

The background image shows a professional training session. In the foreground, a woman in a dark blazer is seated, looking towards the right. Behind her, other attendees are visible, some looking forward. In the background, a man in a brown jacket is operating a professional video camera on a tripod. The overall scene is a well-lit indoor space, likely a conference room or training hall.

CADEM

CALIFORNIA DEMOCRATIC PARTY

CDP Credentials Committee

MEMBER TRAINING AUG 18, 2023 EBOARD

2023-2025 TERM

IN-PERSON COMMITTEE AGENDA

- I. 3:15 - 3:30 pm: **Introductions and Roll Call**
- II. 3:45 - 3:55 pm: **Charge & Policies**
- III. 3:55 - 4:30 pm: **Committee Training**
 - A. Issues that come to Credentials Committee
 - B. Proxy table during the E-Board & Convention Meetings
 - C. Proxy process
 - D. Process to Ratify Executive Board Members
- IV. 4:30 - 4:45 pm: **Feedback and Questions**
- V. 4:45am – 5:00 pm: **Adjournment**

COMMITTEE INTRODUCTIONS

- **Full Name**
- **City & Assembly District**
- **Type of DSCC Delegate Member (ADEM, Central Committee, Appointee)**

COMMITTEE MEMBERS

Lead Chairs

Shawn Kumagai
Lara Larramendi
Jane Wishon (Interim)

Co-Chairs

Tim Allison
Anastasia Foster
Crystal Jackson
Susan McEntire
Mark Mulliner
Suzann Reina
Paul Seo
Tiffany Woods

Members

Frances Anderson
Sylvia Carrillo
Victor Castellano
Temika Cook
Jodie Cooper
Wilma Dawson
Arnel Dino
Michelle Elmer
Julio Esperias
Stacy Fortner
Dinah Frieden
Ilissa Gold

Alene Harris
Lynette Henley
Nina Hiers
Marcus Ismael
Stanley King
Leah LaCroix
Jesse Luna
Sousan Manteghi-Safakish
Arianna Medel Cortes,
Margaret Okuzumi
Ethan Reznik
Maya Rodriguez

Alice Rogers
Sara Roos
Garfield Samuels
Mary Jane Sanchez
Gus Sustaita
Carol Taylor
Joe Thompson
Rafael Trujillo
Keith Umemoto
Taylor Woolfork

Committee Staff

Emma Harper
(916) 442-5707
emma@cadem.org

COMMITTEE CHARGES

Thank you for accepting your appointment to serve on the California Democratic Party's Credentials Committee. This is an important responsibility. I urge you to take this appointment seriously, attend the meetings and participate fully.

I look forward to receiving your ideas and suggestions, and those of the full committee, on how to build a stronger, better and more representative Party.

As stated in the Party's s By-Laws:

"...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."

Your presence at the Credentials Proxy/Problems desk for each meeting is an essential and valuable service. We appreciate your knowledge and patience, and need your participation at registration during Convention and Executive Board meetings.

COMMITTEE POLICIES

- **Parliamentary Procedures, Voting, and Code of Conduct** (Art. IV, Sec. 7)
- **Expectations**
 - **Attendance:** No more than 1 unexcused absence
 - **Participation:** Work at least 2 shifts at the proxy table per meeting
- **Volunteers for Leadership Roles**
 - Attendance Taker (x2)
 - Minutes recorder (x1) (notes, motions, votes, outcomes)
 - CRC decision appeal recorder (x1)

COMMITTEE TRAINING

ISSUES THAT COME TO CREDENTIALS

- Compliance Review Commission (CRC) Jurisdiction
- Appeals from Compliance Review Commission (CRC)
- Qualification for Membership
- Removal Process for failure to pay dues/registration fees (or file dues/fee waiver)
- Procedural steps for removal (making a motion, voting, etc.)

EBOARD VOTING ELIGIBILITY

In order to vote, and have one's vote counted, at this Executive Board Meeting, a member must have timely paid their annual DSCC dues and registration fee (or had them waived, by request from the E-Board/DSCC Member) to This Committee, registered for the meeting, received the event meeting/webinar links, and agreed to the CDP Code of Conduct, prior the close of credentialing.

