

Alameda County Progressive Democrats

Alameda County, California, USA

Version 2.0 – Proposed for adoption on 4/27/2025

ARTICLE I: PURPOSES AND AFFILIATION

Section 1.1: Name

The name of this Club shall be the Alameda County Progressive Democrats.

Section 1.2: Purpose

All persons registered as Democrats, or who plan to register as Democrats once they are able, are eligible to become members of the Alameda County Progressive Democrats. This club shall foster democratic ideals by stimulating active interest in the Progressive Democratic movement, supporting a progressive platform, contributing to Democratic Party leadership, promoting accountability, and providing a constructive role for engagement in Democratic politics.

Section 1.3: Affiliation

Shall affiliate, and remain affiliated, to the California Democratic Party via chartering with the Alameda County Democratic Party Central Committee. In order to secure such affiliation, members agree to the following:

- No member shall support any person not a registered Democrat against a registered Democrat in any election.
- No member shall authorize the publication of his or her Democratic Party affiliation in support of any candidate not a Democrat in any race.
- This provision will not be enforced regarding races in which the State or County Democratic Central Committee has declared the Democratic candidate to be offensive to the principles of the Democratic Party.

ARTICLE II: MEMBERSHIP

Section 2.1: Eligibility

All registered Democrats, who support the purpose of the Alameda County Progressive Democrats as stated in Article I- Section 1.2, are eligible for membership. The Club is also open to teenagers who plan to register as Democrats when they become of voting age, as well any

Californians who are otherwise unable to register as Democrats but who plan to once they are able.

Section 2.2: Good Standing

Members whose annual dues are currently paid, or had waived hardship, shall be considered a member in good standing.

Any member paying dues between January 1 and August 30 shall be considered a member in good standing until the end of that year. Any member paying dues after September 1 of any year shall be considered a member in good standing until the end of the following year.

Section 2.3: Dues

- Dues shall be reviewed mid-year and recommended by the Executive Board, for approval by the membership, to go into effect for the next membership meeting.
- Dues are due and payable upon joining the club, and annually at the beginning of every club calendar year thereafter.
- Dues are \$10.00 for regular members, \$5.00 for seniors and students; and hardship waivers are available.

Section 2.3: Voting

- Each member in good standing is eligible to vote and shall have one vote.
- No proxy voting or absentee shall be permitted.
- A member in good standing who has attended at least one prior meeting shall be eligible to vote with the exception of the inaugural meeting of the Club.

ARTICLE III: OFFICERS

Section 3.1:

The officers of the Alameda County Progressive Democrats shall be Chair, South County Vice Chair, East County Vice Chair, North County Vice Chair, Unincorporated Areas Vice Chair, TWO at-large Vice Chairs, Secretary, Treasurer and Communications Chair. All officers must be members in good standing. Each shall be elected at the general meeting and hold office position for two years and shall not hold a position for more than two consecutive terms. An elected officer may be removed from office by resolution of a two-thirds vote of the members at a General Membership Meeting for such causes as missing three unexcused consecutive meetings or non-performance of duties. This is providing the membership and officer have been notified ten days in advance of the meeting or the proposed action against the officer.

Section 3.2: DUTIES OF OFFICERS

The Chair Shall:

- Preside over all meetings of the club and Executive Board.
- Prepare a written agenda for all meetings
- Make appointments to non-elected positions as required.
- Carry out the policies and purpose of the club and shall pursue its interests to the best of their abilities.
- Provide overall direction and supervision of all activities.
- Regularly report to the membership body regarding all activities.
- Stimulate active interest in the political process.
- Provide constructive roles for members to become active participants and volunteers.
- Demonstrate effective leadership and individual responsibility
- Promote harmony within the Club membership, between other clubs and within the Alameda County Central Committee.

The Vice Chairs shall:

- Preside all meetings in the absence of the Chair or if requested by the Chair.
- Fulfill the duties of the Chair as requested.
- Represent the interests of the residents in their respective district.

The Secretary shall:

- Record minutes from the General Membership, Executive Board, and Special meetings.
- Assist Chair in preparing meeting agendas.
- Keep an accurate record of attendance.
- Maintain all records of the club's activities.
- Maintain and update membership roster.
- Provide updated documentation for the Club's charter to Alameda County Central Committee.
- Whenever a club's bylaws change a copy should be submitted to the Alameda County Central Committee within 30 days to ensure continued eligibility for chartering.
- Prepare internal and external correspondence as required by bylaws.

