



SANTA CRUZ COUNTY DEMOCRATIC PARTY

PROCEDURES MANUAL

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PROCEDURES

The intent of the Procedures Manual is to provide practical and sequential guidance to implement the rules of the Santa Cruz County Democratic Central Committee [the Committee].

These procedures may be amended by a majority vote of the Committee. The procedures shall not conflict with Committee Bylaws, which take precedence.

1. COMMITTEE MEMBERSHIP

a. Election and Appointment of Members

- i. Members of the Committee shall be registered Democrats, elected from within the five (5) supervisor districts of Santa Cruz County every four years when the Presidential primary election is held.
- ii. All Committee members shall appoint an alternate and present the choice of the alternate in writing to the Committee Chair. The alternate must live in the same supervisor district as the member.

- iii. Prior to being eligible to vote or perform any duties of office, members and alternates shall take and subscribe to the oath or affirmation to uphold the State Constitution.
- b. Committee Member Responsibilities**
 - i. The primary responsibility of each member and alternate of is an active commitment to the Committee. This requires member attendance and active participation at Committee and Subcommittee meetings.
 - ii. Members, club representatives and alternates are eligible to be elected as a Committee Officer, Subcommittee Chair, At-Large positions on the Committee Executive Board, or serve as a delegate or Executive Board Representative to the California Democratic Party.
 - iii. All members, club representatives and alternates shall be a member of at least one (1) Standing Subcommittee. Members, club representatives and alternates and may also serve on special Ad Hoc Subcommittees.
- c. Dues**
 - i. Annual dues for members and alternates are due at the start of the Committee's calendar year in January. Members and alternates must pay their dues within the first month of their election or appointment. Dues are:
 - a. Members: \$60.00
 - b. Alternates: \$40.00
 - ii. Members and alternates who have not paid dues within three (3) months of taking office may be removed from office following due notice by the Chair.

2. COMMITTEE EXECUTIVE BOARD (E-Board)

- a. Members**
 - i. The Committee Bylaws describe the composition of the Committee Executive Board (E-Board).
 - ii. In the absence of the Chair and Vice Chair, the order of the officers shall be: Recording Secretary, Corresponding/Legislative Secretary, Treasurer, California Democratic Party Executive Board Representative.
- b. Term of Office**
 - i. The term of office is two years.
 - ii. Details defining the E-Board Term of Office are in the Bylaws.
- c. Meeting and Attendance**
 - i. The Executive Board meets on the second (2nd) Wednesday of each month, two weeks prior to the monthly general membership meeting.
 - ii. Committee members are welcome at E-Board meetings, but E-Board meetings are closed to the public.
 - iii. E-Board members are expected to attend all E-Board meetings. Four (4) or more absences within a membership term year (February 1 - January 31) may be cause for dismissal from the E-Board.
- d. Executive Board Responsibilities**
 - i. Setting the agenda for the upcoming general meeting;
 - ii. Reviewing all action items intended for a Committee vote;
 - iii. Approving Committee expenditures up to \$400.00;
 - iv. Taking immediate action before the general meeting, if required, as allowed by the Bylaws and Standing Rules; and
 - v. Reviewing annual plans and budgets for all Subcommittees.
- e. Conducting Business Electronically**
 - i. E-Board business may be conducted by electronic conference in emergencies, subject to prior approval by the Chair.
 - ii. Quorum requirements for electronic voting must be met and any such action must be ratified at the next meeting of the E- Board.

f. Transition to New E-Board

- i. Following the election of new Committee officers and E-Board members at the January Committee meeting, all E-Board members leaving office shall transfer all records, files, equipment and other relevant materials pertaining to their elected responsibilities to the new officers and E-Board members.
- ii. The January E-Board meeting shall serve as the last meeting of the E-Board term.
- iii. The February meeting shall be the first meeting of the newly elected E-Board

3. OFFICER DESCRIPTION

a. The Chair of the Committee

- i. Shall be an elected officer of the SCCDCC;
- ii. Shall be a member and Chair of the E-Board;
- iii. Shall preside at meetings of the Committee and Executive Board;
- iv. Shall act as a signatory for the dispersal of funds for the Committee activities and may approve necessary expenditures up to \$250;
- v. Shall be the primary spokesperson for the Committee;
- vi. Shall direct any County Democratic Election Campaign;
- vii. May assign duties to members and make appointments, as necessary, for the effective functioning of the Committee;
- viii. Shall determine the quorum count for each meeting, when requested;
- ix. Provides written and oral reports to the Committee;
- x. Shall prepare an agenda for each E-Board meeting;
- xi. Communicates with the Chairs of the Chartered Democratic Clubs;
- xii. Reviews Committee Procedures as they relate to the Chair's position; and
- xiii. Performs other duties, as needed;
- xiv. The Chair shall not be related by blood or marriage or reside in the same household as the other authorized signers for the Committee financial accounts.

