

Democratic Alliance for Action of Santa Clarita BYLAWS

Preamble

In order to encourage active participation in governance, to foster Democratic ideals, and to promote justice and equality in our community, state and nation; we hereby establish the DEMOCRATIC ALLIANCE FOR ACTION OF SANTA CLARITA.

Article I — Name

The name of this organization shall be the Democratic Alliance for Action of Santa Clarita, hereinafter referred to as DAA.

Article II — Definition and Purpose

It shall be the purpose of this organization:

- A. To provide a forum for Santa Clarita Valley Residents who share goals and purposes consistent with the Democratic Party and its platform.
- B. To enhance the effectiveness of Standing Committee, Special Committee, and Action Committee endeavors which are consistent with the principles of the Democratic Party and its platform.
- C. To inform members and the public of local, national, and international issues, and of candidate and Democratic Party positions.
- D. To promote honesty, integrity and respect in all activities and generate a positive public image for ideals and actions consistent with the principles and platforms of the Democratic Party.
- E. To raise money to fund activities and campaigns in the Santa Clarita Valley area and to support Democratic nominees, and issues which are consistent with the Democratic Party platform.
- F. While the organization is encouraged to develop, assist, support, and endorse candidates for all public offices, it will not develop, assist, support or endorse any non-Democratic candidate for any public office, nor will any officer of this organization take such action on behalf of the club.

Article III — Composition and Governing Body

- A. The DAA shall be comprised of individual members, elected officers, Standing Committees, Special Committees, and Action Committees, the goals of which are consistent with the principles of the Democratic Party and its platform.
- B. The governing body of the DAA shall be the Executive Board and the Steering Committee.

Article IV — Membership

Membership composition and requirements

- A. Membership shall be open to all persons, regardless of race, color, creed, national origin, gender, age, religion, ethnic identity, sexual orientation or economic station, provided they are at least fourteen years of age, meet dues requirements, annually update a membership form, and are:
 - a. Registered as a Democrat in the United States; or
 - b. A person devoted to the principles of the Democratic Party that is ineligible to register as a voter because of inability to meet registration requirements, provided that they certify their intent to register as a Democrat immediately upon becoming eligible.
- B. The Corresponding Secretary or Membership Chair shall verify the voter registration status of each member upon their receipt of their application for membership.

Membership Standing

- A. To be considered a Member in Good Standing, an individual must meet the Membership Requirements, the Dues Requirements, and not have a Lapsed Membership.

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- B. To be eligible to vote, a person must be a Voting Member in Good Standing, which shall be defined as: having held DAA membership for at least 65 days, be current in dues, and have attended at least two General Membership Meetings and /or Steering Committee, Standing Committee, or Action Committee meetings, within the preceding six months.

Lapsed Membership

- A. Failure to meet Dues Requirements within 60 days of renewal date will result in a Lapsed Membership. Members will be notified via email or U.S. Mail of their membership renewal date. Normally this notification will be done by the Membership Chair. A member whose membership is within 30 days of lapsing will be notified in writing by an Executive Board member or the Membership Chair via email or U.S. mail of this pending action.
- B. A Lapsed Member may be reinstated as new member upon receipt of membership dues or declaration of financial hardship. The new membership date will be the same as the reinstatement date.

Termination of membership

Grounds for termination of membership include:

- A. Voluntary resignation.
- B. Change of registration status to something other than Democrat.
- C. Misuse or misappropriation of club assets.
- D. Other just cause.

Except in the case of voluntary resignation, a member shall be notified in writing by an Executive Board member or Membership Chair of pending termination and be given an opportunity to appear before the Executive Board to appeal the proposed action in closed session.

Article V — Membership Dues Schedule

Yearly dues shall be determined by recommendation of the Executive Board and ratified by the membership. Membership is for one year. The payment of dues by an individual may be waived upon request and personal declaration of financial hardship.

Article VI — Officers

The officers of this organization shall be the President, Vice President, Recording Secretary, Corresponding Secretary and Controller. The Executive Board is made up of the officers.

