and/or ownership. The RFP should indicate to potential bidders that the SFDCCC will look more favorably on bidders with diversity among their workforce and ownership. Diversity includes, but is not limited to, the protected classes listed below.

§5.3 The Request for Proposal shall request additional information from bidders including, but not limited to: cost, experience, present ability, examples of past work (as applicable), and a list of references.

§5.4 The Request for Proposal shall also notify all bidders that any contract with the SFDCCC will include the following statements: Contractor will not discriminate in employment on the ground or because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related condition (ARC). Contractor will also not discriminate in providing domestic partner benefits.

(a) For purposes of implementing this statement, the SFDCCC incorporates any and all definitions and exceptions that appear in Article 12B of the Administrative Code of the San Francisco City Charter, and

(b) Contractor agrees not to engage in any activity which denigrates or undermines the official slate card of the SFDCCC including, but not limited to, participating in the production of a slate card designed to look like the official slate card which supports positions different from the SFDCCC's positions.

§6.0 Prior to passing all bids to the SFDCCC, the Bidding Subcommittee shall check references on bidders. Results of this check shall be reported to the full SFDCCC.

§7.0 In preparing the bids for the full SFDCCC, the Bidding Subcommittee shall adjust the costs of bids as follows: Each category entitles the bidder to a five percent (5%) reduction in her or his bid; multiple categories may be combined for up to a maximum of ten percent (10%) reduction in cost.

- a) Certified or registered as MBE
- b) Certified or registered as WBE
- c) Qualified as meeting the definition of a certified DBE as set forth in Section 5.1(b).
- 4) Principal place of business in San Francisco; or printer with principal place of business in San Francisco, San Mateo, Alameda, Contra Costa, Santa Clara, Napa, Solano, Sonoma, or Marin County.

§7.1 The Bidding Subcommittee shall pass to the full County Committee a page showing the actual bid received, and, in larger type, the adjusted bid, including one copy of all documents received in response to the request for proposal for each bidder. The reason for making the adjustment shall also be shown on this page.

§8.0 In selecting a printer, only union shops will be considered.

§9.0 SFDCCC members shall consider any “diversity statements” in addition to costs and other qualifications of each bidder.

§9.1 Whenever possible, where appropriate the SFDCCC shall consider the low bid.

§10.0 No voting member of the SFDCCC shall be permitted to bid on any contract let by the SFDCCC. In addition, no voting member who currently employs anyone bidding on a contract with the SFDCCC, or who has a business partner, contractor, employee, or relative (including spouses and domestic partners) may serve on the Bidding Subcommittee or may vote on the award of any SFDCCC contract. In the event of a conflict of interest involving the Chair, the Treasurer, or the Chair of the Bidding Subcommittee, he/she may designate another voting member of the DCCC who does not have a conflict to serve in his/her place on the Bidding Subcommittee.

§10.1 SFDCCC members shall not be financially interested in any contract made by the SFDCCC pursuant to this policy. A financial interest exists for a member if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally.

§10.2 As a guide, the SFDCCC shall adhere to all definitions and exceptions contained in the Conflict of Interest provisions of the California Code, including Government Code 87100, 87300 and Government Code 1090, 1091 and 1091.5, and Title 2, 18730 of the California Code of Regulations. The SFDCCC may also use San Francisco City Charter section 8.105(a) as a guide.

ARTICLE V. POLICY ON CHARTERING SAN FRANCISCO DEMOCRATIC CLUBS

§1.0 The San Francisco Democratic Party seeks to actively assist and facilitate the development of Democratic clubs whose purpose is to support and promote the goals of the Democratic Party. Those Democratic clubs may be “chartered” when they achieve the following basic requirements.

§2.0 A club interested in becoming a chartered Democratic club must complete and return an application form provided by the SFDCCC. Second, a list of at least twenty names of active members must be provided, including the list of Officers for the club. A letter of intent including the goals and purpose of the club and any supporting material may also be submitted at this time. Chartered clubs must notify the SFDCCC when there is a change of officers, address or phone/contact number. Clubs are required to re-charter after each SFDCCC election – approximately every two years.

