

**68th Assembly District**  
By - Laws

**ARTICLE I: NAME**

**Section 1. NAME**

The name of this committee is the 68th Assembly District Committee (The A.D. Committee)

**Section 2. Purpose**

The purpose of the A.D. Committee is to:

- A. Serve as an extension of the California Democratic Party, in cooperation with the County, State, and National Committees, under the bylaws of the State Central Committee within the Assembly District;
- B. Carry out its organization and campaign responsibilities under the general direction of the California Democratic Party;
- C. Carry out the policies and programs of the California Democratic Party in the Assembly District, in cooperation with the Regional Director and County Central Committee(s);
- D. To encourage and develop the Democratic Party organization at the precinct level or in clusters of precincts designated in areas within the Assembly District; and,
- E. Ensure, as far as possible, the election of candidates endorsed by the California Democratic Party as well as Democratic Party nominees.

**ARTICLE II: MEMBERSHIP**

**Section 1. MEMBERS**

The A.D. Committees shall consist of the following;

- A. All members of the California Democratic State Central Committee resident in the Assembly District.
- B. All County Central Committee members resident in the Assembly District.
- C. All Delegates/Alternates to the last Democratic National Convention resident in the district.

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- D. Representatives from each Democratic Club or other recognized Democratic organizations chartered by the California Democratic Party or by a County Central Committee, with such representatives allocated as follows: One District representative for each twenty (20) members in the Assembly District, for each full (not a fraction thereof) twenty (20) members registered to vote in the Assembly District provided that the organization has provided the A.D. Committee with names and addresses of its members. Club members who hold dual memberships may only be counted for representation once.
  - E. Any Democrat registered in the Assembly District who can show proof that he/she has registered 25 Democratic voters since the June primary of the most recent even numbered year.
  - F. Any Democrat registered in the Assembly District who demonstrates that he/she is a "Precinct Representative" of the California Democratic Party by submitting a petition signed by 25% or 50,(whichever is less) of the registered Democrats in the precinct in which he/she resides, with all such signatures to have been affixed since the June primary of the most recent even-numbered year.
  - G. Any Democrat registered in the district who can provide written documentation, in a form prescribed by the California Democratic Party, that she/he has participated for ten hours in an endorsed Democratic campaign activity since the June primary of the most recent even numbered year.
  - H. All Registered Democrats in the Assembly District who have paid dues.

65 **Section 2. PROHIBITION OF DUAL MEMBERSHIP**

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There shall be no dual memberships. A member who becomes eligible for membership on some other grounds during his or her two-year term shall inform the chair of the Assembly District Committee of the eligibility and identify the position which he or she wishes to represent.

72 **Section 3. EXPIRATION OF MEMBERSHIP**

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Assembly District Committee membership shall be from January 1 thru December 31. With the exception of those achieving their membership by Section 1 (A) and 1 (B) above, membership shall expire on the date of the November general election held in each even numbered year. Re-qualification of Assembly District Committee membership shall begin following the June primary.

79 **Section 4. CERTIFICATION OF MEMBERSHIP AND RIGHT TO VOTE**

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81 Membership shall be certified by the chair of the A.D. Committee twenty-five (25) days  
82 prior to any meeting of the A.D. Committee, and a roster of membership shall be  
83 maintained by the chair of the A.D. Committee and shall be provided to the chair of the  
84 California Democratic Party upon request. In order to vote at any meeting, an  
85 individual's membership must have been certified as indicated herein.  
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87 **ARTICLE III: MEETINGS**

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89 **Section 1. ORGANIZATIONAL MEETING**

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91 The regular biennial organizational meeting shall be held on the second Saturday or  
92 Sunday in January of every odd numbered year at an hour and place designated by the  
93 A.D. Chair. All A.D. Committee officers and delegates to the State Central Committee  
94 shall be elected at this meeting.  
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96 **Section 2. CALL TO MEETING**

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98 The Chair of the California Democratic Party or his/her designee, the A.D. Chair, a  
99 majority of its Executive Board, or one-third of the current members may call such other  
100 meetings as desired upon 10 days written notice to each member.  
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102 **Section 3. VOTING**

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104 Every member shall have one vote at any meeting and no proxy voting shall be  
105 permitted.  
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107 **Section 4. QUORUM**

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109 A quorum at any general membership meeting shall consist of Thirty three percent (33%)  
110 or Eight (8) members, whichever is less.  
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112 **Section 5.** The A.D. Committee shall meet no less than Four (4) times per year.

