

SUNNYVALE DEMOCRATIC CLUB - STANDING RULES

As of January 11, 2022

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 - UPDATES TO BYLAWS AND STANDING RULES

- 2.1. **Updated Copies.** Per section 3.5.1 of the Bylaws, the Secretary shall "act as custodian of DCS' governing documents". Therefore:
 - 2.1.1. The Secretary shall be responsible for creating updated versions of the Bylaws and Standing Rules within ten days following the passage of modifications to either.
 - 2.1.2. Each version of the Bylaws and Standing Rules shall clearly indicate the date on which they were prepared by the Secretary at the top of the document with the words "As of <date>".
 - 2.1.3. Upon completion, the Secretary shall disseminate updated copies to the Executive Board for review, in both PDF and an editable format (e.g., MS Word .docx, Markdown)
- 2.2. **Review.**
 - 2.2.1. Upon receipt from the Secretary, Executive Board members shall have 72 hours to review the updated copies for clerical errors.
 - 2.2.2. If a member of the Board identifies a potential clerical error, they shall notify the Secretary and the rest of the Board immediately. The Secretary will then either correct the error or explain why it is not in fact an error.
 - 2.2.3. The Secretary may be overruled by a majority vote of the Board.

- 2.2.4. Once all pending errors have been resolved, the 72-hour clock begins again.
- 2.2.5. If, at the end of the 72 hour period, no member of the Board has identified clerical errors, the updated copies shall be deemed approved, and disseminated by the Communications Director.
- 2.3. **Dissemination.**
- 2.3.1. The Communications Director shall be responsible for promptly publishing changes to the Bylaws and Standing Rules to the club website following their preparation by the Secretary.
- 2.3.2. Copies shall be published in both PDF and an editable format (e.g. MS Word .docx, Markdown).
- 2.3.3. The Communications Director shall inform members of the Executive Board when they have published new versions of the Bylaws and Standing Rules.
- 2.3.4. The Communications Director shall inform the General Membership of updated versions of the Bylaws via the Club Mailing List.
- 2.3.5. The Communications Director shall remove deprecated copies of the Bylaws and Standing Rules from the website upon publication of updated versions.
- 2.4. **Change log.** The Secretary shall maintain a log of all changes passed to the Bylaws and the Standing Rules, which shall include the substance of each change and the date on which it was adopted, on the Executive Board Google Drive. This log shall be made available to members to view on request.
- 2.5. **Prior Versions.** The Secretary shall maintain copies of prior versions of bylaws and standing rules in both PDF and an editable format on the Executive Board Google Drive. These prior versions shall be made available to members to view on request.
- 2.6. **Delegation.** The Secretary and Communications Director may delegate their responsibilities under this section to another member of the Club. They shall inform the President if they choose to do so. Should the Secretary or Communications Director be unable to carry out their responsibilities under this section, the President shall identify an alternate to carry out those responsibilities.

ARTICLE 3 - ABSTENTIONS

- 3.1. Voting members of the Club may choose to “abstain” on any item being voted upon by the Club’s membership, including but not limited to motions, bylaws amendments, candidate endorsements, and ballot measure endorsements.
- 3.1.1. **MEANING.** A vote of “ABSTAIN” means that the member wishes to indicate that they are present for purposes of establishing a quorum, but that they do not wish to express an opinion on the matter being voted upon. It is *not* a “soft no” vote, *nor* is it a vote to “take no position”. Rather, it means that the member is abstaining from exercising their right to vote. Save for the purpose of establishing quorum, an abstention is equivalent to “not a vote”.
- 3.1.2. **QUORUM.** “Abstain” votes shall count towards establishing quorum.
- 3.1.3. **COUNTING.** Apart from establishing quorum, a vote of “ABSTAIN” shall **not** count in any way towards determining the outcome of a vote.
- 3.2. **EXAMPLES.** In the following examples, assume the Club has 60 voting members, and therefore a quorum requirement of 12 members.

- 3.2.1. ESTABLISHING QUORUM. On a motion requiring a simple majority, the vote is 7 “Aye”, 3 “Nay”, and 2 “Abstain”. The motion passes, as 12 members (a quorum) are present, and the majority is in favor.
- 3.2.2. ABSTENTIONS ARE NOT NO VOTES. On a motion requiring a simple majority, the vote is 4 “Aye”, 3 “Nay”, and 5 “Abstain”. The motion passes, as 12 members (a quorum) are present, and the majority of those voting (4 out of 7) are voting in favor. The 5 “Abstains” are recorded, but treated as non-votes.
- 3.2.3. A CLOSE VOTE. On an endorsement vote between candidates Smith and Jones, Candidate Smith receives 11 votes, Candidate Jones receives 4 votes, No Endorsement receives 3 votes, and 5 members abstain. With 11 of the 18 non-abstain votes, or 61.1%, Candidate Smith receives the sole endorsement of the club. The 5 abstentions are not counted in the denominator for determining the 60% threshold. Had even one of the abstainers instead voted for Candidate Jones or “No Endorsement”, Candidate Smith would have dropped below the 60% threshold, and the members would then have had to vote on whether to dual endorse.