The Treasurer shall:

- Be responsible for all club dues collected from members.
- Receive and deposit money received in club's bank account.
- Sign all checks as authorized by the Executive Board.
- Maintain an accurate record of club receipts and disbursements.
- Provide a report of all dues received and membership names date and month.
- Present a written financial report at each general membership meeting.
- File appropriate federal, state, and local campaign disclosure reports.
- Ensure that the club follows recommended financial practices.

The Communications Chair shall:

- Maintain the club's social media accounts by: posting club announcements and events, sharing local political action opportunities for all cities represented by the club, and sharing news and memes in support of the club's values.
- Organize regular blog postings on the club's website.
- Engage in activities to drive more traffic to the club's social media sites and webpage.

The Executive Board:

- The Executive Board consists of officers elected by the membership.
- Eight members consist of the Chair, the four Vice Chairs, Treasurer, Secretary and Communications Chair.
- The Chair presides over all meetings of the Club and the Executive Board
- Makes appointments to non-elected positions as required
- Acts as official spokesperson of the club
- Each officer serves a two (2) year term.
- Elections are scheduled the first meeting of each calendar year.
- If any officer resigns the Executive Board members shall elect an acting replacement, by majority vote.

Section 3.3: Duties of the Leadership Council

The Club's Chair and Officers will invite representatives from local social justice organizations to join the Leadership Council. Each organization may appoint one representative, with the option of a second alternate to ensure attendance.

The Leadership Council, in collaboration with the Chair and Executive Board, will establish the Club's priorities and vision, and will meet monthly between general membership meetings.

To qualify for representation, organizations must have a minimum of 10 members, staff, clients, or participants, and must be a legal entity or grassroots body with incorporation, tax-exempt status, fiscal sponsorship, or a website.

Section 3.4: Additional Leadership and Recommended Positions

As the club develops, other positions may be established in order to meet Club needs and encourage broad participation in club activities. The bylaws should state how committee chairs and other leadership positions will be appointed (e.g.; elected by the body or appointed by the officers) and which of the leadership positions will be members of the Executive Board.

ARTICLE IV: MEETINGS

Section 4.1: General Membership Meeting

The Alameda County Progressive Democrats will participate in identifying issues of interest to the local community. We can provide arguments for and against issues and develop appropriate positions regarding candidates, and elected officials.

There shall be a minimum of four (4) General Membership Meetings each year.

Special meetings may be scheduled by the Chair or:

- Upon call of the Leadership Council
- Upon call of a written request signed by a majority of the members of this club

Notice of all meetings should be provided to all members of the club through the club's newsletter, email or other mechanism. For certain kinds of meetings, e.g., endorsement meetings, special meetings (other method specified in our bylaws for those without email). All members should be notified two weeks in advance.

The Chair is responsible for conducting orderly meetings and the Executive Board is responsible for removing any member who causes harm to the reputation and/or finances of the club in order to maintain their charter.

Members shall follow the following Community Guidelines:

- One mic: Please speak when you are recognized and do not interrupt. There shall be no cross-talking or personal attacks.
- Use "I" statements: Please express your own views and experiences, rather than speaking for others or attributing motives to them.
- Respect each other: Please respect that others may have different experiences, needs and opinions.
- Respect the agenda: Please provide feedback to the agenda in advance, and once the agenda is set, please make an effort to stay on track with the agenda and to move the deliberations forward.

A quorum for a General membership meeting shall consist of three Executive Board members and a minimum of 10 percent or ten members in good standing.

If a quorum is not present, those present may adjourn until a time when a quorum shall be present.

General membership 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 and persons with disabilities as defined by the Americans with Disability Act of 1990.

Section 4.2: Leadership Council Meeting

The Leadership Council shall advise the Executive Board and set the strategic priorities of the Club.

A quorum of the Leadership Council shall be a majority of its members.

Leadership Council meetings are open to all members in good standing. Members may participate but can't vote.

Section 4.3: Executive Board Meeting

The Executive Board shall:

- Present and represent the interests of the Leadership Council to the Alameda County Democratic Central Committee
- Approve all expenditures
- Discuss activities and conduct affairs of the club.

A quorum of the Executive Board shall be a majority of its elected members.

Executive Board meetings are open to all members in good standing. Members may participate but can't vote.

ARTICLE V: ELECTION

Section 5.1: Elections

Elections shall be held every two years at the first meeting in odd years

Candidates to hold offices in the club can be:

- Nominated by self
- Nominated by a member in good standing from the floor

After nominations, each candidate shall have two minutes to speak on why they should be elected.