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114 **Section 6.** The A.D. Committee shall meet the 2nd Saturday of every month unless there are  
115 special circumstances such as holidays or the need arises for emergency called  
116 meetings. Regular and or rescheduled meetings are at the call of the Chair.

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## ARTICLE IV: DELEGATES TO THE STATE CONVENTION

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### Section 1 GENDER AND NUMBER

Assembly District Committee delegates to the California Democratic Party - six male and six female - shall be chosen from among the members at the A.D. Committees's regular biennial organizational meeting. In the event less than six of one sex should be candidates for election, they shall be deemed automatically elected with the balance of the delegation being of the other sex.

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### Section 2. RUN-OFF ELECTION

A run-off election shall be held only if there is a tie among three or more candidates for the last position for delegate, male or female. In the event a tie occurs between two candidates for delegate, election shall be determined by lot.

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### Section 3. MEETING REQUIREMENTS

An elected Delegate to the DSCC must attend at least 50% (Fifty) of the regular scheduled meetings unless excused by the A.D. Chair or A.D. Secretary. An elected Delegate cannot miss more than 2 out of 4 consecutive regular scheduled A.D. membership meetings unless excused by the A.D. Chair or A.D. Secretary. All dues must be paid to the A.D. prior to being certified as a DSCC Delegate.

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## ARTICLE V: OFFICERS

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### Section 1. OFFICERS

The officers of the A.D. Committee are the Chair, 1st Vice Chair-Voter Registration and Community Outreach, 2nd Vice Chair-membership and Community Outreach, Secretary, Treasurer and Parliamentarian.

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### Section 2. ELECTIONS

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- A. The officers of the A.D. Committee shall be elected at its regular biennial organizational meeting.
  - B. Election will be by written ballot. When there is only one candidate nominated, election shall be by acclamation. Officers must receive a majority vote to be elected. In the event a vote does not yield a majority, additional ballots shall be conducted, until a majority is obtained.

- 158 C. The Assembly District Representative to the State Executive Board, together with  
159 an alternate of the opposite sex, shall be chosen at the regular biennial  
160 organizational meeting from among those persons who will be delegates to the  
161 Convention of the California Democratic Party by virtue of being (a) a Party  
162 nominee; (b) an appointment by a Party nominee; or, (c) having been elected to  
163 membership to the California Democratic Party by the Assembly District  
164 Committee.  
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- 166 D. In the event the A.D. Committee has not been represented at two successive  
167 meeting of the State Executive Board, both the representative and alternate shall  
168 be automatically removed unless good cause to the contrary is shown to the  
169 Executive Board of the A.D. Committee at its next meeting.  
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- 171 E. Any member who fails to pay the prescribed dues may be removed from the A.D.  
172 Committee.  
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### 174 Section 3. DUTIES

#### 175 A. Chair

176 The Chair shall serve as the chief executive officer and the official spokesperson of the  
177 A.D. Committee and carry out the policies of the A.D. Committee and its Executive  
178 Board. Within five (5) days following the A.D. Committee organizational meeting, shall  
179 forward to the State Chair of the Party a list of the names and addresses of the officers.  
180 the State Executive Board representative and alternate and a current list of the members  
31 of the A.D. Committee and a copy of the A.D. Bylaws.  
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#### 183 B. 1st Vice Chair-Voter Registration and Community Outreach

