

## Memorandum

To: CDP Rules Committee Caucus Certification/Recertification Review Subcommittees  
From: Garry S. Shay, CDP Rules Committee Lead Chair  
Date: February 20, 2018  
Re: 2018 CDP Caucus Certification/Recertification Application Review Process

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### **Introduction**

In 2018, the CDP Rules Committee is tasked with reviewing all Caucus Certification/Recertification Applications and issuing recommendation to the full Rules Committee for approval of said applications.

All members of the CDP Rules Committee are assigned to a Caucus Certification/Recertification Review Subcommittee. Each Subcommittee is responsible for reviewing applications of specific caucuses. All Subcommittees are chaired by a Rules Committee Co-Chair, except for Subcommittee "Group C." Those Rules Committee Co-Chairs will sign-off on the review, and will be responsible for signing off on recommendation to the Rules Committee of approval of their assigned Caucuses' applications, including their bylaws, except in the case of "Group C", I will do so.

Please see below for details on the Subcommittee composition, instructions on review of applications, and timeline of the review per CDP Bylaws.

### **Caucus Certification/Recertification Subcommittees**

The Subcommittees are as follows:

**Group A: Irish American, Women's, Filipino American, and LGBT Caucuses**

Chair: Charu Khopkar

Members: Sandra Andrews, Jay Hansen, and Karen Wingard

**Group B: Disabilities, Environmental, Progressive, and Senior Caucuses**

Chair: Kathy Bowler

Members: Hillary Blackerby, Stephen Gale, and William Wong

**Group C: African American, Business and Professions, Veteran's, and Rural Caucuses**

Chair: Laurence Zakson

Members: Ryan Hurd, Mary Strobridge, Mcclina Woods, and Lynne Summers

Rules Committee Chair Responsible for "sign-off" on recommendation to Rules Committee:  
Garry S. Shay

**Group D: Chicano/Latino, Arab American, Computer and Internet, and Labor Caucuses**

Chair: Peter Chiu

Members: Dorothy Kim, Valeria Hernandez, Ralph Miller, and Alice Huffman

**Group E: Asian Pacific Islander, Children's, and Native American Caucuses**

Chair: Jose Alcala

Members: Coby King, Janet Meredith, Melahat Rafiei, and Helen Rouvier

## **Caucus Certification/Recertification Application Components**

The application components sent to Caucus chairs include:

1. Caucus Certification/Recertification Guidelines
2. Application for Caucus Certification/Recertification and Bylaws Review Check Form (Exhibit C)
3. Declaration of Support for Official Recognition of Caucus (Exhibit A)
4. Sample Procedures for Dues Waivers and the Conduct of Caucus Officer Elections (Appendix A)
5. Revised Policy Statement on the Open Meeting Rule

These components listed above accompany this memo and are also available on the CDP Rules Committee webpage: [www.cadem.org/rulescommittee](http://www.cadem.org/rulescommittee).

Please review these documents. The key documents to note and review are the Caucus Certification/Recertification Guidelines and the Policy Statement on the Open Meeting Rule.

For those Caucuses from which bylaws are on file with the CDP, CDP staff will send you the Caucus bylaws. Please begin working on bylaws review as soon as possible.

### **Subcommittee Responsibilities**

Each Subcommittee is responsible for signing off on recommendation to the Rules Committee of approval of each of the Caucus Certification/Recertification Application, including Caucus bylaws, assigned to the respective Subcommittees. Prior to signing off on a recommendation, please speak with me first.

### **Reviewing Caucus Bylaws**

As you review the bylaws of the assigned Caucuses to your Subcommittee, please note the following:

1. The first level of review is the Bylaws Review Check Form (Exhibit C).
2. Thereafter, the question to note during your bylaw review is whether there is any provision in the bylaws that does not make sense, is unclear, conflicts with another bylaw provision, or violates CDP Bylaws or guidelines.
3. Lastly, please note whether there is any bylaw provision that violates basic Democratic (or democratic) principles.

### **Recommended Actions**

Pursuant to CDP Bylaws, Article XI, Section 4.d., the recommended actions on each Caucus Certification/Recertification Application would include:

1. **Certification** – Everything is in perfect order, or
2. **Provisional Certification** – The application or bylaws have some deficiency, but the Caucus is operating in good faith to correct those deficiencies, or
3. **Denial** – The application or bylaws have a deficiency that cannot be corrected. (For example, a group of Armenian Americans seek recognition as a Caucus, but there already is a Statewide Chartered Organization “representing or sharing substantially similar interests, or serving the same or similar purposes, either as a Chartered Statewide Organization under Article X of these Bylaws or as a Caucus currently certified by This Committee”; or, the Caucus has operated in bad faith and refuses, or has failed, to comply in bringing its application and/or bylaws into compliance.)

