

**Democratic Party  
of  
Contra Costa County**

**BYLAWS**

**August 17, 2023**

BYLAWS OF THE DEMOCRATIC PARTY OF CONTRA COSTA COUNTY

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# BYLAWS OF THE DEMOCRATIC PARTY OF CONTRA COSTA COUNTY

## **Article I. FORMATION**

### Section 1. Name

The name of this organization is the Democratic Party of Contra Costa County (DPCCC), and, alternatively, the Contra Costa County Democratic Central Committee (CCCDCC).

### Section 2. Organization

The DPCCC is an ongoing organization pursuant to the California Elections Code.

## **Article II. PRINCIPLES & DEFINITIONS**

### Section 1. Purposes

The purposes of the DPCCC are:

- A. To serve as the official governing body of the Democratic Party in Contra Costa County (County) in cooperation with the California Democratic Party (CDP) and the Democratic National Committee (DNC);
- B. To promote development of the Democratic Party in the County;
- C. To charter Democratic organizations in the County;
- D. To endeavor, as much as possible, the election of Democrats and candidates endorsed by the DPCCC;
- E. To coordinate public relations for the Democratic Party throughout Contra Costa County and to represent the Democratic Party within the County;
- F. To build the party organization at the local and county level, to register voters as Democrats, to encourage the fullest possible participation of all Democratic voters, and to turn out Democratic voters; and
- G. To perform such other duties and services as will benefit the Democratic Party and the public interest.

### Section 2. Conduct of Members

- A. The Democratic Party endeavors to create a safe space for all people. Every Member has a right to be treated with respect by all other Members. The contributions of all Members are valued.
- B. All Members shall abide by the CDP and DPCCC Codes of Conduct at all official meetings, events, online functions, and other activities where the Member is representing the Democratic Party.

### Section 3. Non-Discrimination Policy

- A. The DPCCC acknowledges and adopts as its own the following policies of the National and State Democratic Parties:

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1. All public meetings at all levels of the Democratic Party shall be open to all members of the Democratic Party without regard to race, color, creed, national origin, sex, age, religion, caste, ethnic identity, sexual orientation, gender identity, health status, disability (as defined by the Americans with Disabilities Act of 1990 and as amended in 2008), or economic or housing status.
2. There shall be no membership requirements test or loyalty oath for the DPCCC or any other level of the Democratic Party causing or requiring, either directly or indirectly, prospective or current members of the Democratic Party to acquiesce in, condone, or support discrimination on the grounds of the categories in the previous paragraph.
3. The DPCCC shall support non-discriminatory, and the broadest possible, voter registration.

### Section 4. General Duties and Responsibilities

- A. The DPCCC is charged with the support of election campaigns subject to the guidance of the Democratic State Central Committee or its Executive Committee.
- B. The DPCCC shall continue to carry out its responsibilities and duties until a new County Central Committee has been elected and seated; and
- C. It is the duty of Regular Members, their Alternates, and DPCCC Delegates to the CDP to:
  1. Regularly attend DPCCC Central Committee meetings;
  2. Volunteer (or be assigned by the Chair) for at least one committee or to serve as an Officer, District Director, or other named position of the DPCCC or to serve the public as an elected official.
  3. Attend meetings of committees to which they are assigned or for which they have volunteered; and
  4. Through the above, contribute to the work of the Democratic Party.

### Section 5. Definitions

- A. **Democrat.** As used in these Bylaws, the terms "Democrat," "Democratic voter," and "registered Democrat" refer to a voter who has registered a preference for the Democratic Party on their voter registration form with the County Elections Office. This shall also include those who are ineligible to vote by reason of age or other status but have completed the membership requirements under Article II Section 1B.
- B. **Highest Finishing Democrat.** As used in these Bylaws, the term "Highest Finishing Democrat" (or "HFD") refers to the registered Democrat who receives the most votes in the most recent general election in which a Democrat did not win for the offices of United States Senator, Member of the United States

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House of Representatives, Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, State Superintendent of Public Instruction, Member of the State Board of Equalization, California State Senate, or California State Assembly. In the event no registered Democrat appears on the ballot in the most recent general election for one of these offices, the "Highest Finishing Democrat" shall be the Democrat who received the most votes in the primary election for the most recent general election for that office.

- C. **Days.** Any reference to a number of days will be considered "calendar" days.
- D. **Gender Equity.** For purposes of gender equity, any reference to "female," "woman," or "women" shall be defined as, and is defined to include all those persons who self-identify as female (self-identified females or SIF). For purposes of gender equity, any reference to "male," "man," or "men" shall be defined as those persons other than those who self-identify as female (other than self-identified female or OSIF), which is also to include non-binary and other non-conforming gender identities. The preferred terms for establishing gender equity, where appropriate or required, are SIF and OSIF.
- E. **Properly Called Meetings.** Properly called meetings are those that meet the notification requirements for the meeting.
- F. **Good Standing.** Members in Good Standing are those who have not had their privileges suspended, are not delinquent in their dues, and at least seven (7) days have elapsed since the payment of their dues.
- G. **Co-Chairs and Vice-Chairs.** Under these Bylaws, Co-Chairs are Members who serve together and have co-equal responsibility over a committee and have been approved by the Central Committee after their nomination. Vice-Chairs are Members appointed by the committee Chair(s), have a leadership role in the committee, and are responsible to the committee Chair(s). Leads or Co-Leads are Members appointed by the Committee Chair(s), have a leadership role in a subcommittee, and are responsible to the Committee Chair(s) or a Vice-Chair.
- H. **California Democratic Party.** All references to the CDP, the Democratic State Central Committee, DSCC, State Party, or CADEM shall be considered reference to the California Democratic Party.

