

SENIOR CAUCUS OF THE CALIFORNIA DEMOCRATIC PARTY

BYLAWS

Article I: Name

The name of this organization is the Senior Caucus of the California Democratic Party (hereinafter "Senior Caucus" or "the Caucus").

Article II: Purpose

The purpose of the Senior Caucus is to work within the California Democratic Party (hereinafter "CDP"), providing a strong voice and representation within the party structure promoting the welfare of Senior Citizens of all strata through effective legislation and encouraging Seniors to participate fully as Democrats at all levels of policy making and public service. Membership in this Caucus is open to any person with an interest in identifying and promoting Senior issues in California who subscribes to the purposes of the CDP and the Senior Caucus.

Article III: Voting Membership:

A voting member shall be any Democrat currently registered to vote in California or, if ineligible to register as a Democrat, has expressed an intent to register as a Democrat upon becoming eligible, who believes in and supports the purpose of the Senior Caucus and who has paid dues prior to the taking of a vote. The Senior Caucus shall permit the use of secret ballots. Candidates for Caucus election shall not have direct access to the Voting Membership list, but may post to Caucus members via the Caucus listserve.

Article IV: Dues

- A. The Caucus shall neither raise funds other than dues nor disburse funds other than standard or routine costs of regular and special meetings and communications. All Caucus funds shall be promptly accounted for and processed according to the rules promulgated by the Finance Committee of the CDP.
- B. Dues shall be paid on a biennial basis from the date of receipt of dues (the "Term"). The amount of dues shall be set by the caucus' Executive Committee at least thirty (30) days before the beginning of the Term and shall not be increased during the Term.
- C. Hardship Waiver: The Senior Caucus is committed to equal treatment, for purposes of voting or seeking office in a Caucus Officer election, for membership applicants who pay dues or seek membership by means of a dues waiver. A waiver of dues is provided for on the grounds of self-defining hardship. No explanation is needed. Hardship waivers may be requested at any regular meeting of the Caucus by checking the "Waiver" selection on the Caucus Membership form. An individual requesting a Hardship Waiver shall have Member dues waived.

Article V: Organization

This Caucus is constituted in accordance with the by-laws of the California State Central Committee of the CDP ("DSCC") as a "Special Group Caucus" within the DSCC. Failure to comply with Article XI, Sections 1-5, of the DSCC Bylaws may subject the Caucus to decertification by the DSCC.

Article VI: Executive Committee

- A. Membership. Membership of the Executive Committee of the Senior Caucus shall be composed of seven (7) Officers duly elected by the voting Members.
- B. The duties of the Executive Committee shall be to exercise all executive powers on behalf of the Senior Caucus between meetings. At the start of each Senior Caucus meeting, the Executive Committee shall inform the members in attendance of all decisions and recommendations made by the Executive Committee during the intervening period.
- C. Quorum of any meeting of the Executive Committee shall consist of a minimum of three (3) members.
- D. Vacancies. A vacancy shall be filled by appointment of the Caucus Chair and ratified by a majority vote of all Officers present and voting until a vote by the membership can be held to fill the vacancy at the next scheduled Caucus Meeting providing the requirement for sufficient Notice has been met as set forth in these Bylaws.

Article VII: Committees

There are no standing committees of the Senior Caucus. Special and AD Hoc Committees may be established as necessary by the Chair who shall appoint the chair(s) of such committees, after consulting with the other members of the Executive Committee.

Article VIII: Officers of the Executive Committee

- A. Chair: The Chair shall preside over all general meetings of the Caucus and represent the Caucus on the Executive Board of the Democratic State Central Committee. The Chair shall provide required documentation to the Rules Committee of the CDP including a membership list and a copy of the current bylaws.
- B. Vice-Chairs: There will be three (3) Vice-Chairs, one each for Northern, Central and Southern California regions. The Vice-Chairs shall rotate in assuming Chair responsibilities as these arise from time to time in the absence of the Chair during Meetings or other function that require Chair's attendance or upon the occasion of a vacancy in the position of Chair. The three Regions are as follows:
 - i. Northern Region: The Northern Region shall consist of San Mateo, Santa Clara, Alameda, Contra Costa, Sacramento, Calaveras, and Alpine counties and all counties North of these counties Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Mateo, Santa Clara, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba Counties.
 - ii. Central Region: The Central Region shall consist of Santa Cruz, San Benito, Merced, Stanislaus, San Joaquin, Tuolumne, and Mono counties on the north boundary and Santa Barbara, Kern, Tulare, Fresno, and Mono counties on the south boundary and all counties in between Fresno, Kern, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Joaquin, San Luis Obispo, Santa Barbara, Santa Cruz, Stanislaus, Tulare, and Tuolumne Counties.
 - iii. Southern Region: The Southern Region shall consist of Ventura, Los Angeles, San Bernardino and Inyo counties and all counties south of these counties

Imperial, Inyo, Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura Counties.

