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January 30, 1978

A 78-01-034

Fair Political Practices Commission  
Technical Assistance and Analysis Div.  
1100 Kay Street  
Sacramento, Calif. 95814

Gentlemen:

Enclosed please find a copy of our by-laws and policy concerning the organization of the "South County Democratic Steering Committee", to operate a year-round Democratic Headquarters. We are unsure as to what category we fall under under Proposition 9, so therefore we are requesting that you review the enclosed and ascertain our reporting requirements.

Thank you for your prompt consideration of this matter.

Sincerely,



Bob R. Woods  
Chairman

Bob R. Woods - Castro Valley--Advised by phone (Feb. 21, 1978) that the South County Democratic Committee is a "Recipient Committee" under the Act, and I will send him appropriate technical assistance materials.

(Jay Greenwood)

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SOUTH COUNTY DEMOCRATIC COMMITTEE

BYLAWS

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ARTICLE I: Name

This organization shall be known as the South County Democratic Committee, hereinafter referred to as the Committee.

ARTICLE II: Purpose

The purpose of this Committee shall be to coordinate the operation of a year-round headquarters for the Democratic Party in Southern Alameda County. It shall, through its officers and members, endeavor to promote the effectiveness of all Democratic club organizations in precinct operations. It shall, with the cooperation of all participating members and other interested Democrats, promote the welfare of the Democratic Party and of its concepts of grass roots involvement.

ARTICLE III: Membership on the Committee

Section 1.

The following registered Democrats only shall be eligible for membership on this Committee:

- A. Two persons from each participating, chartered Democratic club in Southern Alameda County, to be chosen by said clubs, respectively;
- B. One person representing each participating Democratic Partisan office holder, to be chosen by said office holder;
- C. One County Central Committee member or alternate member from each Central Committee District located in Southern Alameda County, to be chosen by their respective caucuses;
- D. The Chairperson of the County Central Committee;
- E. One at-large member for each \_\_\_\_\_ regular Committee members, to be elected by the Committee;
- F. The coordinator of the headquarters, to be elected by the Committee.

Section 2.

Committee members who become candidates for partisan public elective shall take leave of absence upon filing for said election, and shall resign from the committee if elected. This section shall not apply to candidates for County Central Committee.

ARTICLE IV: Voting rights.

Each member of this Committee shall exercise voting rights (one vote...

per person) as long as said member retains his or her eligibility for membership as set forth in Article III and faithfully subscribes to the policy of the Committee.

ARTICLE V: Officers

The elected officers of this Committee shall be Chairperson, Vice-Chairperson, Secretary and Treasurer.

ARTICLE VI: Duties and Powers of Officers.

Section 1. Chairperson.

The Chairperson shall be empowered to cosign all checks drawn on the Committee accounts, shall act as chief administrative officer of this Committee, shall preside over all general and executive meetings of the Committee, shall be an ex-officio member with voting rights of all sub-committees of this Committee, and shall perform all other duties inherent in the office as prescribed by Roberts Rules of Order.

Section 2. Vice-Chairperson.

The Vice-Chairperson shall be empowered to cosign all checks drawn on the Committee accounts, shall perform all duties assigned to the office by the Chairperson, and, in the absence of the Chairperson, shall perform all duties and exercise all powers of the office of Chairperson.

Section 3. Secretary.

The Secretary shall record and keep records of all meetings of this Committee and the executive committee. The secretary shall receive and record all reports of all committees and shall perform all other duties inherent in the office.

Section 4. Treasurer.

The treasurer shall receive all money in the name of this Committee. This money shall be deposited in a bank which is chosen by this Committee. The treasurer shall be empowered to cosign all checks drawn on the Committee accounts, shall keep and maintain all records which may be required by law and shall perform all other duties inherent in the office. The Treasurer shall also be a member of the Budget and Finance sub-committees.

ARTICLE VII: Signatures required.

Three officers of the Committee, as hereinabove set forth, shall be authorized to sign Committee checks, and the signatures of two of same shall be required to issue any check.

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1 ARTICLE VIII: Election of Officers.

2 Section 1.

3 Election of officers shall be held at a general meeting of this  
4 Committee in every alternating December commencing December, 1978,  
5 at a date and time to be established by the Executive Board, and  
6 written notice shall be given to the General Membership at least  
7 30 days prior to such election.