b. The Vice Chair of the Committee

- i. Shall be an elected officer of the Committee;
- ii. Shall be a member of the E-Board;
- iii. Shall be Chair of the Committee Ad Hoc Endorsement Subcommittee and responsible for conducting the Committee Endorsement process;
- iv. Shall serve on the Ad Hoc Office Management Subcommittee;
- v. In the Chair's absence, shall preside at meetings of the Committee and E-Board and act on behalf of the Committee in all matters concerning the Committee, including communication with the press and media;
- vi. Provides written and oral reports to the E-Board and to the Committee;
- vii. Reviews Committee Procedures, as they relate to the Vice Chair position; and
- viii. Performs other duties, as assigned by the Chair.

c. Recording Secretary of the Committee

- i. Shall be an elected officer of the Committee;
- ii. Shall be a member of the E-Board;
- iii. Shall distribute an agenda for each regular meeting of the Committee;
- iv. Shall transcribe minutes of all meetings (including E-Board, the Committee meetings, and any Subcommittee meetings, as deemed necessary by the Chair) and send them to the Committee at least seven (7) days prior to the next scheduled meeting;
- v. Reports to the Committee the actions taken by the E-Board;
- vi. Manages all content and access of the Committee email/online group;
- vii. Shall be responsible for the development and updating of the Democratic club chartering application, and the bi-annual renewal notification;

- viii. Shall Provide members and alternates the Committee Bylaws and Procedures, either through online access to the file or a printed copy;
 - ix. Shall maintain the membership roster current and have a copy available at each meeting.
 - x. Shall maintain a record of members' attendance per Bylaw requirements and notifies the Chair when a member has accumulated three (3) excused absences and three (3) unexcused absences;
 - xi. Reviews Committee Policies and Procedures, as they relate to the Recording Secretary; and
 - xii. Submits to the incoming Recording Secretary the master copy of all minutes.
- d. Corresponding/Legislative Secretary of the Committee**
- i. Shall be an elected officer of the Committee;
 - ii. Shall be a member of the E-Board;
 - iii. Shall gather and track (with the assistance of the Legislation Subcommittee) significant legislation and report the information to the Committee, including recommended action;
 - iv. Shall draft letters on behalf of the Committee and submit them to the Chair for final approval and signature. Copies of all letters sent on behalf of the Committee shall be made available to members at the next meeting.
 - v. Shall be responsible for monitoring incoming communications to the Committee through post mail, telephone and email, and redirect the messages, as appropriate;
 - vi. Reads correspondence at meetings of the Committee, as directed by the Chair;
 - vii. Keeps a permanent record of all official correspondence of the Committee;
 - viii. Provides written and oral reports to the E-Board and to the Committee;
 - ix. Develops an annual budget for the Legislation Subcommittee;
 - x. Reviews Committee Procedures, as they relate to the Corresponding/Legislative Secretary; and
 - xi. Performs other duties, as assigned by the Chair.
- e. Treasurer of the Committee**
- i. Shall be an elected officer of the Committee;
 - ii. Shall be a member of the E-Board;
 - iii. Shall serve as the Chair of the Finance Subcommittee;
 - iv. Shall serve on the Ad Hoc Office Management Subcommittee;
 - v. Is responsible for the Committee's compliance with federal and state campaign finance laws;
 - vi. Maintains all Committee financial records;
 - vii. Shall direct the Committee regarding procedures and requirements for financial contributions for the Committee;
 - viii. Shall develop forms and procedures for reimbursement of all Committee expenditures by members;
 - ix. Routine and necessary expenditures not exceeding \$250.00 may be authorized by the Chair, expenditures not exceeding \$400.00 may be authorized by the Executive Board and expenditures over \$400.00 may be authorized by approval of a majority of the Committee, unless the expenditure is for an item from a budget previously approved by the Committee;
 - x. Shall be the primary member authorized to receive and disburse funds of the Committee;
 - xi. Is the primary signatory for the dispersal of Committee funds;
 - xii. Presents a Treasurer's Report at all E-Board and Committee meetings, either in writing or online;
 - xiii. Makes an annual financial report to the Committee which includes gross receipts and disbursements for the year;
 - xiv. Develops an annual budget of the Finance Subcommittee;
 - xv. Reviews Committee Procedures, as they relate to the Treasurer; and
 - xvi. Performs other such duties, as assigned by the Chair.

xvii. The Treasurer shall not be related by blood or marriage or reside in the same household as the other authorized signers for the Committee financial accounts.

