

**BYLAWS  
of the  
CALIFORNIA DEMOCRATIC PARTY  
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 'CAUCUS' and may be referred to as 'CDP Veterans Caucus'. In these Bylaws it is also referred to as "the Organization" or "the Caucus."

**SECTION 2. ORGANIZATION'S LOGO**

The logo of the CAUCUS 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**

Caucus 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 Caucus via this provision: The vote of the membership of the Caucus shall supersede all other votes or decisions by any committee or persons within this organization.

**ARTICLE II - PURPOSE**

**SECTION 1. PURPOSE AND MISSION**

- A. **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.
- B. **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.
- C. **AUTHORITY OF BYLAWS:** These Bylaws shall govern the organization, operation, and function of the Caucus.

- D. **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.
- E. **ACTS:** The Caucus shall elect officers and shall conduct such other business as the policy and program of the Caucus may require.
- F. **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**

- A. **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.
- B. **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.
- C. **Duly Noticed-** A notice for agenda items to be sent to the members at least ten (10) days prior to a meeting.
- D. **Good Standing** - shall be defined as being current on membership dues or received a hardship waiver and compliant with the requirements of membership.
- E. **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 core values:

- A. Leadership- In complement to our overall mission, an element of leadership development will be present in all we do.
- B. 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.
- C. 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:

- A. Registered Democrats, pursuant to the laws of the State of California; or
- B. 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:

- A. A voting member shall be a Member that is in Good Standing.
- B. 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**

- A. 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.
- B. Dues are set at \$25.00 yearly and \$250.00 as lifetime.

- C. 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; the Chair will make the final decision.
- D. 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 90 days to vote.

## **SECTION 5. MEMBERSHIP TERMINATION**

- A. 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.
- B. 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.
- C. The Executive Board may remove any member consistent with the following:
  - a. A member may be removed from membership for:
    - i. Non-payment of dues;
    - ii. Member affiliates with or registers as a member of another party; or
    - iii. By a two-thirds (2/3) vote of the Executive Board Members, hereafter called the Board, in attendance at any Board meeting as set forth in paragraph b. below if, during his/her term of membership, said Member:
      - A. Violates these Bylaws or the Caucus Code of Conduct;
      - B. Publicly avows preference for another party;
      - C. Causes harm to the reputation and/or financial standing of the Caucus;
      - D. Publicly gives support to or avows a preference for a candidate nominated by another party; or
      - E. Publicly advocates that the voters should not vote for an endorsed candidate of the California Democratic Party, for any office. This clause shall be strictly construed such that a violation does not include merely advocating in favor, or affirmatively supporting, a Democratic opponent of such an endorsed candidate
      - F. In any way causes harm or disruption to the Caucus by acting in a manner contrary to the stated goals and principles of the Caucus.
  - b. In the event the removal is for reasons stated above, a Member may be removed using the following procedure:
    - i. Written charges brought by no fewer than ten (10) Members of the Caucus, or by a minimum of three (3) Members of the Board shall be submitted to the Chair who will notify the accused Member, and all

- ii. members of the Board, of the charges. The Board shall then determine whether the charges and the evidence supporting the charges are sufficient to justify proceeding against the Member.
- iii. If the Board finds, after a review, study and evaluation of evidence, that the evidence is insufficient to warrant or justify proceedings, the charges shall be dismissed by the Board.
- iv. If the Board finds, after a review, study and evaluation of evidence, that the evidence is sufficient to warrant or justify proceedings against the accused Member, the Board shall hold a hearing, after due and timely Notice, to conduct a fact-finding hearing of the charges and the written response of the accused.
- v. Witnesses for both the accuser and the accused may give testimony at the hearing.
- vi. The hearing may be in person or by telephone conference or some combination thereof, as determined by the Board.
- vii. After submission of all the evidence and the proper deliberations thereon, the Board will make ultimate resolution of the dispute.
- viii. A two-thirds (2/3) vote of those Board members present and voting shall be required to remove the Member charged.
- ix. If either party to the dispute is dissatisfied with the resolution of the dispute by the Board, he/she may appeal the decision of the Board to the full Caucus. Such appeal must be made in writing to the Board and lodged within fifteen (15) days of the decision being appealed. The appeal will be heard at the next Caucus meeting more than thirty (30) days after the Notice of Appeal.
- x. If the decision of the Board is appealed to the full Caucus, a two-thirds (2/3) vote of those Caucus Members present and voting shall be required to overrule the decision of the Board. Any Caucus vote less than the required two-thirds (2/3) will be deemed an affirmation of the decision of the Board. No further appeal can or may be made from the decision of the Caucus in such matters.

