

**BYLAWS
of the
CALIFORNIA DEMOCRATIC PARTY
STATE CENTRAL COMMITTEE
VETERANS' CAUCUS**

ARTICLE I - NAME

SECTION 1. NAME

The name of this organization shall be the Veterans Caucus of the California Democratic Party. It may be abbreviated to 'VC-CDP' and may be referred to as 'CalDemVets'. In these bylaws it is also referred to as "the Organization" or "the Caucus."

SECTION 2. ORGANIZATION'S LOGO

The logo of the VC-CDP shall be that of a solid blue bear outline, bordered in gold and with a gold-bordered, yellow star in the middle.

SECTION 3. USE OF LOGO BY CHARTERED CLUBS

VC-CDP regions and properly chartered veterans clubs of County Democratic Central Committees in California **shall be** permitted to utilize the Caucus logo.

SECTION 4. STRUCTURE

The Membership governs the VC-CDP via this provision: The vote of the membership of the VC-CDP shall supersede all other votes or decisions by any committee or persons within this organization.

ARTICLE II - PURPOSE

SECTION 1. PURPOSE AND MISSION

1. **PURPOSE:** The purpose of the caucus shall be to protect veterans benefits and promote values of the California Democratic Party, identify, discuss and address veterans issues, accurately represent the needs of all veterans, and to elect Democratic candidates who support the issues critical to veterans in all areas and at all levels of government.
2. **MISSION:** It shall be the mission of the CAUCUS to work within and through the California Democratic Party, providing a strong voice and representation within the party structure; and promoting the welfare of veterans both through effective legislation and encouraging veterans to participate fully at all levels of policy making and public service.
3. **AUTHORITY OF BYLAWS:** These Bylaws shall govern the organization, operation, and function of the Caucus.
4. **TWO-YEAR ANNUAL WORK PLAN:** A two-year annual work plan will be included in the CDP Certification of the caucus, voted on by majority vote of the Officers and

ratified by the Members, shall provide additional guidance as to the operations and direction of the Veterans Caucus.

5. ACTS: The caucus shall elect officers and shall conduct such other business as the policy and program of the caucus may require.
6. CAUCUS FOR ALL VETERANS: The caucus prohibits discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.

SECTION 2. DEFINITIONS

1. Veteran - shall be defined as a veteran of the United States Armed Forces, which shall be broadly construed to include the Army, Navy, Marine Corps, Air Force, Coast Guard, American Merchant Marines in Oceangoing Service during the period of armed conflict (Dec. 7, 1941 - Aug. 15, 1945), Filipino Veterans who served during World War II Per U.S.C. 38 Sections 3.40 through 3.43. This shall include all current members of the Armed Forces who have served at least 90 days of duty to include their initial training and shall have continued forward with their service. Additionally, military service members who were released from service due to medical conditions, regardless of the length of their service, qualify as a veteran.
2. Veteran Dependent - shall be defined as the widows, spouses, and children of Veterans during their time of service. These persons have endured the struggles and sacrifices of having a veteran in their lives.
3. Duly Noticed- A notice for agenda items to be sent to the members at least ten (10) days prior to a meeting.
4. Good Standing - shall be defined as being current on membership dues or received a hardship waiver and compliant with the requirements of membership.
5. Majority - more than half.

SECTION 3. ABBREVIATIONS

CDP - California Democratic Party

Caucus - Veterans Caucus of the California Democratic Party

RRONR - referring to the latest edition of Robert's Rules of Order, Newly Revised

ARTICLE III - MEMBERSHIP

SECTION 1. VALUES

The Caucus shall maintain the following four core values: Leadership, Honor, Service and values and policies of the California Democratic Party.

1. Leadership- In complement to our overall mission, an element of leadership development will be present in all we do.
2. Honor- The honor developed during the careers of those who have and are serving, shall not be forgotten by those who participate with this organization.
3. Service- The organization will maintain the same level of service to the country demonstrated by those who served in the Armed Forces. Service to those who have served will result in service to the communities of the county and abroad.

SECTION 2. MEMBERS

Membership in the Organization shall be open to all persons of voting registration/pre-registration age (as defined in the Elections Code) who meet the eligibility requirements for Caucus membership and who are either:

1. Registered Democrats, pursuant to the laws of the State of California; or
2. Ineligible to register as Democrats, but who have expressed an intent to register as a Democrat upon becoming eligible, and who support the mission of the Caucus.

SECTION 3. VOTING MEMBERS

These bylaws extend full voting rights to all Members who meet the voting requirements of the Caucus:

1. A voting member shall be a Member that is in Good Standing after 30 days.
2. No member may vote unless they are found to be in Good Standing, as determined by the Caucus Secretary, at the exact time and place they wish to do so.

