

**Standing Rules of the
Simi Valley Democratic Club**

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Standing Rules of the Simi Valley Democratic Club

The Standing Rules of the **Simi Valley Democratic Club** supplement the Bylaws of the CLUB. Standing Rules establish policies relating to the details of the administration of the CLUB and may be adopted, amended or rescinded by majority vote at any regular or special CLUB meeting without previous notice.

SR1 Membership (ARTICLE V)

SR1-1 Member's Duties (ARTICLE V.A)

In all meetings of the CLUB, its sub-committees, and online communications, i.e. Facebook group, members shall adhere to the standards of decorum as stated in *Robert's Rules of Order Newly Revised*, current edition (RONR), and as commonly practiced by similar bodies. A member's personal credibility, character, ethics or morals shall not be questioned during aforementioned meetings.

SR1-2 Conflict of Interest (ARTICLE V.B)

A conflict of interest exists if a CLUB member acts in a manner contrary to the mission and purpose of the CLUB. Financial controls are effective in preventing a conflict of interest between the CLUB and its vendors. The following guidelines for transactions with related parties and organizations apply:

SR1-2-1 CLUB members and/or their immediate families who propose entering into transactions with the CLUB shall recuse themselves from discussions and voting on those transactions.

SR1-2-2 All transactions over \$2,500 are subject to an outside bid process, with a minimum of two additional bids solicited.

SR1-2-3 Approval of related-party transactions requires a majority vote of those members present and voting.

SR1-3 Dues and Membership Status (ARTICLE V.D)

SR1-3-1 The amount of annual dues for individual members is \$20. Annual membership dues are due in January of each year.

SR1-4 Discipline or Termination of Membership for Cause (ARTICLE V.F)

SR1-5-1 "Without prejudice" means that members appointed to the Special Committee to investigate allegations shall not be involved directly with the allegations. They shall be able to make a fair and unbiased decision.

SR1-5-2 "Due process" means fairness. It guarantees a fundamental right to be informed of the nature and cause of the charges against the member.

SR1-5-3 If the CLUB President has any personal involvement with the allegations, the next officer in the line of succession makes the appointments.

SR1-5-4 The file retention period for documentation in the confidential file is consistent with the applicable statute of limitations.

Adopted March 15, 2017

SR2 Officers (ARTICLE VI)

SR2-1 In the event the President expects to be absent for a single meeting, the President may appoint any member of the Executive Board to act as temporary President.

SR2-2 Order of Succession (**ARTICLE VI.C.5**)

SR2-2-1 In the event of the extended absence or termination of the President, the Executive Vice President assumes the duties of the President until such time as the President returns or an election is held. If the Executive Vice President is unavailable, the Administrative Vice President assumes the duties of the President until such time as the President or Executive Vice President returns or an election is held.

SR2-2-2 In the event of the absence or termination of the President, Executive Vice President and the Administrative Vice President, the Recording Secretary calls the meeting to order and presides until the immediate election of a President pro tem. In the absence of the Recording Secretary, a Recording Secretary pro tem is elected; the Recording Secretary pro tem calls the meeting to order and presides until the immediate election of a President pro tem.

SR2-3 The President makes every attempt to attend: (**ARTICLE VI.E**)

SR2-3-1 Local and statewide Democratic functions to which the President is invited and which are of benefit to the CLUB.

SR2-3-2 Meetings of the Ventura County Democratic Central Committee (VCDCC).

SR2-3-3 Conferences, meetings, or events whose purposes are compatible with those of the Ventura County and California Democratic Party.

SR2-3-4 In the event of the inability of the President to attend, the President may appoint a representative to attend and represent the CLUB.

SR2-4 Reimbursement of expenses to attend conferences, meetings, and events for compatible organizations of which the attendee(s) are not member(s) may be requested of the CLUB in advance, which shall be approved by a majority of those present and voting.