f. Assistant Treasurer

- i. Shall be an elected officer of the Committee;
- ii. Shall serve as the Vice Chair of the Finance Subcommittee;
- iii. In the absence of the Treasurer, acts on behalf of the Treasurer;
- iv. Supports the Treasurer in fulfilling all federal and state campaign finance requirements;
- v. May be a signatory for the dispersal of the Committee funds;
- vi. Provides written and oral reports to the E-Board and to the Committee;
- vii. Reviews Committee Procedures, as they relate to the Treasurer; and
- viii. Performs other such duties, as assigned by the Chair.
- ix. The Assistant Treasurer shall not be related by blood or marriage or reside in the same household as the other authorized signers for the Committee financial accounts.

g. California Democratic Party (CDP) Executive Board Representative

- i. Shall be an elected officer of the Committee;
- ii. Shall be elected from the Committee's CDP delegates;
- iii. Shall be a member of the E-Board;
- iv. Shall attend all scheduled CDP Executive Board meetings or appoint a proxy if he/she is unable to attend;
- v. Reports to the Committee regarding CDP Executive Board activities;
- vi. Provides written and oral reports to the E-Board and to the Committee;
- vii. Reviews Committee Procedures, as they relate to the CDP Executive Board Representative; and
- viii. Performs other duties, as assigned by the Chair.

h. Parliamentarian

- i. The Parliamentarian is appointed by the Chair with the approval of the Committee and is not considered to be a Committee officer.
- ii. The Parliamentarian shall have a good working knowledge of "Robert's Rules of Order"; the Bylaws and the Procedures of the Committee and the State Democratic Party; and, the California Election Code.
- iii. The Parliamentarian shall assist the Chair and render opinions and rulings when requested by the Chair.

4. SUBCOMMITTEES

a. Standing Subcommittees

- i. Standing Subcommittee Chairs shall be appointed by the Committee Chair.
- ii. Standing Subcommittees may elect a Subcommittee Vice Chair to:
 1. Assist the Subcommittee Chair,
 2. Act on behalf of the Subcommittee in the absence of the Subcommittee Chair, and
 3. The Chair and Vice Chair of the Finance Subcommittee are the Committee Treasurer and Assistant Treasurer, as established by the Santa Cruz County Democratic Central Committee Bylaws.
- iii. Each Standing Subcommittee shall develop an annual Standing Subcommittee Plan for the calendar year (January 1 - December 31) that includes:
 1. Operational goals and objectives;
 2. A proposed budget for the year's activities; and
 3. A time line to monitor progress toward achievement of those goals.
- iv. The Subcommittee Plan is to be submitted to the E-Board for review and recommendations and then presented to the Committee for approval.

b. Ad Hoc Subcommittees

- i. At the discretion of the Committee Chair, Ad Hoc Subcommittees may be established for a specific purpose or task to be accomplished within a limited time.
 - ii. The Ad Hoc Subcommittee shall be disbanded once the task has been completed.
 - iii. If the task becomes an ongoing Committee activity, the Ad Hoc Subcommittee may become a new Standing Subcommittee, pursuant to a Bylaw amendment.
 - iv. An Ad Hoc Subcommittee appointed by the Chair shall be responsible for the Committee Bylaw revision process and changes to the Procedures Manual.
- c. Subcommittee Membership**
 - i. All members and alternates are expected to serve on at least one (1) Standing Subcommittee, and may sign up for more than one (1) Standing Subcommittee, after each Committee member and alternate have signed up for their first choice of a Subcommittee.
 - ii. Membership for all Standing Subcommittees shall not exceed eight (8) members per Subcommittee, so that all Subcommittees have sufficient numbers to accomplish their specific tasks.
 - iii. Members and alternates shall have the opportunity to sign-up for membership on a Standing Subcommittee during the annual formation of the Subcommittees or shall notify the Chair of their interest in joining a specific Subcommittee.
 - iv. If members and alternates do not choose a specific Standing Subcommittee, the Chair shall appoint them to a Subcommittee with openings for additional members.
 - v. Members and alternates may also serve on Ad Hoc Subcommittees that may be established by the Chair for a specific purpose or time limited task.
 - vi. At the discretion of the Subcommittee Chair, interested Democrats who are not Committee members or alternates may participate in Subcommittee activities, but shall not be accorded voting privileges.
- d. Subcommittee Meetings**
 - i. Subcommittees, which are not regularly scheduled to meet, shall meet upon the request of the Subcommittee Chair.
- e. Conducting Business by Conference Call and Email**
 - i. Subcommittee business requiring immediate action may be conducted by telephone conference calls or email contact, subject to prior approval of the Subcommittee Chair.
 - ii. Any such action must be ratified at the next meeting of the Subcommittee.
- f. Standing Subcommittee Functions and Responsibilities**
 - i. Ways and Means Subcommittee**
 - 1. The Ways and Means Subcommittee is responsible for the fundraising activities of the Committee.
 - 2. All Committee fundraising events in which a fee is charged for attendance are a function of the Ways and Means Subcommittee.
 - 3. The Ways and Means Chair and the Subcommittee members are responsible for planning and organizing all fundraising activities necessary to meet the annual budget needs of the Committee.
 - 4. The amount of funds needed to be raised for the Committee's annual operation will be based on the Committee budget.
 - 5. Under the leadership of the Ways and Means Subcommittee, the Committee shall hold an Annual Democratic Central Committee Fundraising Event to acknowledge elected officials and local