184 The Vice Chair shall assume all duties of the chair in any absence of the chair or until  
185 any vacancy in that office is filled; as well as coordination and dissemination of  
186 information concerning voter registration/education campaigns at AD functions, on school  
187 and college campuses, other sites where allowed and other events where the AD  
188 participates. Will also keep records of registration tally and work with Chair to participate  
189 in any bounty programs. Shall also perform all other duties directed by the A.D.  
190 Committee.  
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#### 192 1. 2nd Vice Chair-Membership and Community Outreach

193 The 2nd Vice Chair and Community Outreach Chair shall assume all duties of the Chair  
194 in any absence of the Chair and 1st Vice Chair or until any vacancy in either office is  
195 filed; as well as coordinate all membership drives/materials, coordinate with the  
196 Secretary on membership records, coordinate with the 1st Vice Chair to identify precinct  
197 leaders.  
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202 C. Assembly District Committee Representative to the State Executive Board.  
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204 The Assembly District Representative to the State Executive Board shall attend State  
205 Party Executive Board meetings throughout the State of California and represent the  
76 views of the Assembly District to the best of his/her ability.  
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208 E. **Treasurer**  
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210 The Treasurer shall: (1) collect the dues from the membership; (2) be responsible for  
211 receipt and custody of the A.D. Committee's funds; (3) keep the financial records of the  
212 A.D. Committee; (4) file the appropriate federal and state campaign disclosure reports;  
213 (5) sign all checks as authorized by its Executive Board.  
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215 D. **Secretary**  
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217 The Secretary shall: (1) have custody of all membership records, attendance records and  
218 documents of the A.D. Committee and its Executive Board; (2) attend all meetings of the  
219 A.D. Committee and its Executive Board and take minutes of the proceedings of such  
220 meetings, receive and answer written communications; (3) prepare and send all press  
221 releases and letters to the editor, legislators and other organizations; (4) maintain  
222 records of other community and political organizations of interest; and (5) prepare notice  
223 of meetings including an agenda.  
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## 225 **ARTICLE VI: VACANCIES**

  
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227 Should a member elected as an officer of the A.D. Committee, executive Board Representative,  
78 or Delegate to the California Democratic Party cease to be a member of the A.D. Committee  
229 for any reason, such vacancy must be filled by vote of the A.D. Committee within 45 days after  
230 notice of the vacancy occurs or at the next regularly scheduled meeting.  
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## 232 **ARTICLE VII: ASSEMBLY DISTRICT EXECUTIVE BOARD**

  
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234 A. The Assembly District Executive Committee shall consist of all officers of the  
235 Assembly District Committee and the Representative to the State Executive  
236 Board.  
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238 B. The Executive committee shall be responsible for administrative, procedural, and  
239 political implementation of the A.D. Committee's policy and actions between  
240 meetings of the A.D. Committee; shall approve disbursements of funds and shall  
241 have all of the powers and duties of the A.D. Committee between meetings.  
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243 C. The Assembly District Executive Committee shall meet 3 times a year. The  
244 meetings will be at the call of the Chair. However, the time span shall be for a  
245 series of meetings to be held between the dates of January 1 thru April 30 ....  
246 May 1 thru August 31 and .... September 1 thru December 31.

247 **ARTICLE VIII: REMOVAL**

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249 **Section 1. GROUNDS FOR REMOVAL**

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251 A. An officer of the A.D. Committee may be removed from office for cause - that is
- 252 misconduct or neglect of duty in office as differentiated from Party disloyalty
- 253 reasons for removing a member from membership.
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- 255 B. The A.D. Committee may remove any member achieving membership through
- 256 Article II (1)(C - F), if during his/her term of membership such member affiliates
- 257 with or registers as a member of another party, publicly vows preference for
- 258 another party, publicly advocates that the voters should not vote for the nominee
- 259 or endorsed candidate of the Party for any office, or who publicly gives support
- 260 or avows a preference for a candidate nominated by another Party, or fails to pay
- 261 the prescribed dues as provided in Article IX of these Bylaws.
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263 **Section 2. PROCEDURE FOR REMOVAL**

