

SUNNYVALE DEMOCRATIC CLUB - STANDING RULES

ARTICLE 1 - MEMBERS IN GOOD STANDING

- 1.1. **Eligibility and Requirements.** "MEMBERS IN GOOD STANDING" are defined in the Club Bylaws Section 2.
- 1.2. **California Democratic Party Endorsement Eligibility.** The membership roster submitted to the CDP Chartered Clubs and Organizations' (CCO) Chartering Authority and appropriate Regional Director(s) will include only those members as defined by Section 2.1.1. "Persons who are registered to vote as Democrats".
 - 1.2.1. Selection of Representatives to the CDP Pre-Endorsing Conferences
 - 1.2.1.1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a Democrat, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were submitted to the appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsement process.
 - 1.2.1.2. The Club President and the Political Director shall jointly select from the roster the appropriate number of allocated representatives and an equal number of alternates. If possible, the representatives and alternates should be equally balanced between men and women.

ARTICLE 2 - CANDIDATE ENDORSEMENT PROCESS

- 2.1. A 66% majority of a quorum of members is required to endorse a candidate by the Sunnyvale Democratic Club. The high threshold is important because of the large commitment we are pledging to make as a Club to our endorsed candidates.
 - 2.1.1. ELIGIBILITY. Prior to the endorsement meeting, we will invite via email, postal mail, phone and/or in person, candidates who are registered Democrats to participate in our endorsement process. We will follow up via another mode of communication if the candidate doesn't respond within a five (5) days to the first notification.
 - 2.1.2. QUORUM. The endorsement vote requires a quorum of members as defined in the bylaws. For each vote, the quorum will be verified by the number of votes cast, including abstentions.
 - 2.1.3. INTERVIEWS. The endorsement interviews take place during a meeting no sooner than three months prior to the filing deadline for the respective race. Each candidate will be scheduled to individually participate in a 10 to 30 minute interview during the endorsement meeting. The duration of the interviews will depend on the total number of candidates participating. Each interview will be of equal duration. During the interviews, no campaign staff, candidate family members or other candidates for the race are allowed to be present. Candidates, their staff and family members, who have already been interviewed at this meeting may be present. SDC asks people not to text or convey what questions were asked to candidates yet to be interviewed. The order in which candidates are to be interviewed is selected in advance of the meeting by lot, but may be negotiated within reasonable limits to accommodate a candidate's schedule.

- 2.1.4. INTERVIEW QUESTIONS. All candidates for the same race or seat will be asked the same set of questions during the live interview. The SDC Executive Committee will develop the questions before the interviews with input from SDC members. Interview questions will be sent to the candidates at least 24 hours before the meeting. If time permits, SDC members may ask follow-up questions.
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- 2.1.6. REGISTRATION AND PROXY VOTES. SDC members in good standing who wish to participate in the endorsement process must register in advance of the endorsement votes to receive voting ballots. After registration closes, no additional voting ballots will be distributed. No proxy votes are allowed, except for the candidates themselves who are also members of SDC, who are assumed to vote for themselves. At the close of the registration cycle, we determine that a quorum of members are present and finalize the number of voting members present. This number is required to calculate the 66% majority in the voting process. Registration closes after the interviews and before the discussion.
- 2.1.7. VOTING BALLOTS. At registration each voting member will receive up to three ballots for each seat being considered. The first ballot will include boxes for all of the candidates for the seat being considered as well as a box for "no endorsement" and a box for "abstain". The second ballot is identical to the first ballot and is not necessary if there are less than three candidates. The third ballot will contain boxes for "dual endorsement", "no dual endorsement" and "abstain".
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- 2.1.9.3. For each seat, voting will proceed as described in the remainder of this section. If there are more than three options for candidates or for joint endorsements, there may be several

rounds of voting. Voting will be by written, secret ballots. The votes will be counted by a committee of three appointed by the Membership Director, the Political Action Director and the Director at large. Any Executive Board Members who are paid staffers for a candidate under consideration or for an organization opposing or supporting a measure under consideration, must recuse themselves from participating in the member registration or vote counting for those measures or candidates. They are still permitted to vote.

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2.1.9.6. Third Ballot: The third ballot is a vote For or Against a Dual Endorsement of both candidates. Each voting member will vote for or against the Dual Endorsement or may abstain. An abstention is counted as a vote against Dual Endorsement. If 66% of the voting members vote for the Dual Endorsement, the Dual Endorsement passes, other wise the result is "no endorsement".

2.1.9.7. Voting will conclude at a stated time at the end of the meeting.

ARTICLE 3 - BALLOT MEASURE ENDORSEMENT PROCESS

3.1. A 66% majority of a quorum of members is required to endorse or oppose a ballot measure or proposition by the Sunnyvale Democratic Club. The high threshold is important because of the large commitment we are pledging to make as a Club to our endorsed measures.

3.1.1. SELECTION. Ballot measures or propositions submitted to the members will be selected by the Executive Board.

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3.1.5.2. For each ballot measure, voting will proceed as described in the remainder of this section.

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ARTICLE 4 - CANDIDATE EVALUATION FORM

4.1. Sample Candidate Evaluation Form

Candidate Name: _____

Please rate your satisfaction with each of the following:

1. Candidate's knowledge of city issues:

___ Highly Satisfied ___ Satisfied ___ Dissatisfied

2. Candidate's familiarity with and dedication to the city:

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3. Candidate's written & oral communication skills:

___ Highly Satisfied ___ Satisfied ___ Dissatisfied

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___ Highly Satisfied ___ Satisfied ___ Dissatisfied

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Highly Satisfied Satisfied Dissatisfied

6. Candidate listens well, appears responsive to concerns:

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13. Candidate appears committed to the general public interest over any "special" interest:

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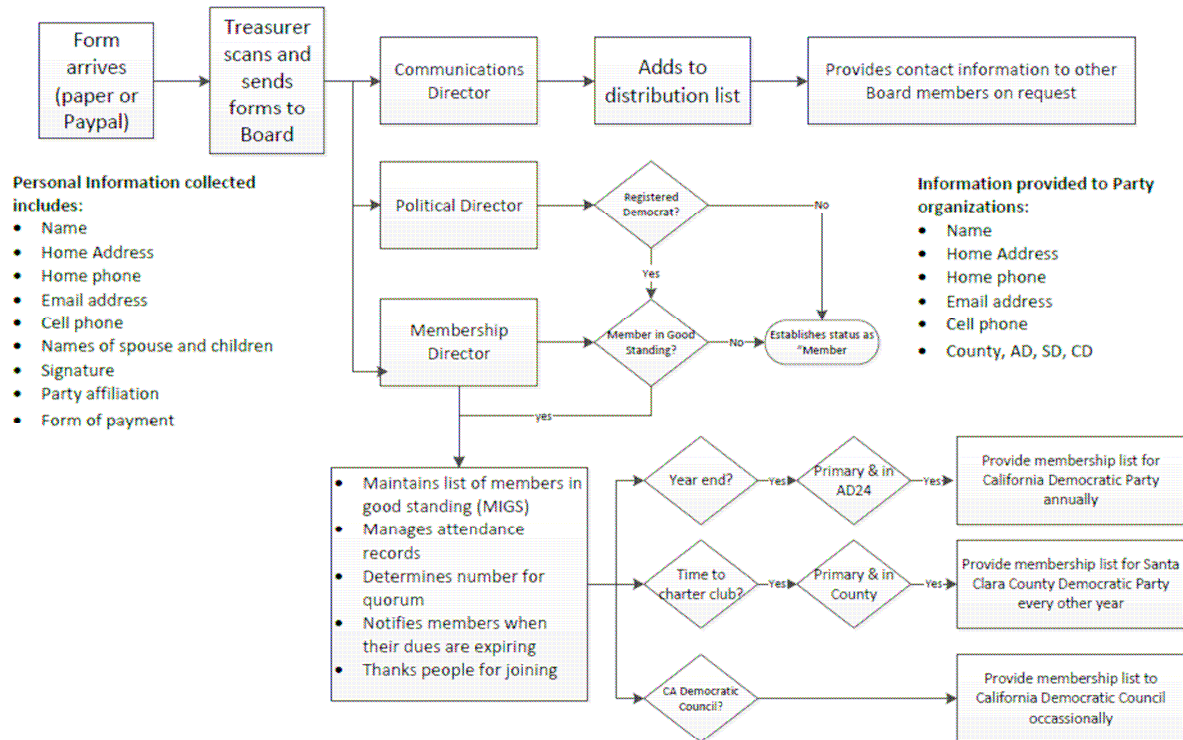
ARTICLE 6 - PRIVACY POLICY AND CODE OF ETHICS

6.1. Privacy Policy

- 6.1.1. The Sunnyvale Democratic Club (SDC) is committed to safeguarding the information with which it has been entrusted. In other words, we value your privacy.
- 6.1.2. If you submit personal information to SDC, we will only use it to facilitate club business, which may include but is not limited to, communicating with members, promoting membership, meeting the requirements for maintaining a charter with local, state and national Democratic organizations, and analyzing data to better understand the needs of the club.
- 6.1.3. By providing us an email address, you agree to be contacted about various Club announcements and through our e-mail newsletter. If you no longer wish to receive e-mail announcements, please notify us by replying to the sender of such e-mail, or by contacting us at membership@sunnyvaledems.org
- 6.1.4. We believe in being good stewards of our members' private information (which includes what is commonly referred to as "personally identifiable information"), and therefore, limit exposure to it so that only those who are required to process it for club business have access to the data -- and even then, only during their tenure.
- 6.1.5. We strive to be transparent in our use of data. Membership information will not be disclosed to any campaign, the press, or other third parties, unless outlined in this document or approved in advance by a majority of the Executive Committee. All officers of the Club are expected to abide by this Privacy Policy, which is also incorporated into the SDC Bylaws.

Democratic Club of Sunnyvale

Process for Handling Information about Club Members



Membership payment transaction records are stored with the Treasurer

Prepared and provided on June 21, 2014

6.2. Data and Document Destruction Policy

(To be executed by all Executive Committee Members and/or Officers)

6.2.1. As a member of the Executive Committee of the Sunnyvale Democratic Club (SDC), I understand that I will be provided with information which members or applicants have submitted to SDC. The information may have been obtained from a member when they completed the hardcopy membership form, the online membership form, or through other engagements with SDC. This information in my possession will be stored in a secure manner.

6.2.2. When my term as a Member of the Executive Committee of SDC has ended, I will return any required member information to the Executive Committee Member of the Sunnyvale Democratic Club who will be taking over my responsibilities or the current President at the time of my departure. I will also permanently destroy any member data or document in electronic or hardcopy form from my personal possession, custody or control.

I certify that I have read and understand this Data and Document Destruction Policy.

Executive Committee Member Name (print): _____

Executive Committee Member Signature: _____

Date: _____

I certify that I have returned any required information and destroyed any member data or document in electronic or hardcopy form from my personal possession, custody or control.

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6.3. Code of Conduct

(To be executed by all Executive Committee Members and/or Officers)

- 6.3.1. All Officers of the Sunnyvale Democratic Club (SDC) must agree to abide by this Code of Conduct.
- 6.3.2. The objective of the Code of Conduct is to promote, transparency, accountability and integrity.
- 6.3.3. In my role as an officer of SDC, I will respect SDC and promote its positive reputation. I will treat members, potential members and the public with civility and respect.
- 6.3.4. I agree to uphold the Bylaws, including the Privacy Policy incorporated therein.
- 6.3.5. I will disclose to the other members of the Executive Committee of SDC any actual or potential conflict of interest.
- 6.3.6. I will be a responsible steward of the club's resources, monetary and otherwise.
- 6.3.7. I will comply with all applicable campaign finance laws and fair political practices.
- 6.3.8. To the extent I have access to confidential club information, including, but not limited to, membership information, I will only use it for official club business. I will obtain Executive Committee approval for any use outside of official club business.
- 6.3.9. I will comply with the Data and Document Destruction Policy.
- 6.3.10. As a consequence of not meeting my obligations under the Code of Conduct, the Executive Committee may take appropriate disciplinary action, as described in section 5.2 of the Bylaws, up through termination of membership and leadership position within SDC. I may appeal the Executive Committee's decision as outlined in section 8.1 of the Bylaws.