supporters, highlight the Committee's accomplishments and honor the Democrat of the Year.

6. Other fundraising activities may include:
 - a. Online pledges through Act Blue;
 - b. Direct fundraising letters (by post or email) to DCC database members;
 - c. Approaches to major Democratic supporters and contributors; and
 - d. Other special events throughout the year.

ii. Finance Subcommittee

1. The Finance Subcommittee shall include the following members:
 - a. Committee Treasurer who shall serve as Chair of the Finance Subcommittee; and
 - b. Committee Assistant Treasurer (Vice Chair of Finance Subcommittee).
2. The Finance Subcommittee shall assist the Treasurer and Assistant Treasurer to ensure that the Committee is in compliance with federal and state campaign finance laws, and that all required finance reports and statements are accurate and filed in a timely manner.
3. The Finance Subcommittee shall review all Committee financial records, including monitoring contributions and depositing receipts.
4. The Finance Subcommittee shall review all payments issued by the Treasurer or designee for approved Committee expenditure requests provided:
 - a. All requests for payment are within budget; and/or
 - b. Are authorized by the significant authority, i.e., the Chair, E-Board or Committee as required by Committee Bylaws.
5. In addition, the Finance Subcommittee shall focus on the following tasks:
 - a. Review all Committee contributions received by Subcommittees and members and from the general public and deposited by the Treasurer into Committee accounts;
 - b. Monitor the expenditures of all Subcommittees in relation to their identified budget;
 - c. Develop a Committee annual budget, based on the Subcommittee annual plans and budget, for presentation to the E-Board and approval by the Committee;
 - d. Develop procedures to make sure that all Committee fund raising activities meet federal and state campaign finance law requirements; and
 - e. Develop Committee procedures and forms, as needed, for the reimbursement of Committee and Subcommittee expenditures.

iii. Public Relations Subcommittee

1. The Subcommittee Chair is responsible for overseeing all the functions and activities of Public Relations and, in consultation with the Committee Chair, may contact and communicate with the local press and media regarding Committee activities and public meetings.
2. In representing the Committee to the press and media, the Public Relations Subcommittee activities may include press releases, public notices, letters to the editor, and opinion pieces.
3. As detailed in Committee Communications, the Public Relations Subcommittee is responsible for Committee activities, including:

- a. Democratic General Interest email List;
 - b. Comprehensive Democratic Database;
 - c. Committee Website and Email Address, including a Committee webmaster;
 - d. Committee Newsletter, including a Newsletter Editor; and
 - e. Other Publications.
 - 4. The Subcommittee is also responsible for content and information technology necessary for all of the above activities.
 - 5. The Subcommittee also provides political materials and signage for Committee and community events.
- iv. Events Subcommittee**
- 1. The Events Subcommittee Chair is responsible for maintaining a public website calendar of events in Santa Cruz County and alerting the Committee of any upcoming event that may be appropriate for Committee participation.
 - 2. The Events Subcommittee shall be responsible for community outreach efforts and non-fundraising events sponsored by the Committee.
 - 3. The Events Subcommittee shall provide support to the Committee Chair, members, alternates and volunteers to coordinate DCC participation in a specific event. These events may include:
 - a. Election night parties;
 - b. The opening of campaign headquarters;
 - c. Annual Holiday Party;
 - d. Parade Participation (e.g. Aptos 4th of July Parade & Gay Pride Parade); and
 - e. Committee booth at annual County Fair.
 - 4. Donations may be accepted at these events and shall be recorded as event donations.
- v. Voter Registration and Education Subcommittee**
- 1. The Voter Registration and Education Subcommittee Chair is responsible for overseeing all the functions and activities of the Subcommittee.
 - 2. The Subcommittee Chair shall be responsible for monitoring the Voter Registration activities of the California Democratic Party and its effect on Committee registration efforts.
 - 3. The Subcommittee is responsible for educating the Committee regarding the importance of registering voters and continually educating the Democratic base.
 - 4. The Subcommittee provides the opportunity, tools, and training to the Committee in order to facilitate citizens' participation in the voting process.
 - 5. The Subcommittee shall organize and plan the Committee Voter Registration drive prior to all elections in conjunction with the Campaign Committee.
 - 6. The Subcommittee shall coordinate with the Committee's Get Out the Vote Drive prior to all elections in conjunction with the Campaign Committee.
 - 7. The Subcommittee and Chair shall ensure voter registration and GOTV activities comply with all federal, state, and local laws and regulations.
 - 8. The Subcommittee shall train the Committee members and interested volunteers in how to accomplish the above.