### **Subcommittee Working Timeline Per CDP Bylaws**

Pursuant to CDP Bylaws, Article XI, Section 4, below is the working timeline for the Subcommittee and the Rules Committee on Caucus Certification/Recertification:

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|-----------------------------------|--|
| <b>Monday, March 26 2018</b>      | Administrative Processing Deadline for Submission of Application for Caucus Certification/Recertification meeting this deadline will assure the Caucus Certification, and re-certification is timely   |
| <b>Wednesday, April 11, 2018</b>  | Final Deadline for CDP Caucus Chairs to Submit Application for Caucus Certification, or Recertification to the Secretary of this Committee, and the Chair(s) of the CDP Rules Committee, at the email addresses designated (within (45) days after the first meeting of the Convention of This Committee in the year in which the Caucus is intended to be re-certified or initially certified) (CDP Bylaws, Art. XI, Sec. 4.b.) |
| <b>Monday, April 16, 2018</b>     | Last Day for CDP Secretary to Send Acknowledgement of Receipt of (or Earlier) Applications Received by Wednesday, April 11, 2018. (Acknowledgement of receipt of application is sent within five (5) business days of determination of receipt, acknowledgment shall list the documents received and identify any missing, or obviously deficient documents) (CDP Bylaws, Art. XI, Sec. 4.c.)                                    |
| <b>Thursday, April 26, 2018</b>   | Deadline to correct any deficiencies in documentation or information necessary for the Rules Committee to determine certification or re-certification; this is for all documents OTHER THAN bylaws. (within (60) days after the first meeting of the Convention of This Committee in the year in which the Caucus is intended to be re-certified or initially certified) (CDP Bylaws Art. XI, Sec.4.c.)                          |
| <b>Friday, May 29, 2018</b>       | Internal Working Deadline to Identify Any Issues or Deficiencies in Caucus Bylaws (45 Days Prior to CDP Executive Board Meeting)   |
| <b>Wednesday, June 13, 2018</b>   | Administrative Deadline to Notify Caucuses of Bylaws Issues or Deficiencies (30 Days Prior to CDP Executive Board Meeting)   |
| <b>July 13-15, 2018</b>           | July 2018 CDP Executive Board Meeting, Oakland   |
| <b>Tuesday, September 4, 2018</b> | Internal Working Deadline to Notify the CDP Rules Committee Lead Chair of the Subcommittee's Likely Recommendation and a List of Any Pending Deficiencies or Problems  |
| <b>Thursday, October 4, 2018</b>  | Deadline for Rules Committee Chair to Issue Notice of Deficiencies in Application to Caucus Chair (CDP Bylaws, Art. XI, Sec. 4.d.)   |

- Friday, October 19, 2018** Notice of Intent by Caucus Chair to Make Motion for Specific Finding of Compliance (If Notice of Deficiencies failed to be given) (CDP Bylaws, Art. XI, Sec. 5.e.)
- November 16-18, 2018** November 2018 CDP Executive Board Meeting, Long Beach
- Sunday, November 18, 2018** Expiration of official Certification of Caucus (Recertification) – November 2018 CDP Executive Board Meeting (CDP Bylaws, Art. XI, Sec. 5.b.)
- Sunday, November 18, 2018** Recommendation on Action on the Caucus Certification/Recertification Application to the CDP Executive Board by Rules Committee (CDP Bylaws, Art. XI, Sec. 5.f.)
- Second 2019 Executive Board** Expiration of official Certification of Caucus (Initial Certification) – Second CDP Executive Board Meeting following the 2018 General Election (CDP Bylaws, Art. XI, Sec. 5.a.)

**Email Addresses of Persons to Be Notified for Caucus Certification/Recertification Application and In the Event of Failure to Provide Timely Notice of Deficiencies by the Rules Committee**

The following email addresses of the Secretary of the CDP, and the Chairs of the CDP Rules Committee, are designated for purposes of notifications under CDP Bylaws, Article XI, Section 4.b. (for Submission of Caucus Certification/Recertification Application) and Article XI, Section 4.e. (in the event of Failure to Provide Timely Notice of Deficiencies by the Rules Committee), all of which must be notified, are as follows, including cc'ing CDP staff:

secretary@cadem.org  
 gss1@aol.com  
 wcjose@msn.com  
 saundra1225@gmail.com  
 kathy@kbowlergroup.com  
 pychui@stanford.edu  
 jay4sacschoolboard@gmail.com  
 valeria.hernandez@me.com  
 ckhopkar@gmail.com  
 cobyk@cobyking.com  
 chris@cadem.org  
 clark@cadem.org  
 emma@cadem.org

**Questions**

If you have any questions, or concerns, about any bylaws provision or other related matters, please email me at GSS1@aol.com and cc CDP staff chris@cadem.org, clark@cadem.org, and emma@cadem.org.