Print Name

Signature

Date

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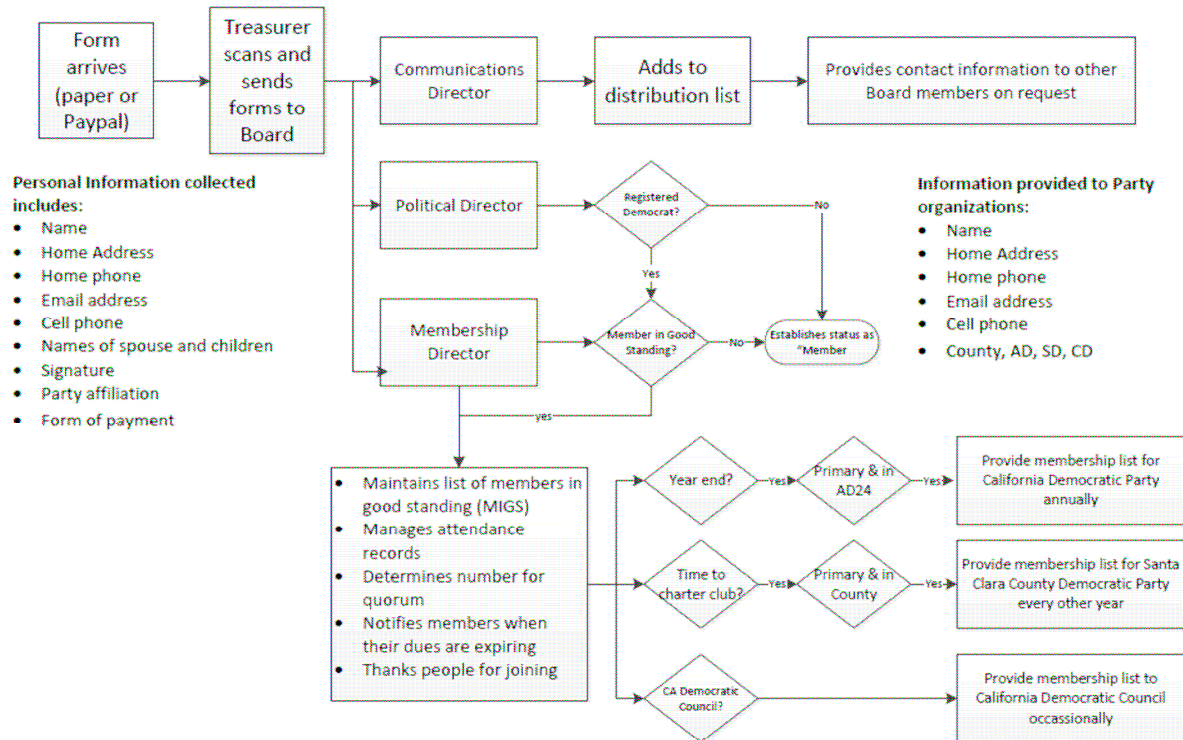
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Executive Committee Member Name (print): _____

Executive Committee Member Signature: _____

Date: _____

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- 6.3.5. I will disclose to the other members of the Executive Committee of SDC any actual or potential conflict of interest.
- 6.3.6. I will be a responsible steward of the club's resources, monetary and otherwise.
- 6.3.7. I will comply with all applicable campaign finance laws and fair political practices.
- 6.3.8. To the extent I have access to confidential club information, including, but not limited to, membership information, I will only use it for official club business. I will obtain Executive Committee approval for any use outside of official club business.
- 6.3.9. I will comply with the Data and Document Destruction Policy.
- 6.3.10. As a consequence of not meeting my obligations under the Code of Conduct, the Executive Committee may take appropriate disciplinary action, as described in section 5.2 of the Bylaws, up through termination of membership and leadership position within SDC. I may appeal the Executive Committee's decision as outlined in section 8.1 of the Bylaws.

Print Name

Signature

Date

SUNNYVALE DEMOCRATIC CLUB - STANDING RULES

ARTICLE 1 - MEMBERS IN GOOD STANDING

- 1.1. **Eligibility and Requirements.** "MEMBERS IN GOOD STANDING" are defined in the Club Bylaws Section 2.
- 1.2. **California Democratic Party Endorsement Eligibility.** The membership roster submitted to the CDP Chartered Clubs and Organizations' (CCO) Chartering Authority and appropriate Regional Director(s) will include only those members as defined by Section 2.1.1. "Persons who are registered to vote as Democrats".
 - 1.2.1. Selection of Representatives to the CDP Pre-Endorsing Conferences
 - 1.2.1.1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a Democrat, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were submitted to the appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsement process.
 - 1.2.1.2. The Club President and the Political Director shall jointly select from the roster the appropriate number of allocated representatives and an equal number of alternates. If possible, the representatives and alternates should be equally balanced between men and women.