### Article III. MEMBERSHIP

#### Section 1. Eligibility

- A. Membership in the DPCCC is open to all registered Democrats who are not otherwise ineligible.
- B. In addition to the above, Associate Membership in the DPCCC is also open to all persons who are unable to register to vote by reason of age or other status if they meet the following criteria:

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1. On a form provided by This Committee and posted to the Party website, the person fills out the form completely and attests that if eligible to register to vote they would do so and do so as Party Preference Democratic;
2. Attests on that form that they reside at an address or location within Contra Costa County and provide that address or, if unhoused or lacking a permanent home address, that they identify Contra Costa County as their primary residence location and where they accept mail or other specific location within the county;
3. On that same form have obtained the name, voter registration address, and signature of a registered Democrat in Contra Costa County, or if under 18 and not emancipated, the above information and signature of a parent or guardian, which person will be serving as a reference for the person submitting the form (If the form is to be completed online, a phone number will be required for verification of the reference in lieu of the reference's signature);
4. Agreed in writing to abide by the CDP and DPCCC Codes of Conduct; and
5. If under 18, provide a copy of their California Secretary of State Voter Pre-Registration.

### Section 2. Class of Membership

- A. There are two classes of Membership in the DPCCC: Regular Members and Associate Members.
- B. Regular Members
  1. The voting members of the DPCCC are the Regular Members. There are three (3) categories of Regular Members of the DPCCC.
  2. Public Ballot Members
    - a. Public Ballot members of the DPCCC are elected in the partisan primary of a Presidential election year.
    - b. Public Ballot Members are seated at the Organizational Meeting in January following their election.
    - c. Public Ballot Members are the only Members who may use the ballot designation "Incumbent" upon seeking re-election to the DPCCC on the public ballot.
  3. Designated Members
    - a. Appointed Members

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1. A registered Democrat residing in a Supervisorial District may be appointed by the DPCCC to fill the vacancy of a Public Ballot Member in that Supervisorial District.
2. Appointed Members shall have the same rights and responsibilities as Public Ballot Members.
3. Appointed Members may not use the ballot designation "Incumbent" upon seeking election to the DPCCC on the public ballot, but may, at their choosing, use the ballot designation "Appointed Incumbent."
- b. Organization Members
  1. Organization Members are one member from each chartered and officially recognized organization within the county who is chosen by and serves at the pleasure of that organization according to their bylaws, is a Democrat registered to vote in Contra Costa County or meets the requirements for membership in this Article Section 1B, is not already a voting member of the DPCCC, and is not otherwise ineligible to be a member of the DPCCC.
  2. Organization Members shall have same rights and responsibilities as Public Ballot Members except for the right to run for DPCCC Chair or to appoint their own Alternate.
  3. Organization Members may not use the ballot designation "Incumbent" upon seeking election to the DPCCC on the public ballot.
- c. Executive Committee Members
  1. Any member of the DPCCC who is not a Regular Member through any other means but is elected to serve as an Officer of this Committee, is elected to serve as a District Director, or serves as Past Chair on the Executive Committee shall be a Regular Member and shall have all the rights and responsibilities as Public Ballot Members including the right to vote and to appoint an Alternate.
  2. Executive Committee Members who are designated Regular Members through this section may not use the ballot designation "Incumbent" upon seeking election to the DPCCC on the public ballot.
4. Ex-Officio Members
  - a. Ex-Officio Members of the DPCCC are the following:



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1. Incumbent office holders who are registered Democrats or the most recent Highest Finishing Democrat of the offices of the United States House of Representatives, the California Assembly, the California State Senate, or State Superintendent of Public Instruction whose districts extend into Contra Costa County.
2. Statewide Officers of the CDP who are registered to vote in the county and Regional Directors of the CDP who represent the county.
3. The incumbent or Highest Finishing Democrat of each of the following offices, if they are registered to vote in the county: Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, State Superintendent of Public Instruction, Member of the State Board of Equalization, and United States Senator from California.
- b. Ex-Officio Members shall be entitled to the same rights and privileges as Public Ballot Members of the DPCCC except that they may not use the ballot designation of "Incumbent" upon seeking election to the DPCCC on the public ballot.

### C. Associate Members

1. Any registered Democrat and those persons qualified under Section 1B of this Article may become an Associate Member of the DPCCC upon payment of annual Associate Member dues.
2. The Central Labor Council and the Building Trades Council shall each be given a complimentary Associate membership and may be represented at the monthly meetings by a Democratic member of their respective Councils.
3. Associate Members shall be entitled to attend meetings of the DPCCC and participate in discussions and debates at such meetings but shall not be entitled to make motions or to vote. Associate Members in Good Standing shall be eligible for appointment to the committees and sub-committees of the DPCCC.
4. The DPCCC shall encourage as many Democrats as possible to become Associate Members.

### Section 3. Alternates

- A. An Alternate is an Associate Member with temporary voting privileges by holding a Regular Voting Credential when authorized. An Alternate may only vote when authorized by or in the absence of the Regular Voting Member so long as there is never more than one vote per Member seat.
- B. Appointment of Alternates

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1. Any Regular Public Ballot, Appointed, Designated Executive Committee, and Ex-Officio Members in Good Standing may appoint an Alternate.
    - a. An Alternate for a Public Ballot or Appointed Member must be registered to vote in the same Supervisorial District.
    - b. An Alternate for an Ex-Officio Member must be registered to vote in that political subdivision of Contra Costa County from which the appointing member was elected or for which the appointing member was the Highest Finishing Democrat.
  2. Each chartered or officially recognized organization that is represented by a voting member according to Article III Section 2B3b may also appoint an Alternate that meets the same membership requirement of the Voting Member.
- C. Such appointment shall be in writing and submitted to the Chair and Secretary of the DPCCC for confirmation of eligibility. Upon appointment, if an Alternate is not yet a Member of the DPCCC, they must become an Associate Member and pay the appropriate dues.
- D. Alternate substitutions may be made on an emergency basis when a voting member's appointed alternate and the voting member are both unable to attend an Organizational, Regular, or Special Meeting by submitting the request to the Chair and to the Secretary of the DPCCC for confirmation of eligibility. These substitute Alternates must be members in Good Standing of the DPCCC and not already a Voting Member of the DPCCC. If they are currently an Alternate for a Voting Member, that Voting Member must be in attendance at the meeting, and they cannot carry that Member's Credential at any time during the meeting.