SR3 Executive Board (ARTICLE VII – Section A)

SR3-1 Regular Executive Board meetings are held on the fourth Wednesday of each month at 6:30 p.m. Location to be printed on agenda, announced at prior general meeting and posted on www.simivalleydems.com.

SR3-2 CLUB members are notified by the Executive Vice President of any changes with at least seven (7) days written notice by first class mail or five (5) days electronic notice prior to the meeting.

Adopted March 15, 2017

SR3-3 If a quorum is not present and immediate action is necessary, a majority of Executive Board members present may approve motions, which shall be ratified at the next meeting of the CLUB.

SR3-4 A single expenditure, which promotes the Mission and Purpose of the CLUB, may be approved by the President up to \$100 and by the Executive Board up to \$500. Expenses, which are anticipated to total more than these limits within a twelve-month period, require the approval of the CLUB by a majority of those present and voting.

SR3-5 The Controller's Report must follow this format:
Currently, there is \$___ in the federal account and \$___ in the state account. Since the last meeting, we have spent \$___ from the federal account and \$___ from the state account. We have raised \$___ for the federal account and \$___ for the state account.

SR3-6 Parliamentarian

SR3-6-1 Parliamentarian advises the Executive board and CLUB on points of order and parliamentarian inquiries and provides advice to ensure meetings are conducted according to the bylaws set forth by this CLUB.

SR3-6-2 The Parliamentarian may be asked to take on additional duties asked by the Executive board.

SR3-7 Web Producer

SR3-7-1 The Web Producer reports directly to and takes direction from the voting members of the Executive board.

SR3-7-2 Maintains and update CLUB website. Responsible for the security of the website and provides access to the President and Controller the email passwords, website password, host server password & domain name control.

SR3-7-3 Provides to Executive Board members email address instructions for access.

SR4 Standing Committees are permanent committees (ARTICLE VII - Section B)

SR4-1 The Standing Committees of the CLUB are: Bylaws, Endorsements, and Program.

SR4-2 The CLUB President appoints Standing Committee chairs, who are CLUB members.

SR4-3 Unless otherwise stated in the Bylaws, a Standing Committee chair appoints committee members, who are registered Democrats.

SR4-4 A Standing Committee chair appoints a Committee Secretary to take minutes.

SR4-5 A Standing Committee develops its own operating policies consistent with CLUB Bylaws and Standing Rules.

SR4-6 Standing Committee chairs report at regular meetings of the CLUB and Executive Board meetings.

SR4-7 Standing Committees are responsible for posting meeting dates on the CLUB calendar for access by CLUB members.

SR4-8 The names of Standing Committee chairs are posted on the CLUB website and/or in the CLUB newsletter.

SR5 Duties of the Standing Committees (if applicable) (ARTICLE VII – Section B)

Committees shall meet at least quarterly in person or electronically unless otherwise noted to discuss progress and/or planning and then report to the CLUB the following CLUB Meeting. Committee chairs or alternates are to report monthly to CLUB members at the General meeting or send a report to recording secretary at least three days in advance of General Meeting. Committee Chairs or alternates are required to attend the monthly executive board meetings or send a report to the recording secretary at least three days prior to executive board meeting.

SR5-1 Advocacy

SR5-1-1 To review and propose to the CLUB local and statewide bills and resolutions.

SR5-1-2 Is composed of at least three club members in good standing.

SR5-1-3 Items needing CLUB vote need majority approval at an executive board meeting before presenting to CLUB for final vote.

SR5-1-4 Copies of the proposed resolution(s) or revision(s) are sent to CLUB members at least seven (7) days written notice by first class mail or five (5) days electronic notice prior to the meeting.

SR5-2 Budget

SR5-2-1 Prepares an annual calendar balanced budget in consultation with committee chairs and board members. Present balanced budget to the executive board prior to obtaining approval from CLUB.

SR5-2-2 Controller serves as committee chair.

SR5-2-3 Committee must meet at least annually.