ARTICLE 2 - CANDIDATE ENDORSEMENT PROCESS

- 2.1. A 66% majority of a quorum of members is required to endorse a candidate by the Sunnyvale Democratic Club. The high threshold is important because of the large commitment we are pledging to make as a Club to our endorsed candidates.
 - 2.1.1. **ELIGIBILITY.** Prior to the endorsement meeting, we will invite via email, postal mail, phone and/or in person, candidates who are registered Democrats to participate in our endorsement process. We will follow up via another mode of communication if the candidate doesn't respond within a five (5) days to the first notification.
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 - 2.1.3. **INTERVIEWS.** The endorsement interviews take place during a meeting no sooner than three months prior to the filing deadline for the respective race. Each candidate will be scheduled to individually participate in a 10 to 30 minute interview during the endorsement meeting. The duration of the interviews will depend on the total number of candidates participating. Each interview will be of equal duration. During the interviews, no campaign staff, candidate family members or other candidates for the race are allowed to be present. Candidates, their staff and family members, who have already been interviewed at this meeting may be present. SDC asks people not to text or convey what questions were asked to candidates yet to be interviewed. The order in which candidates are to be interviewed is selected in advance of the meeting by lot, but may be negotiated within reasonable limits to accommodate a candidate's schedule.

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- 2.1.9.3. For each seat, voting will proceed as described in the remainder of this section. If there are more than three options for candidates or for joint endorsements, there may be several

rounds of voting. Voting will be by written, secret ballots. The votes will be counted by a committee of three appointed by the Membership Director, the Political Action Director and the Director at large. Any Executive Board Members who are paid staffers for a candidate under consideration or for an organization opposing or supporting a measure under consideration, must recuse themselves from participating in the member registration or vote counting for those measures or candidates. They are still permitted to vote.

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2.1.9.7. Voting will conclude at a stated time at the end of the meeting.

ARTICLE 3 - BALLOT MEASURE ENDORSEMENT PROCESS

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3.1.5.4. The votes will be counted by a committee of three appointed by the Membership Director, the Political Action Director and the Director at large.

3.1.5.5. Each voting member will vote to ENDORSE, OPPOSE or ABSTAIN the ballot measure . If 66% of the votes are to ENDORSE, the endorsement is approved, if 66% OPPOSE the endorsement, the Club opposes the ballot measure otherwise the endorsement fails and the Club neither endorses nor opposes the measure. The ABSTAIN votes will be included in the total number of votes used to calculate the 66%.

ARTICLE 4 - CANDIDATE EVALUATION FORM

4.1. Sample Candidate Evaluation Form

Candidate Name: _____

Please rate your satisfaction with each of the following:

1. Candidate's knowledge of city issues:

___Highly Satisfied ___Satisfied ___Dissatisfied

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___Highly Satisfied ___Satisfied ___Dissatisfied

4. Candidate's dedication to winning:

___Highly Satisfied ___Satisfied ___Dissatisfied

5. Candidate's analytical skills:

Highly Satisfied Satisfied Dissatisfied

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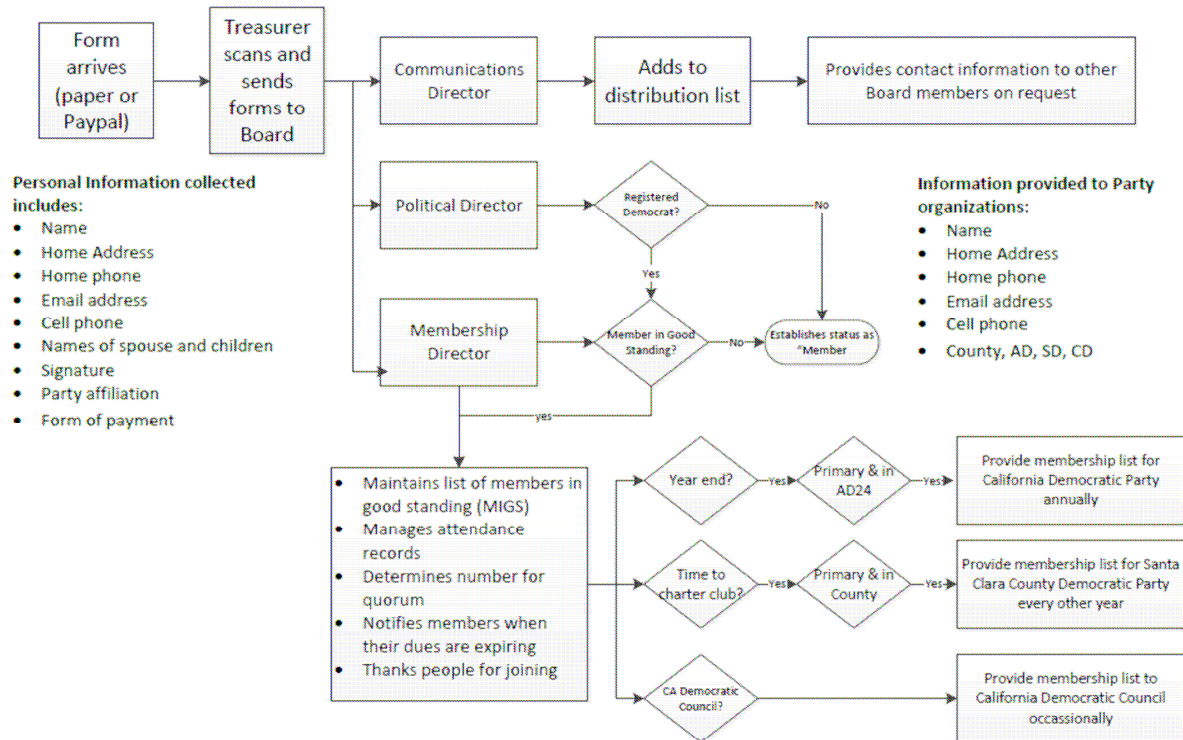
ARTICLE 6 - PRIVACY POLICY AND CODE OF ETHICS

6.1. Privacy Policy

- 6.1.1. The Sunnyvale Democratic Club (SDC) is committed to safeguarding the information with which it has been entrusted. In other words, we value your privacy.
- 6.1.2. If you submit personal information to SDC, we will only use it to facilitate club business, which may include but is not limited to, communicating with members, promoting membership, meeting the requirements for maintaining a charter with local, state and national Democratic organizations, and analyzing data to better understand the needs of the club.
- 6.1.3. By providing us an email address, you agree to be contacted about various Club announcements and through our e-mail newsletter. If you no longer wish to receive e-mail announcements, please notify us by replying to the sender of such e-mail, or by contacting us at membership@sunnyvaledems.org
- 6.1.4. We believe in being good stewards of our members' private information (which includes what is commonly referred to as "personally identifiable information"), and therefore, limit exposure to it so that only those who are required to process it for club business have access to the data -- and even then, only during their tenure.
- 6.1.5. We strive to be transparent in our use of data. Membership information will not be disclosed to any campaign, the press, or other third parties, unless outlined in this document or approved in advance by a majority of the Executive Committee. All officers of the Club are expected to abide by this Privacy Policy, which is also incorporated into the SDC Bylaws.

