

**APPROVED BYLAWS**  
of the  
CALIFORNIA DEMOCRATIC PARTY  
STATE CENTRAL COMMITTEE  
**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 'VC-CDP' and may be referred to as 'CalDemVets'. In these bylaws it is also often referred to as "the organization" or "the caucus."

**SECTION 2. ORGANIZATION'S LOGO:**

The logo of the VC-CDP 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:**

VC-CDP regions and properly chartered veterans clubs of County Democratic Central Committees in California permitted to utilize the logo of the VC-CDP.

**SECTION 4. STRUCTURE:**

The Membership governs the VC-CDP via this provision: The vote of the membership of the VC-CDP 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 VC-CDP 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. Strong support of candidates who are supportive of the rights and care of Veterans and Democrats will be available, as will strong opposition to candidates who fail to support these causes. Additionally, and without regard for party affiliation, any Veteran who shall approach this organization for aid in any non-political form shall receive the best care

and assistance the organization and its resources are capable of providing. No Veteran seeking aid of a non-political nature shall be turned away.

- C. **AUTHORITY OF BYLAWS:** These Bylaws shall govern the organization, operation, and function of the caucus.
- D. **FOUR-YEAR ANNUAL WORK PLAN:** A 4-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, ethnicity, sexual orientation, veteran status, 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, domestic partners, 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 agenized 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

VC-CDP - Veterans Caucus of the California Democratic Party

RONR - referring to the latest edition of Robert's Rules of Order, Newly Revised

## **ARTICLE III MEMBERSHIP**

## **SECTION 1. VALUES:**

The VC-CDP shall maintain the following four core values: Leadership, Honor, Service and values and policies of the California Democratic Party.

- A. Leadership- In compliment 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 who are i) registered Democrats, pursuant to the laws of the State of California, or (ii) ineligible to register as Democrats due to Election Code, but who have expressed an intent to register as a Democrat upon becoming eligible are eligible for membership in this caucus, and (iii) who supports the mission of the VC-CDP. "Member in Good Standing" will be those who have paid dues, or had dues waived.

## **SECTION 3. VOTING MEMBERS:**

- A. A voting member shall be any Member described above in Section 2. All members are permitted to vote in the manner prescribed for the vote they are present and eligible for. No member has the right to vote unless they are found to be in good standing at the exact time and place they wish to do so.
- B. Further, VC-CDP recognizes its obligations under the General Policies/Provisions of the Democratic State Central Committee of California.

## **SECTION 4. MEMBERSHIP DUES:**

- A. Upon payment of dues membership will be good standing for twelve (12) months, from the payment date.
- B. Dues are set by the Executive Board annually and documented in the minutes of therein.
- C. Financial hardship waiver of dues may be granted to any person who expresses financial difficulty and is a registered Democrat. The designated Veterans Caucus Executive board member(s) can approve such waiver.

## **SECTION 5. MEMBERSHIP TERMINATION:**

- A. Membership in the VC-CDP 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 VC-CDP at any time by paying their dues and updating their information.
- C. The Executive Board may remove any member if, during his/her term of membership, such member affiliates with or registers as a member of another party; publicly avows preference for another party; publicly advocates that the voters should not vote for the

endorsed candidate of the CDP for any office; or who publicly gives support to or avows a preference for a candidate nominated by another party. Such removal requires a majority of the Executive Board.

- D. Any ten (10) members can petition that another member be reviewed for potential disciplinary action, up to the termination of their membership if, during his/her term of membership, such member violates these Bylaws; Causes harm to the reputation and/or financial standing of the Caucus; 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. See Article XI of these bylaws for the procedures on removal.

## **SECTION 6. LEVELS OF ORGANIZATION:**

This caucus will have three levels of organization - Elected Officers, Executive Board and 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."