### Section 4. Term of Office

- A. The organization's Public Ballot Members shall be elected at the primary during a Presidential election year and shall serve a term of four (4) years. Such members' terms shall commence with the Organizational Meeting, as defined in Article IV Section 1, held the January following the primary at which the members were elected.
- B. Appointed Members shall serve from their appointment until the next Organizational Meeting.
- C. Organization Members shall serve from confirmation of their eligibility until dismissed or replaced by their appointing body. Chartered and Officially Recognized Organizations must confirm appointment of their Regular Member and Alternate upon chartering or recognition and upon renewal. In the event that the appointing body is no longer a Chartered or Officially Recognized Organization, the seat is eliminated.

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- D. Designated Executive Committee Members shall serve until their term of Office on the Executive Committee concludes, they are removed from Office, they become a Regular Member through other means (*i.e.*, Appointed Member) or until the commencement of the next Organizational Meeting.
- E. Ex-Officio Members, except those whose membership in the DPCCC is based on their status as the Highest Finishing Democrat, shall serve from the certification of their election until the completion of the term of office for the position to which they were elected or until the seating of a successor for that position should the term be cut short (e.g., due to death, recall, or resignation).
- F. Ex-Officio Members whose membership in the DPCCC is based on their status as the Highest Finishing Democrat shall serve from the certification of the general election for the office for which they were a candidate until the end of the term of office for that position or until the seating of a successor for that position should the term be cut short (e.g., due to death, recall, or resignation).
- G. Alternates shall serve from confirmation of their eligibility through the term equal to that of their appointer or until dismissed or replaced by their appointer or appointing body. If an Alternate is not in Good Standing for more than thirty (30) days, the seat shall be considered vacant and will require an appointment or re-appointment.

### Section 5. Seating of Members

- A. Public Ballot and Ex-Officio members of the DPCCC shall be seated at the Organizational Meeting following the certification of their election.
- B. Appointed Members shall be seated immediately upon appointment.
- C. Chartered Organization Members and Alternate Members shall be seated upon confirmation of their eligibility.

### Section 6. Dues

- A. Annual dues for all members shall be payable by January 1 and shall be considered delinquent if not paid by that date. All member dues paid during the fourth (4th) quarter of a year shall apply to the current and next year's dues.
- B. If dues might cause an economic hardship, a member may, in lieu of dues, register at least twenty-four (24) Democrats or petition the Executive Committee for a waiver.
- C. To be eligible to vote in elections for District Directors, or CDP Delegates at Regular or Special Meetings of the DPCCC, Associate Members must be in continuous Good Standing for 30 days prior to the Meeting.
- D. To be eligible to vote in elections for DPCCC Officers, District Directors, or CDP Delegates at an Organizational Meeting of the DPCCC, *all* categories of Members must have paid their dues by January 1 and must otherwise be in Good Standing.

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### Section 7. Vacancies

#### A. Automatic Vacancies

1. A vacancy shall exist automatically should a Regular Member (other than an Ex-Officio) or an Alternate move their voter registration out of the district from which the member was Elected or appointed. The DPCCC shall consider such a move a resignation by the member.
  2. A vacancy shall exist automatically should any Member change their voter registration to anything other than Democratic or otherwise fail to meet eligibility requirements for the office or seat to which the person is elected or appointed. The DPCCC shall consider this a resignation by the Member and/or a void election or appointment.
- B. If the seat of a Public Ballot or Appointed Member becomes vacant, at minimum, a notice of the vacancy shall be posted on the DPCCC public website within seven (7) days of such vacancy and distributed to all Members and chartered clubs. Such vacancy shall be filled by election of a qualified candidate from the same Supervisorial District of the vacated seat at a Regular Meeting no sooner than thirty (30) days or later than one hundred (100) days after the official notice of vacancy.

### Section 8. Committee-Directed Vacancies/Removal from Membership

#### A. Consideration for removal from membership may be for any of the following:

1. **Absence.** Any Regular Public Ballot, Designated, or Appointed Member who misses more than three (3) consecutive or any five (5) properly called meetings of the central committee in any twelve (12) month period may be removed from membership unless such Member's absence is excused due to personal illness, illness of a family member, or a death in the family, or the presence of the Member's alternate.
  2. **Cause.** Any Member may be removed for dereliction of duty or responsibility as defined by Article II, Section 4 or if their actions are found to be injurious to the DPCCC and/or the Democratic Party.
- B. The process for consideration of removal is defined within the DPCCC Due Process Policy.
- C. A two-thirds (2/3) vote of the Members present and voting shall be required to remove a Member.

### Section 9. Suspension of Privileges

- A. As a consequence of the Due Process Policy, a Member's privileges may be suspended.
- B. A suspended Member's normal term of office shall continue during their suspension.
- C. A suspended Member may:

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1. Attend public meetings of the DPCCC
- D. A suspended Member may not:
1. Vote at central committee meetings
  2. Appoint an Alternate
  3. Serve as an Officer or District Director of the DPCCC
  4. Serve on a committee
  5. Be considered to be in Good Standing

### **Article IV. MEETINGS**

#### Section 1. Organizational Meeting and Continuity of the Central Committee

- A. The DPCCC is, and shall function as, a continuing body.
- B. In January of odd-numbered years, the DPCCC shall conduct an Organizational Meeting to reorganize and elect officers.
- C. The Chair or a majority of the Executive Committee shall appoint one or more Member(s) of the DPCCC to chair an ad hoc Transition Committee at least five (5) months prior to the Organizational Meeting whose responsibility shall be to ensure the safe and intact transfer of all records, correspondence, files, books, financial records, and documents as they pertain to the DPCCC to the new officers or chairs and to ensure the continued operation and function of said offices and/or sub-committees.
- D. The time, date, location, and proposed agenda for the Organizational Meeting shall be distributed to all Members and posted on the DPCCC public website at least fourteen (14) days in advance.
- E. The Chair(s) of the Transition Committee will lead the transition and oversee the election of officers as impartially as possible and will preside over the Organizational Meeting until the election of the Chair.