8 Section 2.

9 Vacated office shall be filled by an election to be called at least  
10 30 days after notice to vacate by said officer and the membership  
11 shall be notified in writing no less than two weeks prior to such  
12 meeting that a special election is to be held.

13 Section 3.

14 The term of all offices shall be two years. The term of office for  
15 the Chairperson shall not exceed two consecutive terms.

16 Section 4. Removal from office.

17 A. Failure to successfully perform the duties of office shall  
18 cause that officer to be removed. Such removal shall be in accordance  
19 with Roberts Rules of Order (newly revised edition).

20 B. Any officer who supports a person of another party in the  
21 General Election shall be removed from office.

22 ARTICLE IX: Executive Board.

23 Section 1.

24 The executive Board shall consist of the four elected officers, and  
25 the chairperson of the standing sub-committees of this Committee.

26 Section 2.

27 The Executive Board shall decide all matters of policy of this  
28 Committee subject to ratification of 2/3 of the members present and  
29 voting at the next general meeting.

30 Section 3.

31 The Executive Board shall meet at least once preceeding each general  
32 meeting. A quorum of at least four members of the Executive Board  
33 shall be present.

34 ARTICLE X: General and Special Committee Meetings.

35 Section 1.

36 There shall be a meeting of the general membership at least once a

1 month unless otherwise voted by at least 2/3 of the membership.

2 Section 2.

3 Special meetings may be called by the Chairperson or may be called  
4 upon the written request of ten members. At least seven days  
5 notification shall be given for such special meetings.

6 Section 3.

7 The quorum for said general and special meetings shall be 2/3 of  
8 the members.

9 ARTICLE XI: Standing sub-committees.

10 Section 1.

11 The standing subcommittees of this committee shall be (1) policy,  
12 (2) budget and finance, and (3) management.

13 Section 2.

14 The chairperson of all sub-committees shall be appointed by the  
15 Chairperson subject to ratification of the executive board.

16 Section 3.

17 The Chairperson may appoint such other sub-committees as he/she may  
18 deem necessary.

19 Section 4.

20 Duties of the standing sub-committees are as follows:

21 A. Policy. The Policy sub-committee shall be responsible for  
22 establishing a workable policy for functioning of the headquarters  
23 and shall also act as a grievance committee when such grievance shall  
24 arise from any member of the full committee or participating member  
25 of the headquarters.

26 B. Budget and finance. The Budget and Finance sub-committee  
27 shall be responsible for establishing dues and charges and shall be  
28 responsible for the fiscal management of this committee and its  
29 functions.

30 C. Management. The Management sub-committee shall be responsible  
31 for the running of the daily functions of the headquarters of this  
32 committee and shall establish hours of operation and staffing thereof.

33 Section 5. Ratification.

34 All actions of the sub-committees shall be subject to ratification of  
35 the general Committee.

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1 ARTICLE XII: Endorsements

2 Neither this Committee nor the Coordinator of the headquarters shall  
3 make any endorsements of candidates or issues, whether for partisan  
4 or non-partisan office.

5 ARTICLE XIII: Affiliations.

6 This Committee shall affiliate with the Alameda County Democratic  
7 Central Committee as a Democratic organization.

8 ARTICLE XIV: Participating Members.

9 The definition of and eligibility for status as a Participating  
10 Member in the headquarters shall be established by this Committee,  
11 and said definition shall be found in the posted Policies thereof.

12 ARTICLE XV: Dues.

13 Participating Members shall pay such dues as are set by the Committee  
14 according to the posted Policies thereof.

15 ARTICLE XVI: Adoption and amendments.

16 Section 1.

17 This constitution shall be adopted by a 2/3 vote of the members  
18 present at the first meeting where such constitution is read and  
19 discussed.

20 Section 2.

21 Amendments to this constitution shall be subject to a 2/3 vote of  
22 the membership present at a general meeting, provided such amendments  
23 have been presented at least one meeting prior to the meeting at  
24 which a vote is taken.

25 ARTICLE XVII: Rules of Procedure.

26 Unless otherwise specified in these by-laws, this committee shall  
27 operate in accordance with Roberts Rules of Order (newly revised  
28 edition).

30 ADOPTED BY VOTE OF THE MEMBERSHIP THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1978.

32 IN WITNESS THEREOF:

33 \_\_\_\_\_  
Chairperson

35 \_\_\_\_\_  
Secretary.