### **A. Elected officers include:**

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). 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 and represent the caucus on the Executive Board of the Democratic State Central Committee. Upholding the responsibilities prescribed to Caucus Chairs in the DSCC bylaws.
  - b. 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.
  - 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. Shall be Ex-Officio on all standing committees. Must actively participate on at least one standing committee as a regular member.
2. 1st Vice Chair: The 1st 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. This officer must be of a different gender

than the Chair unless no member from a different gender seeks this office. The 1st Vice Chair's responsibilities shall also include, but not be limited to, the following:

- a. Shall be responsible for agenda's and caucus calendar,
  - b. Shall supervise the outreach and development of the caucus; coordinating with each region.
  - c. Shall assist the Chair as needed
  - d. Shall be Ex-Officio on all standing committees. Must actively participate on at least one standing committee as a regular member.
3. 2nd Vice Chair: The 2nd Vice-Chair shall assume the responsibility of the Chair if both the Chair and the 1st Vice-Chair is absent for regularly scheduled meetings or other function that requires their attendance or upon the occasion of a vacancy in the position of both the Chair and the 1st Vice-Chair. This officer must be a veteran. The 2nd Vice Chair's responsibilities shall also include, but not be limited to, the following:
- a. Shall be responsible for caucus program, policy, protocols and ensuring every voice is sufficiently heard.
  - b. Shall assist the Chair and 1st Vice 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.
4. Treasurer: The Treasurer shall promptly account for all caucus funds, 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. Shall take custody of all funds raised or received by the caucus after having the same entered into the records by the Secretary. The Treasurer will make reports at each regular or special meeting of the Caucus of all receipts and disbursement, and will at all times make the reports in writing with copies to be available to all caucus members and the Executive Board.
  - b. Shall promptly account for all Caucus funds and shall make quarterly financial reports to the Treasurer of the California State Central Committee, as well as make all other financial reports, which may be required by the Finance Committee of the California State Central Committee.
  - c. Will assure all requests for bill payment are submitted to the California Democratic Party (CDP) within five (5) calendar days of receipt for payment and disposition by the CDP.
  - d. Must actively participate on at least one standing committee.
5. Secretary: The Secretary shall keep the minutes of the caucus. The Secretary is responsible to maintain the list of voting members at meetings. This officer can be any caucus member. The Secretary's responsibilities shall also include, but not be limited to, the following:

- a. Each time the Caucus convenes, the Secretary should have, at each meeting, a list of all standing committees, and such special committees as are in existence at the time, as well as copies of these bylaws, all standing rules and minutes from prior meetings.
  - b. Shall attend and take minutes at all general meetings, online meetings, teleconference meetings of the caucus and Executive Board; provide a draft copies of minutes within three weeks after each meeting. The Secretary is the historian and shall make sure all sets of minutes are stored safely by a physical and electronic copy. 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.
  - c. Shall also ensure that caucus records are in compliance with the Bylaws of the CA Democratic Party and the latest edition of Robert's Rules, Newly Revised.
  - d. Shall maintains an electronic file of all caucus correspondence.
  - e. Must actively participate on at least one standing committee.
- B. Executive Board: In addition to the elected officers in Subsection A above, the Executive Board consists of the following: the Parliamentarian, Sergeant-At-Arms, and 3 Region Vice Chairs who shall also be elected by the membership. The Executive Board will also include the chairperson of each Standing Committees as noted in Article VII; each of which require recommendations of the Chair and approval of the elected officials. The executive board serves as the steering committee of the Caucus and acts on its behalf when a vote of the membership is not available. Every member of the Executive Board will have one vote, except the Parliamentarian.
1. Parliamentarian: Shall remain impartial on all matters and serves as a non-voting member of the Executive Board. Any member of the caucus may be Parliamentarian. The Parliamentarian's responsibilities shall also include, but not be limited to, the following:
    - a. Shall bring a copy of these bylaws and the latest edition of Robert's' Rules of Order Newly Revised to each meeting.
    - b. Shall be responsible to interpret the bylaws and advise the Caucus Executive Board on all matters of parliamentary law.
    - c. The interpretation and ruling of the Parliamentarian on the bylaws or Roberts' Rules of Order during any meeting shall be binding upon the Chairperson and all members at which such interpretation or ruling is made.
  2. Sergeant-At-Arms: Sergeant-At-Arms shall be a Veteran. The Sergeant-At-Arms' responsibilities shall also include, but not be limited to, the following:
    - a. Responsible for operations and logistics of all ceremonial proceedings of the caucus.