- C. Secretary: The Secretary shall keep the minutes of the Caucus and be responsible for sending out official communications as directed by the Executive Committee, including compliance with Notice requirements for email and postal service delivery of official Caucus communications.
- D. Treasurer: The Treasurer shall promptly account for all Caucus funds, prepare financial reports as required by the Democratic State Central Committee. The Treasurer is responsible to maintain the list of voting members at meetings and may be contacted by anyone seeking confirmation of voting or election eligibility up to the time of the start of the Meeting at which the voting will take place.
- E. Communications: The Communications Officer shall be responsible for maintaining the Caucus website and social media accounts, moderating the Caucus listserv (when and as necessary), and such other duties as the Executive Committee may from time to time require.

Article IX: Officer Removal Clause

Any officer of the Caucus may be removed prior to the expiration of term for malfeasance, misfeasance and nonfeasance by two-thirds (2/3) vote of the Board, excluding the Officer who is subject to the removal vote or, if appealed, by two-thirds (2/3) vote of the membership in attendance at any scheduled Caucus Membership meeting, for violating or failing to perform the duties of the Office or fulfill responsibilities under these Bylaws or the Bylaws of the DSCC.

Article X: Elections

- A. The election of Officers shall occur as the final agenda item at the Caucus meeting during odd-numbered years at the time and place that the CDP holds its Annual Convention.
- B. All Officers shall be voting members of the Caucus; the Chair and Vice Chairs shall be DSCC members of the DSCC.
- C. Officers shall be nominated from the floor and elected by a majority of the members present and voting. Immediately following the election of officers, the newly elected Chair shall assume the role of presiding officer on adjournment of the Meeting at which the Officer is elected.
- D. All vacancies shall be filled by the Chair until an election may be held at the next Caucus meeting after the vacancy occurs.

Article XI: Voting

- A. All decisions shall be made by a majority vote of those present and voting. The Chair, or in the absence of the Chair, the Vice-Chair, shall cast the deciding vote in case of tie.
- B. A voting Member must be present to cast a vote, no proxies are permitted.
- C. Balloting Process. The Caucus Treasurer shall provide for sufficient ballots for all current Members to vote if necessary in the event of contested positions, and for sufficient provisional ballots to be available at the Meeting to allow any person whose ballot is contested to cast a provisional ballot. Provisional ballot shall be of a different color than non-provisional ballots and shall be placed in an envelope on which the voter's name and circumstances surrounding the casting of a provisional ballot shall be legibly printed. Provisional ballots once cast and placed in an envelope shall be cast by placing them in the ballot box. Provisional ballots shall be segregated and shall be opened and counted only when the issue forming the basis for requiring the ballot to be cast provisionally is resolved and only if potentially outcome determinative. The sole basis for a ballot to be cast provisionally shall be because:

- (1) the voter or another member of the Caucus contends that the voter should have been eligible to cast a ballot but that voter's name is not on the roster of members of the Caucus whose dues had been paid or waived as of the applicable cutoff date/time;
- (2) a member of the Caucus contends that the voter is (A) not a registered Democrat or (B) is not a person ineligible to register as a Democrat, but who has expressed an intent to register as a Democrat upon becoming eligible; or
- (3) a member of the Caucus contends that the voter should not have been eligible to cast a ballot because even though that voter's name is on the roster of members of the Caucus whose dues had been paid or waived as of the applicable cutoff date/time, the voter should not have been so listed.

D. **Dispute Resolution.** Any disputes over voter or candidate eligibility, election procedures and ballot counting shall be resolved by an Ad-Hoc Election Committee formed by the Chair specifically for this purpose. Such Election Committee shall resolve any such issues at the Meeting at which balloting occurred unless they, by majority vote, determine that it is impossible to do so within that time frame. In such event, the Election Committee shall resolve any such issues within ten (10) days of the date of the Meeting at which balloting occurred. Once the Election Committee has ruled, its decision is a final determination within the Caucus and any appeal must be made through means outside the Caucus.

E. **Preservation of Ballots.** The Treasurer, or if an Election Committee has been formed, the Election Committee, shall be responsible for securing the roster of eligible voters, nomination documents (if any), ballots and any tallies until 10 days after the next CDP Executive Board meeting next succeeding the meeting at which balloting took place or the resolution of any challenge or appeal, whichever is later.

Article XII: Meetings

A. Regular meetings of the membership shall coincide with the annual CDP Convention and the meetings of the Executive Board of the CDP.

B. **Quorum.** Ten Percent (10%) or Twenty (20) Members, whichever is less, at all scheduled Convention Meetings and Five Percent (5%) or Ten (10) Members, whichever is less, at E-Board Meetings shall be considered a Quorum to do business. While the Caucus may meet without a Quorum, it may not do official business or take a vote.