9. The Subcommittee shall continually research new methods and techniques for accomplishing the stated mission of the Voter Registration and Education Committee.
- vi. Legislative Subcommittee**
1. The Subcommittee Chair is responsible for overseeing all the functions and activities of the Subcommittee.
 2. The Subcommittee shall identify and track pertinent federal and state legislation that is of interest to the Committee and recommend an action or position on the legislation.
 3. The recommended Committee position cannot be in conflict with the CDP legislative position.

5. COMMITTEE MEETINGS

a. Schedule

- i. The Committee will meet every fourth Wednesday of the month at 7:00 pm at the Committee office, unless otherwise specified. These meetings are open to the public.
- ii. The Committee may change the date of the meetings when they are in conflict with scheduled holidays.

b. Attendance

- i. Members are required to attend all monthly meetings of the Committee.

c. Agenda

- i. An agenda shall be prepared under the direction of the Chair at the previous E-Board meeting and adopted as the first order of business of the Committee.

d. Minutes

- i. The minutes of the Committee meeting shall be sent by email to the Committee members, prior to the next scheduled meeting.
- ii. The reading of the minutes at any meeting of the Committee shall be dispensed with and correction made to the master copy.

e. Material Distribution at Meetings

- i. In order to minimize disruption during the meeting, any relevant materials should be distributed at the start of each meeting of the Committee, as much as possible,
- ii. Any material not distributed must be removed by the person who brought it.

f. Voting

- i. Only members, or alternates, in their member's absence, may vote on any issue or motion presented for a vote during a meeting.
- ii. All votes must be public, either by voice vote, raised hands, roll call or paper ballot.
- iii. Members may vote aye, nay, or abstain for any motion or election.
- iv. For Committee elections or endorsements, members will vote for identified candidates on paper ballots.
- v. In the event that a ballot vote is requested, paper ballots shall be distributed to all eligible members of the Committee.

g. Meeting Protocol

- i. Members and alternates are encouraged to express their views and make motions during meetings, and propose resolutions to the E-Board for the following meeting.
- ii. No member or alternate can speak twice to the same issue until everyone else wishing to speak has spoken to it once.

h. Audio or Video Recording

- i. Audio or video taping or live streaming of any Committee meeting or portion of a meeting is permitted unless a portion is prohibited by a majority vote of the membership in attendance.

6. COMMITTEE COMMUNICATION

- a. This Procedure establishes standards that shall apply to all types of communication that occur in the conduct of official Committee business, whether information is received or disseminated through print, internet, mail or telephone.
- b. Official Committee Business**
 - i. The purpose of the Committee is to promote the Democratic Party and elect Democrats to local, state and federal offices.
- c. Committee Contact Information**
 - i. The Committee shall establish a permanent business mailing address.
 - ii. This address shall be publicly listed on the Committee's social media sites and on all Committee electronic and print documents made available to the public.
 - iii. Temporary alternate addresses may be used for specific event mailings that require a return mail response.
 - iv. The Committee shall have a permanent telephone number with voice message capability that is available for public inquiries regarding Committee activities and interests.
 - v. The Corresponding/Legislative Secretary or their designee shall be responsible for monitoring the incoming mail and retrieving messages left on the Committee telephone. The Committee shall establish an electronic mailing address that is available on the Committee website, as well as printed on all official Committee notices and publications.
 - vi. The Committee shall establish and maintain a Santa Cruz County Democratic Party website to provide information about Democratic Party interests and activities, publicize local Democratic events and present news of general interest to local Democrats.
 - vii. The Chair shall appoint a Committee member or alternate from the membership of the Public Relations Subcommittee as Committee Webmaster to supervise maintenance of the site in accordance with the Bylaws and Standing Rules, as well as other specific recommendations of the Executive Board and Committee.
 - viii. The Webmaster shall provide copies of all passwords in a secure fashion to the Public Relations Subcommittee Chair, or if they are the Subcommittee Chair, to the Committee Chair.
 - ix. The Committee Website shall contain a link which allows the public to contact the Committee via an email address with questions, comments or requests. All inquiries received via the Committee email address shall be forwarded to the Corresponding/Legislative Secretary, who is responsible for monitoring these communications, distributing the inquiries to the appropriate Committee members and reporting on them at the Executive Board meetings.
 - x. The Committee Website shall include a page dedicated to the Democrat of the Year Award with a listing of past recipients and the year they were honored.
- d. Committee Email List and Online Groups**
 - i. Official Committee Email and Online Group**
 - 1. The Committee shall establish an email list or online group that shall function as the primary source for official Committee communication to all members and alternates outside of the Committee meetings.
 - 2. Access to the email list or online group shall be limited to current Committee members and alternates.