Democratic Club of Sunnyvale

Process for Handling Information about Club Members



Membership payment transaction records are stored with the Treasurer

Prepared and provided on June 21, 2014

6.2. Data and Document Destruction Policy

(To be executed by all Executive Committee Members and/or Officers)

6.2.1. As a member of the Executive Committee of the Sunnyvale Democratic Club (SDC), I understand that I will be provided with information which members or applicants have submitted to SDC. The information may have been obtained from a member when they completed the hardcopy membership form, the online membership form, or through other engagements with SDC. This information in my possession will be stored in a secure manner.

6.2.2. When my term as a Member of the Executive Committee of SDC has ended, I will return any required member information to the Executive Committee Member of the Sunnyvale Democratic Club who will be taking over my responsibilities or the current President at the time of my departure. I will also permanently destroy any member data or document in electronic or hardcopy form from my personal possession, custody or control.

I certify that I have read and understand this Data and Document Destruction Policy.

Executive Committee Member Name (print): _____

Executive Committee Member Signature: _____

Date: _____

I certify that I have returned any required information and destroyed any member data or document in electronic or hardcopy form from my personal possession, custody or control.

Executive Committee Member Name (print): _____

Executive Committee Member Signature: _____

Date: _____

6.3. Code of Conduct

(To be executed by all Executive Committee Members and/or Officers)

- 6.3.1. All Officers of the Sunnyvale Democratic Club (SDC) must agree to abide by this Code of Conduct.
- 6.3.2. The objective of the Code of Conduct is to promote, transparency, accountability and integrity.
- 6.3.3. In my role as an officer of SDC, I will respect SDC and promote its positive reputation. I will treat members, potential members and the public with civility and respect.
- 6.3.4. I agree to uphold the Bylaws, including the Privacy Policy incorporated therein.
- 6.3.5. I will disclose to the other members of the Executive Committee of SDC any actual or potential conflict of interest.
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SUNNYVALE DEMOCRATIC CLUB - STANDING RULES

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- 1.1. **Eligibility and Requirements.** "MEMBERS IN GOOD STANDING" are defined in the Club Bylaws Section 2.
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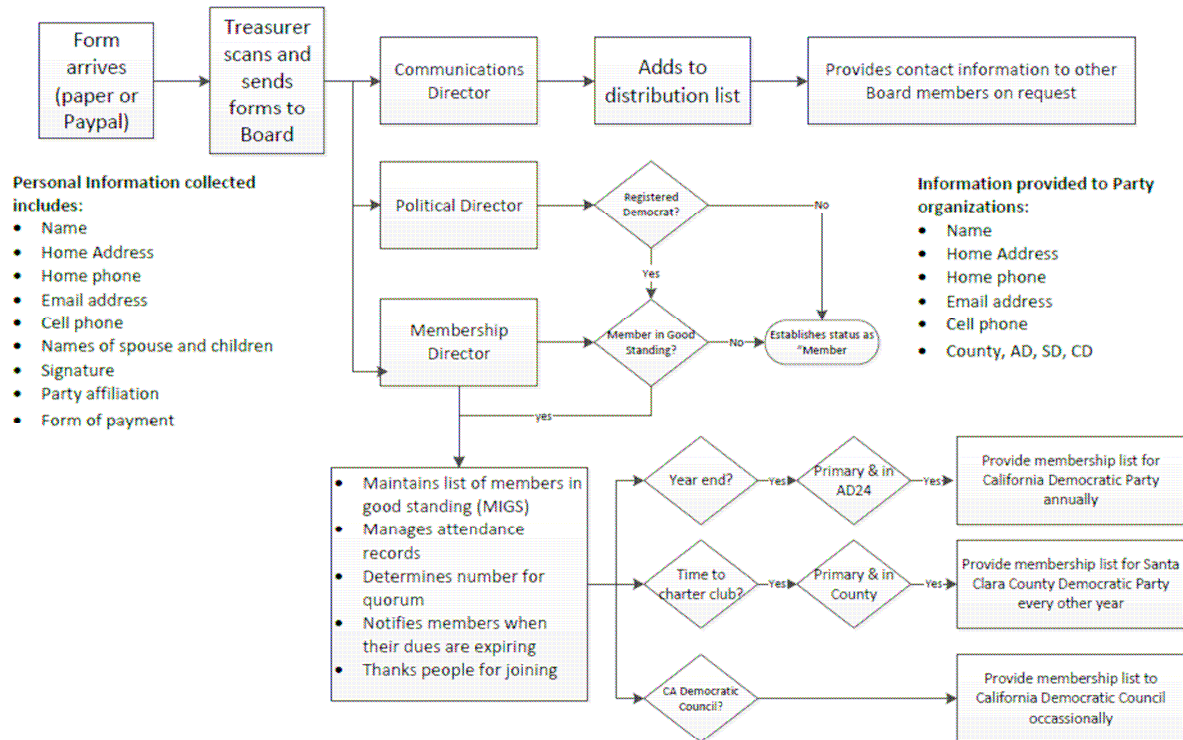
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Democratic Club of Sunnyvale

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Prepared and provided on June 21, 2014

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(To be executed by all Executive Committee Members and/or Officers)

6.2.1. As a member of the Executive Committee of the Sunnyvale Democratic Club (SDC), I understand that I will be provided with information which members or applicants have submitted to SDC. The information may have been obtained from a member when they completed the hardcopy membership form, the online membership form, or through other engagements with SDC. This information in my possession will be stored in a secure manner.

