

**DEMOCRATIC CLUB OF THE CONEJO VALLEY
STANDING RULES**

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**Standing Rules of the
DEMOCRATIC CLUB OF THE CONEJO VALLEY**

The Standing Rules of the **DEMOCRATIC CLUB OF THE CONEJO VALLEY** supplement the Bylaws of the CLUB. Standing Rules establish policies relating to the details of the administration of the CLUB and may be adopted, amended or rescinded by majority vote at any regular or special CLUB meeting with previous notice. (RONR 11th ed. p. 265, ll 32)

SR1 Membership (ARTICLE II)

SR1-1 Member's Duties (ARTICLE II C)

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

SR1-2 Conflict of Interest (ARTICLE II C. 7)

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

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

SR1-2-2 All transactions over \$1000 are subject to an outside bid process, with a minimum of two additional bids solicited, or as approved by the Executive Board.

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

SR1-3 Dues and Membership Status (ARTICLE II - Section 3)

SR1-3-1 The amount of annual dues for individual members is \$25, for families is \$35, for seniors is \$15 and for students is \$15.

SR1-4 Discipline or Termination of Membership for Cause (ARTICLE II - Sec 2 A & B)

SR1-4-1 "Without prejudice" means that members appointed to the Special Committee to investigate allegations shall not be involved directly with the allegations. They shall be able to make a fair and unbiased decision.

SR1-4-2 "Due process" means fairness. It guarantees a fundamental right to be informed of the nature and cause of the charges against the member.

SR1-4-3 If the CLUB President has any personal involvement with the allegations, the next officer in the line of succession makes the appointments.

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

SR2 Officers (ARTICLE III)

SR2-1 In the event the President expects to be absent for a single meeting, the President may appoint any member of the Executive Board to act as temporary President.
(ARTICLE III – Section 3- A)

SR2-2 Order of Succession **(ARTICLE III - Section 3)**

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

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

SR3 Meetings, Agendas and Business (ARTICLE V)

SR3-1 Closed Executive Sessions **(ARTICLE V - Section 7)**

SR3-1-1 A closed Executive Session is limited to CLUB members and is called when topics under discussion should not be made public.

SR3-1-2 Minutes for a closed Executive Session are approved prior to adjournment and retained by the Secretary in a separate file.

SR3-1-3 Details of the closed Executive Session shall not be made public. An official statement of the proceedings may be released.

SR3-2 Regular meetings **(ARTICLE V-Section A)** are held on the second Wednesday of each month. The doors open at 6:30 p.m., and the business meeting begins at 7 p.m. SR3-2-1 All regular meetings are held at North Ranch Community Center, 1400

N. Westlake Blvd, Thousand Oaks, CA.

SR3-2-2 CLUB members are notified by the Secretary of any changes with seventy-two hours notice.

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

SR3-4 Cell phones shall be turned off or to vibrate mode. All necessary calls shall be taken or made outside the meeting room. This rule applies to all general, special and executive board meetings.

SR3-5 It is recommended that all motions over ten words be in writing.

SR4 Electronic, Telephonic & Video Communication (ARTICLE V – Section 8)

SR4-1 CLUB business is defined as the promotion of the mission and purpose of the CLUB.

SR4-2 The Executive Board may hold telephonic or email meetings in an emergency, which is defined as a situation in which lack of action or a decision would adversely affect progress toward the mission and purpose of the CLUB.

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SR4-3 Standing or Special Committees may hold telephonic or email meetings, as needed.

SR4-4 Procedures for holding meetings by telephone for standing or special committees or the Executive Board are:

SR4-4-1 The President or Secretary notifies all members by email or telephone twenty-four hours prior to the meeting. An agenda is sent together with the minutes of the previous meeting, if applicable.

SR4-4-2 Members state their names when they join the meeting. Members who have to leave the meeting before its close inform the President or committee chair.

SR4-4-3 When a quorum is established, the President or committee chair announces the names of all members present and calls the meeting to order. The secretary takes minutes.

SR4-4-4 When seeking recognition, members address the President or chair, stating their names.

SR4-4-5 All votes are by polling.

SR4-5 Procedures for holding meetings of Standing or Special Committees by email:

SR4-5-1 The subject line reads: "Meeting of the (Name of) committee".

SR4-5-2 The meeting is limited to one topic at a time.

SR4-5-3 The President or committee chair sends the topic or motion to the committee members with any supporting rationale.

SR4-5-4 The format includes the total time for debate or discussion.

SR4-5-5 Members participate by using "reply all."

SR4-5-6 The President or committee chair puts any motion to a vote by restating the motion, noting a time limit for voting, and including a voting form showing "____In favor" and "____Opposed".

SR4-5-7 Although members vote by using "reply all," the President or committee chair announces the results of the vote.

SR4-5-8 The Secretary of the committee prints the entire thread of the meeting and retains it until the minutes of the meeting have been approved.

SR4-6 Procedures for holding Executive Board meetings by email:

SR4-6-1 The email meeting is held in closed Executive Session with a quorum present.