#### Section 2. Regular Meetings

- A. The Central Committee
  1. The DPCCC shall hold at least ten (10) Regular monthly meetings of the Central Committee per year.
  2. The date, time and place of all Regular meetings shall be set at the Organizational Meeting held pursuant to Article IV Section 1. Once determined, the time, date, and location of Regular Meetings shall be posted on the DPCCC public website as soon as practical.
  3. The minutes of the Organizational Meeting and the agenda for the first Regular Meeting should be distributed to members at least seven (7) days before the first Regular Meeting of the newly organized Committee.

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- B. Agendas and minutes of the previous Regular Meeting of the Central Committee should be distributed to members at least seven (7) days before each Regular Meeting. Failure to note more than seven (7) days before the Regular Meeting will require postponement of any action on the issues to be addressed.
  - 1. Committees of the DPCCC should strive to meet these same criteria. However, failure to provide notice within the seven (7) days will not require postponement of any issues.

### Section 3. Special Meetings of the Central Committee

- A. Special Meetings of the central committee or the Committees of the DPCCC may be held on any day that is not a federal or state legal holiday at the call of either the Chair(s) or seven (7) Regular Members. In keeping with Article II Section 3, the scheduling of Special Meetings shall take into consideration other holidays observed by the Members of the DPCCC.
- B. Special meetings shall require seven (7) days written notice to all Members; except, that time for notice may be shortened by consent of a majority of the Members holding a Regular Voting Credential present and voting at a meeting. All Special Meeting notices shall specify the time, place, and nature of business to be conducted at such meeting. The notice for all Special Meetings shall be posted on the DPCCC public website.
- C. No business may be conducted at a Special Meeting except that set forth in the meeting notice.

### Section 4. Online or Hybrid Meetings

- A. All Public in-person Meetings of the DPCCC shall be held at a central location, but members who are not present in person shall have the right to participate remotely via conference call and/or video conferencing by which all members participating may hear each other during the meeting. Alternatively, any Meeting of the DPCCC Central Committee may be held solely via remote video conferencing (with an audio-only component) with the approval of the Executive Committee. Authorization for Committee Meetings to be held remotely via video conferencing (with an audio-only component) shall be at the sole discretion of the Committee's Chair(s).
- B. A member who attends a DPCCC Meeting online (electronically) will be deemed present at the meeting and, as such, will count towards the quorum requirements for the meeting, all other attendance requirements being met.
- C. Authorization for online or hybrid meetings extends to all Organizational, Regular, Special and Committee meetings or any other meetings for the purpose of conducting DPCCC business.

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- D. The DPCCC shall establish written rules and procedures governing participation in online or hybrid meetings. Such rules and procedures shall include, at a minimum, procedures for calculating attendance and quorum, voting, and the assignment of voting credentials.

### Section 5. District Caucuses

- A. Members within a Supervisorial District may meet as a District Caucus.
- B. The District Director or their designee shall chair all District Caucus Meetings except for those Meetings in which the Caucus is meeting to elect a District Director. The Chair for Caucus Meetings to elect a District Director will be called for in the election procedures.
- C. Only those Members who are registered to vote within the Supervisorial District may vote in the District's Caucuses.

### Section 6. Public vs. Closed Meetings

- A. The DPCCC shall at all times endeavor to fully comply with the CDP General Policy on Public Meetings as well as the CDP Rules Committee Policy Statement on Open Meetings, dated July 14, 2018.
- B. For any meeting, the DPCCC may establish a procedure to confirm that interested non-Member attendees are Democrats or verified members of the press prior to their attendance.

### Section 7. Rules of Order

- A. The business of the DPCCC shall be governed by Robert's Rules of Order latest edition, except as otherwise provided for herein, applicable rules or Bylaws of the Democratic National Committee or the California Democratic Party, or the California Elections Code
- B. The DPCCC may adopt rules and procedures for itself by majority vote. All standing rules and procedures shall be published and publicly available on the DPCCC website.
- C. No part or provision of these Bylaws may be waived or suspended.

### Section 8. Quorum

- A. A quorum shall be more than 50% of the total number of Regular Members in Good Standing.
- B. A roll call or the taking of attendance of members shall be made prior to the transaction of any business, with the names of those present or absent as noted in the attendance log.
- C. In the absence of a quorum, no official business may be transacted.

### Section 9. Voting

- A. Voting Credentials

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1. Regular Voting Credential. A Regular Member may receive a Regular Voting Credential at a meeting. A pre-approved Alternate may obtain the Regular Voting Credential of the Regular Member in the absence of the Regular Member or at the authorization of the Regular Member if the Member is present. Such authorization must first be acknowledged by the Secretary and/or Chair before it may be used.
  2. Associate Voting Credential. An Associate Member may receive an Associate Voting Credential at a meeting when required for district caucus elections or at-large delegate elections.
  3. In order to receive a Voting Credential, a Member must be in Good Standing. In order for an Alternate to receive a Regular Voting Credential, both the Alternate *and* the Regular Member must be in Good Standing.
  4. A Member may only hold and use one voting credential at any time.
  5. A Voting Credential may only be used by one person at any time.
- B. Voting on all matters at in-person meetings may only be conducted in one of the following ways:
1. Voice vote
  2. Show of hands
  3. Roll Call
    - a. May be required by the Chair or by motion with approval of one-fifth (1/5) of the Members holding a Regular Voting Credential present and voting, which is not debatable.
  4. Paper or written balloting. Such ballots are acceptable only when:
    - a. The ballots are either pre-printed with the name or seat or when the name or seat of the voting member is clearly written, and
    - b. The completed ballot is signed by the voting member.
- C. Voting on all matters in electronic or hybrid meetings may only be conducted in one of the following ways:
1. Show of hands, which shall include visible electronic voting methods (such as Zoom's green check and red X)
  2. Polls, as long as the individual votes can be seen by all members during the meeting or downloaded for inclusion in the minutes
  3. Roll Call (with the same requirements as for in-person meetings)
- D. Any Member holding a Regular Voting Credential may make motions and seconds.
- E. Secret ballots are prohibited.