§3.0 The materials must be submitted to the Chair of the San Francisco Democratic Party or designee who will calendar the item for action. The application is acted on by vote of the SFDCCC. It is highly recommended that representatives from the club seeking chartering be present at the vote to answer any questions and provide any additional information. Following successful chartering, the President or Chairperson of the chartered club becomes an associate member of the SFDCCC (Refer to Bylaws).

§4.0 Failure to hear from a chartered club within a reasonable period (e.g., six months) after three attempts to contact it may result in the club being placed in an inactive status until it reactivates its charter. Inactive status for two years may result in status as a defunct club and being deleted from the current list of chartered Democratic clubs. Inactive and defunct clubs may always reactivate their charters via the process outlined above.

§5.0 Democratic clubs chartered by the San Francisco Democratic Party shall adhere to San Francisco Democratic County Central Committee Bylaws, Article IX, Section 2, prohibiting the endorsement or public support of non-Democrats for partisan races. The endorsement or public support of non-Democrats by chartered Democratic

clubs is allowed only in non-partisan races, and in “top two” races in which no Democrat qualifies for the General Election ballot, provided that the endorsed candidate’s non-Democratic party membership or partisan non-affiliation is clearly identified in all postal mailings, and printed and online advertisements, in typeface not smaller than 14-points. (E.g., “Annemarie Conroy for Supervisor (Republican Party member)” or “Matt Gonzalez for Supervisor (Green Party member).”)

Matt Dorsey 10/13/13 9:27 PM
Comment [1]: Proposed change: not yet adopted.

ARTICLE VI. RESOLUTIONS POLICY

§1.0 Resolutions are original main motions submitted in resolution form either because of their importance or complexity (Robert’s Rules of Order Newly Revised). Resolutions are frequently used in the conduct of the business of the San Francisco Democratic Party. Non-emergency resolutions shall be submitted to the Issues Committee prior to consideration by the full SFDCCC. In order to provide for full and adequate consideration of resolutions, they must be submitted in written form to the Issues Committee and the Party Chair fifteen days in advance of the date of the meeting at which the matter is to be considered. Copies must be provided for all members. Late resolutions will not be considered by the SFDCCC except as indicated below.

§2.0 The form of San Francisco Democratic Party Resolutions shall include a maximum of three “Whereas” clauses and two “Resolved” clauses. Additional information may be placed in one or more addenda. Resolutions like all original main motions are adopted by majority vote of the SFDCCC. Each adopted resolution will be numbered beginning with the year of adoption followed by a dash then the month and then another dash followed by a one- or two-word identifying description from the title of the resolution (e.g., 2012-07-City-College.pdf). Approved resolutions will be posted online to the San Francisco Democratic Party’s website within 10 (ten) days of adoption. In the event of an emergency matter or time critical resolution, the matter may be taken up by the SFDCCC in a manner consistent with the party Bylaws.

§3.0 Sample Resolution (See Addendum A).

ARTICLE VII. CANDIDATE AND INITIATIVE ENDORSEMENT POLICY

§1.0 One of the primary priorities of the local Democratic Party is the endorsement of candidates for office and initiative propositions placed on the ballot. The endorsement process informs the public of the official Democratic Party positions.

CANDIDATE ENDORSEMENT

§2.0 The Candidate Endorsement process begins with the development of a candidate questionnaire by an Ad Hoc Committee of the SFDCCC. The candidate questionnaires are sent to all registered Democratic candidates and marked with a clearly defined return deadline. To be considered for endorsement, candidates must submit forty written copies of their completed questionnaire to the Ad Hoc Committee prior to the deadline. After reviewing the questionnaires, the Ad Hoc Committee determines which candidates are selected for interviews before the full SFDCCC. Each member of the SFDCCC is provided with a copy of the candidate questionnaire from each candidate that is scheduled for an interview appointment.

§3.0 The interview process permits each candidate to make a brief statement and answer questions from SFDCCC members. The time allotted for each candidate will be determined by the number of candidates and the office being sought. This will vary according to each election cycle. An example of times allotted is:

Candidates for Mayor – 15 minutes,

Candidates for Board of Supervisors – 10 minutes,

Candidates for College Board – 8 minutes,

Candidates for School Board – 8 minutes, and

All other Candidates – 5 minutes.