C. All meetings shall be conducted in accordance with Roberts Rules of Order, Newly Revised.

D. All members shall be informed of each Caucus meeting at least thirty (30) days before any scheduled meeting [twenty (20) days if by postal mail]. Email delivery shall be considered sufficient Notice for all purposes except in the case of Members without email or Members who have chosen not to receive Notice by email who shall receive Official Notices by U.S. Postal Service First-Class mail. For the purposes of these Bylaws, Notice will be deemed given immediately when posted to email or on the fifth (5th) day after mailing via postal service.

E. All meetings shall be fully accessible to people with disabilities in compliance with the applicable State and Federal laws as well as the rules of the CDP.

F. Except as may be otherwise provided herein, and with regard to amendments of these bylaws, at least fifteen (15) [ten (10) days if by mail] written Notice shall be given of all matters that the Executive Committee of the Caucus will ask the General Membership to consider. Written notice given by the CDP for its meetings, if a meeting of this Caucus is noted thereon, shall suf-

fice if given within this time frame. Nothing in this provision will limit Members raising a matter from the floor at any scheduled Meeting properly convened for which there is a Quorum present.

Article XIII: Endorsements

- A. The Caucus, as a body constituted within the CDP and subject to its Bylaws, shall make no independent endorsement of any candidate for public office or public ballot initiative unless that candidate or initiative has previously been endorsed by the Party through its formal endorsement process. Furthermore, unless a candidate or public initiative has received the official endorsement of the CDP, all motions of support, if directed to outside the Party, are deemed to be out of order. This shall not, however, bind any Member of the Caucus from making an individual public endorsement of any candidate or initiative, whether endorsed or not endorsed by the Party.
- B. Caucus endorsement recommendations to the Party may be considered and made at any meeting of the Members at which a Quorum is present and shall be made part of the official record of the Caucus. Any vote regarding recommendations to the Party regarding endorsement preferences shall require sixty-five percent (65%) vote of those caucus members present and voting.

Article XIV: Non-Discrimination

The Senior Caucus is prohibited from discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, disabilities as defined by the American with Disabilities Act of 1990, gender identification or economic status. All Caucus Meetings shall be open and accessible to all members of the Democratic Party as defined in DSCC's bylaws.

Article XV: Code of Conduct

- A. Adoption of the Code of Conduct of the California Democratic Party. The Senior Caucus hereby adopts the Code of Conduct of the California Democratic Party (hereinafter "CDP Code") and incorporates the CDP Code, as it now exists or as it may hereafter be amended, as a part of these bylaws. A copy of the current CDP Code is appended to these bylaws and if hereafter amended by the CDP, the amended CDP Code shall be considered to have superseded the version appended hereto, and be operative as if appended hereto.
- B. Appending of Amended CDP Codes. At the earliest possible convenience, the current CDP Code shall be appended to these bylaws, without need for further action by This Caucus.
- C. Violations. Any violation of the Code shall be considered a violation of the Caucus bylaws and shall subject the officer/member to discipline under these bylaws. Such discipline shall be in addition to any disciplinary actions by the California Democratic Party or any of its constituent parts.
- D. Availability. Copies of the Code shall be made a part of the notices of any and all meetings of this Caucus by inclusion of an appropriate link, and made available to members attending any such meeting by the officer responsible for check in.
- E. Filing. In addition to the process for the filing of any disciplinary charges under these bylaws, or under the bylaws of the CDP, the parliamentarian of this Caucus or, in their absence or when the conduct in issue involves the parliamentarian, any officer of this Caucus is responsible for and charged with receiving and ensuring the prompt processing of any complaint of violation of the Code. These two (2) tracks for processing such a complaint are not mutually exclusive and the failure to process a complaint under the Caucus' bylaws shall not constitute a failure

to exhaust administrative remedies barring initiation of any process under the auspices of the CDP Conduct Commission.

Article XVI: CDP By-Laws

Any issues not specifically covered by these by-laws shall be governed by the by-laws of the CDP. In case of conflict in the by-laws, the CDP by-laws will be the governing document. The Caucus specifically recognizes its obligations to adhere to the General Provisions of the CDP Bylaws.

Article XVII: Amendments to the By-Laws

- A. Notice of proposed changes/amendments to these by-laws must be in writing and must be sent to all current voting members of the Caucus at least fifteen (15) days [ten (10) days if by mail] before any vote can be taken on such amendments.
- B. Amendments to these by-laws including those necessary to conform to DSCC rules must be approved by the affirmative vote of two-thirds (2/3) of those voting members who are voting on such proposed amendments. Voting will occur at a regularly scheduled Meeting of the Caucus.

Amended for Recertification Compliance by Member Vote, November 15, 2019.