6.2.2. When my term as a Member of the Executive Committee of SDC has ended, I will return any required member information to the Executive Committee Member of the Sunnyvale Democratic Club who will be taking over my responsibilities or the current President at the time of my departure. I will also permanently destroy any member data or document in electronic or hardcopy form from my personal possession, custody or control.

I certify that I have read and understand this Data and Document Destruction Policy.

Executive Committee Member Name (print): _____

Executive Committee Member Signature: _____

Date: _____

I certify that I have returned any required information and destroyed any member data or document in electronic or hardcopy form from my personal possession, custody or control.

Executive Committee Member Name (print): _____

Executive Committee Member Signature: _____

Date: _____

6.3. Code of Conduct

(To be executed by all Executive Committee Members and/or Officers)

- 6.3.1. All Officers of the Sunnyvale Democratic Club (SDC) must agree to abide by this Code of Conduct.
- 6.3.2. The objective of the Code of Conduct is to promote, transparency, accountability and integrity.
- 6.3.3. In my role as an officer of SDC, I will respect SDC and promote its positive reputation. I will treat members, potential members and the public with civility and respect.
- 6.3.4. I agree to uphold the Bylaws, including the Privacy Policy incorporated therein.
- 6.3.5. I will disclose to the other members of the Executive Committee of SDC any actual or potential conflict of interest.
- 6.3.6. I will be a responsible steward of the club's resources, monetary and otherwise.
- 6.3.7. I will comply with all applicable campaign finance laws and fair political practices.
- 6.3.8. To the extent I have access to confidential club information, including, but not limited to, membership information, I will only use it for official club business. I will obtain Executive Committee approval for any use outside of official club business.
- 6.3.9. I will comply with the Data and Document Destruction Policy.
- 6.3.10. As a consequence of not meeting my obligations under the Code of Conduct, the Executive Committee may take appropriate disciplinary action, as described in section 5.2 of the Bylaws, up through termination of membership and leadership position within SDC. I may appeal the Executive Committee's decision as outlined in section 8.1 of the Bylaws.

Print Name

Signature

Date

SUNNYVALE DEMOCRATIC CLUB - STANDING RULES

ARTICLE 1 - MEMBERS IN GOOD STANDING

- 1.1. **Eligibility and Requirements.** "MEMBERS IN GOOD STANDING" are defined in the Club Bylaws Section 2.
- 1.2. **California Democratic Party Endorsement Eligibility.** The membership roster submitted to the CDP Chartered Clubs and Organizations' (CCO) Chartering Authority and appropriate Regional Director(s) will include only those members as defined by Section 2.1.1. "Persons who are registered to vote as Democrats".
 - 1.2.1. Selection of Representatives to the CDP Pre-Endorsing Conferences
 - 1.2.1.1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a Democrat, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were submitted to the appropriate Regional Director of the CDP no later than July 1 of the year immediately prior to the endorsement process.
 - 1.2.1.2. The Club President and the Political Director shall jointly select from the roster the appropriate number of allocated representatives and an equal number of alternates. If possible, the representatives and alternates should be equally balanced between men and women.

ARTICLE 2 - CANDIDATE ENDORSEMENT PROCESS

- 2.1. A 66% majority of a quorum of members is required to endorse a candidate by the Sunnyvale Democratic Club. The high threshold is important because of the large commitment we are pledging to make as a Club to our endorsed candidates.
 - 2.1.1. **ELIGIBILITY.** Prior to the endorsement meeting, we will invite via email, postal mail, phone and/or in person, candidates who are registered Democrats to participate in our endorsement process. We will follow up via another mode of communication if the candidate doesn't respond within a five (5) days to the first notification.
 - 2.1.2. **QUORUM.** The endorsement vote requires a quorum of members as defined in the bylaws. For each vote, the quorum will be verified by the number of votes cast, including abstentions.
 - 2.1.3. **INTERVIEWS.** The endorsement interviews take place during a meeting no sooner than three months prior to the filing deadline for the respective race. Each candidate will be scheduled to individually participate in a 10 to 30 minute interview during the endorsement meeting. The duration of the interviews will depend on the total number of candidates participating. Each interview will be of equal duration. During the interviews, no campaign staff, candidate family members or other candidates for the race are allowed to be present. Candidates, their staff and family members, who have already been interviewed at this meeting may be present. SDC asks people not to text or convey what questions were asked to candidates yet to be interviewed. The order in which candidates are to be interviewed is selected in advance of the meeting by lot, but may be negotiated within reasonable limits to accommodate a candidate's schedule.