3. This email list or online group shall be the electronic repository for all official Committee communications and information. A copy of the Committee Bylaws, agendas, minutes and budgets, current roster, subcommittee plans and other relevant Committee information shall also be filed on this email list or online group site.
 4. Under guidelines established by the Executive Board and approved by the Committee, the Recording Secretary shall be responsible, as the for managing the access and contents of this email list or online group, deleting or storing individual postings and files, as necessary.
 5. Non-members who wish to post Democratic Committee-related information to the email list or online group shall do so with the assistance of the Chair, Recording Secretary or Subcommittee Chair.
 6. Continued misuse of the official Committee list and online group shall be addressed by the Executive Board.
- ii. Committee-Sponsored Democratic General Interest Email and Online Group**
1. The Committee may also establish a Democratic general-interest list and/or online group for any Santa Cruz County Democrat interested in receiving information related to Committee operations, as well as information and notices related to local Democratic interest areas.
 2. Any member of this general interest list and/or online group may post information to the list membership. The Corresponding/Legislative Secretary shall be responsible for maintaining postings for this Committee-sponsored Democratic general-interest list and/or online group.
- iii. Other Committee Online Groups**
1. The Executive Board and Subcommittees may establish a separate email list and/or online groups in order to support the functioning of their group. The Committee Chair or Subcommittee Chair or his/her designee shall be responsible for maintaining and monitoring these limited-use online groups.
 2. Interested Democrats who are assisting in Subcommittee activities may be added to these limited-use email list and/or online groups, as determined by the Subcommittee Chair, but shall not have direct access to the official Committee email list / online group.
- e. Electronic Mailing Lists and Democratic Database**
- i. Official Committee Roster and Email List**
1. The official Committee Roster shall include the email addresses of all current members and alternates.
 2. The Recording Secretary shall be responsible for updating and maintaining the Committee membership roster and the Committee's email list.
- ii. Democratic General Interest Email List**
1. The email addresses of Committee members, alternates, volunteers, event attendees and interested Democratic voters shall be maintained on a Democratic General-Interest email list.
 2. The Democratic General-Interest email list may be used to distribute information regarding Committee and other Democratic events and activities. It is also the basis for the Committee Electronic Newsletter mailing list.
 3. The Public Relations Subcommittee shall be responsible for maintaining the Democratic General-Interest email list.
- iii. Comprehensive Democratic Database**

1. The Committee shall develop and maintain a Comprehensive Democratic Database that contains contact information for interested Democrats who have made contributions to the Committee, attended Committee events and volunteered at Committee activities.
2. The Comprehensive Democratic Database may be used to create mailing lists for Committee events and fundraising.
3. The Public Relations Subcommittee shall be responsible for maintaining the Comprehensive Committee Democratic Database.
4. Any information relating to Committee donors is the sole property of the Committee and all requests for access to donor contact information shall be denied.
5. Requests for access to or for copies made of Committee contact information compiled in the normal course of Committee business shall be denied unless approved with specific conditions by a two-thirds (2/3) majority vote of both the Executive Board and the Committee.

f. Committee Newsletter

- i. It shall be the responsibility of the Public Relations Subcommittee to publish a Committee newsletter at least once a month.
- ii. The contents of the newsletter shall adhere to the appropriate provisions of the Bylaws and Procedures.
- iii. The Public Relations Subcommittee Chair shall appoint a member or alternate from the membership of the Public Relations Subcommittee to be Newsletter Editor.
 1. The Editor shall be responsible for composing and distributing each newsletter issue;
 2. The Committee Chair and Public Relations Chair shall review the newsletter prior to its distribution; and
 3. The Editor shall be responsible for maintaining the newsletter electronic mailing list.

g. Other Publications

- i. The Committee may publish printed pamphlets and documents for public distribution to provide information about the Santa Cruz County Democratic Party activities and contact information.
- ii. The Public Relations Subcommittee shall be responsible for generating public information documents. Prior to printing, all official publications are subject to Executive Board and Committee review and approval.
- iii. Other written Committee communications, including response letters, fundraising appeals and event invitations generated by Committee officers or designated Subcommittees, shall be approved by the Committee Chair and Subcommittee Chair, if applicable, prior to mailing. Copies of these communications shall be made available to Committee members.
- iv. All Committee written communications must contain Committee identification and contact information.

h. Official Logo

- i. The Committee shall adopt an official Santa Cruz County Democratic Party logo that will appear on all print and electronic Committee communications.
- ii. The logo may only be used for official Committee communications.