## SECTION 6. LEVELS OF ORGANIZATION

This Caucus will have two levels of organization – Main Body and Executive Board.

- A. **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.”
- B. **The Executive Board** - serves as the steering committee of the Caucus and includes all of the elected officials noted below. The Executive Board exercises all powers on behalf of the Veterans Caucus between meetings. Every member of the Executive Board has one vote,

There will be no secret ballots. No member of the Executive Board may hold more than one Executive Board voting position. This includes all positions elected and all committee chairmanships. 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.

**C. The elected officers** and their duties and descriptions are as follows:

1. **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:
  - a. 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.
  - b. 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.
  - c. Communicating to the Membership via newsletter no less than Quarterly.
  - d. 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.
  - e. Shall oversee communication and legislative affairs of the Caucus.
  - f. May appoint a Parliamentarian, as necessary.
  - g. Shall be Ex-Officio on all standing committees. Must actively participate on at least one standing committee as a regular member.
  
2. **Vice Chair**: The 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. The Vice Chair's responsibilities shall also include, but not be limited to, the following:
  - a. Shall supervise the outreach and development of the Caucus; coordinating with each region.
  - b. Shall assist the Chair as needed.
  - c. Shall be Ex-Officio on all standing committees, must actively participate on at least one standing committee as a regular member.
  
3. **Treasurer**: The Treasurer shall promptly account for all Caucus funds, including online dues and payments and 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:

- a. 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 shall report the Caucus' finances to all Caucus Members and Executive Board on a monthly basis.
- b. 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.
- c. Must actively participate on at least one standing committee.
- d. 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.

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

- a. Each time the Caucus convenes, the Secretary should have a list of all Standing Committees, and special committees in existence at the time. Shall attend and take Minutes at all general meetings, online meetings, teleconference meetings of the Caucus and Executive Board; provide draft copies of Minutes within three weeks after each meeting.
- b. 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 has logins and passwords.
- c. Caucus files shall be stored on a medium that is simultaneously accessible to all authorized Caucus members.
- d. 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.
- e. Shall ensure that Caucus records comply with the Caucus Bylaws of the CA Democratic Party and the latest edition of Robert's Rules, Newly Revised.
- f. The Recording Secretary shall maintain an electronic file of all Caucus correspondence.
- g. Must actively participate on at least one standing committee.

**5. Corresponding Secretary:**

- a. The corresponding secretary shall provide communications support to the Board and committees.
- b. The corresponding secretary shall manage the caucus website, social media platforms, press releases, advertising, announcements, printed materials, signage, calendar, and other correspondence and media.

- c. The corresponding secretary shall chair the Communications Committee.
- d. The corresponding secretary shall send and receive notices and other correspondence required by these Bylaws.

#### **D. 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 is as follows:
  - a. An officer may be removed from office for any of the following reasons by two-thirds (2/3) vote of the Board, excluding the Officer who is subject to the removal or, if appealed, by two-thirds (2/3) vote of the membership in attendance at any scheduled Caucus Membership meeting if, during his/her term of office, said officer:
    - i. Violates, or fails to perform duties of the office or fulfill responsibilities under there Bylaws;
    - ii. Causes harm to the reputation and/or financial standing of the Caucus;
    - iii. Publicly avows preference for another political party;
    - iv. Publicly gives support to or avows a preference for a candidate nominated by another political party;
    - v. Engage in conduct or behavior that would cause embarrassment, demeans or damages the reputation of the Caucus;
    - vi. In any way causes harm or disruption to the Caucus, or by acting in a manner contrary to the stated goals of the Caucus; or
    - vii. Threatens, assaults, stalks or incites as defined by applicable California and U.S. law or otherwise cause physical harm or harassment to another officer or other Caucus member.
  - b. Procedure for Removal by Vote: In the event the removal is for reasons stated in section a. above, an officer may be removed by the following procedure.
    - i. A petition may be brought by no fewer than ten (10) Members of the Caucus, or by a minimum of three (3) members of the Board shall be submitted to the Chair, or the 1<sup>st</sup> Vice Chair in the case of the Chair being the accused Officer, who will notify all members of the Board, including the accused Officer, of the charges. The