SR5-3 Endorsement

SR5-3-1 To review democratic candidates, ballot measures, and propositions to make recommendations to the CLUB for consideration.

SR5-3-2 Is composed of at least five (5) voting CLUB members including the chair(s) and a minimum of two (2) alternates.

SR5-3-3 Meets at least monthly at a stated time if there are endorsements to be considered.

SR5-3-4 Endorsement Committee follows rules in section (XXXX) of the bylaws

SR5-4 Events

SR5-4-1 To plan, organize, and execute events for social interaction and fundraising.

SR5-4-2 Is composed of at least three CLUB members in good standing.

SR5-4-3 Creates proposals for club events to present to the Executive Board for approval.

SR5-4-4 Creates a budget, if not already in the calendar budget, for any proposed event(s) and receives approval from the Executive Board to spend CLUB funds within the limits in the Standing Rules. Any amendments to the budget must be approved by the Executive Board or CLUB.

SR5-4-5 Approved event details shall be provided to CLUB Members electronically on a monthly basis.

SR5-5 Field Action

Adopted March 15, 2017

SR5-5-1 To Promote within Simi Valley local and state democratic interests, CLUB membership, and endorsed candidates/ballot measures.

SR5-5-2 Is Composed of at least three CLUB Members in good standing.

SR5-5-3 Presents activities to Executive Board for approval before engaging in activities.

SR5-5-4 Creates a budget, if not already in the calendar budget, for any proposed activities and receive approval from the Executive Board to spend CLUB funds within the limits in the Standing Rules. Any amendments to the budget must be approved by the Executive Board or the CLUB.

SR5-6 Letters to the Editor

SR5-6-1 To promote Democratic interests and values through written “Letters to the Editor” to local, regional, and national periodicals.

SR5-6-2 Is Composed of at least three CLUB Members in good standing.

SR5-6-3 Coordinates with Marketing advisor (If available) on strategies approved by the executive board.

SR5-8 Social Media

SR5-7-1 To promote the Simi Valley Democratic Club and democratic values across social media sites.

SR5-7-2 Is composed of at least three CLUB Members in good standing.

SR5-7-3 Maintains and promotes a positive and professional tone and does not discriminate as per bylaws Article X – Non-Discrimination Policy

SR5-7-4 Committee Chair may appoint a committee member to assist with moderating, warning and/or deleting posts in violation of posted social media guidelines.

SR5-7-5 Social media paid promotions shall promote the CLUB, CLUB activities, democratic values, ballot measures, and propositions without discrimination as per bylaws Article X – Non-Discrimination Policy and expenditures shall not exceed the approved budget.

SR5-7-6 Paid advertising for endorsed candidate(s) are considered independent expenditures. They are subject to campaign contribution limits and cannot be coordinated with any candidate(s) or campaign(s). These must be approved by the executive board in advance of spending commitment.

SR 5-7 Rules

SR5-8-1 Reviews CLUB bylaws and standing rules for possible changes.

SR5-8-2 Presents amendments or revisions, which represent the minutes of the Rules Committee, to the CLUB.

SR5-8-3 Rules Chair provides proposed changes to President to send to CLUB members per Article XI – Amendments of the Bylaws.

SR5-8-4 Sends CLUB approved bylaw and standing rules changes to Web Producer.

SR6 Ad Hoc Committees (ARTICLE VII – Section D)

Adopted March 15, 2017

SR6-1 Each Ad Hoc Committee will write the procedures for their committee, which will be reviewed by the Executive Board, and filed by the Recording Secretary with the CLUB's records.

SR7 Meetings, Agendas and Business (ARTICLE VIII)

SR7-1 Closed Executive Sessions (VIII-A)

SR7-1-1 A closed Executive Session is limited to CLUB members and is called when topics under discussion should not be made public.

SR7-1-2 Minutes for a closed Executive Session are approved prior to adjournment and retained by the Secretary in a separate file.

