

Application for Caucus Certification/Recertification

Date: ___/___/___

Name of Caucus _____

Mailing Address _____
_____, CA _____

1. **Declaration Page of Caucus Sponsors – Attached as “Exhibit A” is a list of _____ Caucus Sponsors, which consists of at least one percent (1%) of the full membership of the Democratic State Central Committee, with each person on such Declaration affirming by signature support for the official recognition of this Caucus, and further affirming that he or she shares the common identity, demographic or interest which defines this Caucus.** Initial: _____
2. **The common identity, demographics or interest of these caucus sponsors is:** _____

3. **Roster of Members:** Attached as “Exhibit B” is the complete roster of members is attached, containing the names, addresses and phone numbers of all of the members of the Caucus, and where appropriate, their email addresses. This roster additionally notes whether a particular member holds an office in the Caucus and/or has organizational responsibility for a particular activity. Initial: _____
4. **As an officer of the Caucus, I certify that each member has indicated and affirmed that they are a registered Democrat or a person of voting registration or preregistration age (as defined in the Elections Code), who meets the eligibility requirements of Caucus membership and who is ineligible to register as a Democrat, but has expressed an intent to register as a Democrat upon becoming eligible.**
Chair’s signature: _____ 2nd Officer signature: _____
5. **Bylaws of the Caucus.** We have sent to the Rules Committee a current editable electronic copy of the Bylaws of the Caucus, certified by the Chair and Secretary of the Caucus to be a true and correct copy. Initial: _____
6. **Bylaws Review Check form.** Attached as “Exhibit C” is a Bylaws Review Check form that has been filled out and approved by the Chair or other representative of the Rules Committee who has been designated by the Rules Committee to review our Bylaws. Initial: _____
7. **Officer information.** Attached as “Exhibit D” is a roster of officers of the Caucus, with names, addresses, phone numbers and, where appropriate, email addresses. Such roster contains as a minimum a Chair, a Secretary and a Treasurer. We further agree to keep this information current and advise the Secretary of the CDP of any changes therein. We understand and agree that it is the responsibility of the Caucus officers to inform the staff of the CDP of all of the information in Exhibit D for posting on the CDP website. Initial: _____
8. **Statement of Purpose and Intended Activity, and the Means of Accomplishing Same.** Attached as “Exhibit E” is the Statement of Purpose and Intended Activity for the Caucus, with the means of effectuating/accomplishing same, as well as the self-promulgated measurable objective standards by which the Caucus shall evaluate its success this coming year. Initial: _____

Page 2 – Application for Caucus Certification/Recertification

Name of Caucus: _____

- 9. Previous certification.** This application is for:
- A caucus which has been previously certified; or
 - A caucus which has NOT been previously certified, and as such, attached as “Exhibit F” is a statement as to why we content that Chartering as a Statewide Organization under Article XI of the CDP By-Laws would not be a more appropriate course of action.

10. Acknowledgments. In making this Application for Caucus Certification/Recertification, the Caucus agrees to provide the Chair(s) of the Rules Committee and the Secretary of the CDP the following, by February 7th of each year:

- a written report on the Caucus’ activities and progress towards fulfillment of the Caucus’ State of Purpose and Intended Activity, as evidenced through measurable objective standards; and
- a complete “Roster of Members” containing the names, addresses, phone numbers and, where appropriate, their email addresses, of all of our members, noting whether a particular member holds an office in the Caucus and/or has organizational responsibility for a particular activity.

Additionally, the Caucus agrees to provide Chair(s) of the Rules Committee and the Secretary of the CDP the following:

- at least ten (10) days written or electronic notice of each of its meetings, both regular and special;
- copies of any amendments to the Bylaws of the Caucus adopted after certification, within ten (10) days of their adoption; and
- proof of the Caucus’ continued adherence to and compliance with the findings of the Rules Committee as set forth in Article XI of the CDP By-Laws, if requested by the Rules Committee.

11. Certification. As Chair and _____ of the Organization, we hereby certify
(Title of second certifying officer)
that all information provided in this Application is to the best of our knowledge true and correct as of the date below, and that the Caucus freely undertakes agreement to all points listed under item 10 of this Application for Caucus Certification/Recertification:

(Signature of Chair)

(Signature of second certifying officer)

(Date)

California Democratic Party Bylaws Review Check Form (Exhibit C)

Name of Caucus: _____

Rules Chair/Representative designated for review: _____

Findings on review of the Caucus Bylaws:

- A.** These Bylaws are consistent with the California Democratic Party State Central Committee By-Laws as last amended on: _____. **Initial:** _____
- B.** These Bylaws 1) provide membership to persons of voting registration/preregistration age (as defined in the Elections Code) who meet the eligibility requirements for Caucus membership, and who are either (a) registered Democrats or (b) ineligible to register as Democrats, but who have expressed an intent to register as a Democrat upon becoming eligible and 2) extend full voting rights to all such persons who meet the voting requirements of the Caucus. **Initial:** _____
- C.** These Bylaws provide that the Chair of the Caucus must be a member of the Democratic State Central Committee and shall be the Caucus' representative to the CDP Executive Board. **Initial:** _____
- D.** These Bylaws contain a statement that (1) the caucus shall neither raise nor disburse funds other than nominal dues, and standard or routine costs of regular meetings (such as postage, and other costs associated with notice, as well as the cost of meeting rooms), which shall be promptly accounted for, reflected in a quarterly financial report to the Treasurer of This Committee and (2) processed according to rules (a) promulgated by the Finance Committee and (b) reflected in the Caucus' bylaws; and (3) provide for waiver of membership dues based on economic hardship or legal limitation on campaign contributions in a manner that guarantees membership on an equal and nondiscriminatory basis. (For example, by stating that dues will be waived for those who seek a dues waiver by the applicable deadline and self-identify as being unable to pay dues due to either economic hardship or an objective impediment to payment of dues.) **Initial:** _____
- E.** These Bylaws prohibit unauthorized endorsements (i.e. endorsement of candidates or ballot measures other than those who/which have received the official endorsement of the CDP). **Initial:** _____
- F.** These Bylaws are consistent with the CDP Rules Committee's Policy Statement on the Open Meeting Rules, particularly with regard to: 1) providing that the public meetings of the Caucus are open to all registered Democrats; and 2) providing for timely Notice of agendas and meetings. **Initial:** _____
- G.** These Bylaws delineate whether and when secret ballots may, or may not, be utilized in a manner consistent with Article XIII, Section 9 of the CDP Bylaws and Article Nine, Section 12 of the Charter of the Democratic Party of the United States of America. This rule disallows the use of secret ballots when a person is representing another, rather than simply himself or herself. So, typically, if a caucus is open to any registered Democrat, a voter has the right to request secret ballots. If the caucus restricts membership to only DSCC members, the caucus may not use secret ballots. **Initial:** _____
- H.** These Bylaws utilize a method of notification in a manner consistent with the policies of the CDP. **Initial:** _____

- I. These Bylaws provide for full and timely publication of any selection procedures and qualification for officers by setting forth in the Bylaws election procedures for Caucus Officers which, at a minimum:
- Specify who is eligible to run for caucus chair. The person running **MUST** be a member of the DSCC.
 - If there is a Caucus membership requirement, the source data for membership must be identified.
 - If there is a cut-off date for eligibility, that cutoff date must be specified.
 - If nominations can be taken from the floor on the day of the election, the Bylaws must specify whether the eligibility cutoff is the same for candidates nominated before and at the meeting.
 - Specify who is eligible to vote during a caucus election, including a specific description of the source data for membership and membership date.
 - If there is an eligibility cut-off date, that must be specified.
 - If a member can join at the same meeting at which he or she may cast a vote that must be specified.
 - Specify how notice is to be provided for nominations, election date and time and any applicable deadlines and voting or candidate eligibility requirements.
 - Specify whether there is a way for candidates or voters to verify eligibility prior to the election and, if so, how that verification process can be accessed, including any procedures to prevent undue advantage for incumbents.
 - Specify whether candidates may have access to the membership list and, if so, the safeguards in place to assure equal access for incumbents and non-incumbents.
 - Specify the Caucus balloting process, including providing for provisional ballots and specifying under what circumstances provisional ballots must be used.
 - The specified balloting process must include protocols for the handling of ballots, including provisional ballots.
 - The protocols must also specify that provisional ballot issues are to be resolved in all cases, and when and how that resolution will take place.
 - Specify that there will be equal treatment, for purposes of voting or seeking office in Caucus officer elections, for membership applicants who pay dues or seek membership by means of a dues waiver.
 - Specify the dues waiver process and how any delays attendant to processing that waiver request will affect the effective date of voting membership and eligibility to run for office.
 - If there is a review process for dues waivers, the fact that a membership applicant has sought a dues waiver cannot affect the right to vote. So, where members can pay their dues and vote on the same day, the process must include an on-site, day of election pre-balloting dues waiver review and resolution process.

- Specify how the effective date of membership is to be determined and how it is to be noted in the Caucus' membership records.
- Specify who the Caucus has designated as authorized to resolve disputes concerning election procedures, voter eligibility, ballot counting or provisional ballots, when that resolution process is to take place and whether and when there is any appeal within the Caucus from that resolution.
- Specify who, within the Caucus, is (a) tasked to keep the record of who has paid or had waived caucus dues, including the person designated by the Caucus to work with the staff of this Committee charged with keeping the record of online dues payments, and (b) is responsible for to keeping a full membership roster of current voting caucus members.
- Specify the procedures for securing and preserving ballots and tallies, if any, until 10 days after the Executive Board meeting next succeeding the balloting or the resolution of any challenge or appeal, whichever is later.

Initial: _____

- J.** These Bylaws recognize the obligations of the Caucus under the General Policies/Provisions of the Democratic State Central Committee of California, including a provision stating that the Caucus is prohibited from discriminating on the basis of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, economic status or disability as defined by the Americans with Disabilities Act of 1990.

Initial: _____

As the Rules Chair/Representative designated to review the Bylaws of the Caucus, I recommend that the Bylaws of the Caucus be considered at least minimally sufficient, as per the current CDP Guidelines for Certification, Re-Certification and Decertification of Caucuses:

Signature of Rules Chair

Print Name of Rules Chair

Date