

San Francisco Democratic County Central Committee Bylaws

Adopted: January 23, 2013

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ARTICLE I: NAME AND PURPOSE

Section 1. NAME

The name of this organization shall be the SAN FRANCISCO DEMOCRATIC PARTY. Its governing body shall be the SAN FRANCISCO DEMOCRATIC COUNTY CENTRAL COMMITTEE (SFDCCC).

Section 2. PURPOSE

- a. The goal of the SFDCCC is to educate voters on issues of importance to our society, to maximize Democratic voter registration and turnout in all communities, and to support and ensure the electoral victory of Democratic candidates who uphold the values of the Democratic Party.
- b. These Bylaws shall govern the organization, operation, and functions of the political party known as the San Francisco Democratic Party (The Party) and the San Francisco Democratic County Central Committee (SFDCCC).
- c. The SFDCCC may endorse partisan and nonpartisan primary and general candidate elections and may take positions on all local ballot measures.

ARTICLE II: MEMBERSHIP

Section 1: MEMBERSHIP

a. SFDCCC MEMBERSHIP

1. Elected Members from Assembly Districts representing the City and County of San Francisco in whole or in part. The number of Elected Members and specific Assembly Districts are determined by provisions of the California Elections Code, California State District lines, and Federal Census data.

2. Ex Officio members shall consist of the following:

A. Any Democrat who is elected or otherwise designated to serve, or who is serving in the following elected offices representing the City and County of San Francisco in whole or in part:

- i. Assemblyperson
- ii. State Senator

iii Congressperson

B. Any Democrat resident of San Francisco who is elected or otherwise designated to serve, or who is serving in any partisan office other than those described in subdivision 2 A “Partisan office” shall mean any office for which a candidate may list his/her party affiliation on the ballot.

C. Following certification of primary election results, for any partisan office other than those listed in subdivision 2 A, any candidate resident in San Francisco who has received the Democratic Party endorsement. Said member shall continue to serve until the earlier of (i) election or appointment of a Democrat to said office, or (ii) the holding of the next primary election for said office.

D. In the event there is a Democratic incumbent entitled to Ex Officio membership who does not seek re-election, or a different Democrat receives the California Democratic Party endorsement, the incumbent shall continue to serve on the SFDCCC until his/her term of office is over, and will be entitled to serve concurrently with any Democrat who becomes entitled to hold an Ex officio membership by virtue of primary election results.

3. Rights of Ex-Officio Members: The Ex-Officio Members are full voting members of the SFDCCC. An Ex-Officio Member may select a designee to represent him/her by providing written notice of the designee to the Chair of the SFDCCC. The designee shall have the same voting rights as the Ex-Officio Member.

4. Associate Members: There may be Associate Members of the County Committee who will have the privilege of the floor, but no vote in the deliberations of the Committee. The Associate Members shall be appointed by and serve at the pleasure of the Chairperson of the SFDCCC. The SFDCCC may appoint, by majority vote of the members present, additional Associate Members who shall serve at the pleasure of the Committee. Additionally the following persons shall automatically serve as Associate Members if resident in San Francisco: current presidents/chairs of chartered Democratic clubs in good standing, members of the Democratic State Central Committee, and Assembly District Chairs and Regional Chairs of the California State Democratic Party. Associate Member status may be annulled by a majority of the members present and voting at the time of the request. Membership of Associate Members appointed by the Chairperson or membership of the SFDCCC shall terminate upon certification of the results of the next SFDCCC election.

b. TERM OF OFFICE: Elected members shall have approximately four (4) year terms. Membership shall extend from the time of certification of election results of each SFDCCC election until certification of election results of the next SFDCCC election, with vacancies occurring during this period filled in accordance with the provisions of Section 4 of this article.

After each SFDCCC election, the chair of the SFDCCC (or the next highest officer in succession if the chair is unavailable) shall call a meeting of the SFDCCC within 30 days of the certification of election results to seat the new members of the SFDCCC.

c. There shall be no dual memberships. The membership of any Democrat who is elected or otherwise designated to hold an office named in subdivision (a)(2) of this section shall terminate upon their taking office. A member who becomes eligible for membership on some other grounds during his or her four-year term shall inform the Chair of the eligibility and identify the position, which he or she wishes to represent.

