

**CALIFORNIA DEMOCRATIC PARTY
ASIAN PACIFIC ISLANDER CAUCUS
BYLAWS**

Last Amended November 23, 2013

ARTICLE I. NAME AND PURPOSE

Section 1. Name

- A. The name of this organization shall be the California Democratic Party (CDP) Asian Pacific Islander (API) Caucus hereinafter referred to as the "Caucus."
- B. The Caucus does not discriminate on the grounds of the race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, or persons with disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

Section 2. Purpose

Consistent with the Bylaws of the California Democratic Party, the Caucus will, on behalf of the Americans of Asian and Pacific Islander origin, strive to:

- A. Act as a vehicle to disseminate Democratic Party values and implement policies of the Party in the Asian Pacific Islander American communities;
- B. Provide a forum to address political concerns of Asian Pacific Islander Americans;
- C. Enhance visibility of Asian Pacific Islander Americans;
- D. Promote participation and representation of its members in the legislative executive, judicial and political process of California;
- E. Recruit, train and support candidates of Asian and Pacific Island origin to run for public office.

Section 3. Regions

- A. The Southern Region shall be comprised of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Barbara and Ventura.
- B. The counties in California not included in the Southern Region shall comprise the Northern Region.

Section 4. Organization

- A. The Caucus recognizes obligations under CDP Bylaws Article XI. The Caucus is the official arm of the CDP representing the interests of Democrats of Asian and Pacific Islander (API) origin in the State of California. It was formed to foster participation in the policy decisions and the outreach programs of the Party in the diverse API communities. The Caucus is certified under CDP Bylaws Article XI SECTION 4.
- B. Any issues not specifically covered by these bylaws shall be governed by the bylaws of the California Democratic Party. In case of conflict in the bylaws, the CDP bylaws will be the governing document.

- C. The Caucus specifically recognizes its obligations to adhere to the General Provisions of the CDP Bylaws.

ARTICLE II. MEMBERSHIP

Section 1. Membership Eligibility

- A. **Full Member** - All registered Democrats who believe in purpose of the Caucus are eligible for membership.
- B. **Associate Member** - All persons who are not registered Democrats and believe in the purposes of the Caucus are eligible for associate membership.
- C. **Dues** – The Executive Board shall set dues yearly.
- D. Payment of dues shall not be obligatory for any member to whom it constitutes an economic hardship as determined by the Executive Board.
- E. Membership dues shall be the only source of revenue for the Caucus.
- F. The Fiscal Year for the Caucus begins at the end of the annual CDP Convention.

Section 2. Voting

- A. All Full Members in good standing have full voting privileges. A person must be a member for at 30 days prior to Caucus election to be eligible to participate in the election of officers, including voting and running for Caucus office.
- B. All Associate Members in good standing are entitled to the same voting privileges as full members with the following exceptions; Associate Members may not vote for officers in the Caucus elections occurring in Biennial State Conventions and may not run for elected offices of the Caucus.
- C. Members who have paid their annual dues are in good standing.
- D. Based on Article 9, SECTION 12 of the Charter of the Democratic Party of the United States of America, Resolution of the DNC Rules Committee adopted on June 23, 1994, and Article X, SECTION 9, b(2) and c, of the Bylaws of the California Democratic Party, no vote by secret ballot shall be taken at any meeting of this Caucus.

ARTICLE III. MEETINGS

Section 1. Regular Meetings

The Caucus shall convene in regular meetings at the time and place where the meetings of the Executive Board of Democratic State Central Committee are being held and at the State Conventions.

Section 2. Special Meetings

Special meeting may be called in the following manner:

- A. Upon call of the Caucus Chair;
- B. Upon call of the Caucus Chair within fifteen (15) days following her/his receipt of a written request signed by 20% of the voting members of the Caucus; or
- C. Upon call of the Caucus Executive Board.

Section 3. Meeting Rules And Procedures

All meetings shall be conducted in compliance with the latest version of the Robert's Rules of Order except as otherwise provided in these Bylaws as interpreted by the Parliamentarian or the Chair with the assistance of the Parliamentarian.

Section 4. Notices

- A. Notice of regular and special meetings of the Caucus shall be sent by the State Secretary and the Regional Secretaries at least ten (10) days prior to the convening of each meeting by U.S. Mail, fax, email, and/or all available forms of communication. Notices shall adhere to the requirements in Article VIII of CDP Bylaws.
- B. If, upon good cause, the time is shortened, notice may be given by phone, fax, email and/or all available forms of communication including posting on the Caucus website at least three days prior to the meeting.

Section 5. Quorum

- A. Twenty (20) percent of the paid members of the Caucus shall constitute a quorum for a general meeting at the State Convention.
- B. A majority of the Executive Board members shall constitute a quorum at Executive Board meetings.