Board, excluding the Officer who is subject to a removal vote, shall then determine whether the charges and the evidence supporting the charges are sufficient to justify proceeding against the Officer.

1. If the Board finds, after a review, study and evaluation of evidence, that the evidence is insufficient to warrant or justify proceedings, the charges shall be dismissed by the Board and no further action will be taken regarding this matter.
2. If the Board finds, after a review, study and evaluation of evidence, that the evidence is sufficient to warrant or justify proceedings against the accused Officer, the Board shall hold a hearing, after due and timely Notice, to conduct a fact-finding hearing of the charges and the written response of the accused.
  - a. Witnesses for both the petitioner(s) and the respondent(s) may give testimony at hearing;
  - b. The hearing may be in person or via other conferencing technologies;
  - c. After submission of all the evidence and the proper deliberations thereon, the Board will make ultimate resolution of the dispute;
  - d. A two-thirds (2/3) vote, of those Board members present and voting shall be required to remove from office the Officer charged; and
  - e. An officer removed for cause is ineligible for reelection or reappointment to the Board for a minimum of the remainder of the current term. After this minimum requirement has been met, eligibility may be restored by a two-thirds (2/3) voter of the Board.
- c. If either party to the dispute is dissatisfied with the resolution of the dispute by the Board, he/she may appeal the decision of the Board to the full Caucus pursuant to Article III, Section D.2.e, below. An Officer will be automatically removed from office if, during his/her term of office, said Officer:
  - i. Ceases to be a registered Democrat;
  - ii. Fails to pay Caucus membership;

In the event of non-payment of Caucus dues, the Secretary shall notify the Officer of a lapse by email and U.S. Postal Mail and the lapsed Officer shall be allowed thirty (30) days after Notice to remedy non-payment of dues or file for economic hardship. If the Board receives no response to the Notice, the Secretary shall certify that a Notice had been sent and not responded to, and that therefore, the fact of non-payment of Caucus dues is

certified. Nonpayment of Caucus membership dues shall constitute automatic removal from office and require no further action, save for the cases of economic hardship; or

iii. Has excessive unexcused absences.

A. For purposes of determining absence, Board meetings must be Noticed a minimum of ten (10) days in advance unless Notice is waived by the Officers. Three (3) consecutive unexcused absences from scheduled and Noticed Board meetings, whether in person or via other conferencing technologies, and/or from scheduled and Noticed Caucus Membership Meetings, or any combination thereof, shall be considered voluntary resignation and constitute automatic removal from office with no further action required.

B. Eight (8) absences from any scheduled and Noticed meetings of the Board or the Caucus Membership in any twelve (12) month period whether consecutive or not and whether excused or not shall also constitute voluntary resignation and require no further action. This rule may be waived on an individual case-by-case basis by unanimous vote of the remaining members of the Board. The Caucus Secretary shall certify non-attendance. The Board shall make all reasonable efforts to accommodate all officers when scheduling meetings.

d. Procedure for Removal of Officer due to Absence:

- i. The Secretary must give advance Notice to the Officer that their next absence will result in removal.
- ii. Chair announces pending removal into the Minutes at a scheduled meeting of the Board.
- iii. Removal becomes effective upon Notice in the Minutes by the Chair.
- iv. Board may waive an automatic removal in the case of absence by unanimous vote of remaining Board Members present and voting at a scheduled meeting.

e. Appeal to the Membership.