The election may be held by show of hands or voice vote for uncontested offices. A secret ballot will be used for any contested office. Those nominees who receive a majority vote shall be declared elected. If no person receives a majority of votes cast, a run-off shall be held between those two people. The person receiving the greatest number of votes shall be declared elected.

Section 5.2: Term of Office

The term of the office positions shall be two years. Officers shall not hold the same position for more than two (2) consecutive terms.

Section 5.3: Vacancies

Should any officer resign or fail to attend three general or Executive Board meetings without cause; the Executive Board shall declare that office vacant and appoint a successor to the office position

Appointment should be approved by the membership at the next membership meeting

At the meeting nominations to fill the vacancy shall also be accepted from the floor

Section 5.4: Resignation

Resignation of officers shall be in writing via email or hard copy to the Chair and recorded by the Secretary. Afterward presented to the body

ARTICLE VI: REMOVAL OF OFFICERS

Section 6.1: Removal of Officers

An officer of this club may be removed from office for misconduct or neglect of duty in office by the following procedures:

- Any officer of this Club may be removed from office for just cause.
- Misconduct in the exercise of their duties as an officer or neglect of duty in office
- If officers affiliate or register to vote as a member of another political party

The Secretary, within seven (7) days of the receipt of statement of charges shall send a copy of the statement to the accused officer. The accused officer may either resign, or file an answer to the statement. The answer to the statement should not be more than 200 words. Such answer must be received by the Secretary within ten (10) days of the date that the Secretary mailed the statement of charges.

The Secretary, within five (5) days following receipt of the answer and statement of charges shall present all information to the Leadership Council and the Executive Board.

A petition for removal:

- Must be in writing.
- Signed by at least five (5) members in good standing.
- Indicate statement of charges for removal and submit all information to the Chair or Secretary.

Removal of an officer requires two-thirds votes of the members present.
Voting shall be by secret ballot.

ARTICLE VII: STANDING COMMITTEES DUTIES AND RESPONSIBILITIES

Section 7.1 Candidate Endorsements

Only candidates who are registered Democrats are eligible for Club endorsement.

Only candidate who agree to our Platform are eligible for Club endorsement.

Alameda County Progressive Democrats may take positions on candidate races and ballot measures in accordance with their by-laws.

A democratic process should be used for making endorsements by the club membership. An online voting mechanism, such as Google Forms or OpaVote, sent to all members in good standing is to be preferred for endorsement votes.

All club members shall be notified by phone or email of an endorsement consideration meeting.

The endorsement committee shall notify all prospective Democratic candidates at least ten business days prior to the meeting and provide details about the club's process.

Section 7.2: Procedure for Candidate Endorsement

A candidate for any of the above offices shall be endorsed only by votes of the members at a general membership meeting. Endorsement must be approved by two-thirds of the members in attendance. No Proxy votes are allowed.

The procedure for review of candidates prior to their presentation to the club for consideration for endorsement shall be developed and published by the Executive Board. The procedure shall be open to all Democrats who are seeking the Club's endorsement and who agree with our Platform. The procedure should include measures to determine that candidates are Democrats, that they are listed as candidates by the County Register of Voters and that no more candidates will be endorsed than there are offices available to be filled. Endorsements may be considered at any time prior to the election (early endorsement). This endorsement will be considered the final endorsement of the club. All candidates for an office who are Democrats shall be notified of the Petition for Endorsement by another candidate prior to the General Meeting at which the endorsement is considered.

For endorsements made in a primary race, those endorsements will stand if the endorsed candidate makes it to the general election. If the endorsed candidate doesn't make it to the general election, the Club may revisit the endorsement in that race.

An endorsement may be rescinded and reconsidered only in the following situations; 1) The endorsed candidate withdraws from the race, or 2) The candidate engages in

egregious behavior and/or violates the Progressive pledge. The reconsideration of the endorsement in this case must be approved by 75% of the voting membership.

Section 7:3 Democratic Clubs – CDP pre-endorsement

All Democratic Clubs desiring to participate in the CDP (California Democratic Party) pre-endorsement conferences must be chartered and submit their rosters to their chartering County Central Committee by July 1st of the year prior to the endorsement process.

Only members in-good-standing of a Democratic Club as of the July 1st roster shall count for purposes of determining the number of pre-endorsement conference delegates the club shall be allocated, and only those same members shall be eligible to serve as delegates from the Democratic Club.