ARTICLE IV. OFFICERS

Section 1. Officers

The officers of this organization shall be a State Chair; State Treasurer; Northern Chair; Southern Chair; Northern Vice Chair; Southern Vice Chair; State Secretary; Northern Secretary; Southern Secretary; Northern Outreach Chair; Southern Outreach Chair. These officers will constitute the Executive Board.

Section 2. Statewide Officers

The statewide officers are elected by the statewide Caucus membership.

Section 3. Regional Officers

The Northern Region and Southern Region officers are elected by their respective regions.

Section 4. Duties and Responsibilities of Officers

- A. The State Chair shall be the principal executive officer and spokesperson of the Caucus. She/he shall do everything necessary to carry into effect the purposes of this organization and serve as the CDP

Executive Board representative per CDP Bylaws. He/she shall fulfill the duties required of a CDP Executive Board Representative. As such, the State Chair must be a member of the Democratic State Central Committee.

- B. The Northern Chair shall be the principal executive officer and spokesperson of the Northern Region and its Executive Board. She/he will report to the State Chair. It is the intent of this Caucus to allow broad authority to the Northern Chair to carry out the goals in his/her region.
- C. The Southern Chair shall be the principal executive officer and spokesperson of the Southern Region and its Executive Board. She/he will report to the State Chair. It is the intent of this Caucus to allow broad authority to the Southern Chair to carry out the goals of Caucus in his/her region.
- D. The Northern Vice Chair shall do everything necessary to assist the Northern Chair in performance of her/his duties in their region.
- E. The Southern Vice Chair shall do everything necessary to assist the Southern Chairperson in performance of her/his duties in their region.
- F. The State Secretary shall maintain all records of the Caucus. He/she shall serve required notices on a statewide basis.
- G. The Northern Secretary shall assist the State Secretary in maintaining records and serving required notices for the Northern Region.
- H. The Southern Secretary shall assist the State Secretary in maintaining records and required notices for the Southern Region.
- I. The State Treasurer shall take custody of funds. She/he shall deposit funds in the Caucus account. She/he shall make reports at each regular meeting of the organization and receipts. She/he shall file financial reports with the California Democratic Party as required.
- J. The Northern Outreach Chair shall oversee activities of the Development, Education, and Membership Committee with respect to the Southern Region.
- K. The Southern Outreach Chair shall oversee activities of the Development, Education, and Membership Committee with respect to the Southern Region.

Section 5. Election of Officers

- A. All statewide officers shall be elected before the conclusion of the CDP State Convention in odd-numbered years. All regional officers will be elected in their respective regions at the same time.
- B. Candidate for office must be a full member of the Caucus in good standing for at least 30 days prior to the election.
- C. All officers shall be elected by a majority of those present and voting.
- D. Elections shall be conducted according to the procedure established by the Executive Board and adopted by the Caucus prior to each election.

Section 6. Terms of Office

- A. The term of office shall be two years or until a successor is elected, except as otherwise provided in these Bylaws.

Section 7. Vacant Office

- A. Vacancy in any office shall be filled by special election only in cases where the unexpired term in question exceeds six months.
- B. In cases where the unexpired term equals six months or less, a vacancy of the office in question shall be filled by appointment of the Chair and approved by two-thirds (2/3) vote of the Executive Board.
- C. In cases where unexpired terms equal six months or less, a vacancy of the Regional officers shall be filled by appointment of the affected Regional Executive Board.

ARTICLE V. REMOVAL OF OFFICERS

Section 1. Removal for Cause

An officer of this organization may be removed from office for cause – that is, misconduct or neglect of duty in office.

- A. At least 20 members of the Caucus must sign and submit to the State Secretary a written Statement of Charges containing the grounds for removal.
- B. The State Secretary, upon receipt of the Statement of Charges, must send a letter to the accused officer by registered mail: a copy of the Statement of Charges and a letter stating that the accused officer may either resign or have a hearing by way of motion for removal at the next meeting of the Caucus;
- C. If the accused officer does not resign, the State Secretary shall send a copy of the Statement of Charges to all members of the Caucus along with the notice for the next meeting of the Caucus; and
- D. At said next meeting of the Caucus, the accused officer shall be afforded an opportunity to respond to the charge. After such hearing, upon motion for removal made by one of the signatories to the Statement of Charges, the accused officer may be removed by two-thirds (2/3) vote of all members present and voting.

ARTICLE VII. STANDING COMMITTEES

Section 1. Standing Committees

The following Standing Committees shall be established: Candidate Development; Diversity & Outreach; Election Protection; Events; Legislative Action; Rules; Resolution; Development, Education & Membership; Speakers Bureau; Voter Registration; and Democratic Organization Steering Committee.

Section 2. Standing Committee Chairs

The State Chair shall appoint chairs of the Standing Committee with the consent of the Executive Board.