Article VII — Powers and Responsibilities of Officers

- A. **Expenditures:** Besides other responsibilities contained herein, the Executive Board shall be responsible for approved expenditures within the organization. Any expenditure over \$200 must be authorized by the Executive Board and any expenditure over \$500 must be authorized by a vote of the membership.
- B. **All Officers:** All Officers are expected to attend all Executive Board, Steering Committee, and General Membership Meetings, and should always conduct themselves in a manner that is not harmful or offensive to the organization or the members.
- C. **President:** The President shall be the principal executive officer and the official spokesperson of this organization and shall carry out the policies of this organization and its Executive Board and preside over meetings of the General Membership, the Steering Committee, and the Executive Board.
- D. **Vice President:** The Vice President shall assist the President in the performance of the President's duties. In the absence of the President, the Vice President shall assume all powers and

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responsibilities of the President. Unless a Membership Committee is established, the Vice President shall be responsible for collecting dues and turning them over to the Controller, collecting and maintaining Membership Applications, delivering Lapsed Membership notices, and maintaining membership records.

- E. **Recording Secretary:** The Recording Secretary is responsible for taking notes and preparing and maintaining the minutes of the meetings of the Executive Board, Steering Committee, and Membership. The Recording Secretary shall present a digital copy of the minutes for approval and possible changes in no less than seven days after taking them, to the Executive Board and the Steering Committee; minutes for the Regular General Membership Meetings will subsequently be presented at the next Regular General Membership Meeting for approval by the members. Final approved minutes will be presented in no less than fourteen days after taking them, to each respective body and to the Corresponding Secretary for posting to the club's website and/or the DAA's secret Members Only Facebook page so they are available for members to review.
- F. **Corresponding Secretary:** The Corresponding Secretary shall be responsible for handling correspondence of this organization, and for checking the organization's voice-mail at least once a week or as necessary. The Corresponding Secretary shall be responsible for producing and delivering meeting notices. Unless a Publicity Committee is established, the Corresponding Secretary will also be responsible for maintaining social media information and producing and distributing news releases as necessary.
- G. **Controller:** The Controller is responsible for preparing and maintaining accurate financial records and reports for the organization, and shall take custody of funds directly or indirectly raised or received by this organization, shall open and maintain bank accounts for the deposit of funds and shall make disbursements at the direction of the membership or the Executive Board. The Controller is responsible for making sure all records and appropriate documents are correctly kept and reported to all State, Federal and local agencies as required to maintain compliance with all Campaign Finance and other reporting laws. The Controller may consult with a professional political accounting firm as needed. The Controller shall be responsible for monthly reports of the fiscal activities of all Committees and the organization to the Executive Board and to the membership

Article VIII — Election of Officers

All officers shall be elected by the membership at the February General Membership Meeting of the organization in even-numbered years and shall take office at the beginning of the April meeting following their election. They shall serve for a term of two years. A vacancy in any office shall be filled by appointment by the President or acting President and ratified by the Executive Board. All officers must be Voting Members in Good Standing (see Article IX) of the organization for at least 120 days prior to the election date.

Nomination Procedures

- A. Nominations for Executive Board positions will take place at the January meeting of the organization in even numbered years.
- B. Nominations for Executive Board position may only be made by Voting Members in Good Standing.
- C. Nominations will be taken from the floor at the January General Membership Meeting and do not require a second.
- D. Self-Nominations may be submitted in writing to the Recording Secretary before the start of the January General Membership Meeting, or from the floor at that meeting. In order for a nominee for any executive Board position to become a Declared Candidate, the nominee must notify the Recording Secretary of their willingness to accept their nomination before the January General Membership Meeting, or do so at that meeting.
- E. The nominations will be closed at the completion of the Nomination Procedures held at the January General Membership Meeting.

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Campaigning Procedures

- A. The DAA will facilitate one Campaign Email to all members on each of the three Mondays preceding the February General Membership Meeting.
- B. That Campaign Email will list each Declared Candidate (contested or uncontested) and provide a link to each contested candidate's campaign information.
- C. Campaign information may be housed on the DAA website or on an external website.
- D. Campaign information to be housed on the DAA website must be submitted to the Recording Secretary by noon on the Sunday before each Monday of that campaign week.
- E. Links to external Campaign information must be submitted to the Recording Secretary by noon on the Sunday before each Monday of that campaign week.
- F. The campaign information to be housed on the DAA website should be provided in a single MS Word, PDF, or text file.