SECTION 4. MEMBERSHIP DUES

1. Upon payment or waiver of membership dues, Member will be in Good Standing for twelve (12) months, from the payment date absent any actions or determinations to the contrary as set forth below in Section 5.
2. Dues are set by the Executive Board annually and documented in the minutes of the meeting in which they are adopted and instituted. Annual Membership Dues are \$25.00 and Lifetime Membership dues are \$250.00.
3. Any individual claiming financial hardship or not able to legally contribute money to a political organization may be excused from any dues requirement for membership at the discretion of the Chair or Treasurer, but the Chair will make the final decision.
4. There shall be equal treatment, for purposes of voting or seeking office in the Caucus. Officer elections, for membership applicants who pay dues or seek membership by means of a fee waiver. The member must be in Good standing for 30 days.

SECTION 5. MEMBERSHIP TERMINATION

1. Membership in the Caucus is a privilege. This privilege can be revoked for conduct that is deemed harmful to the organization through the process defined herein.
2. Any member may voluntarily resign their membership at any time. Members who resign are eligible for return to the Caucus at any time by paying their dues and updating their information.
3. The Executive Board may remove any member if, during his/her term of membership, such member affiliates with or registers as a member of another party; publicly avows preference for another party; publicly advocates that the voters should not vote for the endorsed candidate of the CDP for any office; or who publicly gives support to or avows a preference for a candidate nominated by another party. Such removal requires a majority of the Executive Board.

SECTION 6. LEVELS OF ORGANIZATION

This caucus will have three levels of organization - Elected Officers, Executive Board and Main Body. Active duty military service members are prohibited from being an officer in accordance with the Hatch Act of 1939 and Department of Defense Directive 1344.10, Political Activities by Members of the Armed Services, which states that “A member of the Armed Forces on active duty shall not serve in any official capacity with or be listed as a sponsor of a partisan political club; speak before a partisan political gathering, including any gathering that promotes a partisan political party, candidates, or cause; participate in any radio, television, or other program or group discussion as an advocate for or against a partisan political party, candidate, or cause.”

1. Elected officers include:

A. Chair: The Chair shall serve as the Chief Executive Officer and official voice of the Caucus, and shall carry out the purpose of the Caucus; This officer must be a member of the Democratic State Central Committee (DSCC) and shall be the Caucus Representative to the CDP Executive Board. This officer must be a veteran. The Chair’s responsibilities shall also include, but not be limited to, the following:

1. Shall preside over all general meetings of the caucus, be responsible for the agenda, Caucus calendars, upholding the general provisions and responsibilities prescribed to Caucus Chairs, in the DSCC Bylaws.
2. When so requested, the Chair shall provide required documentation to the Rules Committee of the California Democratic Party including a membership list and a copy of the current bylaws. The Chair will determine who is authorize to have logins and passwords.
3. Communicating to the Membership via newsletter no less than Quarterly.
4. Shall oversee caucus day-to-day operations, and maintain good relations with other organizations always presenting this caucus in a positive light, thus upholding the values and traditions of veterans everywhere.
5. Shall oversee communication and legislative affairs of the caucus.
6. Shall be Ex-Officio on all standing committees. Must actively participate on at least one standing committee as a regular member.

B. 1st Vice Chair: The 1st Vice-Chair shall assume the responsibility of the Chair if the Chair is absent for regularly scheduled meetings or other function that requires Chair’s attendance or upon the occasion of a vacancy in the position of Chair. This officer must be a veteran and a member of the DSCC. This officer must be of a different gender than the Chair unless no member from a different gender seeks this office. The 1st Vice Chair’s responsibilities shall also include, but not be limited to, the following:

1. Shall supervise the outreach and development of the caucus; coordinating with each region.
2. Shall assist the Chair as needed.
3. Shall be Ex-Officio on all standing committees, must actively participate on at least one standing committee as a regular member.

C. 2nd Vice Chair: The 2nd Vice-Chair shall assume the responsibility of the Chair if both the Chair and the 1st Vice-Chair are absent from the regularly scheduled meetings or other function that requires their attendance or upon the occasion of a vacancy in the position of both the Chair

and the 1st Vice-Chair. This officer must be a veteran and a member of the DSCC. The 2nd Vice Chair's responsibilities shall also include, but not be limited to, the following:

1. Shall be responsible for caucus program, policy, protocols and ensuring every voice is sufficiently heard.
2. Shall assist the Chair and 1st Vice Chair as needed
3. Shall be Ex-Officio on all standing committees.
4. Must actively participate on at least one standing committee as a regular member.