SR7-1-3 Details of the closed Executive Session shall not be made public. An official statement of the proceedings may be released.

SR7-2 Regular meetings are held on second (2nd) Wednesday of each month. The doors open at 6:30 p.m., and the business meeting begins at 7:00 p.m.

SR7-2-1 All regular meetings are held at the Simi Valley Town Center's Community Room, 1555 Simi Town Center Way, Simi Valley, CA 93065.

SR7-2-2 CLUB members are notified by the Recording Secretary of any changes with seven (7) days written notice of meetings by first class mail or five (5) days electronic notice prior to the meeting if possible

SR7-3 Special meetings of the CLUB may be called by the executive board with seven (7) days written notice of meeting by first class mail or five (5) days electronic notice prior to the meeting if possible. Notice must clearly and specially describe the subject matter of the motion or items of business to be brought up.

SR7-3-1 Special meetings are conducted by in person and/or teleconferencing with quorum of voting members.

SR7-3-2 If Teleconferencing is used it must be possible for each person on the phone to specify their desire to speak.

SR7-3-3 Votes by teleconferencing shall be by rollcall except for unanimous consent.

SR7-4 If a quorum is not present and immediate action is necessary, a majority of members present and voting may approve motions, which shall be ratified at the next regular meeting of the CLUB.

SR7-5 Cell phones shall be turned off or to vibrate mode. All necessary calls shall be taken or made outside the meeting room. This rule applies to all general, special and executive board meetings.

SR7-6 It is recommended that all motions over ten words be in writing.

SR8 Electronic Communication (ARTICLE VIII – Section K)

SR8-1 CLUB business is defined as the promotion of the mission and purpose of the CLUB.

SR8-2 Written electronic notice is satisfied by e-mail or text message.

SR8-2-1 The sender and receiver have both consented, in writing, to sending and receiving notice in this manner,

Adopted March 15, 2017

SR8-2-2 The notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver,

SR8-2-3 The obligation to inform and procedure for informing of any change in email address has been specified in writing, and

SR8-2-4 There is an opportunity to opt out of such consent at an appropriate time.

SR8-3 The Executive Board may hold telephonic or email meetings in an emergency, which is defined as a situation in which lack of action or a decision would adversely affect progress toward the mission and purpose of the CLUB.

SR8-4 Standing or Ad Hoc Committees may hold telephonic or email meetings, as needed.

SR8-5 Procedures for holding meetings by telephone or email meetings for standing or special committees or the Executive Board are:

SR8-5-1 The President or Recording Secretary notifies all members by email or telephone twenty-four hours prior to the meeting. Weekends should be avoided unless in case of emergency as described in SR8-2. An agenda is sent together with the minutes of the previous meeting, if applicable.

SR8-5-2 Members state their names when they join the meeting. Members who have to leave the meeting before its close inform the President or committee chair.

SR8-5-3 When a quorum is established, the President or committee chair announces the names of all members present and calls the meeting to order. The secretary takes minutes.

SR8-5-4 When seeking recognition, members address the President or chair, stating their names.

SR8-5-5 All votes are by polling.

SR8--5-6 The President puts the question to a vote by:

- Writing the motion as amended.
- Stating the time limit the members have to vote.
- Providing a voting form as follows:

_____ In favor _____ Opposed

SR8-5-7 To close the meeting, the President announces the results of the vote and indicates any parts of the meeting that are not confidential.

SR8--5-8 The Recording Secretary prints the entire thread of the meeting and retains it until the minutes of the meeting are approved.

SR8-6

SR9 Endorsement Procedures (ARTICLE IX)

SR9-1 The CLUB may choose to endorse candidates, measures or propositions.

