



WOMEN'S CAUCUS

of the California Democratic Party

BYLAWS OF THE WOMENS CAUCUS OF THE CALIFORNIA DEMOCRATIC PARTY AMENDED NOVEMBER 17, 2018 AT THE WOMEN'S CAUCUS MEETING IN LONG BEACH CA

Article I NAME

The name of this organization is the Women's Caucus of the California Democratic Party (the "Women's Caucus")

ARTICLE II: PURPOSE

The purpose of the Women's Caucus is:

- A. to encourage and assist Democratic women candidates who are pro- choice and who support and embrace democratic values; and who run for state and federal public office by providing campaign assistance and recruitment of volunteers;
- B. To assist, whenever possible, in the appointment of pro-choice Democratic women to local, state and national leadership positions;
- C. To identify those issues affecting women and families and to make the political and legislative system more responsive to the needs of women, and to ensure that these issues are included in the Democratic Party Platform;
- D. To secure full legal equality of women;
- E. To ensure that Democratic women are an integral part of the decision-making process within the California Democratic Party including holding at least 50% self-identified female membership on all standing and all other special CDP committees.
- F. To advance a culture of equity and respect for all, and work to eliminate harassment, discrimination, bullying and abuse.

ARTICLE III: MEMBERSHIP

Voting Membership: A voting member shall be any Democrat currently registered to vote in California or a person ineligible to register to vote as a Democrat but who has expressed an intent to register as a Democrat upon becoming eligible, who has either paid their dues or has been granted a waiver for economic hardship, and:

- A. Is a Woman, or,
- B. Who believes in and supports the purpose of the Women's Caucus.
- C. The Treasurer and Corresponding Secretary will assure that the date of

membership — which is the date that both of the following have taken place: (1) a written application for membership certifying eligibility and (2) payment of dues received or waiver of dues granted — is recorded in the Caucus records and the Corresponding Secretary of the Caucus will assure that the appropriate officers of the California Democratic Central Committee are advised of Women’s Caucus Officer and membership information.

ARTICLE IV: DUES

The Women’s Caucus shall neither raise funds other than dues in the amount of \$10 per Member, \$25 for Advocate, \$50 for “Shero”, or \$100 for Suffragist payable annually to the California Democratic Party Women's Caucus nor disburse funds for other than standard or routine costs of regular meetings. A waiver of dues on the grounds of economic hardship is available to any member to who constitutes an economic hardship or because of an objective impediment to payment of dues. This waiver can be obtained by making a request to the Chair including same day meeting registration. Upon receipt of such a request, the Chair shall issue, as a matter of right, verbal dues waivers to any person otherwise qualified for membership at any time up until the commencement of voting to be as inclusive as possible. The fact and date of a request for, and the granting of, any dues waiver shall be reflected in writing the Women’s Caucus’ membership records.

ARTICLE V: ORGANIZATION

This Caucus is constituted in accordance with the bylaws of the California Central Committee of the California Democratic Party. The Executive Committee of the Women’s Caucus shall be composed of the Women’s Caucus officers duly elected by the voting membership.

The Executive Committee shall exercise all powers of the Women's Caucus between meetings. The Executive Committee shall inform the members of the Women’s Caucus of all decisions and recommendations made by the Executive Committee. As the Executive Committee is representative of the membership, no Executive Committee vote may be taken by secret ballot. Information regarding any such decision shall be provided at the next Women’s Caucus meeting.

COMMITTEES: The Chairperson shall appoint the chairs of all committees, after consultation with the other members of the Women’s Caucus Executive Committee. Special and AD HOC Committees may be established as necessary by the Chairperson

ARTICLE VI: OFFICERS

A. CHAIR: The Chair must be a DSCC member. 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. A candidate for Chair must have been a DSCC Member and a Women’s Caucus member for at least one year before the election to be eligible to seek this office.

B. NORTHERN VICE CHAIR: The Northern Vice-Chair must be registered to vote as a Democrat, in the Northern Section, defined herein as a county not defined in "C" below as being part of the Southern Section. A candidate for Northern Vice Chair must have been a DSCC Member and a Women's Caucus member for at least one year before the election to be eligible to seek this office. The Northern Vice Chair shall assume the responsibility of the Chair if the Chair is absent for meetings in her region. The Northern Vice Chair shall direct the activities of the Caucus in her region.

