



## Memorandum

**To: Regional Directors, County Chairs, and Interested Parties**  
**From: Operations Department**  
**Date: February 2023**  
**RE: Duties for Endorsing Process**

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Chartered Clubs/Organizations (CCOs), County Committee Chairs (Chartering Authority), and Regional Directors all have a part to play in the endorsement process. It is important to know exactly what those responsibilities are. Please see the outline below in order to familiarize yourself with each area of responsibility.

Please inform all of the CCOs in your county of the process and deadlines for chartered clubs to participate. Duties for each are listed below, following the relevant provisions of the CDP bylaws and an example of clear and complete club by-laws.

### CCO:

- Affirms that their Club or Organization is currently chartered with their chartering authority.
- Changes or adds to their rules or bylaws to contain a provision where only members in good standing as of April 25, 2023 will be included on the roster, as well as an outline of the process by which the voting representatives are chosen. (See an example of such language below).
- Checks their roster of members ‘in good standing’ to ensure that those members are registered in California as Democrats within a specific Assembly District.
- Submit club roster to their Regional Director, Chartering Authority **and** CADEM Secretary by the May 10 deadline, using the template provided by the CDP through the CADEM Club Member Registry.
- Every club must be registered and approved by the CDP and every club must be registered through the CADEM Registry by 12pm on May 10, 2023.

### Chartering Authority:

- Certifies the validity of the CCO’s charter.
- Affirms that the rules or bylaws of each CCO contains a definition of members in good standing
- Checks that the roster that will be submitted by each CCO has been certified as containing only members who are in good standing as of April 25 by the CCO’s President, Secretary, OR Treasurer, and is submitted by 12pm on May 10, 2023.
- Checks that members in good standing are registered as Democrats.



**Regional Directors:**

- Receives lists from the CCO's President, Secretary, or Treasurer.
- Working with CADEM Staff to remove duplicates after review in consultation with the Chartering Authority and PDI's verification of club members submitted in the CADEM Club registry.
- Checks the registration status of those members of CCOs that could not be verified by PDI.

**CADEM Secretary:**

- Receives lists from the CCO's President, Secretary, or Treasurer through CADEM Club Member Registry.

**Relevant Endorsement Bylaws** (*Posted Nov. 2022*):

ARTICLE VIII: Endorsement of Candidates for Partisan and Nonpartisan office, and endorsement and opposition to state ballot propositions, initiatives, referendum, and recall  
Section 3 g. (5)(c):

(c) Designated Assembly District representatives from chartered clubs and organizations.

1. Representatives from each Democratic Club or other Democratic organization chartered by This Committee or by a County Central Committee in the year prior to the pre-endorsing conferences shall be eligible to participate, as follows:

(a) The Chair of the Chartering Organization shall have certified the validity of the Charter, and that the Club was chartered and has submitted a roster of members in good standing duly registered as a member of the Democratic Party of California to the Chair of the Chartering Organization and to the appropriate Regional Director and the Secretary of This Committee no later than a date that is announced by the state chair and is between 300 and 310 days prior to the following statewide primary election of the year immediately prior to the endorsing process, and that:

- i. The rules of by-laws of the Club contain a provision that only members in good standing as of a date that is announced by the State Chair and is between 315 and 325 days prior to the following statewide primary election and is 14 days prior to the date specified in Section 3(g)(5)(c)(1)(a) above shall be included on the roster;

- ii. The rules or by-laws of the Club define the phrase “member in good standing”;
  - iii. The status of such members be certified by the Club’s President, Secretary, or Treasurer;
  - iv. The Club’s representatives to any particular pre-endorsing conference be from the list described above and that the overall list of representatives to all conferences adhere to the Equal Division Rule, to the extent possible.
  - v. Either (1) the rules or by-laws of the Club shall outline the process by which representatives to the pre-endorsing conference shall be selected, ensuring that only members in good standing participate in the process or (2) the representatives shall be selected at a duly-noticed meeting of the Club, affirmed by a vote of those members in good standing in attendance and voting.
- (b)** Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster referred to above.
- (c)** Club members who hold dual club memberships may only be counted for representation once. Such representatives must be registered Democrats. In the event a name is listed on two or more rosters, only one name shall be counted and the Regional Director shall first count the name on the roster of the organization which does not deprive another organization of representation, if possible; provided, however, if that is not possible, the name on the roster which was first turned in will be counted unless the individual is listed as a Representative from another organization, in which case the individual shall be counted only on the roster of the organization sought to be represented.



**Example of acceptable CCO Rules/Bylaw endorsement process changes:**  
*(Sample Club Bylaws)*

ARTICLE IV: MEMBERSHIP

- A. All members of the club shall be registered Democrats. If under the age of eighteen (18) years, or otherwise ineligible, they shall declare their intention of registering. A member shall be considered in good standing, if their dues are current, or have been waived due to economic hardship, their voting rights being subject to compliance with the other provisions of these bylaws.

ARTICLE VI: NOMINATIONS AND ELECTIONS

- A. Selection of Representatives to California Democratic Party (CDP) Pre-Endorsing Conferences
1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted to **[Insert name of Chartering Authority]**, the appropriate Regional Director and the CADEM Secretary no later than the date announced by the CDP in accordance with the CDP bylaws
  2. For purposes of this Section:
    - a. Only members in good standing, who are registered Democrats, as of the date announced by the CDP in accordance with the CDP bylaws, shall be included on the roster;
    - b. “Member in Good Standing” shall mean a member whose dues are current, or have been waived due to economic hardship;
    - c. The status of such members shall be certified by the Club’s President, Secretary, or Treasurer; and,
    - d. The Club’s representatives to any particular pre-endorsing conference be from the roster described above and that the overall list of representatives to all conferences adhere to the Equal Division Rule, to the extent possible
  3. Said representatives shall be selected by **[Insert selection process for your club here.]**