Section 2. QUALIFICATION FOR MEMBERSHIP

A person is eligible for membership on the SFDCCC only if such person is registered as affiliated with the Democratic Party; provided that, in the case of an associate member or designee of an ex officio member, or holder of a proxy for an elected member, a person may serve, though ineligible to register to vote, if he/she has declared his intention to register as a Democrat upon becoming eligible to register as a voter. If the member's party affiliation changes, or if the member's residence changes to a location outside of the Assembly District he/she was elected to represent, his or her membership on the SFDCCC shall automatically terminate.

Section 3. REMOVAL FROM MEMBERSHIP

a. The removal of residence by an Elected member of the SFDCCC from the Assembly district from which he or she has been elected or appointed a member of that committee or the affiliation with, or registration as a member of, a party other than the Democratic Party by an Elected member of the SFDCCC during his or her term of membership shall constitute his or her automatic resignation from the SFDCCC.

b. Any Elected member of the SFDCCC who misses more than three consecutive regularly called meetings may be removed by a vote of the committee concerned, unless his or her absence is caused by illness or temporary absence from the county on the date of the meeting, or is otherwise excused. Any absence may be excused by the Chair of the SFDCCC, subject to the ratification of the SFDCCC.

If the Chair is unwilling to excuse an absence, the member may ask to be excused by the full SFDCCC, and the absence may be excused by a majority vote.

c. The SFDCCC may remove any member, other than an Ex Officio member, who during his or her term of membership affiliates with a party other than the Democratic Party, who gives support to or avows a preference for a candidate for partisan office other than a candidate affiliated with the Democratic Party or who knowingly utilizes his/her SFDCCC title to advocate or support a candidate not endorsed by the SFDCCC. "Partisan office" shall mean any office for which a candidate may list his/her party affiliation on the ballot, provided that an SFDCCC member may endorse a non-Democrat for a "top two" race in the event no Democrat qualifies for the general election ballot.

d. Removal of a member for reasons listed in this Article shall be effected in the following manner:

1. The Chair of the SFDCCC shall investigate any charges of behavior that could support removal under this Article. If substantiated, the Chair shall send to the accused member by timely certified mail: a copy of the statement of charges and a letter stating that the accused member may either resign or have a hearing before the members of the SFDCCC, that at such hearing, the accused member shall be afforded an opportunity to respond to the statement of charges and to confront the witnesses against such member, and that such member may be represented at his/her own expense at such hearing. An additional copy of the aforesaid documents shall also be transmitted to the accused member by fax, email, or regular mail at or before the time the copies are sent by certified mail. In the case of a member whom the Chair believes has moved his/her residence from the Assembly district from which he or she has been elected or appointed, the notice can advise the member that if he/she does not make a written request to the Chair within ten (10) days disputing the charges and demanding a hearing, his/her removal will be effected automatically, and in such case no further notice or hearing will be required.

2. If the accused member does not resign, the Chair of the SFDCCC shall schedule a hearing before the SFDCCC in accordance with the open meeting and public noticing requirements of Article IV of these Bylaws. The Chair shall send a copy of the statement of charges to all members of the SFDCCC along with a notice of the date, time, and location of the hearing no less than ten (10) days prior to the scheduled hearing.

3. At the hearing the members of the SFDCCC shall examine the statement of charges brought against the accused member. The accused member shall be afforded an opportunity to respond to the charges, to confront any witnesses, and may be represented at his/her own expense if desired. Such hearing shall be conducted in such a fashion as to afford the accused member due process of law. At the conclusion of said hearing, upon motion for removal, the accused member may be removed by a vote of not less than two-thirds (2/3) of the members present and voting.

Section 4. VACANCIES

a. A vacancy on the SFDCCC shall be deemed to exist in the event any member dies, becomes incapacitated to act, or is removed from membership pursuant to Section 3 of this Article.

b. Vacancies shall be filled as follows:

1. Whenever possible, the Chairperson shall fill vacancies in the membership of the SFDCCC no later than forty-five (45) days from the occurrence of vacancy. Whenever possible, the Chair shall solicit names for replacement candidates to fill the vacancy. The Chair's appointment to fill the vacancy is subject to ratification by a majority vote of those members of the SFDCCC present and voting.

Section 5. LIMITS ON CONTRIBUTIONS TO CANDIDATES FOR THE SF DCCC

No person other than a candidate shall make, and no campaign treasurer for a candidate committee shall solicit or accept, any contribution which will cause the total amount

contributed by such person to such candidate committee in an election to exceed \$500.