D. Treasurer: The Treasurer shall promptly account for all caucus funds, including online dues and payments, prepare financial reports as required by the Democratic State Central Committee. This officer can be any Caucus Member. The Treasurer's responsibilities shall also include, but not be limited to, the following:

1. Taking custody of all dues received directly by the caucus after having the Member's dues payment status entered into the records by the Secretary. The Treasurer will report the Caucus' finances to all Caucus Members and Executive Board.
2. Will ensure that any requests for Caucus payments and reimbursements are submitted to the California Democratic Party (CDP) within five (5) calendar days of receipt for payment for disposition by the CDP.
3. Must actively participate on at least one standing committee.

Shall work with the CDP on resolving any online dues payment issues and reconciling dues payments and waivers with Membership Registration roster maintained by the Secretary.

SECTION 1. FUNDRAISING PROHIBITION

The caucus shall neither raise nor disburse funds other than nominal dues, and standard or routine costs of meetings (such as postage, other costs associated with notice, cost of meeting rooms, etc.), 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 and reflected in the Caucus bylaws.

E. Secretary: The Secretary shall keep the minutes of the caucus. *The Secretary is responsible to maintain and certify the list of Voting Members at meetings.* This officer can be any caucus member. The Secretary's responsibilities shall also include, but not be limited to, the following:

1. Each time the Caucus convenes, the Secretary should have, at each meeting, a list of all standing committees, and such special committees as are in existence at the time, as well as copies of these bylaws. Shall attend and take minutes at all general meetings, online meetings, teleconference meetings of the caucus and Executive Board; provide a draft copies of minutes within three weeks after each meeting. Logins, passwords and any and all other secured information for maintenance of a function of the Caucus shall be maintained by the Chair and Secretary and will be given to Officers or Committee Chairs as needed to fulfill their functions. The Officer or Committee Member who maintains the function will be responsible for keeping the Logins and Passwords secure.
2. All logins, passwords and any and all other secured information must be shared with the Caucus Secretary and Chair, any changes to the information must be reported to the Secretary and Chair within 24 hours. The Chair will determine who is authorize to have logins, and passwords.

3. The Caucus Secretary must share all login and/or password information with the Caucus Chair and Communications Officers within 24 hours of any changes.

4. Caucus files shall be stored on a medium that is simultaneously accessible to all authorized caucus members.

5. The Chair may not usurp the authority of the Secretary by requiring the Secretary to submit minutes to the chair for approval. Minutes will be submitted to the Executive Board or the caucus appropriately for approval. Draft and approved minutes will be sent to the communications committee as soon as they are available.

6. Shall also ensure that caucus records are in compliance with the Bylaws of the CA Democratic Party and the latest edition of Robert's Rules, Newly Revised.

7. The secretary also shall maintain an electronic file of all caucus correspondence and

8. Must actively participate on at least one standing committee.

F. Executive Board: In addition to the elected officers in Subsection A above, the Executive Board consists of the following: The Parliamentarian, and 3 Region Vice Chairs who shall also be elected by the membership. The Executive Board will also include the chairperson of each Standing Committees as noted in Article VII; each of which require recommendations of the Chair and approval of the elected officials. The executive board serves as the steering committee of the Caucus and acts on its behalf when a vote of the membership is not available. Every member of the Executive Board will have one vote, except the Parliamentarian, who shall be a non-voting member of the Executive Board, with rights of voice and motion.

G. Parliamentarian: Shall remain impartial on all matters and serves as a non-voting member of the Executive Board. Any member of the caucus may be Parliamentarian. The Parliamentarian responsibilities shall also include the following:

1. Shall bring a copy of these bylaws and the latest edition of Robert's' Rules of Order Newly Revised to each meeting.
2. Shall be responsible to interpret the bylaws and advise the Caucus Executive Board on all matters of parliamentary law.
3. The interpretation and ruling of the Parliamentarian on the bylaws or Roberts' Rules of Order during any meeting shall be binding upon the Chairperson and all members at which such interpretation or ruling is made, subject to appeal as provided in RRONR. Interpretation and ruling on these bylaws, and the latest edition of Roberts' Rules of Order (Newly Revised), in accordance with Article IX, Section 2.

H. Region Vice Chairs: There shall be three (3) Region Vice Chairs to serve as liaisons between the caucus, Veterans Democratic clubs in the region, and shall serve as an outreach director for the caucus and the Veterans Democratic Clubs. Each Region Vice Chair must live in the respective region. Each Region Vice Chair shall be a Veteran or Veteran Dependent. Regions are defined herein:

1. One (1) Northern Vice Chair: Northern Region shall consist of Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba Counties.

2. One (1) Central Vice Chair: Central Region shall consist of Alameda, Contra Costa, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Stanislaus, Tulare, and Tuolumne Counties.
3. One (1) Southern Vice Chair: Southern Region shall consist of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura Counties.