§4.0 In the candidate endorsement procedure the votes of all SFDCCC members are recorded and are a matter of public record. Refer to the Bylaws for the voting process itself.

INITIATIVE ENDORSEMENT

§5.0 Statewide propositions are reviewed and endorsed or rejected by the State Democratic Party. However, if the State Party takes “No Position” on a Statewide proposition then the local Party is free to take a position if it so chooses.

§6.0 The Issues Committee reviews all local propositions and makes recommendations to the SFDCCC. Representatives of the various propositions are invited to make brief presentations and answer questions. The time allowed will depend on the number of speakers. Initiatives are then acted upon by vote of the SFDCCC. Members’ votes are recorded and are a matter of public record. Refer to the Bylaws for the voting process itself.

EARLY ENDORSEMENT OF CANDIDATES AND INITIATIVES

§6.1 The SFDCCC may make an early endorsement of a candidate or position on a ballot measure by a 60% vote of those present and voting, provided that due notice of intent to seek such endorsement is given in conformity with Article IV, Section 4 of the Bylaws.

§6.2 “Early endorsement” shall mean a vote on endorsement taken prior to (1) the filing deadline for candidates in a candidate election or (2) the deadline for submission or certification of ballot measures for the election in which a ballot measure is to be voted upon; or (3) the calling of a special election in the case of a ballot measure submitted for vote at a special election.

RCV ENDORSEMENTS

§7.0 In elections utilizing Ranked Choice Voting (RCV), the SFDCCC shall conduct endorsement votes as follows:

§7.1 The SFDCCC will vote for endorsement on the given office by majority vote, as provided in Article VI, Section 2 of the Bylaws. If a majority of the SFDCCC votes “No Endorsement,” no endorsement shall be made and no further endorsement votes shall be taken for the office. If any candidate is endorsed, then a second round of endorsement voting shall follow as provided in section 7.2.

§7.2 In the second round of endorsement voting, the SFDCCC will vote for endorsement among the candidates other than the one already endorsed, by majority vote, as provided in Article VI, Section 2 of the Bylaws. If a majority of the SFDCCC votes “No Endorsement,” no ranked choices shall be recommended for the office, and the candidate endorsed in the first round of voting shall be the exclusive recommendation of the SFDCCC. If any candidate is endorsed in this round of voting,

- a) That candidate shall be endorsed as Choice #2, and the candidate endorsed in the first round of voting shall be endorsed as Choice #1; and
- b) A third round of endorsement voting shall follow as provided in section 7.3.

§7.3 In the third round of endorsement voting, the SFDCCC will vote for endorsement among the candidates other than those endorsed, by majority vote, as provided in Article VI, Section 2 of the Bylaws. If a majority of the SFDCCC votes “No Endorsement,” the candidates endorsed as Choice #1 and Choice #2 shall be the exclusive recommendations of the SFDCCC. If any candidate is endorsed in this

round of voting that candidate shall be endorsed as Choice #3.

§7.4 In the event that the SFDCCC endorses a second-ranked and/or third-ranked candidate for any race, the following rules shall apply:

§7.5 The SFDCCC slate card will list the ranked endorsements in order (i.e., first-ranked, then second-ranked, then third-ranked). Each ranked endorsement will be clearly labeled as first, second, or third, and the first-ranked endorsement will appear in a larger font and bolder typeface than the second and third-ranked endorsements.

§7.6 Only first-ranked endorsees will be permitted to hold themselves out as the endorsees of the Democratic Party. Second and third-ranked endorsees may only hold themselves out as having received the second or third-ranked endorsement. A statement that the endorsement is a second or third ranking must accompany any statement (oral or in writing) that the candidate has been endorsed by the Democratic Party. Moreover, the statement that the endorsement is a second or third ranking must be in the same font and typeface as the statement that the candidate has been endorsed by the party. Thus, for example, signs, mailers, and other literature distributed by second and third-ranked endorsees may not state that the candidate has received the party endorsement, with an asterisk that directs the viewer to a different part of the material with information about ranking; rather, the two pieces of information must appear together and with the same font and type-face.