ARTICLE III: OFFICERS

Section 1. ELECTED OFFICERS

The elected officers of this County Committee shall consist of:

- a. A Chairperson;
- b. A First Vice-Chairperson;
- c. A Second Vice-Chairperson;
- d. A Third Vice-Chairperson;
- e. A Fourth Vice-Chairperson;
- f. A Treasurer;
- g. A Recording Secretary;
- h. A Corresponding Secretary.

Election of officers shall occur at the first meeting of the SFDCCC after SFDCCC election results have been certified. Officers shall be elected by a majority of the members of the SFDCCC present and voting. Officer's terms shall be the length of the term of the SFDCCC. Officers may be removed by a majority vote of the SFDCCC members present and voting at any properly noticed SFDCCC meeting where the intent to remove the officer has been properly noticed. Vacancies shall be filled by majority vote of SFDCCC members present and voting at any properly noticed meeting. At least one Vice-Chairperson shall be of the opposite sex from the other Vice-Chairpersons. Each Assembly District shall be represented by two Vice-Chairperson. Additional duties of the officers are described in the Policy and Procedures Manual.

Section 2. CHAIRPERSON

The Chairperson shall preside at all meetings of the County Committee and shall appoint all committees and Chairpersons of such committees within the County Committee and shall be an ex-officio member of all committees. The Chairperson shall appoint a voting member of the SFDCCC as the Parliamentarian. The Parliamentarian shall remain a full voting member of the SFDCCC.

Section 3. SUCCESSION OF THE CHAIRPERSON

In the absence of the Chairperson, the Acting Chair and presiding officer shall be the duly elected officer in the descending order as shown in Article III, Section 1.

Section 4. VICE-CHAIRPERSONS

The duties of the four Vice-Chairs shall be determined by the Chair. Duties may include: fundraising, outreach, registering voters, chartering clubs, party renewal.

Section 5. TREASURER

a. The Treasurer shall have charge of all funds of the County Committee and shall disburse them as provided in Article VII of these Bylaws. All disbursements shall be by check upon any two signatures of the following: the Treasurer, the Chairperson, or any Vice-Chairperson, or any two designees of the Chair who must either be a member of the SFDCCC or staff for the SFDCCC. At no time may both signatures be from staff of the SFDCCC.

b. The Treasurer shall issue receipts for all monies received and submit a written report of receipts, disbursements, and cash on hand at every meeting of the County Committee. He or she shall submit a written annual report to the County Committee as of the end of each Calendar year.

Section 6. SECRETARIES

a. The Recording Secretary shall keep the minutes and records of the County Committee and shall send all notices required by law and by these Bylaws.

A copy of the minutes of each County Committee meeting shall be provided to each member of the County Committee as part of the agenda packet for the next regular meeting of the County Committee. Said agenda shall contain a list of all business to be considered at the meeting as described in Article IV, Section 4.

Minutes of County Committee meetings shall contain a listing of members' absences. It shall be the responsibility of each County Committee member to make his or her attendance known to the Recording Secretary at each meeting, either through the regular roll call, or through personal notice.

The draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting. The officially adopted minutes shall be posted on the San Francisco Democratic Party's website, and available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted.

b. The Corresponding Secretary shall carry on the correspondence of the County Committee under the direction of the Chairperson.

Section 7. EXECUTIVE DIRECTOR/STAFF

The Executive Director of the SFDCCC and any other paid staff of the SFDCCC shall serve at the pleasure of the SFDCCC under the direction of the Chairperson.

ARTICLE IV: MEETINGS

Section 1. REGULAR MEETINGS

Regular meetings shall generally occur on a monthly basis on the fourth (4th) Wednesday of every month.

Section 2. SPECIAL MEETINGS

a. A special meeting may be held at the call of the Chairperson, or his or her designee if the Chair is unavailable, or by ten (10) voting members of the SFDCCC. The only business that may be noticed for a special meeting is business that cannot wait until the next regularly scheduled meeting of the SFDCCC. No business other than that specified in the notice to members may be discussed or voted upon at the special meeting. Any business raised at a special meeting must be passed by a two-thirds (2/3) vote of those members present and voting.