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- F. Except as otherwise provided herein or in Robert’s Rules of Order, all actions taken by the DPCCC or any of its sub-committees shall be by affirmative vote of a majority of those members eligible to vote who are present and voting, a quorum being present. Abstaining members count as present for purposes of a quorum, but abstentions do not count for purposes of determining the outcome of a vote and should never be called (except as an option during a roll call vote, “abstain” or “present”) or tabulated.
- G. A Member must be present in order to participate in the business of the DPCCC or any subcommittee. No proxy or absentee ballots shall be allowed.

### Section 10. Notice and Distribution

- A. The DPCCC may provide any notice to its members via electronic mail (e-mail) if the member has:
  - 1. Consented, in writing, to receive notice in this manner.
  - 2. The notice is sent to the Member’s email address specified by the Member when giving consent, or the most recent email address specified on a subsequent notice of change of address by the Member.
  - 3. Acknowledged that it is the obligation of the Member to notify the Chair and Secretary in writing of any change in notification address.
- B. A Member may opt out of receiving bylaws-required notifications by electronic mail by submitting such request in writing to the Chair and to the Secretary.

## **Article V. ORGANIZATION**

### Section 1. Officers

- A. The officers of the DPCCC shall be: Chair, First Vice Chair (Elections), Second Vice Chair (Membership), Secretary, Controller, and Past Chair.
- B. All officers, except the Past Chair, shall be elected at the biennial Organizational Meeting by the voting Members. All Regular Members who are in Good Standing and are registered to vote in Contra Costa County are eligible to run for Chair. All Members who are in Good Standing and are registered to vote in Contra Costa County are eligible to run for First Vice-Chair, Second Vice-Chair, Secretary, and Controller. Officer terms shall expire at the commencement of the Organizational Meeting every January of odd-numbered years.

### Section 2. Executive Committee

- A. The voting members of the DPCCC Executive Committee are its officers plus one District Director from each supervisorial district.
- B. Each District Director on the Executive Committee shall be elected at a caucus of the Members in Good Standing who are registered to vote in that Supervisorial District.

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- C. The Past Chair shall be the most immediate past chair of the DPCCC if they are a current member of the DPCCC and not serving in another elected officer position. If the most immediate past Chair is ineligible, the DPCCC may appoint a prior Chair to fill the role.
- D. Meetings of the Executive Committee shall include all members of the Leadership Team.
- E. The Executive Committee shall carry out the general administrative functions of the DPCCC or any other duty or responsibility granted thereto by resolution of the DPCCC membership.

### Section 3. Officer and Executive Committee Vacancies

- A. As soon as reasonably possible, the Chair or the next highest ranking member of the Executive Committee shall announce any Officer or Executive Committee vacancy at the next regularly scheduled meeting after the vacancy occurs, unless the vacancy occurs at a Regular Meeting in which case that meeting shall serve as the time of notice; in addition, Members shall be notified by e-mail, and the general public shall be notified by a post describing the vacancy on the DPCCC public website.
- B. Such vacancy shall be filled by election of a qualified candidate at a Regular Meeting no sooner than thirty (30) days and no later than one hundred (100) days after the official notice of vacancy.

### Section 4. Removal from Office

- A. Officers, Executive Committee Members, and committee chairs of the DPCCC may be removed from office for cause by a majority vote at a meeting wherein written notice of such intent is given to each member at least seven (7) days prior thereto. The process for removal at the meeting shall be governed by the Disciplinary Hearing portion of the Due Process policy.

### Section 5. Committees

- A. The DPCCC shall be divided into standing committees and such other special or ad hoc committees as it may from time to time find necessary and/or expedient.
- B. All Standing and Special Committees shall be constituted and function as set forth in Article V Section 6 of these Bylaws. The responsibilities of each committee are defined in the DPCCC Rules & Procedures [CC-R-0001].
- C. Standing Committee Chairs shall be nominated by the designated officer cited in Article V Section 6 by the first Regular Meeting following the Organizational Meeting or the first Regular Meeting following a committee chair vacancy, subject to the confirmation of the voting members of the DPCCC. Should the designated officer fail to nominate a committee chair, a majority of the Executive Committee may make the nomination subject to the confirmation of the voting members of the DPCCC. Standing Committee Chairs may appoint Committee Vice-Chairs and Subcommittee Co-Leads at their discretion.

