

**Bylaw Amendments to be adopted at the CDP's Executive Board Meeting held on
August 29, 2021, virtually through the CDP Zoom Account**

Adopted at the Rules Committee meeting held on April 30, 2021

Appendix A:

CODE OF CONDUCT

Expected Behavior

The California Democratic Party (CDP) is committed to providing a welcoming, respectful, friendly, safe, supportive, and harassment-free environment for members, employees, and all others associated with the CDP. The CDP expects all leaders, members, employees, and others associated with the CDP to act professionally, respecting the personal rights and dignities of all individuals involved with the party so as to create a productive, inclusive environment for all. All individuals should feel welcome and safe within the CDP, regardless of their sex, gender, gender identity, gender expression, sexual orientation, pregnancy, race, color, ethnicity, national origin, ancestry, religion, **caste**, creed, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, body size, domestic violence victim status, or any other legally protected classifications.

The CDP's behavior standards are not limited to CDP conventions and other meetings. Harassment will not be tolerated at any and all events sponsored by or affiliated with the CDP, as well as in CDP-related calls, texts, emails, and social media like Facebook, Instagram, and SnapChat.

Adopted at the Rules Committee meeting held on April 30, 2021

Amend Article XIII, Sections 1, 2, and 4, as follows:

ARTICLE XIII: GENERAL POLICIES:

Section 1. PUBLIC MEETINGS All public meetings at all levels of the Democratic Party shall be open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, **caste**, ethnic identity, sexual orientation, gender identity, persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.

Further, the scheduling and location of public meetings and other public affairs of the Democratic Party at all levels must take into account the ability to fully and fairly participate with reasonable accommodations, where appropriate, of persons with disabilities as defined in the Americans with Disabilities Act of 1990. The scheduling and location of such public meetings and other public affairs must also take into account the ability to fully and fairly participate with reasonable accommodations, where appropriate, of any religious minorities of significant numbers of concentration whose level of participation would be affected.

Section 2. TESTS AND OATHS No test for membership in, nor any oaths of loyalty to, the Democratic Party shall be required or used which has the effect of requiring prospective or

current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, sex, age, religion, caste, ethnic identity, sexual orientation, gender identity, persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.

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Section 4. REGISTRATION The Democratic Party, on all levels, should support the broadest possible registration without discrimination on grounds of race, color, creed, national origin, sex, age, religion, caste, ethnic identity, sexual orientation, gender identity, persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.

**Adopted at the Rules Committee meeting held on April 30, 2021
Amend Article II, Section 2.a. PUBLIC OFFICE MEMBERS**

Amend Article II, Section 2,a as follows:

ARTICLE II: MEMBERSHIP

Section 1. MEMBERSHIP

a. The Committee shall consist of:

(1) One member for each elective public office named in Section 2a of this Article.

* * *

Section 2. PUBLIC OFFICE MEMBERS

a. For purposes of this Section, the following public officers shall be referenced:

(1) President of the United States, if registered to vote in California as Party Preference Democratic.

(2) Vice-President of the United States, if registered to vote in California as Party Preference Democratic.

Renumber succeeding sections accordingly

(3) Governor etc

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Amend Article VII as follows:

ARTICLE VII: EXECUTIVE BOARD

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Section 2. EXECUTIVE BOARD MEMBERSHIP

The Executive Board shall consist of the following members of This Committee:

a. The following public officials:

- (1) President of the United States, if registered to vote in California as Party Preference Democratic,
- (2) Vice-President of the United States, if registered to vote in California as Party Preference Democratic,

Renumber succeeding sections accordingly

- (3) All United States Senators, etc.
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Adopted at the Special Rules Committee meeting held on July 17, 2021

MSP Standing Committee Reorganization and Bylaws Amendments with the technical amendments:

- **The following shall be a footnote to Article V:** In the event that a cross-reference to Article V is ~~rendered inappropriate as a result of any of the above changes~~, the Secretary of This Committee, in consultation with the Lead Chairs of the Rules Committee, shall be empowered to make such change without need for further action. Any such change shall be reported to the Executive Board of This Committee at its next meeting for ratification.
- Strike Section 5.c.8
- Use of semicolons consistently rather than inconsistent commas in final document