Section 3. Standing Committee Members

Any Caucus member in good standing who wishes to serve on a Standing Committee who have not been so appointed may be appointed by the State Chair. Additionally, each elected Caucus officer may appoint one Caucus member to each Standing Committee.

Section 4. Standing Committee Responsibilities

- A. **Candidate Development** – Assist in identifying, recruiting, and/or training potential candidates for federal, state, or local offices to build the Democratic Party and the Asian Pacific Islander community; assist in conducting trainings on Democratic Party endorsement process, including local party processes.
- B. **Diversity & Outreach** – Work with community organizations to create community service opportunities for Caucus members; serve as liaison to Democratic Party organizations and allied organizations.
- C. **Election Protection** – Serve as an oversight and advisory body on election integrity, voter rights, and voter protection issues in the Asian Pacific Islander community.
- D. **Events** – Responsible for developing and implementing Caucus outreach activities and special events.
- E. **Legislative Action** – Work with legislators and legislative offices to conduct research, analyses, and deliberations on legislation to create a list of recommended priority legislation for Caucus consideration; advocate on behalf of Caucus-supported legislation and CDP-endorsed legislation.
- F. **Rules** – Serve as the authority on the bylaws and rules governing the Caucus; consider and present recommendations on bylaws amendments for consideration.
- G. **Resolutions** – Conduct research, analyses, hearings, and deliberations on resolutions submitted to the Caucus; present recommendations on resolutions for Caucus consideration.
- H. **Development, Education & Membership** – Develop special programs on topical Asian Pacific Islander issues or other issues for Caucus meetings and events, such as speakers or issue presentations; work with other committees to expand membership.
- I. **Speakers Bureau** – Create and maintain a speakers list for topical and community outreach by linguistic, geographic, demographic, and issue diversities.
- J. **Voter Registration** – Creates and implements voter registration strategic plan; conduct voter registration at special events, including naturalization ceremonies.
- K. **Democratic Organization Steering Committee** – The president or a designee of a duly chartered Democratic club/organization of a local County Democratic Central Committee pursuant to the California Elections Code SECTION 20201 may serve on the Caucus Steering Committee if:
 - 1. The Democratic club/organization primarily serves the Asian Pacific Islander community or the membership of the Democratic club/organization is consisted of majority Asian Pacific Islander persons, and

2. The president or designee of the Democratic club/organization is a Caucus member in good standing.

Section 5. Ex-Officio Membership

The State Chair of the Caucus shall be an ex-officio member of all standing committees.

Section 6. Standing Committee Meetings

Each standing committee shall meet at the regularly scheduled Caucus meetings or at the call of their respective Chairs.

ARTICLE VIII. EXECUTIVE BOARD

There shall be a State Executive Board of this Caucus which shall have all at the powers and duties of the caucus when it is not in actual session/meeting.

Section 1. Membership

The Executive Board shall be composed of all current officers of the Caucus, the immediate past chair of the Caucus, and the chair of the standing committees. The State Chair shall be the Chair of the Executive Board.

Section 2. Meetings

The Executive Board shall convene regular meetings in person or via electronic means. In-person regular meetings shall be held alternately in region as such time and place as the State Chair may designate or may coincide with CDP Executive Board meetings.

Section 3. Special Meetings

Special meetings of the Executive Board may be called:

- A. Upon the call of the State Chair and at such time and such place as she/he may designate; or
- B. Upon call of the Sate Chair within 15 days following her/his receipt of written request signed by a majority of members of the Executive Board.

Section 4. Revenue

- A. The Caucus shall not raise funds other than membership dues.
- B. The Caucus may disburse funds only for standard or routine costs of regular meetings or Caucus administration in accordance with CDP Bylaws and CDP rules.
- C. All Caucus funds shall be promptly accounted for and processed according to the rules promulgated by the CDP Finance Committee.

Section 5. Voting For Meetings Not Convened In-Person

The Executive Board may vote by voice vote telephonically or by electronic means for any meetings not convened in-person.

ARTICLE IX. BYLAWS AMENDMENTS

Section 1. Procedure

- A. Any proposed amendment shall be presented to the Rules Committee in writing. The proposed amendment shall be presented by the Rules Committee at a subsequent Caucus meeting.
- B. Notice of Bylaws amendments shall be given at least ten (10) days prior to the meeting at which the amendments will be considered.
- C. An amendment shall be approved by an affirmative vote of two-thirds majority of the Caucus members present and voting.
- D. Except as provided in these Bylaws, the latest version of the Robert's Rules of Order shall govern the Bylaws amendment procedure.

ARTICLE X. ENDORSEMENTS

Section 1. Endorsements

The Caucus shall follow the official CDP endorsements for federal and state public offices and propositions. The Caucus shall follow the official local County Democratic Central Committee endorsements for local public offices and local measures.

*Bylaws last amended November 23, 2013
California Democratic Party Executive Board Meeting, Millbrae*