C. SOUTHERN VICE CHAIR: The Southern Vice Chair must be registered to vote as a Democrat, in the Southern Section defined herein as the counties of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara and Ventura, and shall assume the responsibilities of the Chair if the Chair is absent for meetings in her region. A candidate for Southern Vice Chair must have been a DSCC Member and a Women's Caucus member for at least one year before the election to be eligible to seek this office. The Southern Vice Chair shall direct the activities of the Caucus in her region.

D. RECORDING SECRETARY: The Recording Secretary shall keep the minutes of the Caucus. She will also manage the registration volunteer staff at all meetings.

E. CORRESPONDING SECRETARY: The Corresponding Secretary shall keep the correspondence of the Caucus and be responsible for sending out correspondence as directed by the Committee. She will also manage the guest speaker list, notify Secretary of Rules on current Caucus Officer information and coordinate the Caucus Newsletter distribution.

F. TREASURER: The Treasurer shall account for all Caucus funds and prepare and file any financial reports as required by the Democratic State Central Committee, including, but not limited to, a quarterly financial report with the Democratic State Central Committee's Treasurer. The treasurer acknowledges the responsibility to promptly account for raising and disbursing funds and to process them according to rules promulgate by the Finance Committee. The Treasurer will provide a written report to officers at meetings. She will work with Democratic State Central Committee staff with respect to verification of dues payments or waivers and membership fees.

G. Legislative Chair: The Legislative Chair shall work with the Democratic State Central Committee and the Legislative Committee to ensure the inclusion of women's legislative issues in their efforts. The legislative chair will inform, educate and mobilize members regarding current legislation that will have an impact on women.

H. Policy Issues Chair: The Policy Chair shall work with the Democratic State Central Committee to ensure the inclusion of women's policy issues in their efforts. The Policy Chair will represent the caucus in overseeing the Women's plank of the California Democratic Party Platform and will inform, educate, and mobilize members regarding policies and ballot initiatives that will have an impact on women.

I. POLITICAL DEVELOPMENT CHAIR: The Political Development Chair shall develop a statewide program for women candidates, appointees, campaign, and staff volunteers.

J. 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. Committees: There are no standing committees of the Women's Caucus.

The Caucus shall have as a non-voting member of the Executive Committee from the California State Legislative Women's Caucus. The Ex-Officio Officer shall be the ranking Democratic woman of the California State Legislative Women's Caucus or her designee.

OFFICER REMOVAL FOR CAUSE

Any officer of the Caucus may be removed prior to the expiration of her term for cause, including to but not limited to, malfeasance, misuse of Caucus funds, and such other conduct as may hereafter be determined by amendment to the Bylaws for the Executive Committee and ratified by the Caucus provided that the due process rights of any officer sought to be removed shall be observed

ARTICLE VII: ELECTIONS

The election of officers shall occur at the Caucus meeting every two years in odd numbered years at the time and place that the California Democratic Party holds its biennial convention.

A. Officers shall be nominated from the floor and elected by a majority of the members present and voting on the day and date determined for the first meeting of the Caucus of each odd- numbered year. Nominations need to be seconded. The right to run for office is equally available to persons who pay dues or had their dues waived.

B. All election notices shall be in writing and sent by no later than 14 days before the election. The notice shall state that members can join on-site and explain the day of election pre-balloting dues waiver process, as well as spelling out the cutoff time for payment/waiver of dues in order to vote and/or run for offices other than Chair and Vice Chairs.

C. The same nominating process will apply at regular and special elections for Officers of this Caucus. A Judge of Election shall be appointed by the Chair by no later than 14 days before the date of election and the names of the Judge of Election shall be included in the meeting notice.

D. Immediately following the election of officers, the newly elected Chair shall assume the role of presiding officer.

E. All officers must be voting members of the Caucus as of the date of their election, and the Chair and Vice Chairs must be members of the Democratic State Central Committee and have been Women's Caucus Members for one year before the election as provided in Article VI.

F. The same election process shall apply to regular and special elections for Officers of this Caucus.

G. The Treasurer is tasked with keeping a record of who has paid or had waived Caucus dues, including working with the staff of the California Democratic Central Committee to incorporate any records of online payments maintained by the California Democratic Central Committee, and to prepare for the Judge of Election a roster of the members of the Caucus who paid or had waived their dues as of the pre-election membership registration cutoff time. If the Office of Treasurer is vacant or if the Treasurer fails to fulfill this responsibility, the Chair of the Women's Caucus may appoint another member of the Caucus other than the Judge of Election to act as Treasurer for the purpose of fulfilling these responsibilities

H. Officers shall be elected by secret ballot in contested elections by a majority of members present and voting. In the case that no candidate gets the majority of votes, there would be a run off with the 2 candidates with the highest vote total.