Section 3. PLACE OF MEETINGS

a. Meetings of the SFDCCC shall be held at the Milton Marks Auditorium of the California State Office Building, 455 Golden Gate Avenue, in San Francisco.

b. In the event that the regular meeting facility becomes unavailable, or at such times as the Chairperson determines circumstances warrant, the Chairperson may select a suitable alternative location for SFDCCC meetings. The location of all meetings of the SFDCCC shall be within the City and County of San Francisco and shall be accessible to disabled persons.

c. In the event that a regular or special meeting of the SFDCCC is held at a location other than that described in Subsection (a) of this Section, notice of the new location shall be provided at least 15 days in advance by email to each member of the SFDCCC; by email to designated contacts of all chartered Democratic clubs in San Francisco; and by email to all members of the public and media outlets having requested in writing such agendas and notices. Notices shall also be posted 15 days in advance on the SFDCCC's web site at <http://www.sfdemocrats.org>; at the San Francisco Main Library, Government Information Center; and at the offices of the San Francisco Democratic Party. Notices shall also be mailed at least 15 days to persons having requested delivery via U.S. Postal Service. Such notices need not include a formal agenda, but should generally identify the nature and purpose of the meeting. A formal agenda must also be distributed and posted at least 10 days in advance of the meeting in accordance with the public noticing requirements of Section 4 of this Article.

Section 4. AGENDA AND NOTICE

a. The agenda for all regular meetings, and the notice and agenda for all special meetings, shall be determined by the Chairperson of the SFDCCC or his/her designee if the Chair is unavailable. All agendas and notices shall list the date, time, and location of the meeting, and all agendas shall provide a brief general description of each item of business to be voted

upon. The description shall be adequate to inform interested members of the public about the subject matter under consideration so that they can determine whether to monitor or participate in the meeting of the SFDCCC.

b. Except as provided for in Subsection (d) of this Section, the agenda for all regular meetings, and the notice and agenda for all special meetings, shall be provided at least 10 days in advance by email to each member of the SFDCCC; by email to designated contacts of all chartered Democratic clubs in San Francisco; and by email to all members of the public and media outlets having requested in writing such agendas and notices. At least 10 days before a regular meeting, agendas and notices shall also be posted on the SFDCCC's web site at <http://www.sfdemocrats.org>; posted at the offices of the San Francisco Democratic Party; and emailed to the San Francisco Main Library, Government Information Center, for public posting. Notices shall also be mailed at least 10 days in advance to persons having requested delivery via U.S. Postal Service.

c. A voting member of the SFDCCC may request an item be placed on the agenda, subject to consent of the Chair, by providing written notice at least 10 days prior to a regular or special meeting. If the Chair is unwilling to place an item on the agenda, a voting member of the SFDCCC may send written notice of such business in accordance with the public noticing provisions of Subsection (b) of this Section no fewer than 10 days prior to the regularly scheduled meeting. At said meeting, a vote by no less than a majority of the members voting and present will place the item on the agenda. Failure to receive a majority of the votes of the members present and voting will result in the matter being deemed to have never been before the SFDCCC and said matter shall neither be voted upon nor discussed. Failure to provide 10 days written notice to all of the members of the SFDCCC shall also result in the matter being deemed to have never been before the SFDCCC and said matter shall neither be voted upon nor discussed.

d. If the need for an item of business arises after the 10-day noticing deadline for a meeting of the SFDCCC, and real harm would occur if the late item were not voted upon at that meeting, a detailed, written explanation of the late item, including the specific language to be voted upon, shall be provided to SFDCCC members and re-noticed to all public recipients identified in Subsection (b) of this Section no later than 72-hours prior to the start of the actual meeting. Said item may be voted upon if no less than two-thirds (2/3) of the members present and voting vote to place the matter on the agenda.

e. A voting member of the SFDCCC may, under the "new business" portion of a regular or special meeting, place an item on the agenda for the immediate following meeting subject to approval by a vote of no less than a majority of those members present and voting. The SFDCCC may discuss and/or take action only on those items that are on the agenda.

f. The agenda shall provide an opportunity for public comment on each item prior to the SFDCCC's taking action on it and, for discussion items, before or during consideration of the item. Agendas for regular meetings shall also provide an opportunity for general public comment on matters not on the agenda but within the jurisdiction of the SFDCCC. Each

speaker may speak once on each agenda item for up to three minutes, provided that the Chairperson may limit public comment on an item to less than three minutes per speaker based on such factors as the nature of the item, the number of anticipated speakers for the item, and the anticipated duration of other agenda items. Time limits shall be applied uniformly to members of the public. Any person who speaks during a public comment period may provide a brief written summary of up to 150 words of his or her comments for inclusion in the minutes of the meeting. The Secretary shall keep the summary as part of the minutes unless the SFDCCC rejects it because it does not accurately reflect the speaker's comments.