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- D. Committee chairs shall serve from confirmation of appointment until the confirmation of a successor or until the seat becomes vacant.
- E. Members in Good Standing who are registered to vote in Contra Costa County are eligible to chair committees or sub-committees.
- F. Standing committee members shall be designated, where possible, within sixty (60) days after the nomination and confirmation of a committee chair.
- G. With the exception of the Executive Committee, Finance Committee, or as otherwise designated herein, all interested members are eligible to apply for membership in all Standing Committees. All Members in Good Standing may be appointed by the Committee Chair(s) to fully participate in these committee meetings, including the right to make motions and to vote.
- H. Special Committee Chairs and Members are appointed by the designated Officer having oversight over the Committee as defined in Article V, Section 6. Such appointments are subject to the approval of the Executive Committee unless otherwise stated.
- I. Ad Hoc Committee Chairs and Members are appointed by the DPCCC Chair, subject to the approval of the Executive Committee. Ad Hoc Committees shall only function to accomplish a narrow purpose, generally beyond the scope of any existing committee, and shall continue no longer than two years unless renewed.
- J. The dates, times, and locations of any committee meetings shall be noticed to the membership and, when possible, posted on the DPCCC public website.
- K. Committees may adopt rules and procedures for themselves by majority vote of the committee. Such rules shall be submitted to the Rules Committee which shall review to ensure compliance with DPCCC and CDP Bylaws and Rules as well as relevant state laws and/or codes. The Rules Committee may require modifications to these rules and procedures to maintain compliance. The Rules Committee may suggest other modifications but may not withhold approval of these rules and procedures for any non-compliance suggestions.
  - 1. At a minimum, each committee must establish rules defining committee procedures, how votes are to be taken, and how quorum is established.
  - 2. Voting in committees shall be restricted to the appointed committee members who are present as long as there is a quorum, as defined by the committee's rules and procedures. No committee shall allow proxy or absentee ballots nor voting by alternates.
- L. Committees shall report their current activities to the DPCCC regularly through written and/or verbal reports.
- M. The caucus of Committee Chairs shall be known as the Cabinet. Together, the Executive Committee and the Cabinet shall be known as the Leadership Committee.

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### Section 6. Job Descriptions of Officers and District Directors and List of Committees

- A. *Chair*. The DPCCC Chair is the chief executive officer and the official voice of the central committee. The Chair shall carry out the policies and purposes of the DPCCC and shall pursue its interests to the best of his/her abilities.
1. Other responsibilities of the Chair include:
    - a. Serve as the official DPCCC spokesperson and liaison to the public, the CDP, and Elected officials.
    - b. Lead the effort to develop, encourage and support qualified Democrats to run for local elected office.
    - c. Delegate and develop leadership within the DPCCC.
    - d. Oversee the management of any staff.
    - e. Chair the meetings of the DPCCC and the Executive Committee.
    - f. Assist other officers in the appointment of committee chairs.
  2. Committees with oversight by the DPCCC Chair:
    - a. Standing Committees: The following shall function as a Standing Committee of the DPCCC. Unless otherwise noted, the Chair or Chairs of the committee shall be nominated by the DPCCC Chair and confirmed by the DPCCC.
      1. *Executive Committee*. The Chair of the DPCCC shall serve as the Chair of the Executive Committee which shall carry out and/or oversee all DPCCC executive and administrative duties.
      2. *Rules Committee*.
    - b. Special Committees. Each of the following shall function as a Special Committee of the DPCCC. Unless otherwise noted, the Chair or Chairs and members of the committee shall be nominated by the DPCCC Chair and confirmed by the Executive Committee.
      1. Partnership, Engagement, and Accountability.
      2. Equity, Anti-Racism, and Justice Committee.
      3. *Complaint and Disciplinary Review Committee (CDRC)*. The members of the CDRC shall be appointed by the DPCCC Chair or as defined in the Due Process Policy. Due to the timeliness required in responding to complaints, appointments to the CDRC do not require confirmation.

- B. *First Vice-Chair (Elections)*. The First Vice-Chair shall assist the DPCCC Chair in the performance of the Chair's duties. To the extent necessary, the First Vice-Chair shall exercise the powers of the Chair in the event of the Chair's absence.

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In the event that the office of Chair is vacated, the First Vice-Chair shall assume the duties of the Chair until a new Chair has been elected.

1. Other responsibilities of the First Vice-Chair include:
  - a. Oversight of those standing committees responsible for mobilizing election activity to support Democratic issues and candidates.
  - b. The administration, management, and strategic use of the voter database system within the county; and appointment of a voter database administrator.
2. Committees with oversight by the First Vice-Chair:
  - a. Standing Committees: Each of the following shall function as a Standing Committee of the DPCCC. The Chair or Chairs of the committee shall be nominated by the First Vice-Chair and confirmed by the DPCCC.
    1. *Elections Committee.*
    2. *Endorsements Committee.* The Endorsements Committee shall oversee the DPCCC candidate endorsement process as set forth in Article VII. The committee shall have diverse representation and shall include at least one Public Ballot, Designated, or Alternate Member from each Supervisorial District.
    3. *Issues Committee.*
  - b. Special Committees: The following shall function as Special Committee of the DPCCC. The Chair or Chairs of the Community Activism Committee shall be nominated by the First Vice-Chair and confirmed by the Executive Committee.
    1. *Community Activism Committee.* Membership in the Community Activism Committee is open to any Member who wishes to join.
- C. *Second Vice-Chair (Membership).* The Second Vice -Chair shall assist the DPCCC Chair in the performance of the Chair's duties. To the extent necessary, the Second Vice-Chair shall exercise the powers of the Chair in the event of the absence of both the Chair and the First Vice-Chair. In the event of a vacancy in both the office of Chair and First Vice-Chair, the Second Vice-Chair shall assume the duties of the DPCCC Chair until a new Chair has been elected. The Second Vice-Chair shall be responsible for membership training, member recruitment, and club development.
  1. Other responsibilities of the Second Vice-Chair include:
    - a. Maintain the membership roster of the DPCCC.

