

**Standing Rules of the
DEMOCRATIC CLUB OF
VENTURA**

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Standing Rules of the DEMOCRATIC CLUB OF VENTURA

The Standing Rules of the **DEMOCRATIC CLUB OF VENTURA** 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Rules establish policies relating to the details of the administration of the CLUB and may be adopted, amended or rescinded by majority vote at any regular or special CLUB meeting without previous notice.

SR1 Membership (ARTICLE V)

SR1-1 Member's Duties (ARTICLE V.D)

In all meetings of the CLUB, its sub-committees, and in online communications, 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 V.E)

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 \$2,500 are subject to an outside bid process, with a minimum of two additional bids solicited.

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 V.C)

SR1-3-1 The amount of annual dues for individual members is \$25, for families is \$40, and for students is \$15 payable at the January meeting of the CLUB.

SR1-3-2 Dues paid by new members on or after September 1st are considered paid for the following year.

SR1-3-3 Registered monthly sustaining members will be immediately considered as paid dues members.

SR1-4 Discipline or Termination of Membership for Cause (ARTICLE V.F)

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 VI)

SR2-1 "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.

SR2-2 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.

SR2-3 Order of Succession (**ARTICLE VI.D.5**)

SR2-3-1 In the event of the extended absence or termination of the President, the First Vice President assumes the duties of the President until such time as the President returns or an election is held.

SR2-3-2 In the event of the extended absence or termination of the President and First Vice President, the Second Vice President assumes the duties of the President until such time as the President returns or an election is held.

SR2-3-3 In the event of the absence or termination of the President and both Vice Presidents, the Secretary calls the meeting to order and presides until the immediate election of a President pro tem. In the absence of the Secretary, a Secretary pro tem is elected; the Secretary pro tem calls the meeting to order and presides until the immediate election of a President pro tem.

SR2-4 The President makes every attempt to attend: (**ARTICLE VI.E**)

SR2-4-1 Local and statewide Democratic functions to which the President is invited and which are of benefit to the CLUB.

SR2-4-2 Meetings of the Ventura County Democratic Central Committee (VCDCC).

SR2-4-3 Conferences, meetings, or events whose purposes are compatible with those of the Ventura County and California Democratic Party.

SR2-4-4 In the event of the inability of the President to attend, the President may appoint a representative to attend and represent the CLUB.

SR2-5 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.

SR3 Executive Board (ARTICLE VII – Section A)

SR3-1 Regular Executive Board meetings are held once a month at a time and place determined by the President.

SR3-2 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 Executive Board members present may approve motions, which shall be ratified at the next meeting of the CLUB.

SR3-4 A single expenditure, which promotes the Mission and Purpose of the CLUB, may be approved by the President up to \$1,000 and by the Executive Board up to \$5,000. 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.

SR4 Standing Committees are permanent committees (ARTICLE VII - Section B)

SR4-1 The Standing Committees of the CLUB are listed in SR5.

SR4-2 The CLUB President appoints Standing Committee chairs, who are CLUB members.

SR4-3 Unless otherwise stated in the Bylaws, a Standing Committee chair appoints committee members, who are registered Democrats.

SR4-4 A Standing Committee chair appoints a Secretary to take minutes.

SR4-5 A Standing Committee develops its own operating policies consistent with CLUB Bylaws and Standing Rules.

SR4-6 Standing Committee chairs report at regular meetings of the CLUB.

SR4-7 Standing Committees are responsible for posting meeting dates on the CLUB calendar for access by CLUB members.

SR4-8 The names of Standing Committee chairs are posted on the CLUB website and/or in the CLUB newsletter.

SR5 Duties of the Standing Committees (if applicable) (ARTICLE VII – Section B)

SR5-1 Advocacy Committee

SR5-1-1 Oversees political engagement and resolutions. Develops, reviews, and recommends policy resolutions that reflect DCV values and amplify Democratic advocacy efforts at all levels.

SR5-1-2 May combine similar resolutions by rewriting.

SR5-1-3 Option to reject.

SR5-1-4 Approves resolutions by a majority affirmative vote of the Advocacy Committee members present and voting.

SR5-1-5 Sends approved text to the Club Secretary in time to be distributed to Club members with the notice of the next Club meeting.

SR5-1-6 The Advocacy Chair is responsible for all approved actions.

SR5-1-7 The Advocacy Chair formats resolutions as follows:

- Typed on one side of one 8½” x 11” page.
- Limits “whereas” clauses to three or fewer and “resolved” clauses to two or fewer.
- Contains an action.

Standing Rules of the Democratic Club of Ventura

SR5-2 Bylaws Committee

SR5-2-1 Reviews CLUB Bylaws and Standing Rules for possible changes at least annually. Additional meetings will be determined as necessary.