Section 5. QUORUM

A quorum for the transaction of business by the SFDCCC shall consist of eight (8) or more voting members, excluding Ex-Officio Members.

Section 6. PROXIES

Members of the SFDCCC, other than Ex-Officio Members, may vote by proxy at no more than ten meetings during any term of office unless the Chair permits further designation of proxies by members of the SFDCCC for good cause. Ex-Officio Members of the SFDCCC may vote at any meeting of the SFDCCC through designees. Proxies for Members and appointments of designees by Ex-Officio Members shall be signed by the person making such proxy or appointment and shall be filed with the Chairperson or Recording Secretary prior to any voting by or through such proxy or designee. A proxy shall be valid only for a single meeting. No Member, designee or any individual may hold more than one proxy at any meeting.

Any resident of San Francisco shall be eligible to hold a proxy for an elected member, provided that person is resident of the same Assembly District as the member whose proxy he/she holds, and is otherwise qualified to serve on the SFDCCC pursuant to Article II, Section 2 of these By-Laws.

Any elected Member of the SFDCC shall be eligible to hold a proxy for any other elected Member regardless of which Assembly District the Member is resident in.

Section 7. PARLIAMENTARY PROCEDURES AND VOTING

a. All meetings shall be conducted in accordance with the latest revised edition of Robert's Rules of Order, except as such rules may be modified by these Bylaws. The Parliamentarian shall be provided with a copy of Robert's Rules of Order by the SFDCCC and shall have a copy at all meetings.

b. Voting may be by any method which will allow a public record to be maintained of each vote or abstention by each member. In no case shall the use of secret written ballots be allowed in SFDCCC votes. Where the SFDCCC conducts a vote by voice vote or show of hands, a roll call vote shall be granted upon request of a single voting member either before

or after the voice vote or show of hands.

c. Under no circumstances may these Bylaws, or any portion of these Bylaws, be suspended, unless that specific portion of the Bylaws indicates that it may be suspended.

d. If any portion of these Bylaws or Robert's Rules of Order requires interpretation, the Chairperson or Acting Chair shall have sole authority to make that interpretation. It is recommended, but not required, that the Chair consult the parliamentarian before issuing a ruling. Once the Chair issues his/her ruling, only a majority vote of the members present and voting may overturn his/her decision. If such a vote is to occur, it must be raised and debated at that meeting. Once the meeting adjourns, unless a simple majority of the SFDCCC has voted to table or continue this issue, the Chair's ruling becomes final.

Section 8. RESOLUTION PROCEDURES

a. All resolutions must be typed.

b. Inducement (e.g., Whereas) clauses shall be limited to three (3) or fewer, and resolve clauses shall be limited to two (2) or fewer.

c. Resolutions must be no longer than one (1) 8-1/2" x 11" typewritten page, and the font shall not be any smaller than ten (10) point.

d. This section (Article IV, Section 8) may be suspended by a two-thirds (2/3) vote of SFDCCC members present and voting.

Section 9. CONFLICTS OF INTEREST

Members determined to have a clear and direct economic self interest in a matter before the SFDCCC shall neither comment on, nor vote on, said matter. Further definitions of conflicts of interest may be included in the Policy and Procedures Manual. The Chairperson or Acting Chair shall make determinations of whether a member has a conflict of interest. The Chair's ruling may be overturned by no less than a majority of those members present and voting.

Section 10. NOTICES

Wherever these Bylaws or the Policy and Procedures Manual requires giving or mailing of notice (other than by certified mail), such notice may be given by email or fax with the same force and effect as if said notice had been mailed or hand-delivered. Notices required to be given by certified mail may be given by hand-delivery with the same force and effect as if said notice had been mailed by certified mail.