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- b. Ensure each Public Ballot, Designated, and Ex-Officio Member has an alternate.
  2. Committees with oversight by the Second Vice-Chair:
    - a. Standing Committees: The following shall function as Standing Committees of the DPCCC. The Chair or Chairs of the committees shall be nominated by the Second Vice-Chair and confirmed by the DPCCC.
      1. *Club Development Committee.*
      2. *Training Committee.*
      3. *Recruitment Committee.*
- D. *Controller.* The Controller shall be responsible for the financial activities and fiscal health of the DPCCC. The Controller shall have access to the financial records maintained by the DPCCC.
  1. Other responsibilities of the Controller include:
    - a. Prepare and deliver at each DPCCC meeting a report on the financial affairs of the DPCCC.
    - b. Advise the DPCCC officers, committees, and the membership on financial planning with regards to the budget.
  2. Committees with oversight by the Controller:
    - a. Standing Committees: Each of the following shall serve as a Standing Committee of the DPCCC. Unless otherwise noted, the Chair or Chairs of the Committee shall be nominated by the Controller and confirmed by the DPCCC.
      1. *Finance Committee.* The Controller shall serve as the Chair of the Finance Committee. The committee shall include at least one member from each Supervisorial District.
      2. *Fundraising Committee.*
    - b. Ad Hoc Committees: The following shall serve as an Ad Hoc Committee of the DPCCC.
      1. *Audit Committee.* The Audit Committee shall be organized following the biennial Organizational Meeting. The committee shall be comprised of 2 to 3 members appointed by the Controller and confirmed by the Executive Committee. Neither the current or immediate past Treasurer nor current or immediate past Officers are eligible for membership on the Audit Committee.

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- E. Secretary. The Secretary shall be responsible for taking the minutes of the regular and special meetings of the DPCCC and for the official communications to the membership, such as the website, e-mail lists, and official publications.
1. Other responsibilities of the Secretary include:
    - a. Appoint a Recording Secretary who will take draft minutes for the Membership and Executive Committee meetings.
    - b. Work with the Second Vice-Chair to maintain the Membership Roster of the DPCCC.
  2. Committees with oversight by the Secretary:
    - a. Standing Committees: The following shall serve as a Standing Committee of the DPCCC. The Chair or Chairs of the committee shall be nominated by the Secretary and confirmed by the DPCCC.
      1. *Infrastructure and Communications Committee.*
- F. District Directors. The District Directors are elected by caucus members from their respective supervisorial district and are voting members of the Executive Committee. Each District Director will serve from their election until the election of a successor or until the seat becomes vacant. Responsibilities of the District Directors are:
1. Work with the Chair(s) of the Endorsements and Elections Committees to help identify local races, outreach to Democratic incumbents, and prospective Democratic candidates.
  2. Identify influencers within their respective district and encourage participation in the Democratic Party.
  3. May appoint Assistant District Directors to help the Director achieve their goals.

### Section 7. Other Named Positions

- A. Treasurer. A Treasurer may be nominated by the DPCCC Chair and confirmed by the Executive Committee. The Treasurer may be an existing member of the DPCCC, an employee of the DPCCC, or an outside vendor. The principal duty of the Treasurer is to prepare and execute the statements required to be filed under the political campaign finance laws to which the DPCCC is subject. It is also the duty of the Treasurer to ensure that the financial records of the DPCCC are maintained in accordance with all applicable laws. Notwithstanding any other provision of these Bylaws, subject to the approval of the DPCCC, the Treasurer may be compensated by the DPCCC either as an employee or independent contractor.
- B. Parliamentarian. A Parliamentarian may be appointed by the Chair as needed. The Parliamentarian shall advise the Chair and other officers, committees, and members on matters of parliamentary procedure and assist with any questions

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that may arise in interpreting the Bylaws and any and all applicable rules of order. A Parliamentarian who is also a Regular Member or Alternate may participate in their membership capacity at any DPCCC meeting when they are holding a Regular Voting Credential.

- C. Voter Database Administrator. The Voter Database Administrator shall be appointed by the First Vice-Chair and confirmed by the Executive Committee. The Voter Database Administrator shall be responsible for managing all voter database accounts, the development of voter lists, and the conformance of all DPCCC accounts and sub-accounts to all CDP-assigned rights, responsibilities, duties, and obligations.
- D. Point(s) of Contact. The Point(s) of Contact are one or two Members who are appointed by a caucus of the District Directors and confirmed by the CDRC. They shall serve as an alternate point of contact for any Member or guest who has experienced discriminatory, harassing, or otherwise unacceptable behavior. Their names and email addresses shall be posted on each agenda as well as the DPCCC website.

### **Article VI. CHARTERED CLUBS & ORGANIZATIONS**

#### Section 1. Chartered Clubs

- A. Pursuant to the California Elections Code, Section 20201, all organizations which include in any part of their name the name of the Democratic Party and directly or indirectly solicit funds in Contra Costa County for any purpose whatsoever under the representation, either express or implied, that the funds are being solicited for the use of the Democratic Party must first be chartered by one of the following:
  - 1. The DPCCC,
  - 2. The California Democratic State Central Committee (DSCC), or
  - 3. A majority of the members of the California Delegation of the Democratic National Committee (DNC)
- B. No Democratic club or organization established or formed in the county shall be officially recognized by the DPCCC unless such club or organization shall have first been chartered.
- C. Any club or organization desiring a charter from the DPCCC shall pay the requisite chartering fees and apply for such charter in the manner prescribed in the Club Development Committee's procedures.
- D. To be chartered, a club must:
  - 1. Contain and maintain a minimum of 20 unique club members in Good Standing (according to the club's Bylaws) who are registered to vote in Contra Costa County.



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2. Conduct regular membership meetings and voter engagement activities within Contra Costa County.
- E. In approving a charter or re-charter of the club, the DPCCC will consider the club's viability including the club's dues structure, roster, treasury, meeting frequency, participation, and commitment. The DPCCC may also consider other factors such as, but not limited to, volunteerism, political activism, and the club's goals.
- F. Clubs and organizations must apply by May 1 of odd-numbered years to the DPCCC to have their charters renewed. Each biennial charter period begins on July 1 of odd-numbered years.
- G. Chartered clubs may endorse and support only candidates who are registered Democrats.