- b. Maintains order, safety and security for the duration of the meetings. Sergeant-At-Arms when acting in the capacity described herein supersedes the authority of the Chair.
  - c. Oversee the Special Committee for Review if called upon.
3. Region Vice Chairs: There shall be 3 Region Vice Chairs to serve as liaisons between the caucus, Veterans Democratic clubs in the region, and shall serve as an outreach director for the caucus and the Veterans Democratic Clubs. Each Region Vice Chair must live in the respective region. Each Region Vice Chair shall be a Veteran or Veteran Dependent. Regions are defined herein:
- a. One (1) Northern Vice Chair  
Northern Region shall consist of Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba Counties.
  - b. One (1) Central Vice Chair  
Central Region shall consist of Alameda, Contra Costa, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Stanislaus, Tulare, and Tuolumne Counties.
  - c. One (1) Southern Vice Chair  
Southern Region shall consist of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura Counties.

Each Region Vice Chair's responsibilities shall also include, but not be limited to, the following:

- a. Must convene at least one properly noticed teleconference or in person Regional meeting between Veterans Caucus meetings during months which CDP does not meet.
- b. May assume delegate duties from any of the Executive Board officers (Chair, 1st VC, 2nd VC, Secretary, Treasurer) and if necessary step up to fill those roles in case of an absence.
- c. Responsibility for overseeing and organizing their respective Regions as set forth in these Bylaws. Organizing activities shall include, but not be limited to, communication, outreach, education, advocacy for issues, projects and campaigns promoted by the Caucus;
- d. Appointing leaders in their Regions based on Counties or Assembly Districts to act as point persons for communicating events and actions to and from the Caucus, and to assist in duties as deemed necessary by the Chair.
- e. Reporting activities in their Regions to the Board at least once a month and to their Regional Members at all Regional Membership meetings.

No member of the Executive Board may hold more than one Executive Board voting position; this includes all positions elected and all committee chairmanships.

C. The Main Body shall be the all Members in good standing.

## **ARTICLE IV ELECTION AND REMOVAL 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 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 VC-CDP 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.

### **SECTION 4. NOMINATIONS:**

- A. Nominations of 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. 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.
- C. Nominations from the floor will be allowed provided that nominees meet all eligibility requirements.
- D. Consistent with RONR on elections, the call for nominations will be called three times before a motion to close the nominations is accepted. A two-thirds vote to close the nominations will be required.



## **SECTION 5. EXECUTIVE BOARD REPLACEMENT AND REMOVAL:**

- A. 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 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.
- B. Removal of elected member of the Executive Board: Elected members of the Executive Board can be removed during a meeting by a two-thirds vote of members present and voting in good standing or by a majority of the entire membership. Elected Executive Board members outside of a meeting are afforded the same due process rights as any member thus removal from office must follow the Special Committee for Review process outlined in Article XI. Elected Executive Board being investigated by the Special Committee for Review will continue to serve until a decision has been made by the Main Body.
- C. Committee Chairs may be removed by a majority vote of the Executive Board.

## **ARTICLE V MEETINGS**

### **SECTION 1. MEETING REQUIREMENTS:**

- A. Main body: Quorum is defined as 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 most inclusive of desiring participants is utilized.

### **SECTION 2. NOTICE OF CAUCUS MEETINGS:**

All meetings of the VC-CDP and meetings of the Executive Board must be duly noticed. All members shall be duly noticed of each meeting a minimum of ten (10) calendar days prior. All meeting notices must contain information pertaining to the date, time and place or manner of the meeting. All meeting notices shall note that the bylaws, qualifications and procedures are posted on the web site.

