

*The subcommittee recommends the following changes to the Guidelines for Certification, Recertification and Decertification of Caucuses. (Many of these changes are necessary to conform the Guidelines and the checklists.)*

Section 4. Certification / Re-certification – Certification, and re-certification, shall be subject to the following provisions:

A. Form of Application – All organizations desiring to be certified, or re-certified, by This Committee as a caucus shall make application for such certification in writing on a form obtained from the Secretary of This Committee.

B. Submission of Application – Application for Caucus Certification, or Re-certification must be submitted to the Secretary of This Committee, and to the Chair(s) of the Rules Committee of This Committee, at the email address designated for this purpose, within forty-five (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. No application submitted outside that time-frame shall be considered.

C. The timeline for the acknowledgment of receipt of the Application, the consideration of the Application, the provision to the Caucus of timely notice by the Rules Committee of This Committee of deficiencies in the application and for recommended action on the Application shall be as set forth in Article XI, Section 4 of the Bylaws of This Committee.

D. Contents of Application – An Application for Caucus Certification or Re-certification shall contain:

1. A Declaration containing the signatures of Caucus Sponsors consisting of at least one percent (1%) of the full membership of This Committee with each person on such Declaration affirming by signature support for the official recognition of such a Caucus and further affirming that he or she shares the common identity, demographic or interest which defines the Caucus.

2. A Statement clearly identifying the common identity, demographic or interest of the Caucus Sponsors.

3. A complete “Roster of Members” containing the names, addresses, and phone numbers of all its members, and where appropriate, their email addresses, additionally noting whether a particular member holds an office in the Caucus and/or has organizational responsibility for a particular activity,

4. A written certificate signed by the Chair and one additional officer of the Caucus, certifying that each of its members has indicated and affirmed they are a registered Democrat or a person of voting registration/preregistration age (as defined in the Elections Code), who meets the eligibility requirements for Caucus membership, and who is ineligible to register as Democrats, but has expressed an intent to register as a Democrat upon becoming eligible.

5. 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 thereof.

6. A Bylaws Review Check form, which has been promulgated by the Rules Committee, and approved by a Chair of the Rules Committee who has been previously designated by the Rules Committee to review the Caucus' Bylaws, recommending that the Bylaws of the Caucus minimally be found to:

a. Be consistent with the By-Laws of This Committee;

b. Provide membership to all persons of voting registration/preregistration age (as defined in the Elections Code), who meet the eligibility requirements for Caucus membership, and who are either (i) registered Democrats or (ii) ineligible to register as Democrats, but who have expressed an intent to register as a Democrat upon becoming eligible. And which extends full voting rights to all such persons who meet the voting requirements of that Caucus.

c. Provide that the Chair of the Caucus must be a member of This Committee and shall be the Caucus' representative to the Executive Board of This Committee;

d. Contain a statement that the caucus shall:

1) 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 processed according to rules promulgated by the Finance Committee, which shall also be reflected in the Caucus' Bylaws; and

2) provide for waiver of membership dues based on economic hardship or legal limitations on campaign contributions in a manner that guarantees membership on an equal and nondiscriminatory basis.

e. Prohibit unauthorized endorsements;

f. Be consistent with the Rules Committee's Policy Statement on the Open Meeting Rule, 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;

g. Delineate whether and when secret ballots may or may not be utilized, in a manner consistent with Article XIII, Section 9 of the Bylaws of the California Democratic Party and Article Nine, Section 12 of the Charter of the Democratic Party of the United States of America. (Generally speaking, this rule disallows the use of secret ballots when the person casting the ballot is representing another, rather than simply himself or herself);

h. Utilize a method of notification in a manner consistent with the policies of This Committee;

i. Provide for full and timely publication of any selection procedures and qualification, including officer election procedures that meet the standards in Appendix A hereto; and,

j. Recognize the obligations of the Caucus under the General Provisions of the By-Laws of This Committee, 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.

7. The names, addresses, phone numbers, and, where appropriate, their email addresses, of the Caucus' officers which shall include as a minimum a Chair, a Secretary, and a Treasurer, and which the Caucus shall agree to keep current and advise the Secretary of This Committee of any changes therein. The Caucus Officers shall be responsible for informing the staff of This Committee of the forgoing information for posting on the website of This Committee.

8. A Statement of Purpose and Intended Activity, and means of effectuating same, as well as the self-promulgated measurable objective standards by which the Caucus shall evaluate its success each year. Decertification of a Caucus shall not be based on mere failure to meet such standards.

9. An Agreement that the Caucus shall provide the Secretary of This Committee and the Chair(s) of the Rules Committee the following (in electronic editable form where appropriate):

a. a written report on the Caucus' activities and progress towards fulfillment of the Caucus' Statement of Purpose and Intended Activity, as evidenced through measurable objective standards, on an annual basis, no later than February 7th of each year;

b. a complete "Roster of Members" containing the names, addresses, phone numbers, and where appropriate, their email addresses, of all its members, noting whether a particular member holds an office in the Caucus and/or has organizational responsibility for a particular activity, on an annual basis, no later than February 7th of each year. Copies of all reports shall be distributed to the members of the Rules Committee no later than February 22nd of each year;

c. at least ten (10) days written or electronic notice of any and all of its meetings, both regular and special;

d. copies of any amendments to the Bylaws of the Caucus adopted after certification, within ten (10) days of their adoption; and,

e. proof of the Caucus' continued adherence to and compliance with the findings of the Rules Committee as set forth in Article XI of the Bylaws of This Committee, if requested by the Rules Committee.

10. If not previously certified, a Statement as to why the applicant contends that Chartering as a Statewide Organization under Article X of the By-Laws would not be a more appropriate course of action.

Appendix A to Guidelines for Certification for Re-Certification and Decertification of Caucuses as  
promulgated by the Rules Committee  
(Procedures for the Conduct of Caucus Officer Elections)

Election procedures for Caucus Officers shall be set forth in the Bylaws of the Caucus and shall, at a minimum:

1. 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.
2. 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.
3. 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.
4. 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.
5. Specify the Caucus balloting process, including 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.
6. 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.
7. Specify how the effective date of membership is to be determined and how it is to be noted in the Caucus' membership records.
8. 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.
9. Specify who, within the Caucus, is (a) tasked to 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 keeping a full membership

roster of current voting caucus members.

10. 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.

It is the recommendation of the Rules Committee that each Caucus create its own election checklist addressing each of these issues for each person charged with any responsibilities in the conduct of a Caucus officer election or internal protest/appeal process.