Election Procedures

- A. Prior to the February General Membership Meeting, the Recording Secretary, in conjunction with the Membership Chair, shall prepare voting cards and a separate secret ballot for each Executive Board position for each eligible voting DAA member.
- B. At the beginning of any meeting where the election is to take place, the Recording Secretary, or person(s) designated by the President or the Recording Secretary to be the Election Official and to administer the election, will supply each voting DAA member with a voting card and have the member sign the voting card in front of the official. The official will then hand the member a ballot for each Executive Board position just before that election takes place.
- C. At the beginning of the voting process, the presiding officer (President, Vice President, or other non-candidate, as determined by the Executive Board) of the meeting will explain the entire voting process to the membership.
- D. Election for each office will be held separately. Election for the office of President shall be held first followed by election of the office of Vice President, then Recording Secretary, then Corresponding Secretary, then Controller in that order. Once the winner of office of President is determined, remaining candidates for the office of President may submit their name or be nominated from the floor as an additional nominee for the office of Vice President or one of the remaining Executive Board Positions. After the Election for the office of the President before opening the election for Vice President and each subsequent office, the President or Election official shall determine the willingness of the nominees to accept the nomination as a Declared Candidate for that office. Once the winner of office of Vice President is determined, remaining candidates for the office of Vice President may submit their name or be nominated from the floor as an additional nominee for the office of Recording Secretary or one of the remaining Executive Board Positions. Elections for Recording Secretary, Corresponding Secretary, and then Controller are held in the same fashion until all offices of the Executive Board have been filled.
- E. Prior to the casting of ballots for each office, the candidates and/or their representatives or supporters will have no more than five minutes each to use in any way they see fit. This includes, but is not limited to any combination of the following: Speak on their own behalf, have designated people speak in support, answer questions from members.
- F. The vote is taken by having the Voting Members write in the name of a Declared Candidate for each office, or in the case of a pre-prepared ballot, circle their choice for each contested office.
- G. The members will then turn in the ballots to the Election Official and sign their voting card in front of him/her. Members must have a voting card to turn in a ballot.

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- H. Once the ballots are turned in, the Election Official will, with the assistance of up to two (2) designated assistants, count the ballots. Up to two (2) DAA members in Good Standing may volunteer to silently observe the ballot count. The Election Official will announce the results of the ballot count.
- I. The winner must have more than 50% of the votes cast. If more than two people are running for an office and no-one has more than 50% of the cast votes, there shall be an immediate runoff between the top two vote-getters.
- J. At the end of balloting, any office without a candidate will be treated as a vacancy to be filled by the newly elected President and Executive Board at their earliest convenience.

Article IX — Removal of Officers

- A. An officer of the Executive Board may be removed from his/her office for failure to abide by the BYLAWS of this organization. The officer shall be notified in writing via Certified U.S. mail of the proposed action and reason(s) thereof, and shall be invited to attend a closed session of the Executive Board to hear and comment upon the charge(s). A majority vote of the Executive Board, except the officer in question, shall be required to approve the action, which shall become effective immediately unless appealed.
- B. The removed officer shall have the option to appeal the decision to the membership. Written notification of the proposed action and reasons must be provided to all members, including the officer in question, not later than seven (7) days prior to the General Membership Meeting for which the appeal is scheduled. A two-thirds (2/3) majority vote of the Membership is required to reinstate the officer.
- C. Officers may also be removed from office if they fail to attend five consecutive regularly scheduled General Membership and Steering Committee Meetings. Removal must be approved by a simple majority of the Executive Board at a regularly scheduled Steering Committee Meeting. If an officer expects to be unable to serve for a limited period of time not to exceed six months, the Executive Board may decide to appoint a Temporary Officer to carry out the duties of the absent officer until the officer returns, or the term expires. The Temporary Officer will have all the same duties and responsibilities of the officer he or she is replacing.
- D. While the organization is encouraged to develop, assist, support, and endorse candidates for all public offices, it will not develop, assist, support or endorse any non-Democratic candidate for any public office, nor will any officer of this organization take such action on behalf of the club. Officers of this organization are subject to termination for publicly supporting in writing or at DAA meetings, financially in any manner, or by endorsing any non-Democrat for any appointed or elected public office.