- i. Any Officer may appeal the decision of the Board to the full Caucus. Such appeal must be made in writing to the Board and lodged within fifteen (15) days of the decision being appealed. An appeal from the removal of an officer for reasons other than for the legal infractions in clause D.2.c. above must be accompanied by the concurring signatures of ten (10) caucus members none of whom are on the board. An appeal from the removal of an officer for reasons relating to the legal infractions in clause D.2.a.vii.,

above must be accompanied by the concurring signatures of twenty-five (25) caucus members none of whom are on the board. The appeal will be heard at the next Caucus meeting more than thirty (30) days after the Notice of Appeal.

- ii. If the decision of the Board is appealed to the full Caucus, a two-thirds (2/3) vote of those Caucus Members present and voting shall be required to overrule the decision of the Board. Any Caucus vote less than the required two-thirds (2/3) will be deemed an affirmation of the decision of the Board. No further appeal can or may be made from the decision of the Caucus in such matters

## **ARTICLE IV – PROCESS FOR ELECTION 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**

- A. 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.

- B. Candidates for Officer positions may request correspondence for their candidacy be provided to the Caucus membership by the secretary.
- C. 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.
- D. Nominations from the floor will NOT be allowed.
- E. The call for nominations will be called three times before a motion to close the nominations is accepted. Closing the nominations requires two thirds vote.

## **ARTICLE V - COMMITTEES**

### **SECTION 1. STANDING COMMITTEES**

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:

- A. **Communications** – The Communications Committee shall be chaired by the corresponding secretary. The Communications Committee shall develop the website(s), social media accounts, press releases, advertising, announcements, printed materials, signage, and other communications and media. The Communications Committee shall manage the public relations of the caucus. The Communications Committee shall also be responsible for the following:
  - 1. initiating, maintaining, and coordinating relationships with other organizations and non-members of the Caucus;
  - 2. regulating the events calendar maintained by the Caucus;
  - 3. designing the logo of the caucus; and
  - 4. developing and maintaining guidelines for printed and electronic correspondence.
- B. **Organizational Development** - The Organizational Development Committee shall prepare, develop, review the implementation of, and recommend changes to the two-year plan of the organization. The Organizational Development Committee shall recommend the persons to serve as representatives of the organization, including at-large representatives known as regional vice chairs. The Organizational Development Committee shall determine the jurisdiction of the regional vice chairs. The Organizational Development Committee shall also be responsible for:
  - 1. preparing, developing, recommending, and reviewing the implementation of procedures to improve the operation of the organization
  - 2. maintaining these Bylaws and appropriately incorporating and formatting any amendments to either the Bylaws, special rules, or standing rules.

3. reviewing any proposed amendments or revisions to the bylaws or special rules of order, as well as recommending amendments and revisions to the bylaws or special rules of order.
4. reviewing membership applications and submitting its recommendations to the Executive Board and general membership.

**C. Policy and Legislation** – The Policy and Legislation Committee shall research, analyze, and take a stance on policy and legislative matters of interest to the caucus. The Policy and Legislation Committee shall be responsible for drafting and reviewing amendments to the platform of the caucus. The Policy and Legislation Committee shall also be responsible for the following:

1. drafting resolutions and position papers for approval by the Executive Board; and
2. coordinating with the Communications Committee to promote resolutions and policy statements.

**D. Programs Committee** - The Program Committee shall be responsible for the planning of all membership meetings. The Program Committee shall be responsible for preparing a list of proposed speakers and activities for the Caucus and presenting such information to the Executive Board. The Program Committee shall also be responsible for the following:

1. Coordinating all correspondence and contacts with speakers and related parties in connection with membership meetings;
2. Coordinating with the Communications Committee in connection with distribution of information to all members regarding Caucus activities;
3. Planning and managing all events and activities hosted solely or jointly by the Caucus; and
4. Such other matters as may from time-to-time be delegated by the Executive Board.