### Section 2. Recognition of Clubs Chartered Elsewhere

- A. The DPCCC may officially recognize clubs chartered by the DSCC, DNC or other DCCs if they have a significant presence in Contra Costa County.
- B. Any club or organization desiring official recognition from the DPCCC shall pay the requisite recognition fees and apply for such recognition in the manner prescribed in the Club Development Committee's procedures.
- C. To be officially recognized, a club must:
  1. Contain and maintain a minimum of 20 unique club members in Good Standing (according to the club's Bylaws) who are registered to vote in Contra Costa County.
  2. Conduct regular membership meetings.
  3. Conduct voter engagement activities within Contra Costa County.
- D. Clubs and organizations must apply for official recognition in the same timeline as outlined for club chartering above.

### Section 3. Club Expansion and Activity

The DPCCC retains the right and authority to take such action as may be found necessary to encourage the growth, viability, and year-round activity of Democratic Clubs.

## **Article VII. ENDORSEMENTS**

### Section 1. Candidates

- A. The DPCCC may endorse candidates for any local non-partisan office within Contra Costa County.
- B. The DPCCC may not endorse candidates for Democratic County Committees.

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### Section 2. Issues

The DPCCC may take a position of support or opposition on local propositions brought before the voters within Contra Costa County.

### Section 3. Endorsement Policies

#### A. General Rules for Candidate Endorsements and Proposition Positions

1. Intent to consider endorsing in Non-Partisan Elections.
  - a. The DPCCC is presumed to intend to endorse at every election unless at least sixty (60) days before the election, the DPCCC decides by majority vote to not issue endorsements in the election.
2. Restrictions.
  - a. Endorsements may only be made at a properly noticed meeting.
  - b. A candidate is not endorsed until he/she has accepted in writing the endorsement of the DPCCC. (There is no acceptance requirement for Issues or Propositions.)
  - c. The DPCCC may only endorse candidates who are registered Democrats.
  - d. Endorsement shall not be given to more candidates than there are seats open for the office in question.
  - e. All endorsements shall be made in accordance with the DPCCC Bylaws endorsement provisions duly adopted at least six months prior to making such an endorsement, unless the CDP grants a waiver for the six-month approval period.
  - f. No vote on endorsement shall be taken by secret ballot.
  - g. Endorsement requires both a minimum of 18 votes and at least 60% of all votes cast.
  - h. All votes shall contain the option of "no endorsement."
3. *Rescission.*
  - a. The DPCCC, by a two-thirds (2/3) vote, may rescind any endorsement or position previously made.
4. *Notification.*
  - a. The DPCCC Chair or designee shall promptly notify all identified potential Democratic candidates and all registered Democratic candidates who have qualified to be on the ballot for the office(s) which the DPCCC intends to consider for endorsement, that the DPCCC will be holding an endorsement vote, and also notify the candidates or candidate campaigns of the endorsement process and candidate interviews for their respective races. Notice may be sent to

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the candidate's address on file with the County Elections Department, if available. An e-mail will be considered acceptable for communication if a response is received. If a response to an e-mail inquiry is not received from a candidate or an individual representing the candidate's campaign, then the committee must make every effort to communicate with the candidate or candidate's campaign by phone or postal mail.

- b. Any DPCCC meeting where official endorsements will be voted on must have this item properly placed on the agenda, and the agenda must be postmarked or sent by e-mail to all DPCCC members at least seven (7) days before the meeting is held and posted on the DPCCC public website.
  5. Statements from campaigns. Campaigns may attend in person, by representative, or by statement to present their positions to the DPCCC at the endorsing meeting or before a designated subcommittee at a properly noticed meeting held before the regular monthly meeting for the express purpose of hearing from the campaigns.
- B. Candidate Endorsements in Non-Partisan Elections
1. *Time limit.* The DPCCC may not make any candidate endorsement until after close of filing for the office(s) under consideration for endorsement.
  2. *Procedures.*
    - a. Endorsement voting for a single office shall include all eligible candidates who have expressed an interest in receiving the DPCCC's endorsement.
    - b. If there are more than two eligible candidates and no candidate receives an endorsement on the first round, a runoff election shall be conducted immediately between the two candidates receiving the most votes.
    - c. If the office under consideration has multiple positions (*i.e.* City Council), the voting shall include all eligible candidates and each voting member may only vote for as many candidates as there are open seats.
    - d. No voter may cast more than one vote for any one candidate.
    - e. There shall be no runoffs for multiple position races.
- C. Positions on Issues/Propositions
1. *Definition.* Propositions include, but are not limited to, Advisories, Bonds, Initiatives, Measures, and Propositions put before the voters of Contra Costa County.

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2. *Suitability.* The DPCCC shall take no position on propositions inconsistent with a position of the CDP. If the CDP takes no position on a proposition, the DPCCC is free to exercise its own discretion, unless the CDP advises otherwise.
- D. Additional support. The DPCCC may wish to provide additional support to an endorsed candidate or its position on a proposition by providing financial support and/or volunteers to that campaign. When deciding on the level or type of support to provide, the DPCCC will consider various factors such as need, the importance of the race, the chances of success, the closeness of the race, the previously demonstrated ability of the campaign to attract financial and grassroots support, and the recommendation of the Election Committee or pre-endorsement subcommittee.

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**Article VIII. AMENDMENTS**

Section 1. Manner of Adoption

These Bylaws may be amended by a two-thirds (2/3) vote of those present and voting at any meeting, a quorum being present, for which all members have been notified and provided exact wording of the proposed changes at least fourteen (14) days prior to such meeting.

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**VERIFICATION**

Updated, as approved by the DPCCC, this 17th day of August, 2023

By:\_\_\_\_\_

Jeff Koertzen, Rules Committee Chair

By:\_\_\_\_\_

Katie Ricklefs, DPCCC Chair

Approved by the CDP: [Insert Date]