Article X — Committees

Steering Committee

- A. The Steering Committee shall be made up of the Executive Board, the immediate past president, and the Chairs, or Co-Chairs of the Standing Committees, Action Committees, any Special Committees, and the Official Parliamentarian.
- B. Attendance at Steering Committee Meetings and Action Committee Meetings are open to all members in Good Standing.
- C. Each member of the Executive Board and the immediate past president gets one vote at the Steering Committee. Each Standing, Action, and Special Committee Chair is also entitled to one vote at the steering Committee. If the committee is made up of two co-chairs and both members are present at the Steering Committee, each co-chair gets ½ a vote. If only one of the co-chairs is

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present (s)he gets one vote at the Steering Committee. If an Executive Board member is also the chair or co-chair of a committee, s/he gets only one vote at the Steering Committee.

- D. The Steering Committee shall meet approximately one week before the General Membership Meetings for the purpose of planning and directing the policies and activities of the organization. Special meetings of the Steering Committee may be called by the President or three members of the Executive Board.
- E. The President shall act as Chair of the Steering Committee and the Executive Board and the Recording Secretary shall act as Recording Secretary of the Steering Committee and the Executive Board.

Standing, Action, and Special Committees

- A. Standing, Action, and Special Committees shall be established and terminated by the Executive Board as necessary to carry out the purposes and goals of the organization. A Standing Committee may be established to handle ongoing tasks of the organization as determined by the Steering Committee. Establishment of each Standing Committee shall be ratified by a majority vote of the membership present at the next General Membership Meeting. A Special Committee of one or more members may be established to handle a specific task as determined by the Steering Committee.
- B. A Membership Standing Committee may be established to assist the Vice President. The Chair or Co-Chairs of the Membership Committee shall be responsible for collecting dues and turning them over to the Controller, collecting and maintaining Membership Applications, delivering Lapsed Membership notices and maintaining membership records.
- C. In January of each year the membership will form a Special Committee to be known as the Audit Committee. The Audit Committee shall consist of no fewer than two members for the purpose of reviewing all financial activities and property holdings of the organization. This committee is to conduct said review within 30 days prior to the March Regular Meeting and report its findings at the March Regular Meeting. Additional audits may be ordered by a vote of the membership at any Regular or Special membership meeting. Executive Board members may not serve on the Audit Committee.
- D. The chair of each Standing, Action, and Special Committee shall submit the meeting schedule (including place, time and date) to the Corresponding Secretary at least 5 days before the scheduled committee meeting in order for the Corresponding Secretary to notice the members at least 3 days prior to the meeting date.
- E. The chair of each Standing, Action, and Special Committee shall maintain and submit to the Steering Committee meeting attendance records, and minutes after each committee meeting.

Action Committees

- A. An Action Committee may be established to promote a specific issue consistent with the Democratic Party Platform and educate the membership on that issue.
- B. Any two (2) members of the organization may petition the Executive Board to form an Action Committee. Approval of the Executive Board shall be based upon a demonstration by the applicants that the purpose of the proposed Action Committee is consistent with the Definition and Purpose of the organization and its interests. Approval of formation of an Action Committee shall require a majority vote of the Executive Board and shall not be final until ratification by a majority vote of the membership present at the next regularly scheduled meeting.
- C. In any given month in which Action Committee activity has occurred, the chair of the committee or a designee must present a report at the General Membership Meeting of any current plans or actions. Any current plans or actions of the committee must be presented and approved by the majority of the Steering Committee. If such presentation is impossible, said activities and plans may be approved by a unanimous vote at a meeting of the Executive Board.

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- D. Membership in Action Committees shall be open to all DAA members in Good Standing. All committee meetings shall be in person. All voting at such meetings must also be in person.
- E. The Executive Board may establish additional rules governing Action Committees as may be necessary.

Article XI — Meetings

- A. Regular General Membership Meetings shall be convened at least every other month. Special Membership Meetings may be convened on the call of the President and/or the Executive Board. Any organization business that may be conducted at a regular Membership Meeting may be conducted at a Special Membership Meeting as long as all required notifications have been met.
- B. All regular General Membership Meetings shall be open to all persons regardless of race, color, creed, national origin, gender, age, religion, ethnic identity, sexual orientation or economic station. Members shall be notified of the time and place for all General Membership and Special Membership Meetings in such manner as to insure ten (10) days notice. Notification may be performed by e-mail, telephone, website, U.S. Mail or other appropriate methods. Such meetings shall be held in places accessible to the membership and large enough to accommodate all interested persons.
- C. Notice of all General Membership Meetings, Executive Board Meetings and Steering Committee Meetings shall be the responsibility of the Corresponding Secretary and shall be given in writing or e-mail not less than ten (10) days prior to the meeting date. Steering Committee and Executive Board Meetings shall be open to all members.