The term “member-in-good-standing” must be defined by each Democratic Club’s rules or by-laws, and such definition shall be the basis which is used for each club. The status of each member shall be certified by the Democratic Club’s Chair, Secretary or Treasurer.

Chartered Democratic Clubs desiring to participate in the CDP pre-endorsement conferences shall outline their process for delegate selection at a duly-noticed meeting of the Club, affirmed by a vote of those members-in-good-standing in attendance and voting.

A Democratic Club’s delegation selection process must ensure that:

- Only members-in-good-standing participate in delegate selection
- Only members-in-good-standing are eligible to be appointed as delegates

Section 7.4: Procedure for endorsing Ballot Measures

State and Local ballot measures that have been officially qualified for the ensuing election shall be presented by the Executive Board. The procedure shall provide written notice of a general meeting of the club membership. The procedure shall describe the steps which will be taken to afford members the opportunity be heard in support or opposition. At the conclusion of each hearing, the club members shall vote to decide whether to endorse, oppose, or withhold endorsement by a majority of those members present and voting.

Section 7.5: Standing Committees

The Club may establish Standing Committees as needed. A sample of Standing Committees the Club may wish to establish is included in Exhibit A. These committees shall be established by a majority vote of the members at which point the committee would be added to the bylaws. Standing Committees will be authorized for two year terms, after which each member of the committee can apply to remain on the committee, or choose not to re-apply. Any committee member who wishes to resign before their two

year term concludes must submit their resignation to the Executive Board and other committee members. Each committee shall appoint a chair who will: report the committee's activities and progress to the Executive Board, schedule the committee meetings, and prepare meeting agendas. There should be an appointed committee member to take notes at each committee meeting.

Section 7.6: Ad-Hoc Committees

The Club may also establish Ad-Hoc Committees as needed. This committee shall be authorized by a majority vote of the Executive Board. An Ad-Hoc Committee shall operate as do the Standing Committees for no more than one year. After one year, it may be re-authorized, or added to the list of Standing Committees by amendment of the BY-Laws, or abolished.

ARTICLE VIII: AMENDMENTS

Section 8:1 Procedure for Amendments

These By-Laws may be amended by the members in the General Meeting.

Advance thirty-day notice shall be sent to all members

Amendments notice **only** should be placed on the agenda at least thirty (30) days prior to the next membership meeting

Proposal of the amendments of by-laws should be prepared at the Executive Board Meeting.

Draft of amended by-laws should be present at the membership meeting.

The Final amendment of the by-laws shall require two-thirds vote of the members in attendance to be approved.

ARTICLE IX ROBERT'S RULE of ORDER

Section 9.1: Orderly Meetings

The Club shall be governed by Robert's Rule of Order

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language.

The conduct of ALL business is controlled by the general will of the whole membership- the right of the deliberate majority to decide.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

Typical example: Call to Order – Roll Call of members present-Officers Report – Committee Report- Unfinished Business – New Business – Announcement - Adjournment

Debate cannot begin until the Chair or a Vice-Chair has stated the motion or resolution and asked “are you ready for the question” If no one rises, the Chair will call for the vote.

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California Democratic Party bylaw Resources Information Below

BY-LAWS & RULES OF THE CALIFORNIA DEMOCRATIC PARTY ENDORSEMENT - ARTICLE VIII:

Section 2:1 (5) (a) (b) (c) 1 & (6)

Representatives from each Democratic Club or other Democratic organization chartered by This Committee or by a County Central committee in the year prior to the pre-endorsing conference, provided by the Chair of the Chartering Organization has certified the validity of the Charter, with such representatives allocated as follows: one representative, resident in the District and duly registered as a member of the Democratic Party of California, for each full (not fraction thereof) 20 members registered to vote in the District who are duly registered as members of the Democratic Party of California, provided that the organization has provided the Regional Director with a roster of names and addresses of its members and potential representatives on a form provided by the secretary of This Committee no later than December 31, of the year prior to the pre-endorsing conference. Club members who hold dual club memberships may only be counted for representation once. Such representatives must be registered Democrats. In the event a name is listed on two or more rosters, only one name shall be counted and the Regional Director shall first count the name on the roster of the organization which does not deprive another organization of representation, if possible; provided, however, if that is not possible, the name on the roster which was first turned in will be counted unless the individual is listed as a Representative from another organization, in which case the individual shall be counted only on the roster of the organization sought to be represented.

California Democratic Party Article IV – Section 8 Resolution Procedures Form

All resolutions must be typed.

