

# California Democratic Party Disability Caucus

## Bylaws

**PREAMBLE** This California Democratic Party Disability Caucus exists by official recognition of the California Democratic Party and is enabled hereby to adopt bylaws not inconsistent with the bylaws of the Democratic State Central Committee. Wherever in these bylaws an inconsistency with the enabling legislation appears these bylaws shall be deemed subordinate and the parent law shall prevail.

## **ARTICLE I NAME**

The name of this organization shall be **California Democratic Party Disability Caucus**.

## **ARTICLE II PURPOSE**

The purpose of the Disability Caucus is to provide persons with disabilities (as defined by the Americans with Disabilities Act of 1990) and those within the Democratic Party to whom the rights of citizens with disabilities are of concern, a strong voice and representation within the party structure, encouraging persons with disabilities to participate fully as Democrats at all levels of policy making and public service. An additional purpose shall be to organize persons with disabilities into the Democratic Party and assist them to participate in all Democratic Party activities.

## **ARTICLE III MEMBERSHIP**

### a. QUALIFICATION

- Membership shall be open to anyone who is a registered Democrat, including members of the State Democratic Central Committee, and members of Democratic Clubs who are committed to serving the interests of people with disabilities in our society and who share identity of purpose which defines this caucus.
  - All public meetings at all levels of the Democratic Party Disabilities Caucus shall be open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.
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- b. Dues -- see Standing rules 1 a.

- Any Member who fails to pay dues shall be deemed suspended from membership in the caucus until dues are current, except that payment of dues shall not be obligatory for any member for whom it constitutes an economic hardship. Members claiming an economic hardship shall fill out a request for waiver of dues. Waiver forms can be obtained from the Treasure, and must be submitted annually to remain a member in good standing.

#### **ARTICLE IV SECTIONS**

There shall be two (2) geographic sections of this caucus called the North and South. The Southern section shall be comprised of the Counties of Imperial, Kern Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura. The Northern Section shall be comprised of the remaining counties in the state.

#### **ARTICLE V CAUCUS OFFICERS AND AT-LARGE EXECUTIVE COMMITTEE MEMBERS**

##### **a. OFFICERS**

- The Caucus officers shall be: Chair, Vice Chair, Recording Secretary, Corresponding Secretary and Treasurer. The officers shall serve on the Executive Committee. Both Chair and Vice Chair must be members of the State Central Committee.
- The Vice Chair shall be of the opposite sex from the Chair and from the other section of the state.

##### **b. AT-LARGE EXECUTIVE COMMITTEE MEMBERS**

There shall be four (4) At-Large Members of the Executive Committee, two from each section of the state.

##### **c. PARLIAMENTARIAN**

Parliamentarian shall be appointed by the chair and shall serve without vote.

#### **ARTICLE VI DUTIES OF CAUCUS OFFICERS AND AT-LARGE MEMBERS**

- The Chair shall be presiding officer of the Caucus and its official voice in carrying out its policies consistent with these bylaws. The chair shall create and make committee appointments as needed. The Chair shall preside over all meetings of this Caucus.
- The Vice Chair shall assist the Chair in the performance of the duties of the office and shall preside in the absence of the Chair. The Vice Chair will bear extensive responsibility for organization and outreach in his/her section of the state, and shall represent the Caucus in the absence of the Chair.
- The Recording Secretary shall keep or cause to be kept minutes of all meetings and present those minutes in written form. The Recording Secretary will be responsible

for all documents, shall assist the Chair and Vice Chair as needed, and shall preside at all meetings in the absence of the Chair and Vice Chair.

- The Corresponding Secretary shall keep or cause to be kept a record of all members of this Caucus and all officers. The Corresponding Secretary shall be responsible for notification to all members of this caucus of meetings. Notification of members for all meetings shall be sent out 30 days prior to meeting date. The Corresponding Secretary shall take or cause to be taken the roll call at all meetings and keep a record of all those in attendance, and shall assist the Chair and the Vice Chair in their duties as needed.
- The Treasurer shall take custody of all funds, directly or indirectly raised or received by the caucus, shall prepare and submit to the State Party a budget and quarterly financial statements, and shall turn over to the State Party all funds received and authorize all disbursements as instructed by this caucus. The Treasurer shall transmit a roster of current members to the State Party annually.
- The At-Large Members of the Executive Committee shall assist the Chair and Vice Chair, but also have the specific responsibility for outreach and recruitment into the Democratic Party and the Disability Caucus.
- It is the responsibility of the Executive Committee to ensure that interpreters for our deaf members are provided via the California State Party and that materials in alternative format are available for caucus members. Request forms for accommodations shall be sent as part of notice of meetings. Members requesting interpreters, information in alternative format and other accommodations shall make such request no later than 10 days prior to meeting date

#### **ARTICLE VII ELECTION OF OFFICERS AND AT-LARGE MEMBERS**

- All officers and at-large members shall be nominated at the Caucus meeting **preceding** the organizing meeting of the State Committee during State Convention. Elections shall be held in odd numbered years and voted upon by mail ballot distributed to all members at least 45 days prior to the State Convention. Elected Officers & At-Large Members shall be announced at State Convention. Voting by mail shall be done in accordance with the procedures delineated in Article XIII of these bylaws.
- Special elections may be called by the Executive Committee provided that the general membership of the Caucus is notified six weeks in advance and given the opportunity to respond in favor of or in opposition to such special election.

#### **ARTICLE VIII SECTION OFFICERS**

As Caucus membership expands, it may be deemed appropriate to establish additional positions within each section of the state. Nothing in these bylaws should prevent the Executive Committee from establishing such positions on an interim basis, to be confirmed at a full meeting of the Caucus.