Each Region Vice Chair's responsibilities shall also include, but not be limited to, the following:

1. Must convene at least one properly noticed teleconference or in person Regional meeting between Veterans Caucus meetings during months which CDP does not meet.
2. May assume delegate duties from any of the Executive Board officers (Chair, 1st VC, 2nd VC, Secretary, Treasurer) and if necessary, step up to fill those roles in case of an absence.
3. Responsibility for overseeing and organizing their respective Regions as set forth in these Bylaws. Organizing activities shall include, but not be limited to, communication, outreach, education, advocacy for issues, projects and campaigns promoted by the Caucus;
4. Appointing leaders in their Regions based on Counties or Assembly Districts to act as point persons for communicating events and actions to and from the Caucus, and to assist in duties as deemed necessary by the Chair.
5. Reporting activities in their Regions to the Board at least once a month and to their Regional Members at all Regional Membership meetings.

No member of the Executive Board may hold more than one Executive Board voting position; this includes all positions elected and all committee chairmanships.

The Main Body shall be the all Members in good standing.

ARTICLE IV - ELECTION AND REMOVAL OF OFFICERS

SECTION 1. ELECTION OF OFFICERS

Officers are elected during the Caucus Officer Regular Elections held at the first meeting of the CDP during odd numbered years. The term of office is two years. They are elected by simple majority vote. Method determined in accordance with Section 7 of Article V of these bylaws. Even if convenient election may not be conducted by acclamation or unanimous consent and must have a final vote tally.

SECTION 2. ELIGIBILITY REQUIREMENTS

In order to be nominated to any position in the Veterans Caucus you must be a member at least thirty (30) days prior to the nomination. Additionally, to be eligible for Veterans Caucus Chair position you must have attended at least one meeting of the Veterans Caucus or one regional meeting of the Veterans Caucus in the calendar year prior to the election; for example if the election is held in 2019 you must attend one meeting during the 2018 Calendar year.

SECTION 3. ELECTIONS AD HOC COMMITTEE

Ninety (90) days before the bi-annual meeting the Caucus Chair will appoint a member of the caucus to chair the Elections Ad Hoc Committee, they may find an additional two (2) members to assist on this committee; Any member on this committee is ineligible to be a candidate for any position for the election cycle. This committee shall be responsible for communicating the election process, receiving nominations, preparing ballots, conducting the election and tallying the ballots. The Chair of this committee will be responsible for handling all election disputes.

SECTION 4. NOMINATIONS

1. Nominations for officer elections or other member of the Executive Board shall begin sixty (60) days prior to the regularly scheduled bi-annual caucus meeting held during odd numbered years; Nominations shall not begin sooner than 30 days after CDP district delegate elections. Only members in good standing may be nominated to hold office. Notice of Nominations being open or will be opening must be announced via email, (or) regular mail (and) posted on the Caucus's website sixty (60) days prior to the bi-annual caucus meeting.
2. Elections must be announced via email, (or) regular mail (and) posted on the Caucus's website at least ten (10) days prior to the bi-annual caucus meeting and will include any candidates' names that have been nominated.
3. Nominations from the floor will be allowed provided that nominees meet all eligibility requirements.
4. The call for nominations will be called three times before a motion to close the nominations is accepted. A two-thirds vote to close the nominations will be required.

SECTION 5. EXECUTIVE BOARD REPLACEMENT AND REMOVAL

1. Replacement of Executive Board Members: If an elected Executive Board position shall become vacant at any time, for any reason, the Chair or Acting Chair is to hold a special election at the next meeting of the Main Body, for which due notice of election can be given, as the first order of business, prior to the execution of the standard order of business. The Executive Board is permitted to appoint an interim officer to fulfill the duties of the position for the time from the vacancy to the special election. In cases where one officer or two officers are the only remaining officers on the board for any reason, the Chair or Acting Chair is permitted to directly appoint interim officers until a quorum of officers is reached and they shall appoint the remaining interim officers as prescribed.
2. Removal of elected member of the Executive Board: Elected members of the Executive Board can be removed for cause through the disciplinary process described in Article XI.
3. Committee Chairs may be removed by a majority vote of the Executive Board.

ARTICLE V - MEETINGS

SECTION 1. MEETING REQUIREMENTS

1. Main body: Quorum is defined as 10% of the voting membership or twenty (20) voting members, whichever is less.
2. Officers meeting (if any) : Quorum is defined as a minimum of three (3) officers.
3. Executive Board: Quorum is defined as a minimum of three (3) officers and three (3) other members of the executive board.
4. Committee meetings: Minimum of three for Quorum.

5. Manner of hosting Executive Board, Officers and committee meetings: The manner in which a meeting occurs (in person, over the phone, online, etc.) shall be at the discretion of the Chair (for Officer and Executive Board meetings) or the committee chair (for committees) with care provided to ensure that the manner most inclusive of those members desiring to participate is utilized and for which due notice can be given.