## **SECTION 2. AD-HOC COMMITTEES**

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 3. RULES OF COMMITTEES**

- A. 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.
- B. 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.
- C. Each committee will provide a report orally or in writing to every Executive Board meeting.
- D. All Committee members must be members of the Veterans Caucus

## **SECTION 4. REMOVAL OF COMMITTEE OFFICERS AND MEMBERS**

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 VI – MEETINGS**

### **SECTION 1. MEETING REQUIREMENTS AND PROVISIONS**

- A. Main body: Quorum is defined as Ten Percent (10%) of the voting membership or twenty (20) voting members, whichever is less.
- B. Officers meeting (if any) : Quorum is defined as a minimum of three (3) officers.
- C. Executive Board: Quorum is defined as a minimum of three (3) officers and three (3) other members of the executive board.
- D. Committee meetings: Minimum of three for Quorum.
- E. 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.
- F. 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.
- G. 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 2. NOTICE OF CAUCUS MEETINGS**

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**

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.

- A. The Main Body, Executive Board, and any committee of the Caucus may meet by telephone or other means of electronic communication.
- B. Electronic voting, for any meeting, shall only be permitted at the discretion of the Executive Board.

### **SECTION 4. QUALIFIED VOTERS**

- A. 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 Member may not join the Caucus at a meeting and cast a vote at that same meeting. They must be Members in Good Standing for 90 days to be able to cast a vote.
- B. 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 5. ELECTRONIC VOTING**

- A. 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.
- B. At least ten (10) calendar days notice will be required before voting may begin to allow for reasonable discussions.
- C. 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.
- D.
- E. The means of electronic voting will be at the discretion of the Ad Hoc Committee
- F. The Executive Board determines the timing and duration of the electronic voting.
- G. The Ad-Hoc committee shall ensure that each member receive unique access key to their ballot, allowing for one vote per Caucus member.
- H. Only those members in good standing will be permitted to vote electronically.
- I. 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 6. VOTING AND BALLOTS**

- A. 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.
- B. 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.
- C. 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.
- D. Instant Run-off voting method: The following method shall be applied when three (3) or more candidates are running for the same position:
  - 1. Each voter shall have one vote.
  - 2. 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).
  - 3. 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.
  - 4. 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.
  - 5. 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.

6. 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 – PROHIBITIONS**

### **SECTION 1. ENDORSEMENT PROHIBITIONS**

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.

### **SECTION 2. 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.

## **ARTICLE VII – AUTHORITY**

### **SECTION 1. OVERALL AUTHORITY**

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**

- A. 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.

- B. 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 VIII – ELECTRONIC NOTICE**

### **SECTION 1. CONSENT TO EMAIL NOTICE AND PROCEDURES FOR OPTING OUT**

- A. Publication of any Veteran’s Caucus notice via email will be considered valid if:
  - 1. The sender and receiver have both consented, in writing, to sending and receiving notice in this manner,
  - 2. The notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver,
  - 3. The obligation to inform and procedure for informing of any change in email address has been specified in writing, and
  - 4. There is an opportunity to opt out of such consent at an appropriate time.
- B. It is the responsibility of the Secretary to audit all members at the beginning of the calendar year to ensure email addresses on file are accurate. If an email address is found to be invalid, a letter must be sent to that individual requesting an accurate email address. It is the responsibility of the membership to notify the Secretary and Communications Committee Chair of any changes in email address for Caucus matters or if the member desires to opt-out of the email notification process.
- C. All forms and notices of Caucus which initiate (or respond in the first instance to the initiation of) any process described in Section 1.a(1), above, shall set forth clearly and legibly that such consent is provided by participation in that process that it is the obligation of the person to inform Caucus of any change in their email address and the procedure for terminating (“opting out”) of the consent to send and receive notices via electronic means, including email. Notwithstanding the provisions of this paragraph b, any failure by Caucus to include such a notice in a communication shall not invalidate any ongoing process giving rise, or otherwise related, to the communication.
- D. Caucus will facilitate email notices for any Member who has provided consent to receive email notice in the manner set forth in Section 1.a above, during any time period that such person’s consent to receive email notice remains in full force and effect.
- E. By consenting to receive notice by electronic means, a person agrees to hold Caucus harmless should the consenting person fail to open, receive, view or read their incoming emails regularly or allow others to delete their incoming emails and, therefore, not receive actual knowledge of the material contained in the email notice in a timely manner.
- F. To be effective, notice to Caucus of change of email address must be provided to the Secretary of Caucus, and the chairs of both the Organizational Development Committee and the Communications Committee of Caucus, in writing.