Section 11. DOCUMENTS MAY BE EXECUTED BY FAX OR E MAIL

Wherever these Bylaws or the Policy and Procedures Manual require any document to be executed or signed, a faxed or e mailed document can be used with the same force and effect as if an original signature had been affixed to the document.

ARTICLE V: COMMITTEES

Section 1. STANDING COMMITTEES AND SPECIAL COMMITTEES

- a. The Issues Committee is a Standing Committee that shall meet prior to every SFDCCC meeting where business is scheduled to be voted upon. All voting members of the SFDCCC are members of the Issues Committee. The Co-Chairs of the Issues Committee shall be appointed by the Chairperson of the SFDCCC. The Issues Committee shall be appointed by the Chairperson of the SFDCCC. The Issues Committee shall make recommendations to the SFDCCC on all Resolutions coming before the SFDCCC, and on any other business that comes before the SFDCCC that is referred to the Issues Committee by the Chairperson of the SFDCCC.
- b. The Contracts Bidding Committee shall meet to evaluate and award contracts on all SFDCCC business as defined and outlined in the SFDCCC Policy and Procedures Manual.
- c. The Executive Committee consists of the Chairperson and all of the elected officers of the SFDCCC. The Executive Committee may meet from time to time as determined by the SFDCCC Chair. The Chair of the SFDCCC shall be the Chair of the Executive Committee.
- d. The Chair of the SFDCCC may at any time appoint and dissolve special committees.

ARTICLE VI: ENDORSEMENTS

Section 1. ELIGIBILITY

Registered Democrats shall be the only candidates considered for endorsement, except that the SFDCCC may consider endorsing a non-Democrat in any nonpartisan or “top two” race in which no registered Democrat has qualified for the general election ballot.

Section 2. VOTING PROCEDURE

Voting may be by any method which will allow a public record to be maintained of each vote or abstention by each member. Endorsement requires fifty (50) percent plus one vote of those members present and voting. At the conclusion of each ballot, if no candidate has received the required majority, the name of the candidate receiving the least votes will be deleted from the listing of candidates on the succeeding ballots. In races where there are multiple candidates for the same position, the Committee will continue voting until an endorsement of a candidate or no endorsement is achieved. In races with multiple candidates for elected office with multiple open seats, Committee members shall vote for the number of candidates as there are open and “unendorsed” seats until endorsement or no endorsement is achieved for candidates equaling the number of open seats.

For each office, a Committee member will be allowed to cast one (1) no endorsement vote on each ballot. In multiple seat races, Committee members must cast a vote for each open seat, however, any member may cast a ballot for no endorsement for any or all of the open

seats. In multiple seat races, a no endorsement vote on all of the open seats can be achieved by a vote of fifty (50) percent plus one of members present and voting on a motion for an official no endorsement position by the Committee.

In elections in which Ranked Choice Voting (RCV) is employed, the SFDCCC may adopt rules permitting the SFDCCC to recommend ranked and/or multiple choices for a given race.

These same procedures shall be applicable to any pre-primary or “top two” election race in which the SFDCCC is entitled to endorse under California State Democratic Party rules.

Section 3. EXCLUSIVITY

Endorsement of candidates for non-partisan office whose jurisdiction does not extend beyond the San Francisco County lines shall be the exclusive responsibility of this County Committee.

Section 4. MULTIPLE JURISDICTIONS

Endorsement of Candidates for non-partisan office whose jurisdiction involves two (2) or more counties shall be endorsed at a joint meeting of the County Central Committees sharing the jurisdiction. The proportion of San Francisco Democratic County Central Committee’s eligible votes at any joint County Committee meeting shall equal its proportion of the total regular and Ex Officio Members from the participating County Committees. Ex Officio Members, or their alternates, serving on multiple County Committees shall be entitled to one vote only.

ARTICLE VII: DISBURSEMENT OF FUNDS

Section 1. AUTHORIZATION

Disbursements of SFDCCC funds except as provided in Section 3 herein shall be authorized by a majority vote of the voting members present and voting at a regular meeting.

Section 2. USE OF FUNDS

Funds contributed to the SFDCCC for use on behalf of a particular candidate or campaign must be expended for such purposes or returned to the donor by order of the Chairperson.

Section 3. DISBURSEMENT OF FUNDS

The Chairperson is authorized to disburse funds for the operating and miscellaneous expenses of the SFDCCC without prior approval but shall account to the SFDCCC for the expenditure of such funds.