SECTION 2. NOTICE OF CAUCUS MEETINGS

1. All meetings of the Caucus and meetings of the Executive Board must be duly noticed a minimum of ten (10) calendar days prior to the meeting. All meeting notices must contain information pertaining to the date, time and place or manner of the meeting and its intended Agenda. All meeting notices shall note that the bylaws, qualifications and procedures are posted on the web site.

SECTION 3. RULES OF MEETINGS

1. The governing Parliamentary Authority for meetings of the Caucus shall be as set forth in Article IX of these bylaws. It shall also comply fully with all requirements of the CDP and its Rules Committee in regard to its conduct and activity.
2. The Main Body, Executive Board, and any committee of the caucus may meet by telephone or other means of electronic communication.
3. Electronic voting, for any meeting, shall only be permitted at the discretion of the Executive Board.

SECTION 4. MEETING PROVISIONS

1. All public caucus meetings shall be open to all registered Democrats regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, and persons with disabilities as defined by the Americans with Disabilities Act of 1990.
2. The Caucus shall not discriminate on the grounds of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, economic status or persons with disabilities as defined by the American with Disabilities Act of 1990.

SECTION 5. QUALIFIED VOTERS

1. A 'voting member' is a member in good standing at the time of the vote. The Caucus Secretary will post a list of 'members in good standing' in the meeting room and confirm that the people who are voting are in Good Standing. A voting Member shall not join the Caucus at the same meeting at which they may cast a vote by paying dues or requesting a dues waiver.
2. Any person whose name does not appear on the roster of eligible voters, but who requests a ballot, shall be given a provisional ballot, which shall be handled according to the procedures set forth in Section 7, Paragraphs 2 and 3.

SECTION 6. ELECTRONIC VOTING

1. The Executive Board at its discretion can decide to conduct Electronic Voting. Electronic voting in any matter by any level of the organization is permitted provided that the below Subsections of this Section are followed.
2. At least ten (10) calendar days notice will be required before voting may begin to allow for reasonable discussions.

3. An Ad Hoc Committee, appointed by the Chair, consisting of one (1) Executive Board member and two (2) caucus members randomly selected by lot, will oversee the Electronic Voting.
4. The means of electronic voting will be at the discretion of the Ad Hoc Committee
5. The Executive Board determines the timing and duration of the electronic voting.
6. The Ad-Hoc committee shall ensure that each member receive unique access key to their ballot, allowing for one vote per caucus member.
7. Only those members in good standing will be permitted to vote electronically.
8. Vote results are automatically released at the close of voting to all voting participants and vote results are also sent out within five (5) calendar days via impromptu newsletter to all members.

SECTION 7. VOTING AND BALLOTS

1. Members shall be permitted to vote in the manner prescribed by the Chair or Presiding Officer. Members may also request, or determine via majority vote on a motion, a different method of voting than prescribed. Options for voting of the Membership include: Show of Hands, Show of Cards, Voice, Division of the Assembly, Open and Signed Ballot, and Secret Ballot. In case of an election an Instant Run-Off voting method is also permitted and can be combined with Open and Signed Ballot Or Secret Ballot, and Electronic voting.
2. The Caucus shall use written ballots and any person whose name does not appear on the roster of eligible voters, but who requests a ballot, shall be given a provisional ballot. All provisional ballots shall be segregated and counted separately. All provisional ballots should be resolved by the Elections Committee at the time of counting or, if further fact finding is required, at a meeting of the Elections Committee to be held as soon thereafter as possible, but in no event later than five (5) days after the end of balloting. If a provisional voter is determined to be eligible by the Elections Committee, or upon appeal, that voter's ballot shall be counted. The Caucus Corresponding Secretary shall publish the final tally once all provisional ballots have been resolved to the Caucus membership in writing, which may be by email for those who have consented to receive notice via email.
3. The Caucus Elections Committee Chair is responsible 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. The Elections Committee shall promulgate, for adoption by the membership of the Caucus at the election meeting, the precise protocol for securing and preserving ballots, including the method of sealing or otherwise preserving tallied ballots and the tally.
4. Candidates for Caucus Officer positions shall not have access to Member lists.
5. Instant Run-off voting method: The following method shall be applied when three (3) or more candidates are running for the same position:
 6. Each voter shall have one vote.
 7. Each ballot shall list all candidates for the position, on which ballot the voter shall rank the candidates in order of preference (with 1 representing the voter's first choice, 2 representing the voter's second choice and so on).
 8. Vote counting shall start with a tabulation of all first choices among the voters. If any candidate receives a majority of the first-choice votes, that candidate is declared the winner.

