

Veterans Caucus
California Democratic Party
3700 Dean Drive, #1003, Ventura, California 93003

AMENDED and ADOPTED BY THE EXECUTIVE BOARD
July 13, 2015

POLICY #2014-12

Committee Responsibilities and Rules

1. The Caucus will have the following standing committees:

a. **Organizational Development.** This committee:

- Manages and executes internal and external communication of the Caucus to include Social Media (Facebook and Twitter), Caucus web site, semi-annual newsletter to the membership, press releases, media relations, and any other communication of the message of the Caucus to the membership and beyond;
- Provides logistical services for Caucus events, including provision of adequate staffing of the check-in table and efficient processes at the Caucus's three annual meetings every year around the state;
- Processes bylaws amendments;
- Recruits new members;
- Manages interactions between Veterans Democratic Clubs throughout the State and the Caucus;
- Helps the Caucus connect to other Veterans and Political Organizations;
- Other tasks referred to it by the Executive Board or General Membership.

b. **Legislative.** This committee:

- Reviews, analyzes, takes position on and sends support/oppose letters to legislators, testifies, and lobbies on any state legislation that may affect veterans; the same can be done in response to specific bill requests on congressional legislation;
- Initiates state bills, secures a sponsor to introduce them, and lobbies to get them signed into law;
- Monitors state legislators for their actions or inactions on Veterans issues and issues 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;
- Updates the Veterans Plank of the California Democratic Party's Platform every two years (even numbered years);



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- Processes resolutions for approval by either the membership and/or California Democratic Party
 - Performs other tasks referred to it by the Executive Board or General Membership.
- c. **Underserved Committee.** This committee:
- Investigates and identifies the many different issues affecting our Women, LGBT, and Minority Veterans;
 - Takes action to address and give a voice to those different issues;
 - Performs other tasks referred to it by the Executive Board or General Membership.
2. Each committee will have a Chair appointed by the Veterans Caucus Chair. The Chair of each Committee will appoint a Vice Chair and Secretary.
 3. All member of the Caucus who wish to join a Committee will submit their request to the specific Committee Chair. Final appointment to the Committee is the Committee Chair's decision. This decision may be appealed to the Executive Board.
 4. Committees will meet a minimum of twice per year and will take minutes of their meetings. Meetings may be held via teleconference or other electronic means negating the need for travel for its members.
 5. Committee Chairs or their designated alternates will provide a brief verbal report on their Committee to the Executive Board during regularly scheduled monthly Executive Board meetings via teleconference. These meetings are held on the 2nd Monday from 6-7 pm.
 6. Committee Chairs or their designated alternates will provide a verbal summary of a written report on their Committee to the membership during its three annual meetings. A copy of the written report shall be provided to all members attending these meetings prior to the Committee's presentation.
 7. The Committee Chair is permitted to remove a Committee member at will. The affected Committee member may appeal this decision to the Executive Board.
 8. The Veterans Caucus Chair may remove a Committee Chair at any time provided they state their cause for doing so to the Executive Board.