Proposed Amendment to CDP Bylaws, Article V

The intent of the following bylaws change is to:

1. facilitate the changes envisioned by the Statewide Officers of This Committee in their recent “Joint Announcement by CADEM Statewide Officers on 2021 – 2023 Committee Appointments” issued July 1, 2021;
2. Create two newly formed Standing Committees, “Justice, Equity, Diversity, & Inclusion”, and “Organizing”;
3. Consolidate the duties of the former Affirmative Action Committee and Organizational Development Committee, along with the duties expressed in the aforementioned “Joint Announcement” into the new duties of the “Justice, Equity, Diversity, & Inclusion” Committee.
4. take into account the prior work of the no longer extant Voter Services Committee, regarding their request for a change in duties by incorporating it into the new duties of the “Organizing” Committee;
5. effectuate the now two (2) decade long tradition of having “Lead Chairs” of Standing Committees;
6. implement a “Chair Emeritus” designation;
7. provide for standardized Bylaws templates for Caucuses, allowing for certain variations in content;

8. provide for cross-committee communication, development, and standardization of adoption of Committee procedures;
9. Task the Rules Committee with Chartering of Statewide Organizations.
10. provide for a more transparent and accessible publication of Committee Procedures; and,
11. better set forth the responsibilities of the Committees, and their Chairs, in a significantly more reader friendly format.

STRIKE: EXISTING ARTICLE V.

[NOTE: For the convenience of the reader, existing Article V is appended at the end of this memo.]

ADOPT THE FOLLOWING:

ARTICLE V: STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 1. STANDING COMMITTEES:

This Committee shall have the following Standing Committees with the duties as set forth herein below:

- a. Credentials,
- b. Finance,
- c. Justice, Equity, Diversity, & Inclusion
- d. Legislation,
- e. Organizing,
- f. Platform,
- g. Resolutions, and,
- h. Rules.

Section 2. CONSOLIDATION OF COMMITTEES:

The Chair of This Committee, during the period of their tenure, may consolidate, or if once done, deconsolidate, standing committees as deemed appropriate, subject to ratification by the Executive Board of This Committee.

Section 3. APPOINTMENT and NUMBER OF MEMBERS OF COMMITTEES:

- a. Except as set forth herein below, the Chair of This Committee, in consultation with the other Statewide Officers, shall appoint from fifteen (15) to thirty (30) members of This Committee to each of the Standing Committees mentioned herein; provided, however, that due to the work and nature of:
 - 1) The Standing Committee on Credentials, it shall be comprised of 25 – 45 members, and,
 - 2) The Standing Committee on Organizing, it shall be comprised of 60 – 80 members.

b. For all Committees without exception, the Chair of This Committee, in making these appointments, shall take into consideration the Party's commitment to non-discrimination, affirmative action, inclusiveness, and diversity including, but not limited to such things as: race, color, creed, national origin, sex, gender identity, age, religion, ethnic identity, sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990, economic status, and the geographical location of the appointees, including their residence in urban, suburban, or rural communities.

Section 4. APPOINTMENT and RESPONSIBILITIES OF CO-CHAIRS:

a. The Chair of This Committee, in consultation with the other Statewide Officers, shall appoint Lead co-chair(s), and may appoint other co-chairs, of each Standing Committee from among its members.

b. The Chair of This Committee may designate the most senior tenured Co-Chair of a Standing Committee, as "Chair Emeritus", in recognition of their terms of service.

c. Responsibilities:

- 1) The Lead Co-Chair(s) of Standing Committees shall be responsible for:
 - a) Setting the agenda of the Standing Committee prior to each meeting,
 - b) Appointing such sub-committees, and their Chair(s) as may be necessary, and,
 - c) In consultation with the other Co-Chairs, providing for the overall direction and administration of the Standing Committee.
 - 2) The other Co-Chairs shall provide guidance, support, and assistance in the administration and functioning of the Standing Committee, as may be requested by the Lead Co-Chairs.
- d. It shall be the further responsibility of the Lead Co-Chairs of the Committees on Finance; Justice, Equity, Diversity, & Inclusion; and, Organizing to:
- 1) prepare an Action Plan within three months of their appointment, and annually thereafter, for consideration and adoption by those committees at their next meeting with individual assignments for the members of the committee,
 - 2) transmit the Action Plan to the Chair and Statewide Officers for review, and
 - 3) make regular reports to the Executive Board on their Committee's activities and progress on the Action Plans.
 - 4) make annual reports to the State Delegates on their Committee's activities and progress on the Action Plans, which shall be made public to the state delegates by listing on the This Committee's website.