9. If no candidate achieves a majority, the "last place candidate" (defined as the candidate receiving the least number of first choice votes) is eliminated. In the case of a tie for last place, the first to be eliminated will be decided by lot. The votes of the voters who ranked the eliminated candidate as their first choice are redistributed to said voters' next-choice candidate(s) as indicated on their ballots. Any votes where there is no second choice indicated on the ballot go to an "exhausted vote" tally.
10. After this redistribution, the votes are tabulated again. If no candidate receives a majority of the non-exhausted votes, then the last place candidate after this vote is eliminated and the votes of those voters who ranked him/her as their highest choice among continuing candidates are redistributed to each of said voter's next-choice candidate, or to the "exhausted vote" tally if no further choices remain on the ballot. Another tabulation is then done.
11. This process of successively eliminating last place candidates, redistributing votes and tabulating continues until a candidate gains more than half of the non-exhausted votes.

ARTICLE VI - EXECUTIVE BOARD DUTIES: Duties of the Executive Board shall be to exercise all powers on behalf of the Veterans Caucus between meetings. The Executive Board shall inform the members of the Veterans Caucus of all decisions and recommendations made. As the Executive Board is representative of the membership, no vote may be taken by secret ballot. Information regarding any such decision by the Executive Board shall be provided to the membership in the form of the posting Executive Board Meeting Minutes on the Caucus Web-Site.

ARTICLE VII - COMMITTEES

SECTION 1. STANDING COMMITTEES

1. The Chair will nominate leads for all standing committees as defined below, except bylaws which has a predefined lead. Officers will then ratify those leads by majority vote. Those leads approved by the officers will have voting privileges in the Executive Board of the caucus. Below are the standing committees of the Caucus:
2. Bylaws and Resolutions - Shall, as requested by the Executive Board, the Chair, the membership, or on its own initiative: receive, review and advise concerning bylaws changes, interpret bylaw questions; draft possible amendments to the bylaws; and, implement solutions to bylaws-related problems. The Chair of this committee shall be the Parliamentarian. This committee will review and make recommendations on any resolutions presented to the Veterans Caucus. Performing other tasks as referred to it by the Executive Board or General Membership.
3. Legislative - Shall be responsible for: Reviewing and recommending to the body Caucus positions on state and federal legislation including political strategies; sending support/oppose letters to legislators; testifying; and, lobbying State legislators; Initiating legislation, securing a sponsor to introduce it, and lobbying to get them signed into law; Monitoring state legislators for their actions regarding Veterans issues presented to them and issuing an annual Legislative Report Card that summarizes, by grade, how all Democrats in the State Legislature voted on bills the Caucus took a position on; Updating the Veterans Caucus Plank of the California Democratic Party on odd numbered years;

Recommending resolutions to the Veterans Caucus membership and the California Democratic Party; and, Performing other tasks referred to it by the Executive Board or General Membership.

4. Organizational Development- Shall be responsible for recommending to the caucus activities, and policies designed to improve the organizational effectiveness of the caucus; Providing logistical and staffing services for Caucus events including its three annual meetings; Recruiting new members; Managing interactions between Veterans Democratic Clubs and the Veterans Caucus of the California Young Democrats throughout the State and the Caucus; and, other tasks referred to it by the Executive Board or General Membership.
5. Communications and Media- Shall be responsible for the messaging and consistent communication between the Caucus Executive Board, the Caucus Committees and the membership of the Veterans Caucus. Managing and executing internal and external communications on behalf of the Caucus including Facebook, Email, Twitter, website and any other social media related items. The Chair will also be providing expertise with regards to branding, messaging and organization of the caucus. Performing other tasks as referred to it by the Executive Board or General Membership.
6. Underserved Veterans- Shall be tasked with Investigating the many different issues specifically affecting our Women, LGBT, and Minority Veterans and taking the necessary and appropriate action (e.g. example letter writing, caucus resolution, etc.) to address and give a voice to those different issues. Performing other tasks as referred to it by the Executive Board or General Membership.
7. Disabled Veterans - Shall be tasked with investigating the many different issues specifically affecting our Disabled Veterans and taking the necessary and appropriate action (e.g. letter writing, caucus resolution, etc.) to address and give a voice to those different issues. Performing other tasks as referred to it by the Executive Board or General Membership.
8. Awards and Ceremonies - Shall be responsible for developing the planning and logistics as well as the actual conduct of opening ceremonies; shall present the annual awards; It is an optional responsibility to provide a color guard for the caucus or CDP .

SECTION 2. AD-HOC COMMITTEES

1. The Chair may create ad-hoc committees that have a specific purpose and short duration. The chairs of these committees will have no vote in the Executive Board.