ARTICLE 4 - CANDIDATE ENDORSEMENT PROCESS

- 4.1. A 60% 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.
 - 4.1.1. 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.
 - 4.1.2. 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.
 - 4.1.3. INTERVIEWS. At the endorsement meeting, 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. 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.
 - 4.1.4. ABBREVIATED FORMAT. In the event a candidate is both an incumbent and the sole registered Democrat in a race, the SDC board may, at its sole discretion, vote to forgo a formal interview, and instead allow said candidate to address the members and ask for their support. The candidate shall be allowed no less than 5 minutes to speak.
 - 4.1.5. 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.

- 4.1.6. 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.
- 4.1.7. 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 60% majority in the voting process. Registration closes after the interviews and before the discussion.
- 4.1.8. VOTING BALLOTS. At registration each voting member will receive ballots for each seat being considered. All ballots except the final 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". These are called "Candidate Ballots". Each voting member will receive one fewer candidate ballot than the number of candidates being considered. For instance, if there are four candidates, each voting member will receive three candidate ballots. Voting members will also receive a "Final Ballot", which will contain boxes for "dual endorsement", "no dual endorsement", and "abstain".
- 4.1.9. DISCUSSION. A discussion follows the interviews. Non-members, candidates for the seat being discussed, family members of the candidates, and campaign staff will be excluded from this discussion. 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.

4.2. VOTING PROCESS.

- 4.2.1. Members who are 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 will be included in the total number of votes used to calculate the 60% threshold for each vote.. Members who have registered and are 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 subsequent 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, or any subsequent ballot results.
- 4.2.2. The order of the votes for different positions is left to the discretion of the Executive Board.
- 4.2.3. 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 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.

- 4.2.4. First Ballot: For the first ballot, each voting member will vote for only one of the eligible candidates. If one of the candidates receives at least 60% of the votes, that candidate is endorsed and the voting is complete. If there are more than three candidates and no candidate receives at least 60% of the vote, then the top candidates are selected in descending order of vote share until their vote share sums to at least 60% of the total vote, and voting moves to the Second Ballot. If there are exactly three candidates, the top two proceed to the Second Ballot. If there are only two candidates, the voting moves to the Final Ballot. In case of a tie, the selection will be determined by a vote from the floor.
- 4.2.5. Subsequent Ballots: For the second ballot and all subsequent ballots prior to the Final Ballot, balloting shall proceed as described in the previous paragraph, with each voting member voting for only one of the remaining candidates, although the ballot will show all of the candidates. A ballot that votes for a candidate other than the selected candidates will be discarded and will not count in calculating the 60%. Balloting shall continue under this paragraph until either one of the candidates receives at least 60% of the votes, in which case that candidate is endorsed, or until only two candidates remain, in which case voting moves to the Final Ballot.
- 4.2.6. Final Ballot: The final ballot is a vote for or against a Dual Endorsement of both remaining candidates. Voting members may vote for or against the Dual Endorsement, or may abstain. If at least 60% of the votes are for the Dual Endorsement, the Dual Endorsement passes; otherwise, the result is "no endorsement".
- 4.2.7. Voting will conclude at a stated time at the end of the meeting.

ARTICLE 5 - BALLOT MEASURE ENDORSEMENT PROCESS

- 5.1. A 60% 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.
 - 5.1.1. SELECTION. Ballot measures or propositions submitted to the members will be selected by the Executive Board.
 - 5.1.2. QUORUM. The endorsement vote requires a quorum of members as defined in the bylaws.
 - 5.1.3. 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 "Endorse", "Oppose", "Take No Position", 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 60% majority in the voting process. Registration closes before the discussion.
 - 5.1.4. DISCUSSION. A discussion of the proposed measure will be held before the vote. The discussion may include presentations for or against the measure.
- 5.2. VOTING PROCESS.

- 5.2.1. Members present will vote for their preference using a procedure that has been approved by the membership in advance. Preferences are ENDORSE, OPPOSE, or TAKE NO POSITION. Members who have registered and are present at the beginning of the meeting, may submit their completed ballots for the measures under consideration and leave.
- 5.2.2. For each ballot measure, voting will proceed as described in the remainder of this section.
- 5.2.3. Voting may be by written, secret ballots, or by a show of hands.
- 5.2.4. The votes will be counted by a committee of three appointed by the Membership Director, the Political Action Director and the Director at large.
- 5.2.5. Each voting member will vote to ENDORSE, OPPOSE, or TAKE NO POSITION on the ballot measure. If 60% of the votes are to ENDORSE, the endorsement is approved. If 60% OPPOSE the endorsement, the Club opposes the ballot measure. Otherwise, the endorsement fails and the Club neither endorses nor opposes the measure.