Section 5. STANDING COMMITTEE DUTIES AND RESPONSIBILITIES:

a. Credentials:

It shall be the duty of the Credentials Committee to:

- 1) approve the credentials of all persons appointed or elected to This Committee,
- 2) review and approve all proxies in accordance with Section 6 of Article IV of these By-Laws,
- 3) present a list of qualified members to the Chair of This Committee as soon as practicable,
- 4) hear certain appeals from decisions of the Compliance Review Commission, as specified in Article XII, and,
- 5) recommend the resolution of all challenges of, by, and to, members or proxies, which are referred to it pursuant to these Bylaws.

b. Finance:

It shall be the duty of the Finance Committee to:

- 1) organize, in cooperation with the officers of This Committee, activities and policies designed to protect and enhance the financial position of the Party;
- 2) prepare in cooperation with This Committee, This Committee's operating budget for presentation to the Executive Board; and,
- 3) to review and report to the Executive Board on the budgeting policies of the California Democratic Party.

c. Justice, Equity, Diversity, & Inclusion:

It shall be the duty of the Justice, Equity, Diversity and Inclusion Committee to:

- 1) focus on long-term cultural change in our Party necessary to accomplish its other duties;
- 2) recommend to the Executive Board of This Committee, monitor, and report on the progress of, a program to accomplish Justice, Equity, Diversity, and Inclusion, and, expand it to inform and educate Party Leaders and Delegates;
- 3) recommend to the Rules Committee improvements to This Committee's Code of Conduct, attached hereto as Appendix "A", and its procedures;
- 4) implement those programs adopted and designed to accomplish anti-racism and racial justice to ensure full, fair, and equitable access to our Party;
- 5) advise all persons with power of appointment and all electing bodies of the demographics of California Democrats so they may make informed choices in the selection and election of delegates, committee members and staff who are representative of the diversity of the Democratic Party with respect to gender, ethnicity, creed, age, sexual orientation, economic status, persons with disabilities as defined in the Americans with Disabilities Act of 1990, and area of residence;
- 6) implement and monitor the goal of affirmative action for selection of:
 - a) The delegates to all State Conventions and Conferences;
 - b) The members of all Standing Committees of This Committee;
 - c) California delegates to all National Conventions and Conferences; and,
 - d) The staff of the California Democratic Party;

- 7) recommend to the Chair of This Committee, and its Executive Committee, local, state and national political strategies, activities, and policies designed to improve the organizational effectiveness of the Party; and
- 8) propose a plan for redistricting of the Regions after each State Reapportionment is adopted.

d. Legislation,

It shall be the duty of the Legislation Committee to:

- 1) propose legislation when needed, in response to the duties and policies of the Party;
- 2) maintain a listing of all pending legislation that is of "must" and/or major concern to the Party;
- 3) keep a record of the vote by the Democratic Party legislators on such legislative items;
- 4) in consultation with the Chair of This Committee, organize and coordinate activities to advance Party positions on legislative priorities, including, but not limited to, lobby days with legislators, grassroots mobilization, delegate outreach; and,
- 5) advise the Chair of This Committee and make recommendations as to how to most effectively utilize Party resources for this purpose, consistent with guidelines adopted by the Rules committee.

e. Organizing:

It shall be the duty of the Organizing Committee, working with the CALIFORNIA DEMOCRATIC PARTY Organizing Department, to:

- 1) organize activists, volunteers, and Democrats year round;
- 2) conduct Relational Organizing, harnessing personal relationships year-round to get better voter engagement and higher conversion rates;
- 3) provide recommendations on digital tools, methods and programming that the Party can implement to effectively reach all voters in California;
- 4) build the strategic organizing capacity of local leaders and county parties by providing in-depth organizing trainings to activists around issues and the latest voter contact tactics;
- 5) coordinate and lead voter registration programs aimed at increasing Democratic Party registration;
- 6) provide recommendations to the California Democratic Party on how to effectively engage with communities of color and how to be intersectional organizers in our diverse state;
- 7) help support candidate recruitment efforts across the state and up and down the ballot, focusing on building the bench of the next generation of leaders;
- 8) support the Democratic voter expansion & engagement efforts of the Party and empower the voter organizing work of Party caucuses;
- 9) strengthen Voter Engagement by:
 - a) developing a system of grassroots organizing to facilitate active participation of voters across demographics in Party activities, with a specific focus on low-income voters;

- b) working with Democratic organizations, state legislative caucuses and county committees to ensure a registered Democrat runs in every election to partisan, and non-partisan, public office who wishes the Party's endorsement, and who is worthy of consideration for that endorsement as allowed for in Article VIII, Endorsement of Candidates, prioritizing age, race, gender identity and disability representation when evaluating future candidates;
 - c) reviewing those non-partisan races in which there was no Democratic candidate in the preceding election to that office and work with the aforementioned organizations to ensure there shall be at least one Democratic candidate for the next election to that office.
 - d) supporting and implementing the This Committee's training and education program through volunteerism and participant recruitment;
 - e) recommending goals and guidelines for the California Democratic Party voter contact program, such as an operational plan for an effective vote-by-mail campaign in each special and general election for state and local campaigns;
 - f) develop a plan to increase the percentage of Democratic voters who register for permanent vote-by-mail status;
- 10) expand Party Voter Education by:
- a) Supporting This Committee's voter education efforts by amplifying voter education messaging to diverse communities;
 - b) Partnering with community-based organizations to ensure our message is communicated to both a geographically and ethnically diverse base of voters;
 - c) coordinating training seminars which include instruction on campaign management, issues, and financial reporting requirements;
- 11) increase Democratic Voter Registration by:
- a) developing and implementing registration programs specifically designed to reach Californians equitably regardless of age, race, gender identity or disability that are newly eligible to vote or wish to change Party, including No Party Preference voters;
 - b) Partnering with Party caucuses, labor groups, community-based organizations and key stakeholders to organize voter registration programs;
 - c) supporting county committee registration efforts at local naturalization ceremonies, college and high school campuses, and other sources of potential new Democratic registrants;
- 12) provide Voter Protection Services by:
- a) designing voter protection programs to combat voter suppression and recommend best practices for accomplishing such to county committees in a manner that takes into account and ensures intergenerational institutional knowledge of voter suppression tactics inform program design; and,
 - b) supporting voter protection efforts in priority county's and highly contested federal and state races as needed.

f. Platform,

It shall be the duty of the Platform Committee to:

- 1) hold at least three (3) meetings throughout the state to solicit input and testimony on the development of the proposed planks of the Platform of This Committee,

- 2) have a platform draft available for interested persons at least seven (7) days prior to the first day of the meeting of This Committee at which the platform is to be considered,
- 3) hold a final hearing on or before first day of the meeting(s) of This Committee at which the platform is to be considered; and,
- 4) present to This Committee for approval a final draft of the platform during the second day of the meeting(s) of This Committee at which the platform is to be considered.

g. Resolutions:

It shall be the duty of the Resolutions Committee to:

- 1) review all resolutions proposed to This Committee or the Executive Board in accordance with these By-Laws, and the procedures for the proposition of resolutions,
- 2) recommend, reject, or amend all such resolutions prior to referral to This Committee or the Executive Board.

h. Rules.

It shall be the duty of the Rules Committee to:

- 1) keep the By-Laws and Rules of This Committee consistent with the aims and policies of This Committee;
- 2) propose special rules, and changes to the Rules and By-Laws, when necessary;
- 3) promulgate forms for quarterly financial disclosure statements for the Statewide Officers;
- 4) propose a plan for redistricting of the Regions after each State Reapportionment is adopted;
- 5) promulgate rules for the filling of vacancies in Regional Directorships;
- 6) in consultation with the Lead Chairs of the other Standing Committees and Commissions, adopt and promulgate procedures for the functioning of those Standing Committees and Commissions, which procedures shall be published as appendixes of these Rules and Bylaws, and shall be subordinate thereto;
- 7) biennially, promulgate rules for the conduct of Assembly District Election Meetings, which shall be published in a manner anticipated to be accessible to all interested persons;
- 8) promulgate Procedures for Chartering, Re-Chartering, and De-Chartering of Statewide Chartered Organizations, and advise the Secretary of This Committee as to what information is needed on the Application for Charter;
- 9) promulgate Procedures for Certification, Re-Certification, and Decertification of Caucuses, to advise the Secretary of This Committee as to what information is needed on the Application for Certification of Caucuses, certify and decertify caucuses,
- 10) promulgate standardized Bylaws templates for Caucuses, allowing for certain variations in content;
- 11) recommend changes in the Code of Conduct as may be necessary from time to time;
- 12) effectuate the flow chart entitled "Process for Reporting Misconduct and Harassment" attached hereto as Appendix "B,";
- 13) to hear certain appeals from decisions of the Compliance Review Commission as specified in Article XII; and,
- 14) to interpret the rules and By-Laws when called upon by the Chair of This Committee or the Executive Board.

Section 6: SPECIAL COMMITTEES:

The Chair of This Committee may appoint such special committees as they deem appropriate.

Section 7: PROCEDURES FOR COMMITTEE PROCEEDINGS:

- a. Committee proceedings shall be governed by these bylaws, and when not in conflict therewith, such rules and procedures as may be adopted pursuant to the provisions of these bylaws. Any matter not covered by either these bylaws, or said rules and procedures, shall be governed by the latest edition of Robert's Rules of Order.
- b. Standing Committees, sub-committees thereof, and/or any of its members, may meet in person, by telephone, or by other means of electronic communication.
- c. Except as may be otherwise allowed herein, in order for a Standing Committee, a subcommittee thereof, or any of its members to meet other than in person, the Chair of This Committee must:
 - 1) After considering the nature of the meeting, make a determination that:
 - a) allowing it to be conducted other than in person does not impose any undue burden;
 - b) does not fundamentally alter the nature of the proceeding;
 - c) that the need for physical presence is not a paramount component of the meeting, and,
 - d) each member can speak and be heard by the other members;
 - 2) Provide at least seven (7) day's notice to all interested persons that proceedings may be conducted other than in person, and,
 - 3) Provide a means for all other interested persons to likewise attend, at least via "listen/view-only" mode.
- d. Except as may be otherwise allowed herein, rules allowing for meetings of standing committees and subcommittees other than in person, shall only apply to such meetings that are not concurrent with a Convention or Executive Board meetings of This Committee.

The following shall be a footnote to Article V:

In the event that a cross-reference to Article V is rendered inappropriate as a result of any of the above changes, the Secretary of This Committee, in consultation with the Lead Chairs of the Rules Committee, shall be empowered to make such change without need for further action. Any such change shall be reported to the Executive Board of This Committee at its next meeting for ratification.

**ARTICLE V:
COMMITTEES****STANDING COMMITTEES AND SPECIAL**

Section 1.**STANDING COMMITTEES**

This Committee shall have the following Standing Committees with the duties as set forth herein below: Credentials; Rules; Resolutions; Platform; Affirmative Action; Legislation; Finance; Voter Services; and Organizational Development.

Section 2.**CONSOLIDATION OF COMMITTEES**

The Chair of This Committee, during their tenure, may also consolidate, or if once done, deconsolidate, standing committees as deemed appropriate, subject to ratification by the Executive Board of This Committee.

Section 3.**APPOINTMENT OF MEMBERS OF COMMITTEES**

Except as set forth herein below, The Chair of This Committee shall appoint from fifteen to thirty members of This Committee to each of the Standing Committees mentioned herein. For all Committees without exception, the Chair of This Committee, in making these appointments, shall take into consideration the Party's commitment to non-discrimination, affirmative action, inclusiveness, and diversity including, but not limited to such things as: race, color, creed, national origin, sex, gender identity, age, religion, ethnic identity, sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990, economic status. The geographical location of the appointees, including their residence in urban, suburban, or rural communities, shall also guide the Chair of This Committee in making appointments to each Standing Committee.

Section 4.**APPOINTMENT OF CO-CHAIRS**

The Chair of This Committee shall appoint co-chairs of each Standing Committee from among its members.