§7.7 The spirit of sections 7.5 and 7.6 is to ensure that voters are not confused about the SFDCCC's endorsements. The SFDCCC's intent is to require candidates who accept the SFDCCC's second and third-ranked endorsements to disclose fully the fact that they are not the first-ranked endorsee.

§7.8 Each candidate who applies for the SFDCCC's endorsement shall sign a statement agreeing to abide by the above rules. Any second or third-ranked endorsee who violates the above rules will be subject to revocation of the SFDCCC's endorsement. (§7.0 – 7.8 adopted 7/28/04 and amended July 25, 2007)

§7.9 When the SFDCCC sends out endorsement questionnaires, the policy on the use of the SFDCCC endorsement related to ranked choice voting (RCV) shall be included with a signature request that candidates, if endorsed, will abide by its policy.

§7.10 The Executive Committee is hereby empowered to take any and all necessary steps to preserve the integrity of the SFDCCC endorsement.

§7.11 If any third party or "Independent Expenditure" is made which inaccurately

reflects the ranked choice for the candidate, a press release will be issued clarifying the endorsement.

§7.12 If any campaign, via literature, communication—verbal or electronic—or phone banking, fails to correctly state the ranked choice endorsement, the Executive Committee will investigate the circumstances and, at the very least, a press release will be disseminated to clarify the endorsement. Circumstances may also warrant a rescission of the endorsement and a press release will be sent so noting. If such violation occurs two weeks or less before the election, the endorsement is automatically rescinded and a press conference and release so stating will occur.

§7.13 If a campaign unknowingly violates the rules of the Committee and it is more than six weeks before the election, the campaign must take satisfactory steps to clarify the information as befits the dissemination of the incorrect information.
(§7.9 – 7.13 adopted 9/22/04)

ARTICLE VIII. FINANCIAL REPORTING POLICY

§1.0 The San Francisco Democratic Party is governed by both the laws of the State of California and the County of San Francisco. Its reporting practices are administered by both the California Fair Political Practices Commission (FPPC) and the San Francisco Ethics Commission (SFEC). It shall be the policy of the San Francisco Democratic Party to follow the current guidelines as issued by both the FPPC and the SFEC.

§2.0 In a non-election year the baseline reporting period is semi-annual. In addition, special reporting is required for all elections including special elections. The FPPC issues a calendar of the reporting periods for each election cycle including deadlines. Failure to comply with the guidelines will result in penalties and/or fines.

§3.0 Three hard copies (e.g. computer generated copies on paper) and one electronic format copy shall be taken to the San Francisco Ethics Commission (SFEC) with one of the hard copies date stamped by the Ethics Commission and returned to the San Francisco Democratic Party for the permanent record file.

ARTICLE IX. BUDGET DEVELOPMENT POLICY

§1.0 In order to facilitate the process of identifying targeted fundraising goals and financial needs, the SFDCCC will establish an annual budget. The Treasurer of the San Francisco Democratic Party shall be responsible for the preparation of an

operational budget that shall be mailed to each SFDCCC member with the January agenda package. The budget will be presented by the Treasurer at the January meeting for review and adoption by the full SFDCCC. The preparation of the budget shall be based on historical information and current data, as well as budgeted projections available at the time the budget is prepared. This budget may be amended during the year due to changing financial resources or priorities.

§2.0 The Treasurer of the SFDCCC will prepare a monthly financial report. The monthly report shall contain, at a minimum, actual amounts, year to date expenses, and annual budget figures.

ARTICLE X. PURCHASING POLICY

§1.0 This policy applies to all purchases of office equipment and supplies over \$500. These purchases will be made through consultation of the Executive Director with the Treasurer and approved by the Party Chair. Criteria will be established for developing approved vendor lists. The approved vendor lists along with the criteria will be maintained in the Party office. The criteria will establish a minimum qualification to be placed on the approved vendors lists and are not intended to serve as a ranking of vendors.

§2.0 The criteria will be based on the current policies of the SFDCCC and in accord with Party goals. Competitive quotes from at least three vendors will be obtained for all purchases of \$500 or greater. Single vendor purchases without competitive quotes may be used for purchases of under \$500.