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265 Removal may be effected in the following manner:

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- 267 A. At least two (2) members of the A.D. Committee must sign and submit to the
- 268 Secretary of the A.D. Committee a written statement of charges containing the
- 269 grounds for removal.
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- 271 B. The Secretary of the A.D. Committee, upon receipt of the statement of charges,
- 272 must send to the accused by registered mail, a copy of the statement of charges
- 273 and a letter stating that he or she may either resign or have a hearing before the
- 274 officers of the A.D. Committee Executive Board.
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- 276 C. At the next regular meeting of the A.D. Executive Board, the accused shall be
- 277 afforded an opportunity to respond to the charges. After such hearing, upon
- 278 motion for removal made by one of the signatories to the Statement of Charges,
- 279 the accused may be removed by a majority of all members present and voting.
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281 **ARTICLE IX: DUES**

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283 Annual membership dues shall be Ten Dollars (\$10.00) Payment of dues shall

284 not be obligatory for any member to whom it constitutes an economic hardship.

285 Economic hardship is a personal matter to be determined between the A.D. Chair

286 and A.D. Committee member. Dues are due and payable on or before the regular

287 reorganizational meeting in January. The second year dues shall be paid in the

288 month of January.

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290 **ARTICLE X: ENDORSEMENTS AND SUPPORT OF CANDIDATES**

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292 **Section 1. PROHIBITION**

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294 Pursuant to State Party Bylaws, the A.D. Committee is prohibited from endorsing

5 candidates for public office.

296 **Section 2. SUPPORT OF CANDIDATES**

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298 The A.D. Committee shall support only candidates who have received the official  
299 endorsement of the California Democratic Party.

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301 **Section 3. CAMPAIGN REPORTING COMPLIANCE**

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303 Although the A.D. Committee shall carry out its responsibilities under the general  
304 guidance of the California Democratic Party, the A.D. Committee shall be responsible for  
305 FPPC or FEC registration or reporting as required by law for funds raised and expended  
306 in support of candidates.

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308 **ARTICLE XI: PROCEDURE**

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310 **Section 1.** These Bylaws shall, to the extent not inconsistent with law and State Party  
311 Bylaws, govern the organization, operation and function of the A.D. Committee.

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313 **Section 2.** The latest edition of Robert's Rules of Order shall govern for all matters not  
314 covered by these Bylaws.

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316 **ARTICLE XII: AMENDMENT**

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318 **Section 1. AT REGULAR AND SPECIAL MEETINGS**

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320 These Bylaws may be amended by a two-thirds (2/3) vote of the members of the A.D.  
321 Committee present and voting at a regular or special meeting of the A.D. Committee  
322 provided; (1) such amendment shall have been presented at the previous meeting, and,  
323 (2) the text of the proposed amendment shall have been included with the notice of the  
324 meeting at which the vote is to be taken.

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326 **Section 2. AT ORGANIZATIONAL MEETING**

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328 These Bylaws must be either amended or ratified at the next organizational meeting of  
329 the A.D. Committee by majority vote of those members of the A.D. Committee present  
330 and voting. Failure to amend or ratify these Bylaws at the next organizational meeting  
331 shall render these Bylaws null and void

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333 **Section 3. CERTIFICATION OF AMENDMENT**

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335 The chair of the A.D. Committee shall submit the Bylaw amendments to be certified in  
336 writing to the State Chair of the California Democratic Party. Failure to so certify shall  
337 not be grounds for nullifying an amendment.

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339 Adopted - January 24, 1992 Dietrich Nicholson, Chair

340 Amended - January 14, 1995 Charlotte Anderson, Chair

341 Amended - February 8, 1997 Audrey Gibson, Chair

342 Adopted - February 9, 1998 Carole Etlin, Chair

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