7. FINANCE

a. Fundraising Reporting

- i. Any event in which the Committee is the primary sponsor, or, any event in which donations are received for the Committee, the chair of the Subcommittee arranging the event shall designate a member of the Subcommittee to collect campaign-finance-reporting information from all donors and attendees, including the following:
 - 1. Name;
 - 2. Address;
 - 3. Phone number;
 - 4. Employer (If self-employed, please provide the name of the business or if not employed, enter “none”); and
 - 5. Occupation.
- ii. In-kind gifts, donated services or donated products, shall include an estimate of the fair market value.
- iii. A donation from a single person for one hundred dollars (\$100.00) or more must be made by personal check or credit card.

8. OFFICE MANAGEMENT

- a. **Permanent Office** The Committee shall establish a permanent Democratic headquarters to provide a central office for Committee activities.
- b. **General Operations**
 - i. The Committee Chair bears overall responsibility for the office.
 - ii. The Committee Chair shall appoint an Ad Hoc Office Subcommittee to oversee the operation of the office. The Committee Chair and Vice Chair shall be members of this subcommittee
 - iii. The Ad Hoc Office Subcommittee shall develop an Office Planspecifying the type of activities to be conducted, fundraising to generate income to support office expenses, office staffing, and the hours the office will be open to the public.
 - iv. An Ad Hoc Office Subcommittee member shall be designated as the Facility Manager.
 - v. The Facility Manager is responsible for the physical appearance, upkeep and maintenance of the office and equipment, including furniture, all computer, audio-visual and telephone apparatus.
- c. **Office Equipment Use**
 - i. **Office Computer**
 - 1. One computer shall be designated as the official computer of the Committee, under the control of the Facility Manager.
 - 2. A copy of all Committee databases and files should be available on this computer.
 - 3. No one is to add or download any software or email programs onto the computer hard drive without prior approval from the Facility Manager.
 - 4. The Facility Manager shall be responsible for making sure that appropriate anti-virus and anti-malware software are installed, functioning and up to date. Installing such software is under the control of the Facility Manager.
- d. **Merchandise**
 - i. The office shall have Democratic merchandise items available to the public for a donation with no amount specified or amount suggested.
 - ii. All donations shall be recorded.
 - iii. Money collected shall be placed in the locked cabinet at the end of the day, with a tally sheet.
 - iv. The Committee Treasurer or designee shall deposit the collected money into the Committee bank account.
 - v. A member of the Ad Hoc Office Subcommittee shall be designated as the “Store Manager” and will be responsible for setting up procedures for store operation and maintaining an adequate inventory of merchandise.
- e. **Storage of the Committee’s Materials**
 - i. All materials of the Committee, banners, decorations, supplies, food, drinks, etc. shall be stored appropriately in the office.

f. Rental of Office Space

- i. Space in the office may be rented at a rate to be determined by the Finance Committee in accordance with a rental agreement approved by the board.

g. Office Keys

- i. The Office Facility Manager shall be in charge of making and distributing keys to the office and maintaining a record of keys given out.
- ii. The Treasurer and an additional officer appointed by the Chair will be issued keys to the Committee P.O Box and the office mailbox.

9. COMMITTEE HONORS AND AWARDS

a. Democrat of the Year

i. Purpose of Award

1. The Committee shall conduct an annual process to select a Santa Cruz County Democrat of the Year. The award may be made individually or jointly.
2. The purpose of the award is to honor Democrats from Santa Cruz County who have been active participants and have made significant and outstanding contributions to promote and strengthen the Santa Cruz County Democratic Party within the past year.
3. The award shall be presented at the annual Committee Dinner or primary fundraising event.
4. The Public Relations Subcommittee is responsible for conducting the Democrat of the Year process, including the nominations, election and presentation of the award.

ii. Eligibility

1. Registered Democrats who have been noteworthy volunteers and participants in Santa Cruz County Democratic Party activities in the previous year are eligible to be nominated; this includes both members of the public, as well as Committee members and alternates, except the following:
 - i. The current (or sitting) Committee Chair;
 - ii. Anyone paid by the Committee during the past year,
 - iii. Any prior Democrat of the Year; and
 - iv. Any current elected official or any of their paid office or campaign staff.