SR4-6-2 The subject line reads: "Confidential Meeting of the Executive Board."

SR4-6-3 The meeting is limited to one topic.

SR4-6-4 Non-voting members of the Executive Board may participate without vote.

SR4-6-5 The original main motion is submitted to the President.

SR4-6-6 The President sends the motion to the members. The format includes who recommended the motion, the rationale, and the question, "Is there any discussion?"

SR4-6-7 The total time allowed for debate is announced by the President.

SR4-6-8 Members debate by using "reply all."

SR4-6-9 Members submit any amendments to the President, who:

- States the motion as amended.
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- Lets the members know the amount of time allotted to debate the amendment.

SR4-6-10 The President puts the question to a vote by:

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

SR4-6-11 To close the meeting, the President announces the results of the vote and indicates any parts of the meeting that are not confidential.

SR4-6-12 The Secretary prints the entire thread of the meeting and retains it until the minutes of the meeting are approved.

SR4-7 Procedures for using Google Groups or other electronic communication groups:

SR4-7-1 The CLUB may set up a Google Group or other online communication tool that includes all CLUB members.

SR4-7-2 Upon becoming a member of the CLUB, the Google Group manager invites the new member to join. Google Group membership ceases automatically when a person is no longer a member of the CLUB.

SR4-7-3 Communications within the Google Group shall be limited to CLUB-related business or topics.

SR4-7-4 Communications on political topics not directly related to CLUB business are communicated on in a separate Google Group set up specifically for this purpose.

SR4-7-5 When a Google Group member does not follow SR1-1, the Google Group manager contacts the member. If the member has made a mistake and agrees to comply in the future, the member is given a warning and allowed to continue in the group. There are no second warnings. If the member refuses to comply with SR1-1, the member is immediately removed from the approved list of users.

SR4-7-6 These guidelines apply to all Google Groups formed for the use of members of the CLUB.

SR4-8 All public meetings of the CLUB may be photographed, videotaped, and/or audio-recorded.

SR4-8-1 The video and audio records shall not be published or distributed in any form without the approval of a majority of CLUB members present and voting.

SR4-8-2 Still photographs may be used on the official CLUB website or in VCDCC publications.

SR5 The President Makes Every Attempt to Attend: (ARTICLE VII - Section 2. D)

SR5-1 Local and statewide Democratic functions to which the President is invited and which are of benefit to the CLUB.

SR5-1-1 Meetings of the Ventura County Democratic Central Committee (VCDCC).

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SR5-1-2 Conferences, meetings, or events whose purposes are compatible with those of the Ventura County and California Democratic Party.

SR5-1-3 In the event of the inability of the President to attend, the President may appoint a representative to attend and represent the CLUB.

SR5-2 Reimbursement of expenses to attend conferences, meetings, and events for compatible organizations of which the attendee(s) are not member(s) may be requested of the CLUB in advance, which shall be approved by a majority of those present and voting.

SR6 Executive Board (ARTICLE VI)

SR6-1 Regular Executive Board meetings are scheduled by a majority vote of the Board at least 72 hours prior to the proposed meeting. The meeting should be scheduled no later than one week before and no earlier than the last day of the month before a CLUB meeting.

SR6-2 CLUB members are notified by the Secretary of any changes with seventy-two hours notice.

SR6-3 If a quorum is not present and immediate action is necessary, a majority of Executive Board members present may approve motions, which shall be ratified at the next meeting of the CLUB.

SR6-4 A single expenditure, which promotes the Mission and Purpose of the CLUB, may be approved by the President up to \$200 and by the Executive Board up to \$600. Expenses, which are anticipated to total more than these limits within a twelve-month period, require the approval of the CLUB by a majority of those present and voting.

SR7 Standing Committees are Permanent Committees (ARTICLE VII)

SR7-1 The CLUB President appoints Standing Committee chairs, who are CLUB members.

SR7-2 Unless otherwise stated in the Bylaws, a Standing Committee chair appoints committee members, who are registered Democrats.

SR7-3 A Standing Committee chair appoints a Secretary to take minutes.

SR7-4 A Standing Committee develops its own operating policies consistent with CLUB Bylaws and Standing Rules.

SR7-5 Standing Committee chairs report at regular meetings of the CLUB.

SR7-6 Standing Committees are responsible for notifying the President of meeting dates.

SR7-7 The names of Standing Committee chairs are posted on the CLUB website.

SR8 Duties of the Standing Committees (if applicable) (ARTICLE VII)

SR 8-1 Bylaws & Standing Rules Committee

SR8-1-1 Reviews CLUB Bylaws and Standing Rules for possible changes at least annually.

SR8-1-2 Presents amendments or revisions, which represent the minutes of the Bylaws Committee, to the CLUB.

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SR8-2 Public Relations & Outreach & Publicity Committee

SR8-2-1 Disseminates the CLUB message throughout Ventura County and coordinates all press releases with the CLUB President.