Article XII — Voting

- A. All voting at General Membership Meetings shall be in person. To be eligible to vote for DAA Officers, Resolutions, or endorsements of candidates or propositions, or to nominate members for election as DAA Officers, a person must be a Voting Member in Good Standing, which shall be defined as: having held DAA membership for at least 65 days, be current in dues, and have attended at least two General Membership, Steering Committee, Standing Committee, and/or Action Committee Meetings within the preceding six months. A lapsed member's membership date begins upon reinstatement of their membership as stated in Article VI: "Lapsed Membership." A reinstated member must meet all voting requirements based upon their reinstated membership date.
- B. Except in the case of an emergency as defined below, all Voting at Executive Board and Steering Committee Meetings shall be determined by a simple majority of those present and eligible to vote. If Co-Chairs of a Standing Committee are both present, each gets one-half vote. If only one Co-Chair is present, he/she will have a full vote. For each person eligible to vote, he/she shall have no more than one vote.
- C. The immediate past president of the DAA shall be entitled to membership in and a vote on the Steering Committee.
- D. An Emergency Vote of the Executive Board or the Steering Committee may be called for by the President and one other Executive Board member, or if the President is incapacitated or unavailable to act as President, by the Vice President and one other Executive Board Member.
- E. All voting members of the Executive Board, or Steering Committee, shall be notified by email of the subject of the proposed Emergency Vote, and allowed at least 24 hours to discuss the issue with other members of the said committee before the vote can be called. The vote can be executed by the President or the Vice President in person, by telephone, by email, by text.
- F. The results of any Emergency Vote will be recorded by the Recording Secretary and reported to the membership.

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- G. The President of the organization may ask the Executive Board, Steering Committee, or the Membership for their opinion on any matter; this shall be called an Advisory Opinion and has no official bearing on the activities of the DAA.

Article XIII — Quorum

No meeting shall take place without a quorum. A quorum for a General Membership Meeting shall consist of seven (7) non-Executive Board members plus a majority of the officers. A quorum for an Executive Board meeting shall consist of a majority of the Board. A quorum for a Steering Committee Meeting shall consist of a majority of the Executive Board plus any Standing Committee chairs present. If at any time during said meeting the quorum is not maintained, the meeting will be adjourned.

Article XIV — Changes to BYLAWS

Amendments

Any proposed amendment to these By-Laws must be presented at a regular or Special General Membership Meeting and will be voted on at the next General Membership Meeting. A two-thirds (2/3) vote of the membership shall be required for passage. Written notification of the proposed amendment must be delivered to the membership at least ten (10) days prior to voting.

Effective Date

These By-Laws shall become effective immediately upon their adoption by the membership or upon any such date indicated in the motion to approve the bylaws.

Article XV — Rules of Order

Parliamentary Authority

The rules contained in the Modern Edition of *Robert's Rules of Order* shall govern the DAA in all cases where they are not inconsistent with these bylaws and any special rules of order the DAA may adopt.

Parliamentarian

- A. The DAA President may appoint or remove an Official Parliamentarian for the organization. The Official Parliamentarian takes office upon ratification by a majority vote of the Executive Board. The Official Parliamentarian may be asked for a parliamentary opinion by the presiding officer at any official DAA meeting. The Official Parliamentarian is a member of the Steering Committee.
- B. In the event the Official Parliamentarian is not present at an official DAA meeting, the presiding officer may appoint a temporary Parliamentarian for that meeting and may ask that Parliamentarian to render a Parliamentary opinion.

Standing Rules

- A. In order to maintain good working order within the DAA, the Steering Committee may recommend Standing Rules for the organization.
- B. Standing Rules that pertain to the General Membership must be ratified by a majority vote of the membership at a regularly scheduled membership meeting.
- C. Standing Rules that pertain to the Steering Committee must be ratified by a majority vote of the Steering Committee at a regularly scheduled Steering Committee meeting.
- D. Standing Rules that pertain to the Executive Board must be ratified by a majority vote of the Executive Board at a regularly scheduled Executive Board meeting.
- E. All Standing Rules shall be listed by date of adoption in a separate document that will be available as part of the DAA bylaws.

