

# VETERANS CAUCUS CALIFORNIA DEMOCRATIC PARTY

*P.O. Box 162863, Sacramento, California 95816*

ADOPTED BY THE EXECUTIVE BOARD

January 21, 2014

POLICY #2014-10

## **Rules on Officer Elections**

1. The Election of Officers will be a process gone through every two years to determine who will serve the next term of office as the elected officers of the Caucus.
2. The Elected Officer positions are- Caucus Chair, Caucus 1<sup>st</sup> Vice Chair, Caucus 2<sup>nd</sup> Vice Chair, Caucus Treasurer and Caucus Secretary.
3. An Ad Hoc committee for Elections Oversight will automatically be created effective October 1 of the year before the Election. The Caucus Chair will appoint a Chair for this committee. This person must be a member of the Caucus in good standing and cannot become a candidate for any office up for election during the cycle for which they are appointed.
4. From October 1 (directly prior to the election) to the end of said election, this policy and procedure may not be altered in any way, by the membership, Executive Board, etc.
5. Candidates for the offices up for election must announce their intent to run for the position of their choosing no later than November 30<sup>th</sup> of the Election cycle. Candidates claiming to be Veterans of the Armed Forces are to furnish proof of said claim via the showing of their DD214 to the Chair of the Elections Oversight Committee. The Chair of the Elections Oversight Committee may request further proof of the candidate meeting the other requirements for specific offices, as they deem necessary.
6. Candidates will have until December 31<sup>st</sup> to provide the Chair of the Elections Oversight Committee with information on their candidacy. The Chair of the Committee will then provide said information on all candidates to the membership via E-Mailing of a PDF with all candidates featured.
7. At the meeting where the Election will take place, the Chair of the Caucus will pass the gavel to the Chair of the Elections Oversight Committee and the current board will step down from their positions and thus relinquish them.
8. The Chair of the Elections Oversight Committee will then conduct the election of the officers according to the agenda for the same they will have previously outlined. Votes will be counted and the results tallied.



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9. Each newly elected or re-elected officer will take their place immediately upon certification of their race's results. Exception- the new or returning Chair will not preside over the meeting until the Chair of the Elections Oversight Committee is finished with the entire election.
10. Business of the Caucus will be conducted immediately following the elections, by the new/returning officers, according to the agenda previously outlined.
11. At the conclusion of the meeting where elections are held, the appointed officers of the caucus shall be considered to have offered their resignations to the new/returning Chair of the Caucus, who will then either accept their resignations or re-appoint them to their positions.
12. The new or returning Chair of the Caucus has 60 days after being elected to fill the appointed Officer positions, unless granted more time by the Executive Board through a majority vote. This shall include appointing a Parliamentarian, and Committee Chair for Each Committee.
13. Upon the certification of the final race being tallied for the Election, the Chair of the Elections Oversight Committee shall automatically resign their position and conclude their committee's business, thus causing the committee to cease to exist.
14. The Elections Oversight Committee may be comprised of as many people as the appointed Committee Chair wishes to have participating. This will include a minimum of a Vice Chair and Secretary. No one serving on this committee is allowed to be or become a candidate for any of the offices up for election during the cycle being overseen.
15. The Elections Oversight Committee will prepare all ballots, present candidates with all rules regarding the election and will ensure the membership is well informed of all matters pertaining to the election prior to the Election itself. Ballots will be provided to members of the Caucus at the door of the meeting where the Election is to be held.
16. The Elections Oversight Committee will be the final authority on matters pertaining to the election during the election cycle.