Section 5.**RESPONSIBILITIES****STANDING COMMITTEE DUTIES AND****a. *Credentials Committee:***

The Credentials Committee shall be comprised of 25-45 members. It shall be the duty of the Credentials Committee to approve the credentials of all persons appointed or elected to This Committee, to present a list of qualified members to the Chair of This Committee as soon as practicable, and to hear certain appeals from decisions of the Compliance Review Commission, as specified in Article XII. The Credentials Committee shall review and approve all proxies in accordance with Section 6 of Article IV of these By-Laws. All

challenges of members or proxies shall be referred to the Credentials Committee for resolution

b. Rules Committee:

It shall be the duty of the Rules Committee to keep the By-Laws and Rules of This Committee consistent with the aims and policies of This Committee, to propose changes

in the rules and By-Laws and special rules when necessary, to promulgate forms for quarterly financial disclosure statements for the Statewide Officers, promulgate rules for the filling of vacancies in Regional Directorships, adopt guidelines for the Legislation Committee, promulgate rules for the conduct of Assembly District Election Meetings, to adopt guidelines upon recommendation of the Organizational Development Committee for the Chartering of Organizations under Article X of these bylaws, to advise the Secretary of This Committee as to what information is needed on the Application for Charter, approve or reject proposed Caucus Statements of Purpose and Intended Activity, promulgate Guidelines for Certification, Re-Certification, and Decertification of Caucuses, to advise the Secretary of This Committee as to what information is needed on the Application for Certification of Caucuses, certify and decertify caucuses, promulgate procedural rules for the operation of the Compliance Review Commission, recommend changes in the Code of Conduct as may be necessary from time to time, promulgate procedural rules for the operation of the Conduct Commission and to effectuate the flow chart entitled "Process for Reporting Misconduct and Harassment" attached hereto as Appendix "B," to hear certain appeals from decisions of the Compliance Review Commission as specified in Article XII, and to interpret the rules and By-Laws when called upon by the Chair of This Committee or the Executive Board.

c. Resolutions Committee:

It shall be the duty of the Resolutions Committee to review all resolutions proposed to This Committee or the Executive Board in accordance with these By-Laws. The Resolution Committee shall have authority to recommend, reject, or amend all such resolutions prior to referral to This Committee or the Executive Board. The Resolutions Committee shall establish and publish the procedures for the proposition of resolutions that are consistent with these By-Laws.

d. Platform Committee:

It shall be the duty of the Platform Committee to hold at least three meetings throughout the state, to have a platform draft available for interested persons on the first day of the meeting of This Committee at which the platform is to be considered, to hold a final hearing during the first day of that meeting, and

to present to This Committee for approval a final draft of the platform during the second day of that meeting.

e. **Finance Committee:**

The Finance Committee shall be comprised of 25-35 members. It shall be the duty of the Finance Committee to organize, in cooperation with the officers of This Committee, activities and policies designed to protect and enhance the financial position of the Party; to prepare in cooperation with This Committee, This Committee's operating budget for presentation to the Executive Board; and to review and report to the Executive Board on the budgeting policies of the California Democratic Party.

f. **Affirmative Action Committee:**

The Democratic Party has a commitment to diversity and openness in participation. To ensure that commitment, the Affirmative Action Committee shall advise all persons with power of appointment and all electing bodies of the demographics of California Democrats so they may make informed choices in the selection and election of delegates, committee members and staff who are representative of the diversity of the Democratic Party with respect to gender, ethnicity, creed, age, sexual orientation, economic status, persons with disabilities as defined in the Americans with Disabilities Act of 1990, and area of residence. It shall be the duty of the Affirmative Action Committee to implement and monitor the goal of affirmative action for selection of:

- (1) The delegates to all State Conventions and Conferences;
- (2) The members of all standing committees of the State Central Committee of the California Democratic Party;
- (3) California delegates to all National Conventions and Conferences;
- (4) The staff of the California Democratic Party.