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Article XVI — Legal Status and Associations

- A. The DAA shall be a chartered Democratic Club under the auspices of the Los Angeles County Democratic Party or the California Democratic Party.
- B. The DAA may officially associate itself with any other Democratic organization upon the approval of the Executive Board, Steering Committee, and membership.
- C. The DAA may not officially associate itself with any non-Democratic organization, except for 501(c)(3) charitable organizations that are in line with Democratic ideals and principle.

Article XVII — Selection of Representatives to California Democratic Party (CDP) Pre-Endorsing Conferences:

- A. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted to Los Angeles County Democratic Party and to the appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsing process. a. The DAA requires that only Members in Good Standing who are registered as a Democrat, as of July 1, will be included in the roster submitted for the purposes of participation in the California Democratic Party endorsement process.
- B. Voting Members in Good Standing whose names appear on the July 1 list will be notified in a timely manner that they are eligible to be DAA representatives to the CDP Pre-Endorsing Conferences.
- C. Eligible candidates to become DAA representatives to the CDP Pre-Endorsing Conferences with a desire to become a DAA representative will be given no less than two weeks to return an application to the DAA Steering Committee stating their desire to represent the DAA.
 - a. Eligible candidates must state their commitment to attend the Pre-Endorsing Conference.
 - b. Eligible candidates must state their commitment to vote for DAA endorsed candidates, if any, at the Pre-Endorsing Conference.
- D. Once the applications to become DAA representatives to the CDP Pre-Endorsing Conferences are received, the Steering Committee will vote, at a regularly scheduled Steering Committee meeting, to determine who will represent the DAA. a. To every extent possible, the Steering Committee will select an even number of men and women to represent the DAA.

Article XVIII— Dissolution

Upon dissolution of this organization, all possessions, materials, and moneys shall revert automatically to the Los Angeles County Democratic Central Committee.

End of DAA Bylaws

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STANDING RULES

Date and Place Adopted 1-14-2016 Steering Committee meeting

Rule Language:

Speaking

No Steering Committee member, who is also a candidate, or holds a leadership position on a candidate's campaign, is allowed to say anything about the candidate's campaign, with the exception of campaign information that has already been publically disseminated.

No Steering Committee member is allowed to say any about a candidate's campaign unless that information has already been publically disseminated.

Voting

No Steering Committee member, who is also a candidate, or holds a leadership position on a candidate's campaign, is allowed to vote on any issue that could be construed as determining what or how the DAA supports that candidate.

Date and Place Adopted

Rule Language:

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ENDORSEMENTS, POSITIONS, RECOMMENDATIONS & RESOLUTIONS RULES AND PROCEDURES

1. Purpose of these Rules and Procedures:

- 1.1. To implement a uniform method to establish and express the Official Opinions of the DAA.
- 1.2. To provide a uniform method for Democratic candidates, their supporters, and proponents of positions on issues a method to gain the official support of the DAA.
- 1.3. To build consensus and support for Democratic candidates and issues.

2. Effective date and legal status:

- 2.1. Once each top-level section of this document is approved by a 60% or greater majority of all voting members at a General Membership meeting, that section shall be deemed complete and approved.
- 2.2. Once a top-level section of this document is complete and approved, it shall:
 - 2.2.1. Carry the same weight and significance as the DAA Bylaws.
 - 2.2.2. Be included as a companion document to the DAA Bylaws.
 - 2.2.3. Require the same procedure to change or amend as the DAA bylaws.
 - 2.2.4. Require a 60% majority vote of the membership to be changed or amended.

3. Definitions for Endorsements, Positions, Recommendations & Resolutions (EPR&R)

3.1. Basic Definitions:

- 3.1.1. "Endorsements" are the Official recommendations of candidates for elected public office.
- 3.1.2. "Recommendations" reflect the Official stance of the DAA regarding any issue that comes before the public for a vote.
- 3.1.3. "Positions" reflect the Official opinion of the DAA regarding issues in general.
- 3.1.4. "Resolutions" are written to express the Official desire of the DAA that a specific person, body or entity takes some specified action.