### **SECTION 3. RULES OF MEETINGS:**

The VC-CDP shall consult the RONR as a reference for conducting meetings. It shall 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 is permitted at the discretion of the Executive Board for any meeting.

### **SECTION 4. MEETING PROVISIONS:**

- A. All public caucus meetings shall be open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, gender identity, veteran status and persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.
- B. The VC-CDP shall not discriminate on the grounds of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, veteran status, disabilities as defined by the American with Disabilities Act of 1990, or economic status.

### **SECTION 5. QUALIFIED VOTERS:**

- A. A 'voting member' is a member in good standing at the time of the vote or vote deadline.
- B. 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.

### **SECTION 6. ELECTRONIC VOTING:**

- A. The Executive Board at its discretion can decide to conduct Electronic Voting, however standing rules on electronic voting must be followed.
- B. Electronic voting in any matter by any level of the organization is permitted provided that the below Subsections of this Section are followed.
- C. At least ten (10) calendar days notice will be required before voting may begin to allow for reasonable discussions..
- D. 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.
- 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 7. 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 overrule via majority vote on a motion, a different

method of voting than prescribed. Options for voting of the Membership includes: 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. Instant Run-off voting method

This method is used if you have three (3) or more candidates 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  
EXECUTIVE BOARD DUTIES**

Duties of the Executive Board shall be to exercise all executive powers on behalf of the Veterans Caucus between meetings. The Executive Board shall inform the members of the Veterans Caucus of all decisions and recommendations made. As the Executive Board is representative of the membership, no vote may be taken by secret ballot. 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 VC-CDP Web-Site.

**ARTICLE VII  
COMMITTEES**

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

The Chair will nominate to the officers for approval of the following who will have voting privileges in the Executive Board of the caucus, except in some cases committee chairmanships have a designate chairperson. Below are the standing committees of the VC-CDP:

- A. Bylaws and Resolutions - Shall, as requested by the Executive Board, the Chair, the membership, or on its own initiative: receive, review and advise concerning bylaws changes, interpret bylaw questions; draft possible amendments to the bylaws; and, implement solutions to bylaws-related problems. The Chair of this committee shall be the Parliamentarian. This committee will review and make recommendations on any resolutions presented to the Veterans Caucus. Performing other tasks as referred to it by the Executive Board or General Membership.
- B. Legislative - Shall be responsible for: Reviewing and taking positions on state and federal legislation including political strategies; sending support/oppose letters to legislators; testifying; and, lobbying State legislators; Initiating legislation, securing a sponsor to introduce it, and lobbying to get them signed into law; Monitoring state legislators for their actions regarding Veterans issues presented to them and issuing an annual Legislative Report Card that summarizes, by grade, how all Democrats in the State Legislature voted on bills the Caucus took a position on; Updating the Veterans Caucus Plank of the California Democratic Party on odd numbered years; Recommending resolutions to the Veterans Caucus membership and the California Democratic Party; and, Performing other tasks referred to it by the Executive Board or General Membership.
- C. Organizational Development- Shall be responsible for recommending to the caucus activities, and policies designed to improve the organizational effectiveness of the caucus; Providing logistical and staffing services for Caucus events including its three annual meetings; Recruiting new members; Managing interactions between Veterans Democratic Clubs and the Veterans Caucus of the California Young Democrats throughout the State and the Caucus; and, other tasks referred to it by the Executive Board or General Membership.
- D. Communications and Media- Shall be responsible for the messaging and consistent communication between the Caucus Executive Board, the Caucus Committees and the membership of the Veterans Caucus. Managing and executing internal and external communications on behalf of the Caucus including Facebook, Email, Twitter, website and any other social media related items. The Chair will also be providing expertise with regards to branding, messaging and organization of the caucus. Performing other tasks as referred to it by the Executive Board or General Membership.
- E. Underserved Veterans- Shall be tasked with investigating the many different issues specifically affecting our Women, LGBT, and Minority Veterans and taking the necessary and appropriate action (e.g. example letter writing, caucus resolution, etc.) to address and give a voice to those different issues. Performing other tasks as referred to it by the Executive Board or General Membership.
- F. Disabled Veterans - Shall be tasked with investigating the many different issues specifically affecting our Disabled Veterans and taking the necessary and appropriate action (e.g. letter writing, caucus resolution, etc.) to address and give a voice to those