#### **ARTICLE IX QUORUM**

- A quorum of the Executive Committee shall be five of the nine members present.
- A quorum of the general membership shall be all those in attendance, but no action may be taken without a minimum of twelve members in attendance.

## **ARTICLE X STANDING COMMITTEES & RESPONSIBILITIES**

The Caucus shall have the following Standing Committees:

### a. Membership

The Membership Chair shall keep a record of all members and dues received and/or waivers granted, and shall provide membership rosters to all members of the caucus as well as the Treasurer.

### b. Bylaws

The Bylaws Chair shall hold an annual meeting and additional meetings at the request of the Chair. Any proposed changes shall be made in compliance to Article XII. At the direction of the Bylaws Chair the Corresponding Secretary shall make copies available to all members upon request of member, or after any bylaws changes voted on by the voting body.

### c. Voting and Elections

The chairs and members of Voting and the Election committees shall be appointed by the Caucus Chair. Both committee's shall abide by bylaws as set forth in Article XIII of these bylaws.

### d. Legislation North and South

The Legislative Chairs shall be appointed by the Caucus Chair one each representing the Northern and Southern parts of the state. They shall inform members of legislation important to the concerns of this caucus. They shall act on legislation at the mandate of the Chair and in a manner that implements decisions of the Caucus.

e. The Parliamentarian shall serve as interpreter of State & Caucus Bylaws. When the Parliamentarian determines that neither the State or Caucus Bylaws provide an answer to a question of procedure, the Parliamentarian shall rule in accordance with Robert's Rules of Order newly revised.

Other chairs. appointees and/or committees shall be established as needed.

## **ARTICLE XI MEETINGS**

Meeting notification to members shall be sent out 30 days prior to meeting date.

There shall be at least four (4) meetings of the membership annually, held in conjunction with meetings of the State Committee.

Special meetings of the caucus or sections of the caucus may be called by the Chairperson or any five (5) members of the Caucus upon written notification to the Corresponding Secretary who shall, within five days, send out written notices to caucus members no later than fifteen (15) days prior to such special meeting.

## **ARTICLE XII AMENDMENTS TO BY-LAWS**

- Proposed changes to these bylaws shall be distributed to all members at least four weeks prior to the time at which they are to be considered.

b. Approval of such amendments requires the affirmative vote of two-thirds of those voting at a regularly-noticed meeting of this caucus, at which there is a full representation of both the north and south sections of the state and provided that the bylaws committee proposing those amendments is composed of equal members from both sections whenever possible, or by committee volunteers selected at a regularly-noticed meeting of the caucus at which there is a full representation of both the north and south sections of the state . If representation requirements are not met, then voting must be by postal mail and/or e-mail in like manner to that specified elsewhere

- Adoption of these bylaws was distributed by mail to all members on the roster as of December 1, 1993, and voted upon at the January meeting of the State Committee in San Diego. This was to comply with State Committee mandates. Bylaws as amended will be forwarded to the State Committee as required by State Party Bylaws.

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## **ARTICLE XIII PROCEDURES**

a. Policy matters shall be decided upon at regularly scheduled or special meetings called in accordance with the rules set forth above, at which no fewer than twelve members with representation of both the north and south sections of the state are in attendance, except in those instances where the majority of members in attendance vote to submit the issue to the entire membership by mail ballot. Attendance at meeting may include teleconferenced members.

- Balloting on policy issues shall be conducted by the Voting Committee, according to the procedures delineated in these bylaws. All such ballots shall have double return envelopes, so as to ensure the privacy of each vote while guaranteeing the accuracy. Ballots will be opened and counted by at least two designated members of the Election Committee. Counting of ballots shall rotate from north to south. Observers representing pro and con may be present at the counting.

- c In those instances in which a mail ballot is required other than for the purpose of elections, the Executive Committee shall, in cooperation with those Caucus members who had taken specific positions, prepare a statement of the motion in question, and a statement of both the pros and cons of the issue. This statement shall be mailed to all

Caucus members, along with a ballot, no later than two (2) weeks after the meeting at which the issue was discussed. Members will have two (2) weeks after the date of mailing to return their marked ballots to the Election Committee.

- Election ballots shall be conducted by the Election Committee. This committee shall be appointed with members representing equally both the Northern and Southern parts of the state. Elections committee members may not be persons running for Elected Office .or Current Elected Officers Labels with all members names and addresses shall be mailed to all candidates standing for election, at least 15 days prior to mailing of election ballots.. Members will have two (2) weeks after the date of mailing to return their marked ballots to the Election Committee.

e. Ballots shall be mailed no later than 30 days prior to Annual State Convention Balloting by mail, for elections, shall be conducted by the Elections Committee, according to the procedures delineated in these Bylaws. All such ballots shall have double return envelopes, so as to ensure the accuracy. Ballots will be opened and counted by at least two designated members of the Executive Committee. Counting of ballots shall rotate from north to south to ensure fairness of travel for members in all parts of the state. Observers representing candidates may be present at the counting. Committee adopted on June 23, 1994, and Article X, Section 9, b(2) and c, of the By-Laws of the California Democratic Party, all of which prohibit secret ballots beyond the first determining step at which an individual Democrat expresses his/her personal and individual preference on an action that constitutes part of the delegate selection process for the Democratic National Convention, and further in order to prohibit as an infringement of the voter's right to know how their representatives have voted, no vote by secret ballot shall be taken at any meeting of this Caucus."

f. All meetings shall be conducted in accordance with Roberts Rules of Order.

#### STANDING RULES

##### A. DUES

- Dues shall be paid by members of this caucus at the annual convention of the State Party. Dues shall be: \$10.00 or more for Members  
\$25.00 or more for Supporters  
0 to \$ 5.00 for Hardship