iii. Nomination Process

1. The nomination process shall begin at least two (2) months prior to date of the annual Committee dinner or event at which the award will be presented.
2. Any Committee member or alternate may make a nomination.
3. Notification shall be sent to the chartered Democratic Clubs within Santa Cruz County for possible nominations. Each club may make one nomination.
4. The nomination shall include 1-2 paragraphs summarizing nominee accomplishments on behalf of the Santa Cruz County Democratic Party. The summary should not exceed 500 words, as it will be included on the election ballot.

iv. Election Process

1. The Committee election of Democrat of the Year shall occur at a Committee meeting at least one month prior to the event at which the award will be presented.
2. A paper ballot containing all nominee names and nomination summary statements shall be distributed to all Committee members at that meeting who are eligible to vote. If their

member is absent, alternates shall receive the ballot materials and may vote.

3. A majority of votes cast shall determine the winner. If there are three (3) or more individual or joint nominations and none receives a majority, a second run-off election of the top two (2) finishers shall be immediately held.
4. The Committee Chair shall notify the individual winner(s) of the vote.

v. Presentation of the Award

1. Trophy
 - a. The permanent award, to be displayed at Committee Headquarters, is the Democratic donkey trophy which has engraved plaques on its base containing the year and names of all previous Democrats of the Year.
 - b. An individual award shall be presented to each year's winner.
2. Additional Presentations
 - a. In addition to the award, the Democrat of the Year is presented with legislative proclamations from the County Board of Supervisors, the California Legislature and Congress highlighting their contributions to the community.
 - b. The Public Relations Subcommittee shall designate a subcommittee member to work with the staff of local elected officials in the preparation of these proclamations.

b. Other Honors

- i. The Committee may present other Special Recognition Awards for meritorious actions on behalf of the Santa Cruz Democratic Party or its causes, when deemed appropriate.
- ii. Suggestions for such special recognition shall be presented to the Executive Board.
- iii. The discussion should include the specific reasons for the Special Recognition Award and a determination of the type of award (i.e., plaque, framed certificate, etc.) to be presented, as well as the method of presentation (when/where).
- iv. Following E-Board approval, the proposed honor will be included on the agenda of the following Committee meeting.
- v. If the Committee votes to approve the award, the Committee Chair shall notify the honoree of the award and details of when/where it will be presented.
- vi. The Public Relations Subcommittee shall be responsible for producing the award prior to the designated date of presentation.

10. CHARTERED CLUBS

- a. The request for a club charter shall be by written application. The application shall be presented in a format specified by the Recording Secretary of the Committee with instructions for completion. Applications shall include a copy of current club bylaws, current membership roster with contact information, as required by the CDP, for a minimum of twenty (20) members who are registered Democrats in the State of California, and a list of officers of the club. The Recording Secretary shall keep a record of club charters and renewals, denials and revocations and post copies of all to the Committee's online group. New clubs may be considered for chartering throughout the year.
- b. Existing Chartered clubs are required to file for renewal of their charter by March 1st in every even numbered year. The club charter renewal process requires submission of: a) the current copy of the club membership roster with contact

information, as required by the CDP, for a minimum of twenty (20) registered Democrats in the State of California; b) list of officers; c) current bylaws, d) Club mailing address, preferred email address, website and/or social media sites, procedure for joining the club; and e) indicate the number of meetings and activities held by the club per year. The Recording Secretary of the Committee shall send a reminder to renew to each chartered club. The reminder shall include the schedule and deadline for compliance.

- c. Charter applications and renewals shall be submitted to the Recording Secretary for initial review. Once found to be complete they will be reviewed by the Executive Board to determine whether all charter requirements have been met. Club membership lists and member contact information will be used to verify that club members are registered to vote as Democrats in the State of California or intend to register as Democrats when they become eligible. Club bylaws will be reviewed to verify that the club objective is the "advancement of the Democratic Party," as required for charter approval.
- d. After review and recommendation by the Executive Board, the application for a club charter shall be placed on the Committee agenda with the Board's recommendation.
- e. The Committee shall have the power and authority to grant a club charter by a majority vote. The Committee shall notify the club in writing of the approval or denial of the club charter. If a club has not been approved for charter status, the written notification shall include the specific cause(s) of the denial.
- f. Any charter which has been granted by the Committee shall be effective until the next chartering cycle, unless revoked for cause.
- g. A club may re-apply for a charter or charter renewal no sooner than one month from the date of written notification of denial; revocation or date of charter expiration.