SR5-2-2 Presents amendments or revisions, which represent the minutes of the Bylaws Committee, to the CLUB.

SR5-3 Communications Committee

SR5-3-1 Disseminates the CLUB message throughout Ventura County and coordinates all press releases with the CLUB President.

SR5-3-2 Maintains CLUB website, media platforms, and current contact list

SR5-3-3 Publicizes Democratic candidates, campaigns, and events.

SR5-3-4 Prepares and distributes a monthly electronic newsletter.

SR5-4 Endorsement Committee

SR5-4-1 Is composed of at least three CLUB members.

SR5-4-2 Meets as needed.

SR5-4-3 Committee members will evaluate each candidate's questionnaire and participate in a vote for recommending a candidate to the membership for endorsement.

SR5-5 Field Operations Committee

SR5-5-1 Develops a city or county wide schedule and plan for voter activities, which includes organization, registration, Get Out the Vote (GOTV), and local elections.

SR5-5-2 Coordinates voter activities with the VCDCC as well as access to the Mobilize, Organize, Elect voter file system.

SR5-6 Financial Review & Budget Committee

SR5-6-1 Ensures fiscal transparency and stewardship.

SR5-6-2 Reviews and monitors the club's finances to ensure transparency, accuracy, and accountability while supporting annual budget planning and monthly financial reporting.

SR5-6-3 Meets as needed, but not less than annually.

SR5-7 Fundraising and Events Committee

SR5-7-1 Schedules and coordinates at least one fundraising event per year.

SR5-7-2 Prepares a budget for each CLUB event, which is distributed to CLUB members. Monitors expenses and receipts.

SR5-8 Membership Committee

SR5-8-1 Is responsible for contacting registered Democrats to invite them to join the Democratic Club of Ventura.

SR5-8-2 Is responsible for contacting DCV members whose memberships have lapsed to seek renewals.

SR5-8-3 Is responsible for following up with people who have written their name on a signup sheet to volunteer, or for more information, at a DCV meeting or other event.

SR5-8-4 Should be given immediate access to signup sheets, or a digital facsimile thereof, immediately after the event where the signup sheets are collected.

SR5-9 Outreach and Programming Committee

Outreach

SR5-9-1 Builds community visibility and engagement.

SR5-9-2 Ensures DCV maintains a consistent visual presence at local events and fosters connections with the broader community.

Programming

SR5-9-3 Develops engaging member events and education.

SR5-9-4 Plans general meetings and additional programs to inform, connect, and activate members through education, community building, and civic engagement.

SR6 Special Committees (ARTICLE VII – Section D)

SR6-1 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.

SR7 Meetings, Agendas and Business (ARTICLE VIII)

SR7-1 Closed Executive Sessions (**VIII-A.6**)

SR7-1-1 A closed Executive Session is limited to CLUB members and is called when topics under discussion should not be made public.

SR7-1-2 Minutes for a closed Executive Session are approved prior to adjournment and retained by the Secretary in a separate file.

SR7-1-3 Details of the closed Executive Session shall not be made public. An official statement of the proceedings may be released.

SR7-2 Regular meetings are held on the third Wednesday of each month. The doors open at 6:15 p.m., and the business meeting begins at 6:30 p.m. CLUB members are notified by the Secretary of any changes with seventy-two hours' notice.

SR7-3 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.

SR7-4 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.

SR7-5 It is recommended that all motions over ten words be in writing.

SR7-6 CLUB business is defined as the promotion of the mission and purpose of the CLUB.

SR8 Electronic Communication (ARTICLE VIII – Section K)

SR8-1 "Electronic communication" is defined as use of 1) electronic devices, such as telephones, telephone conferencing and fax machines. 2) Digital devices such as smart phones and computers. 3) Internet-enabled services such as Email, online discussion groups, blogs, websites and social media.

SR8-2 The Executive Board may hold meetings by telephone or email 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.

SR8-3 Standing or Special Committees may hold meetings by telephone or email, as needed.

SR8-4 Procedures for holding meetings by telephone for standing or special committees or the Executive Board are:

SR8-4-1 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.

SR8-4-2 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.

SR8-4-3 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.

SR8-4-4 When seeking recognition, members address the President or chair, stating their names.

SR8-4-5 All votes are by polling.

SR8-5 Procedures for holding meetings of Standing or Special Committees by email:

SR8-5-1 The subject line reads: "Meeting of the (Name of) committee".

SR8-5-2 The meeting is limited to one topic at a time.

SR8-5-3 The President or committee chair sends the topic or motion to the committee members with any supporting rationale.

SR8-5-4 The format includes the total time for debate or discussion.

SR8-5-5 Members participate by using "reply all."

SR8-5-6 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".