- G. Caucus will provide all persons who have consented to receive notice via electronic means, including email, with reasonable advance written notice, via U.S. Postal Service mail or via email of any change of sender domain which is used by Caucus.
- H. Challenges Via E-Mail. The filing via email of a challenge, or response to a challenge, shall be deemed consent to receive notice of all matters regarding that challenge, including response, as well as any appeal or response thereto, via email and a waiver of any right to maintain the confidentiality of email address while said challenge is pending final disposition.

## **SECTION 2. NOTICE VIA WEB POSTING**

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 IX - AMENDMENTS OF THE BYLAWS**

### **SECTION 1. PROVIDED BY THE ADHOC BYLAWS COMMITTEE**

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

- A. 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.
- B. 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.
- C. 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:

- A. 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.
- B. 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.
- C. 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.

- D. 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 X - 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:

- A. Have superseded the version appended hereto, and,
- 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:

- A. Made a part of the notices of any and all meetings of this Caucus by inclusion of an appropriate link, and,
- B. 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**

2/18/20: Amended by Bylaws Committee administratively for CDP Compliance.

3/28/2020: Approved at general Veterans Caucus meeting.

5/9/2020: Bylaws committee administratively approved the following changes. (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.

6/13/2020: Bylaws Committee administrative approved changes the resulted from discussions with the CDP Rules Committee, Ralph Miller). These administrative changes included: fixing the outlining format and placement of many items throughout the Bylaws document, removing the specific dues because it was already stated to be in the minutes of the meetings, as necessary; fixing the general readability of the document including providing page numbers. These changes were noted to the executive board at the Jun 17, 2020 meeting.

6/23/2020: The Bylaws committee met and made the following administrative changes; removed the State Central Committee" from the title, clarified the values in Section 1, placed the dues requirement back in Article III, Section 4B, clarified the treasurer's requirements as being monthly, restated the title of Section 1 of Amendment IX and relabeled the Conduct to be Article X instead of Article XI

6/23/2020: Bylaws committee meeting approved the following changes that will required approval at the next general meeting scheduled for Aug 4, 2020.

1. Establishing procedures for disciplinary actions is not considered an administrative change and will require approval of the general membership. That change includes comments in both the executive board and membership sections. They have been included in this change to make it easier to read but the specific sections are: Sections 5,

C and 6, D of Article III.

2. Removed the gender requirement placed on the 1<sup>st</sup> Vice Chair in that previously it had to be different than the Chair.
3. Removed the bylaws and Awards and Ceremonies as standing committees in Article V, Section 1.
4. Eliminated the requirement for amendments or interpretations of the Bylaws be presented to the Bylaws committee since the Bylaws committee was removed. (Article VII, Section 2 A) .
5. Removed Article X – Bylaws Administration Correction because the Bylaws committee was removed.

8/4/2020: General Membership approved bylaws changes noted above.

2/3/2021: Two items that were tabled on Aug 4, 2020 were discussed and approved at this membership meeting:

1. Changing Article IV, Section 4D: to eliminate nominations from the floor
2. Changing Article III, Section 4D and Article VI, Section 4A: to change that a member must be in good standing for 90 days to vote.

2/28/2021: General membership meeting of this date approved the following changes:

1. Removed 2nd Vice Chair, Parliamentarian and Three Regional Directors as elected positions and removed Parliamentarian from the executive board.
2. Added Corresponding Secretary as elected position and Chair of Communications committee.
3. Changed Standing Committees from five (5) being Legislative, Organizational Development, Communications and Media, Underserved Veterans and Disabled Veterans to four (4) being Communication, Organizational Development, Policy and Legislation and Program Committee