- 2.1.4. INTERVIEW QUESTIONS. All candidates for the same race or seat will be asked the same set of questions during the live interview. The SDC Executive Committee will develop the questions before the interviews with input from SDC members. Interview questions will be sent to the candidates at least 24 hours before the meeting. If time permits, SDC members may ask follow-up questions.
- 2.1.5. EVALUATION. All attendees are invited to fill out feedback forms on the candidate at the end of the interview. The results of the questionnaires will be tabulated for and shared with each respective candidate privately within a week after the meeting to help candidates identify their strengths and weaknesses.
- 2.1.6. REGISTRATION AND PROXY VOTES. SDC members in good standing who wish to participate in the endorsement process must register in advance of the endorsement votes to receive voting ballots. After registration closes, no additional voting ballots will be distributed. No proxy votes are allowed, except for the candidates themselves who are also members of SDC, who are assumed to vote for themselves. At the close of the registration cycle, we determine that a quorum of members are present and finalize the number of voting members present. This number is required to calculate the 66% majority in the voting process. Registration closes after the interviews and before the discussion.
- 2.1.7. VOTING BALLOTS. At registration each voting member will receive up to three ballots for each seat being considered. The first ballot will include boxes for all of the candidates for the seat being considered as well as a box for "no endorsement" and a box for "abstain". The second ballot is identical to the first ballot and is not necessary if there are less than three candidates. The third ballot will contain boxes for "dual endorsement", "no dual endorsement" and "abstain".
- 2.1.8. DISCUSSION. A discussion, without non-members, candidates for the seat being discussed, family members of the candidates and campaign staff present, follows the interviews. Those with special knowledge of the race will discuss additional factors and particular dynamics affecting each race. This is also an opportunity for those who have already made personal commitments or endorsements to reveal those endorsements to the SDC members. Candidates for seats other than the one being discussed who are also members in good standing may be present for the discussions about candidates for other seats.
- 2.1.9. VOTING PROCESS.
- 2.1.9.1. Members who are physically present and have registered will vote for their preference using a procedure that has been approved by the membership in advance. Preferences are for candidates or for no endorsement or for abstention. No-endorsement votes and abstentions will be included in the total number of votes used to calculate the 66% threshold for each vote. Abstentions are counted as a no-endorsement preference. Members who have registered and are physically present at the beginning of the meeting, may submit their completed First Ballot and leave. However, they will not be able to participate in the Second or Third Ballot votes. Likewise, members who are present for the announcement of First Ballot results, may submit their Second Ballot selection and leave before the discussion. This also applies to members present for the announcement of the Second Ballot results.
- 2.1.9.2. The order of the votes for different positions is left to the discretion of the Executive Committee.
- 2.1.9.3. For each seat, voting will proceed as described in the remainder of this section. If there are more than three options for candidates or for joint endorsements, there may be several

rounds of voting. Voting will be by written, secret ballots. The votes will be counted by a committee of three appointed by the Membership Director, the Political Action Director and the Director at large. Any Executive Board Members who are paid staffers for a candidate under consideration or for an organization opposing or supporting a measure under consideration, must recuse themselves from participating in the member registration or vote counting for those measures or candidates. They are still permitted to vote.

2.1.9.4. First Ballot: For the first ballot, each voting member will vote for only one of the eligible candidates. If one of the candidates receives 66% of the votes, that candidate is endorsed and the voting is complete. If there are more than two candidates and no candidate receives 66% of the vote, then the top two candidates are selected and voting moves to the Second Ballot. If there are only two candidates, the voting moves to the Third Ballot. In case of a tie between the top second and third candidates, we will repeat the round once. Additional ballots will be distributed for this vote. If there is still a tie, the selection will be determined by a coin toss moderated by the Club President.

2.1.9.5. Second Ballot: For the second ballot, each voting member will vote for only one of the two remaining candidates, although the ballot will show all of the candidates. A ballot that selects a candidate other than the top two candidates will be discarded and will not count in calculating the 66%. If one of the candidates receives 66% of the votes, that candidate is endorsed and the voting is complete. If neither candidate receives 66% of the vote, then the voting moves to the Third Ballot.

2.1.9.6. Third Ballot: The third ballot is a vote For or Against a Dual Endorsement of both candidates. Each voting member will vote for or against the Dual Endorsement or may abstain. An abstention is counted as a vote against Dual Endorsement. If 66% of the voting members vote for the Dual Endorsement, the Dual Endorsement passes, other wise the result is "no endorsement".

2.1.9.7. Voting will conclude at a stated time at the end of the meeting.

ARTICLE 3 - BALLOT MEASURE ENDORSEMENT PROCESS

3.1. A 66% majority of a quorum of members is required to endorse or oppose a ballot measure or proposition by the Sunnyvale Democratic Club. The high threshold is important because of the large commitment we are pledging to make as a Club to our endorsed measures.

3.1.1. SELECTION. Ballot measures or propositions submitted to the members will be selected by the Executive Board.

3.1.2. QUORUM. The endorsement vote requires a quorum of members as defined in the bylaws.

3.1.3. REGISTRATION AND PROXY VOTES. SDC members in good standing who wish to participate in the endorsement process must register in advance of the endorsement process to receive a voting ballot. After registration closes, no additional voting ballots will be distributed. The ballots will include boxes "For", "Against" and "Abstain". No proxy votes are allowed. At the close of the registration cycle, we determine that a quorum of members are present and finalize the number of voting members present. This number is required to calculate the 66% majority in the voting process. Registration closes before the discussion.

3.1.4. DISCUSSION. A discussion of the proposed measure will be held before the vote. The discussion may include presentations for or against the measure.

3.1.5. VOTING PROCESS.

3.1.5.1. Members physically present will vote for their preference using a procedure that has been approved by the membership in advance. Preferences are ENDORSE, OPPOSE or ABSTAIN.. Members who have registered and are physically present at the beginning of the meeting, may submit their completed ballots for the measures under consideration and leave.

3.1.5.2. For each ballot measure, voting will proceed as described in the remainder of this section.

3.1.5.3. Voting may be by written, secret ballots, or by a show of hands

3.1.5.4. The votes will be counted by a committee of three appointed by the Membership Director, the Political Action Director and the Director at large.

3.1.5.5. Each voting member will vote to ENDORSE, OPPOSE or ABSTAIN the ballot measure . If 66% of the votes are to ENDORSE, the endorsement is approved, if 66% OPPOSE the endorsement, the Club opposes the ballot measure otherwise the endorsement fails and the Club neither endorses nor opposes the measure. The ABSTAIN votes will be included in the total number of votes used to calculate the 66%.