I. All vacancies shall be filled by appointment of the Caucus Chair and Vice Chairs and ratified by the remaining officers.

J. The Judge of Election shall provide 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 the envelope containing the provisional ballot 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 can be and is resolved. The number of provisional ballots cast will be tallied and that tally will be announced in addition to count of the regular ballots.

K. 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 time, the voter should not have been so listed..

L. To facilitate campaigning and to assure equal access to membership information for non-incumbent and incumbent candidates, any declared candidate may request a copy of the Women's Caucus membership list in the window starting 30 days before the election date and running through 1 day before the date that balloting commences, subject to a processing fee to be established by State Party staff. Payment shall be submitted to the California Democratic Party. The Judge of Election is empowered to verify that all candidates are in fact being accorded an equal right to access to the Caucus roster.

M. The Judge of Election shall have sole authority to resolve the issues posed by provisional ballots. The Judge of Election shall resolve any issues involving provisional ballots at the meeting at which balloting occurred unless she determines that it is impossible to do so. In that event, the Judge of Election shall resolve any issues involving provisional ballots within ___ days of the date of the meeting at which balloting occurred.

N. Any other disputes as to voter or candidate eligibility, election procedures, and ballot counting shall be resolved by the Judge of Election. The Judge of Election shall resolve any such issues at the meeting at which balloting occurred unless they determine that it is impossible to do so. In that event, the Judge of Election shall resolve any such issues within 10 days of the date of the meeting at which balloting occurred.

O. Once the Judge of Election has ruled, that decision is a final determination within the Caucus and any appeal must be had outside the Caucus.

P. The Judges of Election shall be responsible for securing the roster of eligible voters, nomination documents (if any), ballots and any tallies until 10 days after the next California Democratic Party Executive Board meeting next succeeding the meeting at which balloting took place or the resolution of any challenge or appeal, whichever is later.

ARTICLE VIII: VOTING

A. A quorum for any meeting the general membership shall consist of 20 voting members of the Women's Caucus

B. All decisions shall be made by a majority vote of those present and voting

C. A voting member must be present to cast a vote. no proxies are permitted.

D. Process for eligibility verification and cut-off is the same day as the meeting.

ARTICLE IX: MEETINGS

Actual notice of public meetings and agendas shall be provided in writing to all Caucus members not less than seven (7) days before the meeting. It is the intent of this rule, and this rule shall be construed to require, that any such meetings be noticed in accordance with the applicable State and Federal laws as well as the rules of the California Democratic Party. Such notice shall be provided by U.S. mail or email, provided that those members who have email may receive notice via email if they have consented to do so in writing. It is the intent of this rule, and this rule shall be construed to require, an email opt-in system consistent with CDP Bylaws for the use of e-mail within the Democratic Organizations.

ARTICLE X: ENDORSEMENTS This caucus shall not endorse candidates who have not received the endorsement of the California Democratic Party.

ARTICLE XI: AMENDMENTS TO THE BYLAWS

A. Proposed amendments to these bylaws must be in writing and must be mailed or e-mailed to all current voting members of the Women's Caucus at least two weeks before any vote can be taken on such amendments

B. Amendments to these bylaws must be approved by the affirmative vote of two-thirds of those voting members who are voting on such amendments. Voting may occur at a properly called meeting of the Women's Caucus at which a quorum is present. Meetings of the membership shall coincide with meetings of the Executive Board of the California Democratic Party.

Article XII: General Policies:

A. The Women's Caucus specifically recognizes its obligations to adhere to the General Provisions of the CDP Bylaws.

B. All public Caucus meetings shall be open to all members of the Democratic Party including persons who are ineligible to register to vote as Democrats, but who have expressed an intent to register as a Democrat upon becoming eligible, regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, and sexual orientation or identity, persons with disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

C. The Women's Caucus shall not discriminate on the grounds of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation or identity, disabilities as defined by the American with Disabilities Act of 1990, or economic status.

• Approved 11/17/2018 at the Women's Caucus at the California Democratic Party Executive Board Meeting, Long Beach, CA.