3.2. Candidate Definitions:

- 3.2.1. "Partisan National Candidate" refers to U.S. President.
- 3.2.2. "Partisan Statewide Candidate" refers to elected statewide offices that identify party affiliation and are elected through the primary process, such as U.S. Senate, State Governor, Lt. Governor, etc.
- 3.2.3. "Partisan Regional Candidate" refers to elected regional offices that identify party affiliation and are elected through the primary process, such as U.S. House of Representatives, State Senate, and State Assembly.
- 3.2.4. "Non-Partisan Regional Candidate" refers to elected regional offices that DO NOT identify party affiliation and DO NOT utilize the primary process, such as County Board of Supervisors, County Sheriff, etc.
- 3.2.5. "Non-Partisan Local Candidate" refers to elected local offices that DO NOT identify party affiliation and DO NOT utilize the primary process, such as City Council, School Board, Water board, etc.

3.3. Other Election Definitions:

- 3.3.1. "Statewide Ballot Measure" refers to statewide ballot measures.
- 3.3.2. "Regional Ballot Measure" refers to County ballot measures.
- 3.3.3. "Local Ballot Measure" refers to City and district ballot measures, such as School District, Water District, etc.
- 3.3.4. Ballot-Identified Democrat refers to a candidate who identifies as a Democrat on a top-two primary ballot. A member of the Executive Board shall verify a candidate's ballot identity with the Registrar of Voters or the Secretary of State.

3.4. DAA Definitions:

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- 3.4.1. "Official DAA Committees" refers to duly established, "Active Committees" of the DAA (e.g. Action Committees, Standing Committees, the Steering Committee, and the DAA Executive Board).
- 3.4.2. "The DAA Executive Board" consists of the President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer of the DAA.
- 3.4.3. "Active Committee," for the purposes of endorsement procedures, refers to the DAA's Executive Board, Steering Committee, Candidate Development Committee, and any Standing or Action Committee that has held at least one properly noticed meeting within 90 days preceding the candidate, or representative's endorsement vote at a General Membership Meeting.
- 3.4.4. "Properly Noticed Meeting," for the purposes of endorsement procedures, is a meeting where committee members, and the Steering Committee, were notified about the meeting and about any planned endorsement activities, by email, at least seven days prior to the meeting.

4. Endorsement Rules:

While the organization is encouraged to develop, assist, support, and endorse candidates for all public offices, it will not develop, assist, support or endorse any non-Democratic candidate for any public office, nor will any officer of this organization take such action on behalf of the club. Officers of this organization are subject to termination for publicly supporting in writing or at DAA meetings, financially in any manner, or by endorsing any non-Democrat for any appointed or elected public office.

- 4.1. Who may be endorsed and when they may be endorsed:
 - 4.1.1. A Democrat who is the only Ballot-Identified Democrat to file papers to run for an elective government office.
 - 4.1.2. Any Ballot-Identified Democrat who won first or second place in the Primary election for an elective government office, thus qualifying them to run in the subsequent General Election.
 - 4.1.3. After, the filing period has closed, a Ballot-Identified Democrat running for elective governmental office where another Ballot-Identified Democrat is also running. That candidate must receive 70% of the endorsement vote, as specified in the procedures below.
 - 4.1.4. After the filing period closes, any Democrat who runs for a non-partisan elective government office.
 - 4.1.5. A member of the Executive Board shall confirm a candidate's registration status as Democrat with the Registrar of Voters or the Secretary of State before endorsement can be considered.
- 4.2. Who shall never be endorsed:
 - 4.2.1. A non-Democrat for any elected office.
- 4.3. Who may request endorsement:
 - 4.3.1. Any Democrat who satisfies the endorsement rules above, or his/her official representative, may request endorsement for that Democrat.
 - 4.3.2. Any DAA Member in good standing may request DAA endorsement on behalf of a Democrat who has satisfied the endorsement rules above.
- 4.4. Committee Recommendation rules:
 - 4.4.1. Any Official DAA Committee (see 3.4.1 above) may take an "Official Endorsement Position" regarding the endorsement of a candidate once they have accomplished the following:
 - 4.4.1.1. Held a "Properly Noticed Meeting" (see 3.4.4 above) within 90 days preceding the endorsement vote at a General Membership Meeting.