Section 4. NON-INVOLVEMENT IN SFDCCC ELECTIONS

No funds of the SFDCCC shall be utilized to aid or oppose the election of any candidate for election to the SFDCCC. The SFDCCC shall not take any action to endorse or oppose the

election of any person to the SFDCCC.

Section 5. EMERGENCY

In the event of an emergency, the Treasurer is authorized to expend, or borrow, funds if authorized by the Chairperson, or by the Acting Chairperson as described in Article III, Sections (1) and (3) of these Bylaws if the Chairperson is unavailable. Whenever possible, the Treasurer shall also seek authorization from the Executive Committee. Such authorization may be obtained informally, as by phone poll of the Executive Committee.

ARTICLE VIII: REPRESENTATION TO THE STATE CENTRAL COMMITTEE

Selection of County Committee representatives to the Democratic State Central Committee shall be held in accordance with State Committee Bylaws Article II Section 4, Members Elected By County Central Committees. SFDCCC members elected in the Democratic Primary shall be the official representatives to the State Committee before selection of other representatives. Whenever possible, the Chairperson shall fill vacancies in the SFDCCC membership of the State Committee no later than the next regular meeting following the creation or occurrence of any vacancy, subject to ratification by a majority vote of those members of the SFDCCC present and voting. Appointees to vacancies in the State Committee who are not regular members of the SFDCCC will concurrently be appointed to associate membership on the SFDCCC.

ARTICLE IX: CLUB CHARTERS

Section 1. USE OF THE PARTY NAME

Only Chartered Democratic Clubs may use the name of the Democratic Party within the City and County of San Francisco. This section shall not apply to organizations that are official parts of the California Democratic Party or the Democratic National Committee, or that have been authorized to use the name of the Democratic Party pursuant to the California Elections Code. Only the SFDCCC may represent itself as the San Francisco Democratic Party. SFDCCC letterhead and stationery shall only be used for official SFDCCC business.

Section 2. NON-ENDORSEMENT OF NON-DEMOCRATS

Chartered Democratic organizations shall not politically affiliate with any other political party, nor endorse, nor otherwise publicly support by fundraising or publicity, candidates for partisan office who are not members of the Democratic Party, provided that a Chartered Democratic organization may endorse a non-Democrat for a "top two" race in the event no Democrat qualifies for the General Election ballot.

Section 3. ELIGIBILITY

Any Democratic organization shall be eligible to apply for a charter from the County Committee upon submission of:

- a. A membership roster of at least twenty (20) persons who are registered Democrats resident in San Francisco or who have declared their intention to register as Democrats upon becoming eligible to vote;
- b. A current list of officers;
- c. A copy of its Bylaws or other governing documents;
- d. A \$20 chartering fee.

Section 4. REVIEW OF APPLICATIONS

The Chairperson shall appoint a person or committee who shall be responsible for reviewing all applications for club charters, and for informing all organizations eligible to obtain charters under Section 1 of the need for obtaining such charters and of the procedure for application for same. Said person or committee shall make recommendations to the County Committee on whether to issue a charter to any applying club.

Section 5. ISSUANCE OF CHARTER

A club charter may be issued to any applying club by a majority vote of the members present and voting at any meeting of the SFDCCC. Unless suspended or revoked, said charter will remain effective from the time of issuance until five months after the next primary election at which SFDCCC members are elected, as set forth in other sub-sections of this Article.

Section 6. ASSOCIATE MEMBER STATUS

The President or Chairperson of each chartered club shall be an Associate Member (see Article II, Section 1(a)(4)) of the SFDCCC if said individual is a person residing in San Francisco, and is qualified to serve as an Associate member pursuant to Article II, Section 2.

Section 7. RENEWAL OF CHARTER

Each chartered club shall promptly inform the SFDCCC of changes of officers. An application for renewal of any existing club charter may be submitted at any time commencing five months before its expiration.

Section 8. SUSPENSION OR REVOCATION OF CHARTER

The SFDCCC may, by a two-thirds vote, suspend or revoke the charter of any chartered club at any time only for the following causes: Violation of Article IX, Sections 2 or 9 of these By-Laws or inactivity. No club charter shall be suspended or revoked except following notice and hearing being afforded by the SFDCCC. Such notice given and any hearing shall be conducted in accordance with the procedures set forth for removal of elected members in Article II, Section 3 (d) of these Bylaws. In case suspension or revocation of a club charter is sought on the sole ground of inactivity, the notice can advise the club that if it does not make a written request to the Chair within ten (10) days disputing the charges and

demanding a hearing, the suspension or revocation will be effected automatically, and in such case no further notice or hearing will be required.