PROXY HOLDER VS. PROXY GIVER

DEFINITIONS:

Proxy Holder: The person who is representing the voting DSCC member at the meeting of This Committee

Proxy Giver: The DSCC member who is giving their voting credentials to another person

PROXY TABLE DURING EBOARD MEETINGS

1. Proxy holder comes to get their proxy form processed

- We have a copy of their pre-approved proxy form OR
- They bring a copy of their **completed** proxy form

2. We check the eligibility of the proxy holder/giver

3. We give them their “EBoard Proxy Approval Form” Slip

4. Proxy holder takes their slip to pick up the credential of the proxy giver

ELIGIBILITY

1. All Proxy holders must be a Democratic State Central Committee (DSCC) delegate, and not already an Executive Board (EBoard) member and may not carry more than one proxy.
2. If elected to EBoard by Assembly District Election Meeting (ADEM), the proxy must be registered in the same 2023 Assembly District as the EBoard member was elected in.
3. If elected to EBoard by County Central Committee, the proxy must also be a DSCC member of the same County Central Committee.
4. All other EBoard Rep proxies may be given to any current 2023-25 DSCC member.

PROXY CHECKLIST

SUBMISSION

5. Proxy forms may be filed in advance no later than **Friday, August 4, 2023**.
* Scan and submit completed form using the on-line submission form or mail to 1830 9th St, Sacramento, CA 95811, no later than August 4, 2023 at 5pm.
6. Proxy forms may also be filed on site at the EBoard Meeting at the proxy table during credentialing/registration hours **ONLY**.
7. It is recommended the proxy holder bring a copy of the completed form on-site, even if a copy was submitted in advance.

APPROVAL AND REGISTRATION

8. To pre-register as an EBoard member's proxy, EBoard members need to have first paid their annual DSCC dues and EBoard event registration fee, by the CADEM EBoard on-line pre-registration deadline of Wednesday, August 2, 2023, prior to submitting the completed and signed proxy form.
Only EBoard members can request a waiver of dues and registration fees. It is also recommended that the proxy holder submit the proxy form by Friday, August 4, 2023, for the Credentials Committee pre-approval, if possible.
9. All Proxies shall report to the Proxy table prior to receiving their credential.
10. On-site Credentialing ends at 10:00AM on Sunday, August 20, 2023.

EXECUTIVE BOARD MEMBER / PROXY GIVER

I declare under penalty of perjury I am duly qualified to sit as a member of the Executive Board of the California Democratic State Central Committee, and hereby designate the following as my proxy with full power to act for me in every respect, and that the information on this form is true and correct to the best of my knowledge and belief.

Executive Board Member Proxy Giver Signature _____ Date _____

Executive Board Member Proxy Giver Name (Print) _____

Registration Address _____

City _____ Zip _____

Phone # _____ Email _____

County _____ Assembly District _____

PROXY HOLDER

Proxy Holder Name (Print) _____

Registration Address _____

City _____ Zip _____

Proxy Phone # _____ Proxy Email _____

County _____ Assembly District _____

OFFICIAL USE ONLY

Check if proxy is already in pre-approved binder.

1. Check the list to verify proxy giver is a member of the DSCC and EBoard. Write down their DSCC number (7 digit number starting "D" or "F") and EBoard Source.

DSCC #:

Source: _____

2. Check the list to verify proxy holder is a member of the DSCC but NOT an EBoard member. Write down their DSCC number.

DSCC #:

Holder Not on EBoard: Yes No

3. If EBoard source is ADEM, check the proxy holder is registered in the same Assembly District.

Same AD: N/A Yes No

4. If EBoard source is CCREP, check proxy holder is member of the same county committee.

Same County Committee: N/A Yes No

5. Check proxy giver has signed the proxy form.

Signed: Yes No

DO NOT APPROVE IF PROXY GIVER & HOLDER DO NOT BOTH HAVE DSCC #'s, GIVER DOES NOT HAVE AN EBOARD SOURCE, OR YOU ANSWERED NO TO ANY STEP.

If approved:

- Fill out the Approved Proxy Form.
- Stamp and initial both forms.
- Keep this form and give Approved Proxy Form to proxy holder.