Adopted March 15, 2017

- SR9-2 Candidates and/or proponents of eligible issues may request endorsement, per relevant sections of Article VIII of the CDP Bylaws, Article XI of the VCDCC Bylaws and Article IX of the CLUB Bylaws.
- SR9-3 The ER:
 - SR9-3-1 Verifies party registration with the Ventura County Registrar.
 - SR9-3-2 Establishes procedures for requesting information from candidates.
- SR9-4 Upon recommendation of the Endorsement Committee, endorsement may be considered at the next general meeting of the CLUB as long as fourteen (14) days notice is given, as described in Article IX of the CLUB Bylaws.
 - SR9-4-1 Notice of the regular meeting is sent to the candidates and/or proponents/opponents of issues, if they are invited to speak.
 - SR9-4-2 The agenda lists each candidate and/or issue and establishes a time limit for each speaker.
 - SR9-4-3 The Endorsement Committee recommendation shall be made in the form of a consent calendar. A race can be pulled by five (5) voting members in good standing
 - SR9-4-4 If a race is pulled with a democratic incumbent, then the vote must be taken up the next meeting, unless two-thirds (2/3) voting members in good standing vote to take up the endorsement that same meeting.
 - SR9-4-5 CLUB Recording Secretary shall inform prospective endorsees within twenty-four hours after the meeting of the vote by the members.

SR10 Media and Release Policy (ARTICLE X)

All public meetings of the CLUB may be photographed, videotaped, and/or audio-recorded only for personal use.

- SR10-1 The video and audio records shall not be published or distributed in any form without the approval of a majority of CLUB members present and voting.
- SR10-2 Digital Media may be used on official CLUB publications or in VCDCC publications.

Addendum A - Agreement for Chartered Organizations

The Chartered Organization/CLUB

1. Applies for original charter by mailing to the VCDCC Secretary a completed application, a list of officers and the chartering fee (defined in VCDCC Standing Rules SR2-3-2). Submits electronically to the VCDCC Secretary a membership roster (ten member minimum) in spreadsheet format, and the CLUB Bylaws and Standing Rules. May include a written request that fees be deferred or waived.
2. Upon a recommendation from the VCDCC Bylaws committee, the charter is approved by a majority of VCDCC members present and voting at the next general meeting. The roster contact information is then added to the VCDCC's communication list.
3. An ASSOCIATE member from the CLUB may be seated on the VCDCC only if a charter is in effect.
4. Acknowledges its objective is the advancement of the Democratic Party and Democratic candidates for partisan and non-partisan office, in accordance with the California Elections Code, Section 20201.
5. Is not permitted to use the word "Democrat" or any form thereof, until a charter has been granted by the VCDCC, in accordance with the California Elections Code, Section 20201.
6. Agrees to abide by the Bylaws of the VCDCC and CDP.
7. Maintains an active membership of at least ten members and holds regular meetings, which are posted on the VCDCC website by a CLUB representative with a minimum of seven days notice.
8. Ensures all members of the organization are Democrats, or intend to register as Democrats upon qualification to vote.
9. Will not sponsor, support, or encourage non-Democratic candidates in partisan races, although it may hold multi-candidate debates, programs or forums, which include both Democratic and non-Democratic candidates.
10. Agrees to abide by the endorsement policy of the VCDCC as set forth in ARTICLE IX - Endorsements.
11. Understands that the VCDCC may revoke, refuse to charter, or refuse to renew a charter by a majority vote of VCDCC members present and voting at any meeting.
12. Recharterers by March 1 of each year by mailing to the VCDCC Secretary a completed application, a list of officers and the chartering fee (defined in VCDCC Standing Rules SR2-3-2). Submits electronically to the VCDCC Secretary a membership roster (ten member minimum) in spreadsheet format, and the CLUB Bylaws and Standing Rules. May include a written request that fees be deferred or waived.
13. Acknowledges that non-payment of the fee or non-compliance by the first day of April may be cause for the VCDCC to revoke the CLUB's charter.
14. To ensure compliance (ARTICLE IV – Governance), the VCDCC Bylaws Committee reviews the CLUB's Bylaws and Standing Rules.