SR8-5-7 Although members vote by using "reply all," the President or committee chair announces the results of the vote.

SR8-5-8 The Secretary of the committee prints the entire thread of the meeting and retains it until the minutes of the meeting have been approved.

SR8-6 Procedures for holding Executive Board meetings by email:

SR8-6-1 The email meeting is held in closed Executive Session with a quorum present.

SR8-6-2 The subject line reads: "Confidential Meeting of the Executive Board."

SR8-6-3 The meeting is limited to one topic.

SR8-6-4 Non-voting members of the Executive Board may participate without vote.

SR8-6-5 The original main motion is submitted to the President.

SR8-6-6 The President sends the motion to the members. The format includes who recommended the motion, the rationale, and the question, "Is there any discussion?"

SR8-6-7 The total time allowed for debate is announced by the President.

SR8-6-8 Members debate by using "reply all."

SR8-6-9 Members submit any amendments to the President, who:

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

SR8-6-10 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

SR8-6-11 To close the meeting, the President announces the results of the vote and indicates any parts of the meeting that are not confidential.

SR8-6-12 The Secretary prints the entire thread of the meeting and retains it until the minutes of the meeting are approved.

SR8-7 Procedures for using electronic communication groups:

SR8-7-1 The CLUB may set up an online communication tool that includes all CLUB members.

SR8-7-2 Communications within online and social media platforms shall be limited to CLUB-related business or topics.

SR8-7-3 When a member does not follow SR1-1, the communication committee chair 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.

SR8-7-4 These guidelines apply to all online communication and social media platforms formed for the use of members of the CLUB.

SR9 Endorsement Procedures (ARTICLE IX)

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 California Democratic Party (CDP) Bylaws, Article XI of the VCDCC Bylaws and Article IX of the CLUB Bylaws.

SR9-3 The Endorsement Committee:

SR9-3-1 Verifies party registration with the Ventura County Registrar.

SR9-3-2 Establishes procedures for requesting information from candidates.

SR9-4 Upon recommendation of the Endorsements Committee, a special meeting may be called, as described in Article VIII - Section B 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.

SR10 Non-Discrimination Policy (ARTICLE X)

All public meetings of the CLUB may be photographed, videotaped, and/or audio-recorded only for personal use.

SR10-1 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.

SR10-2 Still photographs may be used on the official CLUB website or in VCDCC publications.

Addendum A - Agreement for Chartered Organizations

The Chartered Organization/CLUB

1. Applies for original charter by mailing to the VCDCC Secretary a completed application, a list of officers and the chartering fee (defined in VCDCC Standing Rules SR2-3-2). Submits electronically to the VCDCC Secretary a membership roster (ten member minimum) in spreadsheet format, and the CLUB Bylaws and Standing Rules. May include a written request that fees be deferred or waived.
2. Upon a recommendation from the VCDCC Bylaws committee, the charter is approved by a majority of VCDCC members present and voting at the next general meeting. The roster contact information is then added to the VCDCC's communication list.
3. An ASSOCIATE member from the CLUB may be seated on the VCDCC only if a charter is in effect.
4. Acknowledges its objective is the advancement of the Democratic Party and Democratic candidates for partisan and non-partisan office, in accordance with the California Elections Code, Section 20201.
5. Is not permitted to use the word "Democrat" or any form thereof, until a charter has been granted by the VCDCC, in accordance with the California Elections Code, Section 20201.
6. Agrees to abide by the Bylaws of the VCDCC and CDP.
7. Maintains an active membership of at least ten members and holds regular meetings, which are posted on the VCDCC website by a CLUB representative with a minimum of seven days' notice.
8. Ensures all members of the organization are Democrats, or intend to register as Democrats upon qualification to vote.
9. Will not sponsor, support, or encourage non-Democratic candidates in partisan races, although it may hold multi-candidate debates, programs or forums, which include both Democratic and non-Democratic candidates.
10. Agrees to abide by the endorsement policy of the VCDCC as set forth in ARTICLE IX - Endorsements.
11. Understands that the VCDCC may revoke, refuse to charter, or refuse to renew a charter by a majority vote of VCDCC members present and voting at any meeting.
12. Recharts by March 1 of each year by mailing to the VCDCC Secretary a completed application, a list of officers and the chartering fee (defined in VCDCC Standing Rules SR2-3-2). Submits electronically to the VCDCC Secretary a membership roster (ten member minimum) in spreadsheet format, and the CLUB Bylaws and Standing Rules. May include a written request that fees be deferred or waived.
13. Acknowledges that non-payment of the fee or non-compliance by the first day of April may be cause for the VCDCC to revoke the CLUB's charter.
14. To ensure compliance (ARTICLE IV – Governance), the VCDCC Bylaws Committee reviews the CLUB's Bylaws and Standing Rules.