SR8-2-2 Maintains CLUB website and current contact list.

SR8-2-3 Publicizes Democratic candidates, campaigns, and events.

SR8-2-4 Prepares and distributes a monthly electronic newsletter.

SR8-3 Election Strategy, Candidate Recruitment & Development Committee

SR8-3-1 Develops a city or county wide schedule and plan for voter activities, which includes organization, registration, Get Out the Vote (GOTV), and local elections.

SR8-3-2 Recommends allocation of election expenditures.

SR8-4 Ways & Means - Fundraising and Events Committee

SR8-4-1 Schedules and coordinates annual fundraising events.

SR8-4-2 Prepares a budget for each CLUB event, which is distributed to CLUB members. Monitors expenses and receipts.

SR8-5 Legislation/Endorsement and Resolutions Committee

SR8-5-1 Is composed of at least three CLUB members.

SR8-5-2 Meets as required if there are endorsements or resolutions to be considered.

SR8-5-3 The ERC chair formats the resolutions as follows:

- Is typed on one side of one 8 ½" x 11" page.
- Limits "whereas" clauses to three or fewer and "resolved" clauses to two or fewer.
- Contains an "action."

SR8-5-4 May combine similar resolutions by rewriting.

SR8-5-5 Rejects resolutions that repeat past positions already considered.

SR8-5-6 Approves resolutions by a two-thirds affirmative vote of ERC committee members present and voting.

SR8-5-7 Sends approved text to the CLUB Secretary in time to be distributed to CLUB members with the notice of the next CLUB meeting.

SR8-5-8 The ERC chair is responsible for all approved actions.

SR8-6 Scholarship Committee

SR8-6-1 Is composed of at least three CLUB members.

SR8-6-2 Publicizes availability of the scholarship via Democratic organizations, news media and other community outreach.

SR8-6-3 Places forms and detailed requirements on the VCDCC and CLUB website.

SR8-6-4 Reviews applications.

SR8-6-5 Selects up to three finalists, interviews them, and selects a winner.

SR8-6-6 Presents the scholarship to the winner at a major CLUB, school or community event.

SR8-7 The Membership Committee

SR8-7-1 Prepare membership letter along with return envelope to be included in January Newsletter.

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SR8-7-2 Mail Welcome note and membership card to all paid members. Print out name badges and stamp renewal badges.

SR8-7-3 Bring list of members to check off for attendance at all regular meetings. Sit at sign-in table and mark attendance. Bring all badges to regular meetings. Have a sign-in sheet available for guests and other non-members along with blank name badges.

SR8-7-4 Maintain the official membership list and keep Secretary, Treasurer, President and other board members updated.

SR8-7-5 Notify members by phone who do not have an e-mail address of upcoming meeting.

SR8-7-6 Follow up with members who have not attended in three (3) months, and call guests who have signed in to see if they would like to join.

SR8-7-7 Send get-well and other cards to members.

SR8-8 The Hospitality Committee

SR8-8-1 Provide refreshments, coffee and cold drinks at all meetings. SR8-8-2 Help set up chairs and sign-in table.

SR8-8-3 Help with room clean-up.

SR8-9 Special Committee (ARTICLE VII – Section 3)

SR8-7-1 Each Special Committee will write the procedures for their committee, which will be reviewed by the Executive Board, and filed by the Secretary with the CLUB's records.

SR9 Endorsement Procedures (ARTICLE VIII – Section 3)

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

SR9-2 Candidates and/or proponents of eligible issues may request endorsement, per relevant sections of Article VIII of the CDP Bylaws, Article XI of the VCDCC Bylaws and **Article X – Section 6** of the CLUB Bylaws.

SR9-3 The Endorsement Recommendation Committee ERC:

SR9-3-1 Verifies party registration with the MOE website or the Ventura County Registrar as appropriate.

SR9-3-2 Establishes procedures for requesting information from candidates. It shall distribute a set of questions to each proposed candidate; candidates seeking our endorsement must submit the questionnaire by the due date; and ERC shall consider the submitted questionnaires and make recommendations. In special circumstances, the ERC can, by majority vote, waive the use of questionnaires.

SR9-4 Upon recommendation of the ERC, a regular or special meeting may be called, as described in Article V - Section 6 of the CLUB Bylaws.

SR9-4-1 Notice of the regular or special meeting is sent to the candidates and/or proponents/opponents of issues, if they are invited to speak.

SR9-4-2 The agenda lists each candidate and/or issue and establishes a time limit for each speaker.

SR9-4-3 CLUB Secretary shall inform prospective endorsees within twenty-four hours after the meeting of the vote by the members.

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SR10 Finances (ARTICLE IX)

SR10-1 “Proper documentation” for authorization of check request forms requires a bill from the entity to be paid for the expense or the item to be reimbursed. Depending on the dollar amount of the check request, the signature of the President, signifying that the amount of the disbursement has received the proper approval, or approved minutes of the Executive Board or regular meeting is required.