ARTICLE 6 - RECORDING AT MEETINGS

- 6.1. 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.

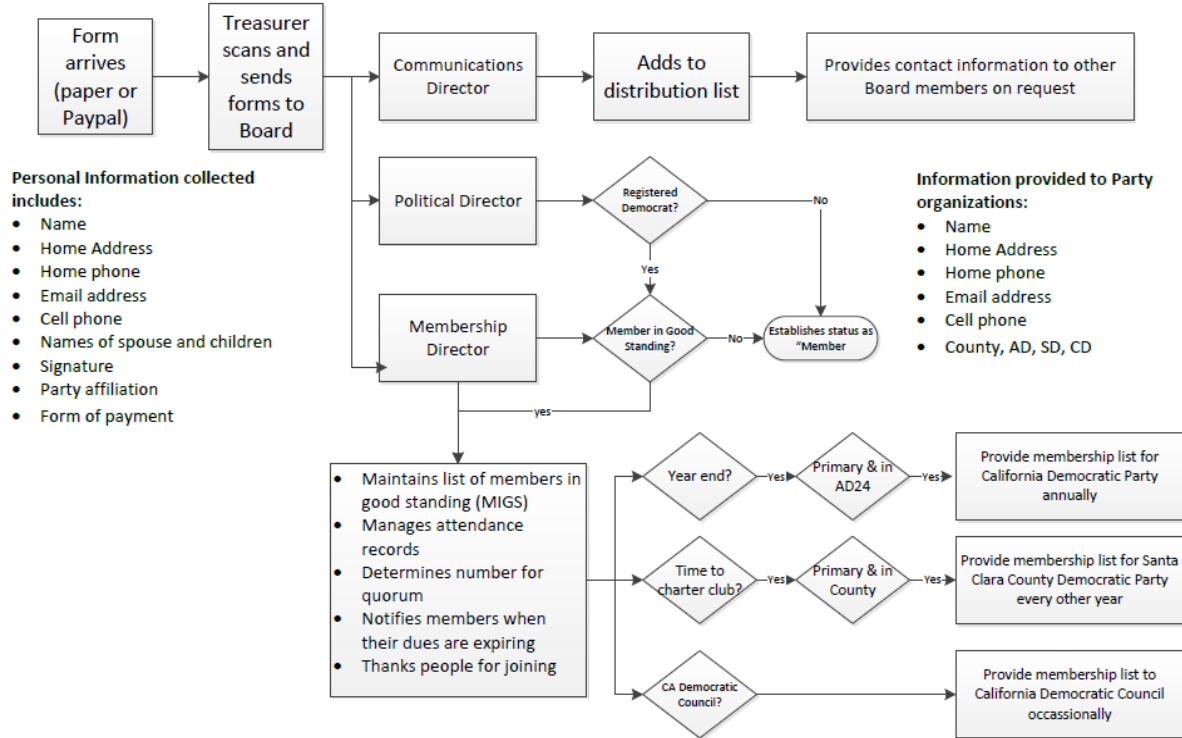
ARTICLE 7 - PRIVACY POLICY AND CODE OF ETHICS

7.1. Privacy Policy

- 7.1.1. The Sunnyvale Democratic Club (SDC) is committed to safeguarding the information with which it has been entrusted. In other words, we value your privacy.
- 7.1.2. 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.
- 7.1.3. 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
- 7.1.4. 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.
- 7.1.5. 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

7.2. Data and Document Destruction Policy

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

7.2.1. 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.

7.2.2. 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: _____

7.3. Code of Conduct

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

- 7.3.1. All Officers of the Sunnyvale Democratic Club (SDC) must agree to abide by this Code of Conduct.
- 7.3.2. The objective of the Code of Conduct is to promote, transparency, accountability and integrity.
- 7.3.3. 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.
- 7.3.4. I agree to uphold the Bylaws, including the Privacy Policy incorporated therein.
- 7.3.5. I will disclose to the other members of the Executive Committee of SDC any actual or potential conflict of interest.
- 7.3.6. I will be a responsible steward of the club's resources, monetary and otherwise.
- 7.3.7. I will comply with all applicable campaign finance laws and fair political practices.
- 7.3.8. 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.
- 7.3.9. I will comply with the Data and Document Destruction Policy.
- 7.3.10. 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