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- 4.4.1.2. Held an election at the above committee meeting where the DAA members in good standing vote by a simple majority to recommend or not recommend the candidate for endorsement.
- 4.4.2. Although any Official DAA Committee (see 3.4.1 above) may take an “Official Endorsement Position” regarding candidate endorsements following a properly noticed meeting, only the full membership of the DAA decides whether a candidate gets officially endorsed.
- 4.4.3. No member of the DAA may actively disseminate a committee’s “Official Endorsement Position” to any person or entity outside of the DAA. There shall be only one official endorsement by the DAA, and that is only accomplished by a vote of the full membership, in good standing, present at a General Membership Meeting.
- 4.5. Voting rules for candidate endorsement:
 - 4.5.1. General Rules:
 - 4.5.1.1. The procedure for candidate endorsement at a General Membership Meeting remains the same, regardless of WHEN the candidate, his/her official representative, or DAA member makes the request for endorsement – only the votes required to win that endorsement differs.
 - 4.5.1.2. A candidate, his/her official representative, or a DAA member requesting an endorsement on behalf of a candidate, must notify the DAA president by mail or email of their intent to request endorsement, at least 14 days before the start of a General Membership Meeting at which the endorsement vote is desired.
 - 4.5.1.3. The DAA President shall notify the Steering Committee of an endorsement request within three days of receipt of request, and notify the membership of that request through the normal meeting notification process.
 - 4.5.1.4. Voting procedures shall be administered by the Recording Secretary and any appointed assistants. In the Recording Secretary’s absence, a member may be appointed by the presiding officer of the meeting to run the endorsement procedures.
 - 4.5.1.5. All votes for endorsement shall be by secret ballot.
 - 4.5.1.6. Members must be a “Voting Member Good Standing” (see DAA bylaws Article IX) and present to cast a vote. No proxies are allowed.
 - 4.5.1.7. The entire ballot distribution and counting procedures are open to be observed by no more than three members.
 - 4.5.2. Votes needed to win the DAA endorsement:
 - 4.5.2.1. Qualified candidates who have announced their desire to be endorsed during one General Membership Meeting may request their endorsement vote be taken at the next, or a subsequent regular General Membership Meeting. The candidate will need at least 60% of the vote of the Voting Members in Good Standing,
 - 4.5.2.2. Qualified candidates who have not met the one meeting lead time (immediately above), may still request their endorsement vote be put on the agenda if they do so at least 14 days before the beginning of a regular General Membership Meeting. Those candidates must receive at least 70% of the vote of the Voting Members in Good Standing, present at that meeting, to win the endorsement.

5. Endorsement procedures:

- 5.1. General Membership Meeting Candidate Endorsement Procedure
 - 5.1.1. At the beginning of any meeting where the election is to take place, the Recording Secretary, or person(s) designated by the President or the Recording Secretary to be the Election Official and administer the election, will supply each voting DAA member with a voting card, have the member sign the voting card in front of the official. The official will then hand the member a ballot listing all the candidates asking for endorsement.

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- 5.1.2. At the beginning of the voting process, the presiding officer of the meeting will explain the entire voting process to the membership.
- 5.1.3. Next, the candidate or his/her representative will have no more than five minutes to use in any way he/she see fit. This includes, but is not limited to any combination of the following:
 - 5.1.3.1. Speak on their own behalf.
 - 5.1.3.2. Have designated people speak in support.
 - 5.1.3.3. Answer questions from members.
- 5.1.4. After the candidate or representatives have spoken, any Official DAA Committee (see 3.4.1 above) that has an taken an Official Endorsement Position (see 4.4.1 above) regarding the candidate, will be given two minutes each to state their position.
- 5.1.5. Next, the floor will be open for no more than five minutes to members who oppose the endorsement. The available time will be divided between the speakers.
- 5.1.6. If there are no speakers in opposition, the discussion will be closed and the chair will call for the vote.
- 5.1.7. If there are speakers in opposition to the candidate, the candidate and/or representatives, will have a total of two minutes to rebut those speakers.
- 5.1.8. The vote is taken by having the members circle “yes” or “no” regarding the endorsement of each candidate on the ballot provided.
- 5.1.9. The members will then turn in the ballots to the election officer and sign their voting card in front of him/her. Members must have a voting card to turn in a ballot.
- 5.1.10. Once the ballots are turned in, the election officer will count the ballots and announce the results.

6. Position Rules

7. Position Procedures

8. Recommendation Rules

9. Recommendation Procedures

10. Resolution Rules

11. Resolution Procedures