g. **Legislation Committee:**

It shall be the function of the Legislation Committee to propose legislation when needed, in response to the duties and policies of the Party; to maintain a listing of all pending legislation that is of "must" and/or major concern to the Party; and to keep a record of the vote by the Democratic Party legislators on such legislative items. The Legislation Committee shall in consultation with the Chair of This Committee, organize and coordinate activities to advance Party positions on legislative priorities, including, but not limited to, lobby days with legislators, grassroots mobilization, delegate outreach, and as needed, shall advise the Chair of This Committee and make recommendations as to how to

most effectively utilize Party resources for this purpose, consistent with guidelines adopted by the Rules committee.

h. Voter Services Committee:

The Voter Services Committee shall be comprised of 50-80 members. It shall be the duty of the Voter Services Committee:

- (1) To develop a system of grass roots organizing at the precinct level to facilitate active participation of voters in Democratic Party activities;
- (2) To coordinate programs to increase Democratic Party voter registration;
- (3) To organize new citizen swearing in events;
- (4) To organize outreach at college campuses and other sources of potential new Democratic registrants;
- (5) To recommend goals and guidelines for the California Democratic Party voter contact program, such as an operational plan for an effective vote-by-mail campaign in each special and general election for state and local campaigns;
- (6) To develop a plan to increase the percentage of Democratic voters who register for permanent vote-by-mail status.
- (7) To coordinate training seminars which include instruction on campaign management, issues, and financial reporting requirements;
- (8) To make every reasonable effort to assure that with respect to each and every partisan office that there shall be at least one Democratic candidate who has filed, who wishes the Party's endorsement, and who is worthy of consideration for that endorsement as allowed for in Article VIII, Endorsement of Candidates;
- (9) To review those non-partisan races in which there was no Democratic candidate in the preceding election to that office and to ensure there shall be at least one Democratic candidate for the next election to that office.

i. Organizational Development Committee:

It shall be the duty of the Organizational Development Committee:

- (1) To recommend to the State Chair local, state and national political strategies, activities, and policies designed to improve the organizational effectiveness of the Party;
- (2) To propose a plan for redistricting of the Regions after each State Reapportionment is adopted;
- (3) To propose guidelines to the Rules Committee, for their consideration and approval, concerning the Chartering of Organizations under Article X of these bylaws; and,
- (4) To recommend to the Executive Board the granting or rejection, of applications for Charter of organizations under Article X of these bylaws pursuant to guidelines adopted by the Rules Committee.

Section 6: ADDITIONAL RESPONSIBILITIES

It shall be the responsibility of the Co-Chairs of those Committees described in section 5 (f), (g), (h), and (i) to:

- a. prepare an Action Plan within three months of their appointment, and annually thereafter, for consideration and adoption by those committees at their next meeting with individual assignments for the members of the committee,
- b. transmit the Action Plan to the Executive Board of This Committee for consideration and adoption, and
- c. make regular reports to the Executive Board on their Committee's activities and progress on the Action Plans.
- d. make annual reports to the State Delegates on their Committee's activities and progress on the Action Plans. This would be made public to the state delegates by listing it on the Party's website.

Section 7: SPECIAL COMMITTEES

The Chair of This Committee may appoint such special committees as they deem appropriate.

Section 8: PROCEDURES FOR COMMITTEE PROCEEDINGS

Committee proceedings shall be governed by these bylaws, and when not in conflict therewith, such rules and procedures as may be adopted pursuant to the provisions of

these bylaws. Any matter not covered by either these bylaws or said procedures shall be governed by the latest edition of Robert's Rules of Order.

a. Standing Committees, sub-committees thereof, and/or any of its members, may meet in person, by telephone, or by other means of electronic communication.

b. Except as may be otherwise allowed herein, in order for a Standing Committee, a sub- committee thereof, or any of its members to meet other than in person, the Chair of This Committee must:

- (1) After considering the nature of the meeting, make a determination that allowing it to be conducted other than in person does not impose any undue burden, does not fundamentally alter the nature of the proceeding, and that the need for physical presence is not a paramount component of the meeting, so long as each member can speak and be heard by the other members,
- (2) Provide at least seven (7) days notice to all interested persons that proceedings may be conducted other than in person, and
- (3) Provide a means for all other interested persons to likewise attend, at least via "listen/view-only" mode.

c. Except as may be otherwise allowed herein, rules allowing for meetings of standing committees and subcommittees other than in person, shall only apply to such meetings that are not concurrent with a Convention or Executive Board meetings of This Committee.