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SOUTH COUNTY DEMOCRATIC COMMITTEE

HEADQUARTERS' POLICY

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2 1. STATEMENT OF PURPOSES

3 A. Provide an organizational base for coordinating Democratic  
4 political activity within Southern Alameda County.

5 B. Provide a centralized information center for fund raisers,  
6 legislation, issues, and other events, etc.

7 C. Provide a communication network between Democratic organizations,  
8 the legislators and their constituents, and between Democratic  
9 organizations and the general public.

10 D. Promote public awareness of the Democratic Party through  
11 precinct organizations.

12 E. Provide year round voter registration through precinct workers  
13 and headquarters personnel.

14 2. DEFINITION OF PARTICIPATING MEMBER (PM)

15 A. CLUB:

- 16 1. Must be chartered with the Alameda County Democratic Central  
17 Committee and;  
18 2. Pay the full budget allotment set by the South County  
19 Democratic Committee, or;  
20 3. Pay the minimum fee set by the South County Democratic  
21 Committee plus contribute volunteer hours in an amount to  
22 be set by the Committee.  
23 4. No member of a "PM" club may use the headquarters to work  
24 for an incumbent or non-incumbent candidate who is not  
25 himself or herself a Participating Member.

26 B. CANDIDATES:

- 27 1. Must be a registered Democrat and:  
28 2. For partisan office, be a regularly nominated candidate and  
29 pay the full annual allotment set by the Committee. This  
30 allotment shall be the same as that set for the clubs.  
31 3. For non-partisan office, pay such allotment as may be set  
32 by the Committee.

33 C. OFFICE HOLDERS:

34 The requirements for current office holders shall be the same  
35 as those set for partisan and non-partisan candidates, above,  
36 respectively.

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1 D. INDIVIDUAL SUSTAINING MEMBER

- 2 1. Be a registered Democrat and;
- 3 2. Pay such fee or allotment as may be set by the Committee.
- 4 The Committee may establish categories of sustaining member,
- 5 each with different financial requirements.

6 3. USE OF FACILITIES BY PARTICIPATING MEMBERS

7 A. Participating members shall be allowed the following:

- 8 1. Access to premises and use of facilities for mailings,
- 9 meetings, organizing campaign work, precinct work, calendar
- 10 coordination, publicizing events, and other Democratic
- 11 political activities.
- 12 2. Access to all lists of volunteers, voters lists, precinct
- 13 lists and maps, and other information that may be gathered
- 14 by the headquarters staff and volunteers.
- 15 3. Keys shall be kept by designated staff only and not loaned
- 16 out except for specified hours and limited purposes; keys
- 17 may be picked up by the PM for off-hour use and shall be
- 18 deposited in key slot upon leaving the headquarters.
- 19 4. No unauthorized use of the telephone shall be allowed.
- 20 5. Wall space utilization is to be governed by management
- 21 subcommittee.
- 22 6. Implementation of the above shall be under the management
- 23 subcommittee.

24 4. HEADQUARTERS COMMITTEE SERVICES

25 The South County Democratic Committee shall utilize staff and  
26 volunteers whenever possible, for the following purposes:

- 27 A. Coordinate volunteer files.
- 28 B. Develop precinct organizations.
- 29 C. Develop and keep up to date precinct lists.
- 30 D. Voter registration.
- 31 E. Calendar and coordinate the activities and events planned by
- 32 the PMs.
- 33 F. Develop a speakers bureau.
- 34 G. General election campaign organization.
- 35 H. Support GOTV in general elections.



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1 5. SPECIAL POLICIES

- 2 A. Composition of the South County Democratic Committee shall be  
3 set forth in the BYLAWS.  
4 B. The Policy Subcommittee shall draft the bylaws to govern the  
5 business of the Committee.  
6 C. The Committee will not endorse any candidate or issue.  
7 D. A copy of the policies and bylaws shall be posted at the HQ.  
8 E. The management subcommittee shall establish procedure for use  
9 of the HQ for PM club meetings and other clubs and group  
10 meetings.  
11 F. Non-PM groups may use the facilities and shall be charged a  
12 fee for such use, said fee to be set by the Committee.  
13 G. Policy regarding removal of lists, documents and equipment  
14 from headquarters shall be set by the Management Committee.  
15 H. The Management Subcommittee shall establish policy for hiring  
16 headquarters staff, hours of operation, etc.

17 6. CONFLICT BETWEEN BYLAWS AND POLICY

18 Should a conflict arise between the Bylaws and any policy, the  
19 Bylaws shall prevail.  
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