STAMP HERE IF APPROVED

INITIAL: _____

PROXY PROCESS FOR E-BOARD

Check if the proxy giver is a member of the E-Board.

Check if the proxy holder and giver are DSCC members in good standing.

- Registered Democrats
- DSCC dues paid (or waived) (both proxy giver and proxy holder)
- Meeting registration paid (by proxy giver or holder) OR waiver requested (by proxy giver)

Check that the proxy holder is not already a proxy or an EBoard member.

EXECUTIVE BOARD PROXY RULES

4. Determine the type of DSCC member the proxy holder must be.

PROXY GIVER	County Central Committee Members	Assembly District Representatives	Statewide, Congressional and State Legislative nominees and their appointees, DNC Members, Past Party Officers, CDC Officers, Young Dems Officers
PROXY HOLDER	Proxy may be given only to a member or alternate of the same County Committee.	Proxy may be given only to a DSCC member who lives in the same Assembly District.	Proxy may be given to any DSCC member.
DSCC CODES	D4XXXXX	D7XXXX	ALL OTHERS

Note: Voting by proxy shall not be permitted with respect to any Standing or Special Committee.

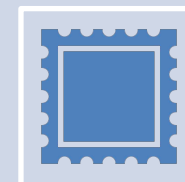
PROXY PROCESS FOR E-BOARD (Cont.)

Los Angeles, CA				APPROVED PROXY FORM		JULY 7-10, 2022	
OFFICIAL USE ONLY							
EXECUTIVE BOARD MEMBER / PROXY GIVER							
First Name	Last Name	DSCC #	EBoard Source				
PROXY HOLDER							
First Name	Last Name	DSCC #	INITIAL: _____				



Make sure the form is signed by the proxy giver.

Los Angeles, CA				APPROVED PROXY FORM		JULY 7-10, 2022	
OFFICIAL USE ONLY							
EXECUTIVE BOARD MEMBER / PROXY GIVER							
First Name	Last Name	DSCC #	EBoard Source				
PROXY HOLDER							
First Name	Last Name	DSCC #	INITIAL: _____				



Stamp and initial proxy form and the proxy approval slip.

Los Angeles, CA				APPROVED PROXY FORM		JULY 7-10, 2022	
OFFICIAL USE ONLY							
EXECUTIVE BOARD MEMBER / PROXY GIVER							
First Name	Last Name	DSCC #	EBoard Source				
PROXY HOLDER							
First Name	Last Name	DSCC #	INITIAL: _____				



Give proxy holder the proxy approval slip.

RATIFYING MEMBERS

2023 August 18th - 20th Summer EBoard Meeting (In Person)

- **In person daily credentialing/registration onsite during this meeting**
 - Daily Registration/Credential in hours: Friday, Aug 18, 5-9PM, Saturday Aug 19, 9AM-12:30PM, Sunday, Aug 20, 9-10AM
 - PRE-APPROVED Proxy forms must be filed in advance no later than Aug 4, 2023, by midnight.
 - **Credentials Meeting** (Fri, August 18 at 3PM), Visalia Marriott at the Convention Center, 300 South Court Street, visalia CA 93291).
 - Committee reviews list of registered individuals and list of proxies with preliminary approvals
 - Committee hears appeals of registration
- **Prelim Credentials EBoard Registration Report** given during opening Saturday General Session
- **Final Credentials Eboard Registration Report** given to the body on Sunday during opening of General Session

Questions and Feedback

NEXT COMMITTEE MEETING:

Friday, November 17, 2023

Sacramento, CA 95814

2023 November 17 - 19 CADEM Endorsing Convention - Sacramento CA

REFERENCES AND ATTACHMENTS

REFERENCES

1. Bylaws:
2. <https://cadem.org/bylaws/>
3. Executive Board Proxy Registration Form:
<https://fs3.formsite.com/CADEM2011/8pzvzx4ax9/index>
4. Credentials Committee Page:
<https://cadem.org/standing-committee/credentials-committee/>

ATTACHMENTS

1. Robert's Rules of Order Cheat Sheet
2. Proxy Form
3. Proxy Approval Slip
4. Delegate ID Codes
5. Credentials Committee Shifts