different issues. Performing other tasks as referred to it by the Executive Board or General Membership.

- G. Awards and Ceremonies - Shall be responsible for developing the planning and logistics as well as the actual conduct of opening ceremonies; shall present the annual awards; It is an optional responsibility to provide a color guard for the caucus or CDP. This Committee will be chaired by the Sergeant-At-Arms.

#### **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. SPECIAL COMMITTEE FOR REVIEW:**

This committee shall be created and tasked with a specific matter to be investigated for determination of possible disciplinary action on the part of the membership. Please See Article XI of these bylaws. This committee will have no vote in the executive board.

#### **SECTION 4. RULES OF COMMITTEES:**

- A. Committees will designate a secretary who will keep all minutes. Committee Secretary will submit to the Caucus Secretary within ten (10) days after each committee meeting draft minutes and approved minutes.
- B. Committees are encouraged to meet as often as needed and on a regular basis. Recommended to meet monthly and are required to meet at least once per quarter.
- 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 5. REMOVAL OF COMMITTEE OFFICERS AND MEMBERS:**

Committee Chairs can be dismissed in the same manner they were assigned, by a majority of the Elected Officials. 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 VIII PROHIBITIONS**

#### **SECTION 1. 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.). All such funds shall be promptly accounted for and processed according to the rules promulgated by the Finance Committee of the CDP.

**SECTION 2. 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 for endorsement any position from the statewide offices, legislative offices or any local (non-partisan) offices to the California Democratic Party (CDP).

**ARTICLE IX  
PARLIAMENTARIAN AUTHORITY**

**SECTION 1. AUTHORITY:**

The caucus bylaws shall govern this organization and the members shall govern the bylaws through the process provided to them herein. In cases where the caucus bylaws shall conflict with the decisions of any part or whole of the VC-CDP, 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. 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 RONR 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 who shall render its decision. The Parliamentarian shall advise the Board in such matters.
- B. Questions of interpretation of these Bylaws and/or RONR requiring resolution at a meeting may be appealed orally or in writing to the Parliamentarian. Any requests for amendment or revision of these Bylaws must be presented as set forth in Article XII, of these Bylaws.
- C. 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 X  
ELECTRONIC NOTICE**

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

- A. If they have provided VC-CDP in writing with an email address at which they can be contacted, the following persons shall be considered to have consented to send and receive all notices via electronic means, including email:
1. Any member of the caucus.
  2. Any person who wishes to speak to, conduct business with the Caucus.
  3. Any person who makes contact with the any member of the Executive Board by email regarding the caucus.

Any person described above who has provided VC-CDP with an email address shall, by so doing, be deemed to have consented to send and receive email notices to or from VC-CDP. Such written consent shall continue in effect until and unless the person affirmatively terminates the consent or changes the email address on file with VC-CDP.

- 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. 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 VC-CDP 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 VC-CDP 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 VC-CDP to include such a notice in a communication shall not invalidate any ongoing process giving rise, or otherwise related, to the communication.
- D. By consenting to receive notice by electronic means, a person agrees to hold VC-CDP 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.
- E. VC-CDP hereby consents to receive email notice from any person 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.
- F. To be effective, notice to VC-CDP of change of email address must be provided to the Secretary of VC-CDP, and the chairs of both the Organizational Development Committee and the Communications Committee of VC-CDP, in writing.
- G. VC-CDP 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 (currently [“cdpveteranscaucus@gmail.com”](mailto:cdpveteranscaucus@gmail.com)) is used by VC-CDP.
- 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 that email address while said challenge is pending final disposition.