§3.0 Vendor Questionnaire (See Addendum B).

ARTICLE XI. MEMBERSHIP CATEGORY AND MEMBER LIST POLICY

§1.0 The SFDCCC has three types of members. These are elected members, ex officio members and associate members.

- a) The elected members are those members elected by the registered Democrats in the member's Assembly District (AD). They are voting members of the SFDCCC.
- b) Ex officio members are elected public office holders from the Democratic Party who are the current members of the California Assembly and State Senate representing San Francisco, U.S. Congressional Representatives from San Francisco and U.S. Senators who reside in San Francisco. Ex officio

members may each send a designated representative in place of attending the SFDCCC meeting personally. Ex officio members exercise the right to vote, or, in their place, their representatives have that right.

c) Associate members are the chairs or presidents of each of the chartered San Francisco Democratic clubs. Each club has one associate member. The associate member may participate in discussion but does not vote.

§2.0 A list of all SFDCCC members' names along with addresses, phone numbers, and email addresses is available in the SFDCCC office for distribution to any candidate, campaign or member of the public.

ARTICLE XII. MEMBER ATTENDANCE POLICY

§1.0 The work of the SFDCCC includes maintaining a Party office, organizing Democratic Party fundraisers, conducting and contributing to the SFDCCC meetings, facilitating a coordinated campaign for elections and the committee work of the local Party required for organizational maintenance. The participation of all the members of the Central Committee is necessary in order to meet these goals and needs.

§2.0 Elected and ex officio members or their designated representatives are expected to attend and participate at all regular and special meetings of the SFDCCC. The associate members are strongly encouraged to attend the meetings of the SFDCCC. In addition, serving on a fundraising event committee, a standing or special committee or working in the coordinated campaign is a valuable way of contributing to the Party.

§3.0 Careful and accurate attendance records will be maintained. They are public records. These records will be kept on file at the San Francisco Democratic Party office.

§4.0 Anyone may request a copy of the SFDCCC attendance records. These will be provided within a reasonable time period from the date of the request (e.g., within 10 days).

§5.0 SFDCCC attendance records, covering a period of time, may periodically be included with the mailing of the minutes and agenda packets

ADDENDUM A – SAMPLE RESOLUTION

RESOLUTION IN SUPPORT OF THE SAN FRANCISCO PUBLIC UTILITIES
COMMISSION PREFERRED ALTERNATIVE ON CATTLE GRAZING ON THE SAN
FRANCISCO WATERSHED

WHEREAS, Cryptosporidium (a parasite known to cause disease in humans) has been Found in the San Francisco Municipal water supply and Cryptosporidium is Carried by all mammals, including cattle; and

WHEREAS, Large portions of the San Francisco Watershed located in Alameda County Are currently and have historically been leased for cattle grazing; and

WHEREAS, The San Francisco Public Utilities Commission (SFPUC) is studying a Proposal, currently called the “preferred alternative,” to reduce cattle grazing on its lands by 40 percent;

THEREFORE BE IT RESOLVED, that the San Francisco Democratic Party supports The preferred alternative which is currently before the SFPUC and urges its Adoption; and

BE IT FINALLY RESOLVED, that copies of this Resolution be sent to Mayor Willie L. Brown, Jr.; Members of the San Francisco Board of Supervisors and the San Francisco Public Utilities Commission.

PROPOUNDED BY: Tony Leone

Adopted: April 23, 1997 By the San Francisco Democratic County Central Committee

NATALIE BERG, CHAIR

ADDENDUM B – VENDOR QUESTIONNAIRE

- 1 How long have you been in business at your current location?
- 2 Does your business have a non-discrimination policy?
- 3 How many people does your business employ?
- 4 For business with more than 50 employees, does your business provide spousal equivalent domestic partner benefits?
- 5 Are you listed with the San Francisco Human Rights Commission as a LBE/MBE/WBE business?
- 6 If not, please describe the demographic characteristics (minority, gender, sexual orientation) of the staff, management and ownership.
- 7 In what ways does your business support the community in which it is located?
- 8 Is your business a Union Shop?
- 9 If yes, what Local? If no, please explain.