SECTION 4. RULES OF COMMITTEES

1. Committees will designate a secretary who will keep all minutes. The Committee Secretary will submit to the Caucus Secretary within ten (10) days after each committee meeting the approved minutes of the previous meeting and draft minutes of the current meeting.
2. Committees are encouraged to meet as often as needed and on a regular basis. Committees required to meet at least once per quarter, however, it is recommended that they meet monthly.
3. Each committee will provide a report orally or in writing to every Executive Board meeting.
4. All Committee members must be members of the Veterans Caucus

SECTION 5. REMOVAL OF COMMITTEE OFFICERS AND MEMBERS

1. Committee Chairs can be dismissed in the same manner they were assigned, by a majority of the Elected Officers. In order to dismiss a committee member, Committee chairs must submit good cause to the Executive Board, The Executive Board upon showing of good cause for removal may dismiss a member from duties on a committee by a majority vote of the Executive Board.

ARTICLE VIII – PROHIBITIONS

SECTION 1. ENDORSEMENT PROHIBITIONS

1. The caucus is prohibited from taking independent positions on such matters which are contrary to the positions of the CDP and may not take a position on ballot measures or endorse candidates for partisan or nonpartisan offices unless a candidate has received an official endorsement of the CDP as provided in its bylaws. This shall not bind any member of the Caucus from making an individual public endorsement of any candidate, whether endorsed or not endorsed by the Party. The caucus may recommend to the California Democratic Party for endorsement any candidate or position for statewide offices, legislative offices or any local (non-partisan) offices.

ARTICLE IX - PARLIAMENTARIAN AUTHORITY

SECTION 1. AUTHORITY

1. The caucus bylaws shall govern this organization and its members. In cases where the caucus bylaws shall conflict with the decisions of any part or whole of the Caucus, the caucus bylaws shall supersede all until such a time where they are properly changed. Any issues not specifically covered by these by-laws or by the by-laws of the California Democratic Party shall be governed by the most recent edition of Robert's Rules of Order Newly Revised (hereinafter "Robert's Rules"). These bylaws cannot be suspended in whole or in part. These bylaws hereby supersede any and all prior versions of bylaws governing this caucus.

SECTION 2. INTERPRETATION

1. Questions of interpretation of these Bylaws and/or Robert's Rules arising other than in the course of the meeting or requiring resolution during the course of the meeting may be appealed in writing to the Board. The Parliamentarian shall be required to render a written response to such questions. Questions of interpretation of these Bylaws and/or Robert's Rules requiring resolution at a meeting may be appealed orally or in writing to the Parliamentarian. Any requests for amendment or revision of these Bylaws must be presented as set forth in Article XII, of these Bylaws.
2. Decisions Regarding Interpretation in Subsections A and B above; Decisions of the Board concerning interpretation of these Bylaws may be appealed to the membership whose decision shall be final. A two-thirds (2/3) negative vote of the Members in good

standing present and voting is required to overturn the decision of the Board. No further appeal can or may be made from the decision of the caucus in such matters.

ARTICLE X - ELECTRONIC NOTICE

SECTION 1. NOTICE VIA WEB POSTING

1. Publication of any Caucus notice via web posting will not be considered valid written notice. Individuals are afforded the opportunity to request that a copy of the text thereof be mailed to him/her via U.S. Postal Service mail or emailed. The request can be made at any time by contacting the Secretary or Communications Committee Chair.

ARTICLE XI - DISCIPLINE

SECTION 1. CAUSES FOR DISCIPLINE

- A. Members of the caucus shall be subject to discipline for the following offenses:
 - a. Violating the CDP Code of Conduct
 - b. Injuring the good name of the caucus
 - c. Disturbing the wellbeing of the caucus
 - d. Hampering the work of the caucus
 - e. Misconduct in office
 - f. Derelict
 - g. When a charge is made against a member, it shall be referred to a committee of investigation or discipline, appointed by the Executive Board. The committee shall investigate the matter and report its findings to the Executive Board. This report need not go into details, but shall contain its recommendations as to what action the caucus should take, and shall close with resolutions covering the case.

SECTION 2. TYPES OF PUNISHMENT

The types of punishment for violation of any cause for discipline shall include the following:

1. Censure
2. Fine (the amount to be determined by the membership)
3. Suspension of Membership (the amount of time to be determined by the membership)
4. Expulsion. No member should be expelled by less than a two-thirds vote of the Executive Board.

ARTICLE XII - AMENDMENTS OF THE BYLAWS

SECTION 1. PROVIDED BY THE BYLAWS COMMITTEE

Amendments shall be proposed by the bylaws committee. These proposals shall go through the following process:

1. Such amendment shall be provided in writing to the Executive Board, which shall have no less than five (5) days, nor more than thirty (30) days to provide feedback.
2. The Bylaws committee will submit final proposed amendment language in writing for consideration to the main body of the Veterans' Caucus no later than ten (10) calendar days prior to the meeting at which they will be considered for final approval.
3. The amendment proposed by the Bylaws Committee become effective immediately upon the approval of no less than two-thirds of the members present and voting.