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

The posting on the website of VC-CDP of any notice, text, agenda, rule or proposal shall presumptively be considered sufficient notice thereof to the members of VC-CDP.

**ARTICLE XI  
CHALLENGE AND DISPUTES**

**SECTION 1. SPECIAL COMMITTEE FOR REVIEW:**

This Special Committee for Review can be called upon to review any matter seeking any appeal or redress of grievance within the caucus, such matters including but not limited to: rules, bylaws, membership, appeal of an executive board decision, etc. The Veterans Caucus requires this administrative remedy for the caucus be sought and completed prior to filing a Compliance Review Commission Challenge under the California Democratic Party bylaws.

**SECTION 2. COMPOSITION AND QUORUM:**

The Special Committee for Review shall be composed of seven (7) members: the Sergeant-At-Arms, One Executive Board member appointed by the VC-CDP Chair (except if the VC-CDP Chair is party in the challenge, in such case the most senior elected Executive Board member whom is not a party in said challenge would choose), One additional Executive Board member randomly selected by lot, and four (4) members of the caucus that are randomly selected by lot, all of whom will accept responsibility to serve on this committee. The Sergeant-At-Arms is designated as Chair of this committee. A quorum shall be a majority of those persons. Additionally, in any case where the parliamentarian may be required, the parliamentarian will be a part of this committee as a non-voting member to advise accordingly. The Special Committee for Review may meet by telephone or other means of electronic communication.

**SECTION 3. JURISDICTION:**

The Special Committee for Review shall have initial jurisdiction over all challenges and/or appeals arising under any Article of these bylaws or other matter pertaining to the Veterans Caucus. The Special Committee for Review shall have jurisdiction to hear and decide any challenge that is initiated at any time.

**SECTION 4. STANDING:**

Any party to a challenge must be adversely affected to bring the challenge. Any party who brings a challenge must be a member of the caucus at least thirty (30) days prior to the date alleged violation occurred.

**SECTION 5. CHALLENGES:**

- A. All challenges must be commenced by the filing of a written challenge with the Secretary of VC-CDP, with copies served on the Chair of VC-CDP, as well as the Sergeant-At-



Arms, where applicable no later than seven (7) calendar days after the alleged violation occurred. Upon a showing of good cause, sustained by unanimous vote, the Special Committee for Review may waive this time requirement.

- B. Any challenge pertaining to a member's rights, membership or disciplinary action of a member must be filed by a petition of no less than ten (10) members of the caucus.
1. A written statement of the charges must be submitted to the Sergeant-At-Arms containing the grounds for disciplinary action.
  2. Upon receipt of the statement of charges, the Sergeant-At-Arms must send to the accused member by timely registered mail, a copy of the statement of charges and a letter stating that the accused member may either resign or have a hearing before the Special Review Committee.
  3. The accused member must either resign or request a hearing within thirty (30) calendar days or the member will be removed. The Sergeant-At-Arms shall send a copy of the statement of charges to all committee members along with a notice of the hearing date to be held within forty-five (45) calendar days from the thirty days expiration date if the member has requested a hearing. Otherwise, the Sergeant-At-Arms will inform the Chair of the member's removal and provide a copy to the Secretary for disposition.
  4. The hearing shall be conducted in such fashion as to afford the accused member due process. The hearing shall afford the accused member an opportunity to respond to the statement of charges and to confront the witnesses against such member and the member may be represented by counsel at such hearing.
  5. At the hearing the committee shall examine the statement of charges brought against the accused member.
  6. The Special Committee for Review presents their findings and recommendations to the VC-CDP Chair in writing in a timely and efficient manner.
  7. The VC-CDP Chair will decide if the findings require a Special Meeting or can wait for presentation to the membership at the next regular scheduled meeting.
  8. At the time the findings are presented to the membership, it is the right of the accused member to address the membership in their own defense prior to the presentation of motions for disciplinary action(s). A motion for recommended disciplinary action may be made. A seconding of the motion is required and the motion must pass by a two-thirds majority vote of the voters present. Once passed, the execution of disciplinary action(s) is delegated to the Chair, who then carries out the action(s) prescribed.
  9. In case of seeking to only remove an Executive Board member from their position and not revoke other basic member's rights a simple majority of those present and voting would be required for removal if following this Special Committee for Review process.
- C. In all other cases not covered in Subsection B of this Section above must be filed by a petition of no less than three (3) members of the caucus.
1. A written statement of the charges must be submitted to the Sergeant-At-Arms containing the grounds for filing a challenge or dispute.
  2. Upon receipt of the statement of charges, the Sergeant-At-Arms must set a hearing date approximately forty-five (45) calendar days away. The Sergeant-At-