Inducement (e.g., Whereas) clauses shall be limited to (3) or less, and resolve clauses shall be limited to (2) or less,

Resolutions must be no longer than one (1) 8-1/2" x 11" typewritten page.

All resolutions must be adopted by a County Central Committee or a Chartered Democratic organization or sponsored by twenty-five (25) members of This Committee or a majority of the members of This Committee who meet at a Regional Meeting, per Article III, Section 4d.

Timely Resolutions

Resolutions must be received by the State Chair of the Party, thirty (30) calendar days prior to a meeting of This Committee, except as provided in subsection (c) below

The State Chair of the Party shall mail copies of resolutions submitted according to the above procedure to all member of the Resolutions Committee prior to a meeting of This Committee.

Late/Floor Resolutions

Twenty-five (25) copies of each resolution must be provided to the Resolutions Committee by the sponsor(s) of the resolution.

All resolutions to be considered at a meeting of This Committee must be presented for consideration at the Resolutions Committee meeting proceeding the general session. In order to be considered at the general session, a late resolution must have the unanimous consent of the Resolution Committee to be considered and all resolutions must be approved by the resolutions Committee. Any resolution heard by the Resolutions Committee, failing to obtain approval, may be brought to the floor of a meeting of This Committee with the signatures of three hundred (300) members of This Committee on forms approved by the Resolutions Committee.

All resolutions to be presented from the floor shall be submitted to the Secretary of the Convention for signature verification by 5:00 p.m. on the day before the resolution is presented.

The sponsor of a resolution presented from the floor shall be responsible for providing the Secretary of the Convention with sufficient copies of their resolution for each member of This Committee

Resolutions pending at the close of a Convention of This Committee shall be referred to the Executive Board of This Committee. All such resolutions shall first be present to the Resolutions Committee for recommendation to the Executive Board. The Resolutions Committee shall recommend: adoption, adoption with amendment, or rejection. Such resolutions shall be present to the Executive Board for consideration in its original form unless the sponsor agrees to the amendment(s) recommended by the Resolutions Committee.

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EXHIBIT A COMMITTEE SAMPLES

Section 1.1 Resolution Committees

It shall be the duty of the Resolution Committee to review all resolutions proposed to Alameda County Progressive Democrats (in accordance with the By-Laws of the Democratic Party. See Attached Resource Article IV). This club shall have authority to recommend, reject or make recommendation in amending a resolution. The resolution committee shall establish and publish the procedures of resolutions.

Section 1.2 Nominating Committee

A special form of Ad-Hoc Committee shall be the Nominating Committee, which shall be appointed at the October General Meeting in the even year.

The Nominating Committee will consist of three (3) members, appointed to serve for two years

The nominating committee shall be appointed by the Chair or the membership body.

Nominating committee shall begin the process of preparing a list of nominees three (3) months prior to election in January.

The Chair shall not serve on the nomination committee but shall provide information and recommendations to the committee.

Section 1.3 Political Engagement Committee

- Organize public event participation
- Identify local issues that require action
- Conduct legislative lobbying on issues
- Promote the club's involvement in Alameda County Central Committee Voter Registration Team
- Promote club's involvement in Alameda County Central Committee volunteer for campaign staffing
- Support candidate recruitment
- Promote the club's involvement in campaign activity
- Develop a system of grass roots organizing at precinct level to facilitate active participation

Section 1.4 Fund- Raising Committee

- Sponsor one or more fundraising event a year
- Consider demographics of the target area
- Choose a good working group of members

- Find a good location/venue
- Advertise
- Organize club participation at fair booths, rallies, parades and other events
- Coordinate efforts with other committees and/or clubs when appropriate

Section 1.5 Newsletter and Publicity Committee

- Shall be chaired by the Club Communications Chair
- Keep members informed, involved, and motivated
- Send out newsletter on a set schedule with details of upcoming event, relevant articles, and write-ups of past events
- Find cost effective ways of distributing club news
- A flair for telling the story in the club's newspaper
- Announce coming meetings and events in the community
- Prepare Press Releases
- Encourage members to submit timely letters or comments to the editor
- Stimulate members interest

Section 1.6 Hospitality Committee

- Prepare sign-in sheet for membership and visitors
- Provide name tags for everyone in attendance
- Provide clip boards and pins
- Ensure refreshments are available at the club meetings, as appropriate.

Section 1.7 Membership Committees

- Recruit new members
- Maintain membership records
- Encourage membership renewal
- Alameda County Progressive Democrats voter registration year-round activities
- To increase voter registration
- To organize outreach at college campuses and other sources of potential new Democratic registrations.