SECTION 2. PROVIDED BY MEMBER OF VETERAN'S CAUCUS

Any member may propose an amendment to these Bylaws. These proposals shall go through the following process:

1. The amendment is proposed on the floor of a Main Body meeting. A vote is taken regarding the proposed amendment in order to proceed with this process.
2. If approved by the two-thirds of those present for the vote and in good standing, the Bylaws Committee drafts the final language of the proposed amendment. The Executive Board can provide its input to the Bylaws Committee. This process ensures that the amendment's final language does not contradict other provisions in the bylaws, assures congruence, and allows for Executive Board input.
3. The final recommended language of the proposed amendment draft is then distributed to all members of the caucus no later than 10 business days prior to the meeting at which they will be considered for final approval.
4. The final recommended language of the proposed amendment draft becomes effective upon the approval of no less than two-thirds of the members present for the vote and in good standing.

ARTICLE XIII - BYLAWS ADMINISTRATIVE CORRECTIONS

The bylaws committee can make necessary corrections to bylaws relating to spelling, grammar, numbering, punctuation, provided that it doesn't change the meaning or intent of the bylaws language. Such changes must also be documented in the bylaws committee minutes and made a part of the official approvals and noted below on when the administrative changes were approved by the bylaws committee and shown as an amended date in the approval section of the bylaws.

ARTICLE XIV - CODE OF CONDUCT

SECTION 1: ADOPTION OF THE CODE OF CONDUCT OF THE CALIFORNIA DEMOCRATIC PARTY

The Veterans Caucus hereby adopts the Code of Conduct of the California Democratic Party (hereinafter “CDP Code”) and incorporates the CDP Code, as it now exists or as it may hereafter be amended, as a part of these bylaws. A copy of the current CDP Code is appended to these bylaws and if hereafter amended by the CDP, the amended CDP Code shall be considered to:

1. A. Have superseded the version appended hereto, and,
2. B. Be operative as if appended hereto.

SECTION 2: APPENDING OF AMENDED CDP CODES

At the earliest possible convenience, the current CDP Code shall be appended to these bylaws, without need for further action by This Caucus.

SECTION 3: VIOLATIONS

Any violation of the Code shall be considered a violation of the Caucus bylaws and shall subject the officer/member to discipline under Article XIV of these bylaws. Such discipline shall be in addition to any disciplinary actions by the California Democratic Party or any of its constituent parts.

SECTION 4: AVAILABILITY

Copies of the Code shall be:

1. Made a part of the notices of any and all meetings of this Caucus by inclusion of an appropriate link, and,
2. Made available to members attending any such meeting by the officer responsible for check in.

SECTION 5: FILING

In addition to the process for the filing of any disciplinary charges under these bylaws, or under the bylaws of the CDP, the parliamentarian of this Caucus or, in their absence or when the conduct in issue involves the parliamentarian, any officer of this Caucus is responsible for and charged with receiving and ensuring the prompt processing of any complaint of violation of the Code. These two (2) tracks for processing such a complaint are not mutually exclusive and the failure to process a complaint under This Caucus’ bylaws shall not constitute a failure to exhaust administrative remedies barring initiation of any process under the auspices of the CDP Conduct Commission. Provisions should be made for the Code of Conduct and procedures for reporting violations of the Code of Conduct to be distributed in advance to all participants in all CDP Caucus meetings, via a URL Link provided in the Notice of Meeting. Copies of the Code of Conduct must be available to ensure that all participants are given an opportunity for review.

STANDING RULE #1: POLICY & PROCEDURE REQUESTS

The Executive Board may by a majority vote approve and implement an Executive Board Policy and Procedure, such Policy and Procedure must be ratified at the next caucus meeting, no policy can make a restriction on members' rights. Each Policy and Procedure is equivalent to a standing rule under this standing rule provision. The Main Body may request that an approved Executive Board Policy & Procedure be brought to the floor for debate and vote for possible repeal. Should a motion, second and majority vote repeal the Policy & Procedure, it is repealed effective on the certification of the vote.

MEMBER APPROVALS AND RATIFICATION

Amended by Bylaws Committee administratively for CDP Compliance on February 18, 2020.

Approved at general Veterans Caucus meeting of March 28, 2020.

Bylaws committee administratively approved the following changes on May 9, 2020. (No issues were noted when presented at the Exec Board meeting on May 9, 2020.)

1. Article II, Section 6, Item E Subitem 1: Removed duplication of Parliamentary duties and bringing copies of 2 years minutes to the meeting as unnecessary.
2. Article II, Section 6, Item F and Article VII, Section 1, Item 1 and Item 8: Removed Sergeant-At-Arms reference since position was eliminated on March 28, 2020.