ARTICLE 4 - CANDIDATE EVALUATION FORM

4.1. Sample Candidate Evaluation Form

Candidate Name: _____

Please rate your satisfaction with each of the following:

1. Candidate's knowledge of city issues:

___ Highly Satisfied ___ Satisfied ___ Dissatisfied

2. Candidate's familiarity with and dedication to the city:

___ Highly Satisfied ___ Satisfied ___ Dissatisfied

3. Candidate's written & oral communication skills:

___ Highly Satisfied ___ Satisfied ___ Dissatisfied

4. Candidate's dedication to winning:

___ Highly Satisfied ___ Satisfied ___ Dissatisfied

5. Candidate's analytical skills:

Highly Satisfied Satisfied Dissatisfied

6. Candidate listens well, appears responsive to concerns:

Highly Satisfied Satisfied Dissatisfied

7. Candidate has integrity and ethics:

Highly Satisfied Satisfied Dissatisfied

8. Candidate has a vision for Sunnyvale:

Highly Satisfied Satisfied Dissatisfied

9. Candidate has creativity in developing solutions:

Highly Satisfied Satisfied Dissatisfied

10. Candidate has political/tactical/strategic ability:

Highly Satisfied Satisfied Dissatisfied

11. Candidate has charisma:

Highly Satisfied Satisfied Dissatisfied

12. Candidates shares our values:

Highly Satisfied Satisfied Dissatisfied

13. Candidate appears committed to the general public interest over any "special" interest:

Highly Satisfied Satisfied Dissatisfied

14. Candidate appears independent of corporate influence:

___Highly Satisfied ___Satisfied ___Dissatisfied”.

ARTICLE 5 - RECORDING AT MEETINGS

- 5.1. Given the ubiquitous nature of cellphones and recording devices, speakers at Club meetings and events will be informed that they may be recorded unless the speaker specifically asks not to be recorded.

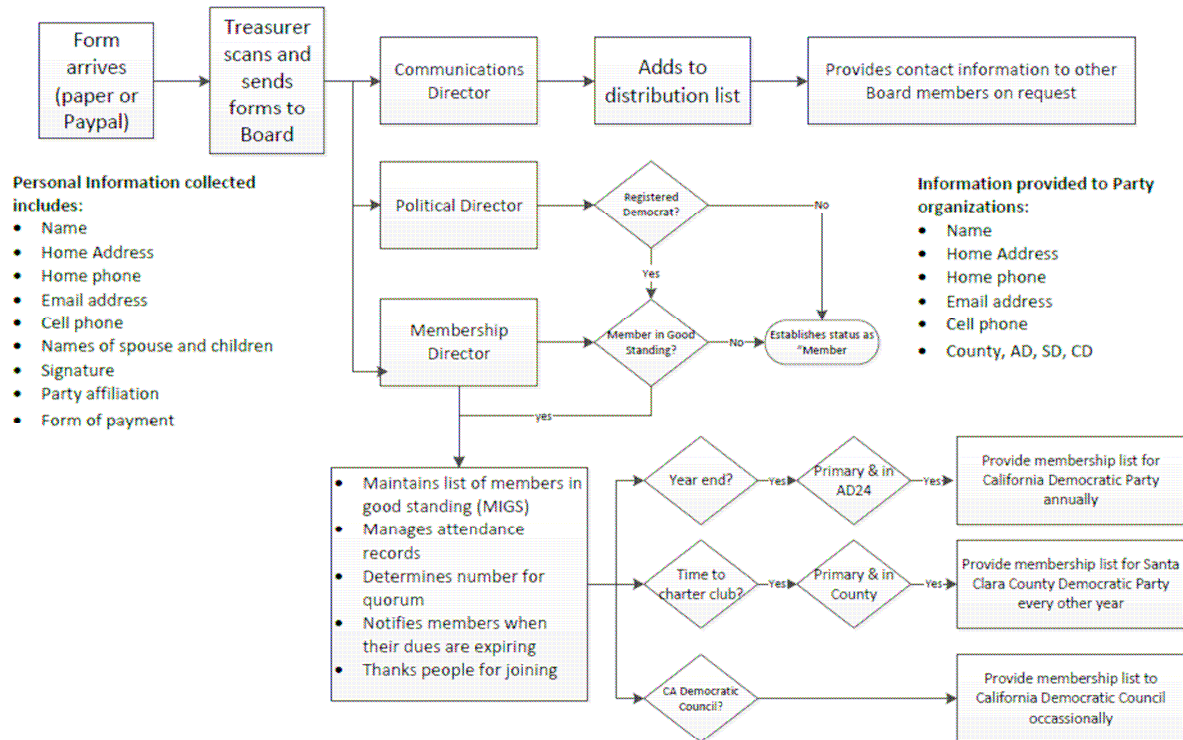
ARTICLE 6 - PRIVACY POLICY AND CODE OF ETHICS

6.1. Privacy Policy

- 6.1.1. The Sunnyvale Democratic Club (SDC) is committed to safeguarding the information with which it has been entrusted. In other words, we value your privacy.
- 6.1.2. If you submit personal information to SDC, we will only use it to facilitate club business, which may include but is not limited to, communicating with members, promoting membership, meeting the requirements for maintaining a charter with local, state and national Democratic organizations, and analyzing data to better understand the needs of the club.
- 6.1.3. By providing us an email address, you agree to be contacted about various Club announcements and through our e-mail newsletter. If you no longer wish to receive e-mail announcements, please notify us by replying to the sender of such e-mail, or by contacting us at membership@sunnyvaledems.org
- 6.1.4. We believe in being good stewards of our members' private information (which includes what is commonly referred to as "personally identifiable information"), and therefore, limit exposure to it so that only those who are required to process it for club business have access to the data -- and even then, only during their tenure.
- 6.1.5. We strive to be transparent in our use of data. Membership information will not be disclosed to any campaign, the press, or other third parties, unless outlined in this document or approved in advance by a majority of the Executive Committee. All officers of the Club are expected to abide by this Privacy Policy, which is also incorporated into the SDC Bylaws.

Democratic Club of Sunnyvale

Process for Handling Information about Club Members



Membership payment transaction records are stored with the Treasurer

Prepared and provided on June 21, 2014

6.2. Data and Document Destruction Policy

(To be executed by all Executive Committee Members and/or Officers)

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Executive Committee Member Signature: _____

Date: _____

I certify that I have returned any required information and destroyed any member data or document in electronic or hardcopy form from my personal possession, custody or control.

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Print Name

Signature

Date