Arms will send to all interested parties, a copy of the statement of charges and notice of the hearing date. All interested parties may submit to the Sergeant-At-Arms all written testimony and evidence no later than fifteen (15) days prior to the hearing. A second notice containing details for the hearing will be provided at least ten (10) days prior to the hearing.

3. The hearing shall be conducted in such fashion as to afford every interested party due process. The hearing shall afford each party an opportunity to present their case and respond to questions from the Special Committee for Review members.
  4. The Special Committee for Review will conduct discussion, ask pertinent questions to any party involved and consider motions on the challenge accordingly. Special Committee for Review will present their findings in writing within ten (10) calendar days to the membership.
  5. If either party to the dispute is dissatisfied by the decision of the Special Committee for Review they can appeal to the full caucus. Such appeal must be made in writing to the Board and lodged with in 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. If an appeal to the full caucus is made a vote of two-thirds to overrule the Special Committee for Review decision. Any vote less than a two-thirds would be deemed an affirmation of the committee decision on the matter.
- D. Any challenge brought to a Special Committee for Review must first determine jurisdiction, standing and timeliness have all met the standards set forth in this Article before proceeding with any hearing.
- E. Upon presentation of their findings to the membership, the specific Special Committee for Review formed for that issue ceases to exist.

#### **SECTION 6. POWERS:**

The Special Committee for Review shall have the power and authority to take such actions as are necessary to provide a fair and just remedy including, but not limited to, the holding of new elections, conducting a revote of the Caucus, or reversing a vote that violates these bylaws.

#### **SECTION 7. APPEAL:**

All appeals of a decision made by the Special Committee for Review must be sent to the Compliance Review Commission in accordance with the Article XII of the California Democratic Party bylaws within seven (7) calendar days from the date of the Special Committee for Review decision. The filing of an appeal shall not stay any decision made by the Special Committee for Review.

### **ARTICLE XII AMENDMENTS OF THE BYLAWS**

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

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

1. Shall provide in writing an amendment proposal to the Executive Board, the Executive Board shall have no less than five (5) days to provide feedback.
2. Bylaws committee will submit final proposed amendment language in writing for consideration to the 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.
3. 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.

## **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:

1. 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.
2. 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.
3. 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.
4. 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 XIII BYLAWS ADMINISTRATIVE CORRECTIONS**

The bylaws committee can make necessary corrections to bylaws relating to spelling, grammar, numbering, punctuation, provided that it doesn't change the meaning or intent of the bylaws language. Such changes must also be documented in the bylaws committee minutes and made a part of the official approvals and noted below on when the administrative changes were approved by the bylaws committee and shown as an amended date in the approval section of the bylaws.

Approved at general Veterans Caucus meeting of Feb 23, 2018.

## **STANDING RULES (GO HERE)**

### **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. Approved at the general Veterans Caucus meeting of Feb 23, 2018.