Section 9. FINANCIAL DISCLOSURE BY CLUBS

A. Every SFDCCC club chartered under this Article IX shall submit a written financial disclosure statement to the Executive Director of the SFDCCC on January 30th and July 31st of each year for the immediately preceding 6 months. Such financial disclosure statement shall disclose (including member dues in excess of \$99.99 per membership) the source and amount of each contribution of money or the fair market value of any property or services contributed in kind for the immediately preceding 6 months. The financial disclosure statement requirement of this Section shall be deemed satisfied if the financial disclosure statement club submits true and correct copies of any financial disclosures required to be made by and submitted to the California Fair Political Practices Commission and/or the San Francisco Ethics Commission.

B. In the event any SFDCCC-chartered club fails to file any financial disclosure statement required by subdivision 9(a) or in the event the information in any such filed financial disclosure statement is materially false or omits to include a disclosure which omission makes the filed financial disclosure statement materially false or misleading, the SFDCCC may take such further action against the filing club as the SFDCCC deems necessary and/or appropriate including, without limitation, a suspension or revocation of that club's charter pursuant to Section 8 of Article IX of these By-Laws.

ARTICLE X: POLICY AND PROCEDURES MANUAL

Specific policies and procedures of the SFDCCC shall be incorporated into the SFDCCC Policy and Procedures Manual. Nothing in said manual may override these Bylaws. Application of the Policy and Procedures Manual may be suspended by two-thirds (2/3) of the members present and voting. 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 conforms 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 XI: GENERAL POLICIES

Section 1. OPEN MEETINGS

All public meetings of the SFDCCC shall be open to all members of the general public. No member of the public shall be asked to register, to identify himself or herself, or to pay a fee in order to attend any public meeting of the SFDCCC.

Section 2. ANTI-DISCRIMINATION POLICY

The SFDCCC shall not acquiesce in, condone or support discrimination on the grounds of

race, color, creed, national origin, sex, age, religion, ethnic identity, gender identity, sexual orientation, persons with disabilities as defined by the American with Disabilities Act of 1990, or economic status.

Section 3. PROMOTING DIVERSITY

The SFDCCC shall support the broadest possible registration of voters without discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, gender identity, sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

Section 4. LANGUAGE ACCESS

Language services in Spanish, Chinese, and Filipino must be available at all public meetings of the SFDCCC upon request. Best efforts shall be made to provide services in additionally requested languages. Requests for interpretation services must be received at least 5 business days in advance of the meeting to help ensure availability. Notification of this service shall be included in all public notices of the SFDCCC in English, Spanish, Chinese, and Filipino.

Section 5. DISABILITY ACCESS

All meetings and activities of the SFDCCC and Chartered Clubs and Organizations, including committee meetings, fundraisers, and events, must be wheelchair accessible. Sign language interpreters, readers, large print agendas, and access to sound systems for those who are hard of hearing shall be made available upon request. Requests must be received at least 5 business days in advance of the meeting to ensure availability, although best efforts will be made to accommodate requests received after this period. Best efforts shall be made to provide all other access accommodation requests. In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, notice shall be included in all meeting announcements to remind attendees of those who may be sensitive to perfumes and various other chemical-based scented products. Notification of this policy shall also be included in all public notices of the SFDCCC.

The SFDCCC will work with chartered clubs to comply with these requirements, including identifying vendors that provide these services, compiling a list of compliant meeting locations, and budgeting funds to support these efforts.

ARTICLE XII: AMENDMENTS

Section 1. PROCEDURE

These Bylaws may be amended at any regularly scheduled meeting of the SFDCCC at which a quorum is present by a two-thirds (2/3) 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.

Section 2. SEVERABILITY

If any provision of these Bylaws or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect any other provisions or application of these Bylaws which can be given effect without the invalid provision or application, and to this end, the provisions of these Bylaws are severable.

Section 3. EFFECTIVE DATE

Bylaws or any amendments thereto shall become effective immediately upon their adoption.