

**SENIOR CAUCUS  
OF THE CALIFORNIA DEMOCRATIC PARTY  
Amended November 17, 2017**

**BYLAWS**

**Article I: Name**

The name of this organization is the Senior Caucus of the California Democratic Party (hereinafter “Senior Caucus” or “the Caucus”).

**Article II: Purpose**

The purpose of the Senior Caucus is to work within the California Democratic Party, providing a strong voice and representation within the party structure promoting the welfare of Senior Citizens of all strata through effective legislation and encouraging Seniors to participate fully as Democrats at all levels of policy making and public service. Membership in this Caucus is open to any person who is registered to vote as a Democrat, has an interest in identifying and promoting Senior issues in California, and who subscribes to the purposes of the Senior Caucus.

**Article III: Voting Membership:**

A voting member shall be any Democrat currently registered to vote in California who believes in and supports the purpose of the Senior Caucus and who has paid dues. The Senior Caucus shall permit the use of secret ballots.

**Article IV: Dues**

- A. The Caucus shall neither raise funds other than dues nor disburse funds other than standard or routine costs of regular and special meetings and communications. All Caucus funds shall be promptly accounted for and processed according to the rules promulgated by the Finance Committee of the California Democratic Party.
- B. Dues shall be paid on a biennial basis from the date of receipt of dues (the “Term”). The amount of dues shall be set by the caucus’ Executive Committee at least thirty (30) days before the beginning of the Term and shall not be increased during the Term.
- C. Hardship Waiver: A waiver of dues is provided for on the grounds of self-defining hardship. Hardship waivers may be requested at any regular meeting of the Caucus by checking the “Waiver” selection on the Caucus Membership form. An individual requesting a Hardship Waiver shall have Member dues waived. No explanation is needed.

## **Article V: Organization**

This Caucus is constituted in accordance with the by-laws of the California State Central Committee of the California Democratic Party ("DSCC") as a "Special Group Caucus" within the DSCC. Failure to comply with Article XI, Sections 1-5, of the DSCC Bylaws may subject the Caucus to decertification by DSCC.

## **Article VI: Executive Committee**

- A. Membership. Membership of the Executive Committee of the Senior Caucus shall be composed of five (5) Officers duly elected by the voting Members.
- B. The duties of the Executive Committee shall be to exercise all executive powers on behalf of the Senior Caucus between meetings. At the start of each Senior Caucus meeting, the Executive Committee shall inform the members in attendance of all decisions and recommendations made by the Executive Committee during the intervening period.
- C. Quorum of any meeting of the Executive Committee shall consist of a minimum of three (3) members.
- D. Vacancies. A vacancy shall be filled by appointment of the Caucus Chair and ratified by a majority vote of all Officers present and voting until a vote by the membership can be held to fill the vacancy at the next scheduled Caucus Meeting providing the requirement for sufficient Notice has been met as set forth in these Bylaws.

## **Article VII: Committees:**

There are no standing committees of the Senior Caucus. Special and AD Hoc Committees may be established as necessary by the Chair who shall appoint the chair(s) of such committees, after consulting with the other members of the Executive Committee.

## **Article VIII: Officers**

- A. Chair: The Chair shall preside over all general meetings of the Caucus and represent the Caucus on the Executive Board of the Democratic State Central Committee. The Chair shall provide required documentation to the Rules Committee of the California Democratic Party including a membership list and a copy of the current bylaws.
- B. Vice-Chair: The Vice-Chair shall assume the responsibility of the Chair if the Chair is absent for regularly scheduled meetings or other function that requires Chair's attendance or upon the occasion of a vacancy in the position of Chair.
- C. Secretary: The Secretary shall keep the minutes of the Caucus and be responsible for sending out official communications as directed by the Executive Committee, including compliance with Notice requirements for email and postal service delivery of official Caucus communications.

- D. Treasurer: The Treasurer shall promptly account for all Caucus funds, prepare financial reports as required by the Democratic State Central Committee. The Treasurer is responsible to maintain the list of voting members at meetings.
- E. Communications: The Communications Officer shall be responsible for maintaining the Caucus website and social media accounts, moderating the Caucus listserv (when and as necessary), and such other duties as the Executive Committee may from time to time require.

### **Article IX: Officer Removal Clause**

Any officer of the Caucus may be removed prior to the expiration of term for malfeasance, misfeasance and nonfeasance by two-thirds (2/3) vote of the Board, excluding the Officer who is subject to the removal vote or, if appealed, by two-thirds (2/3) vote of the membership in attendance at any scheduled Caucus Membership meeting, for violating or failing to perform the duties of the Office or fulfill responsibilities under these Bylaws or the Bylaws of the DSCC.

### **Article X: Elections**

- A. The election of Officers shall occur as the final agenda item at the Caucus meeting during odd-numbered years at the time and place that the California Democratic Party holds its Annual Convention.
- B. All Officers shall be voting members of the Caucus; the Chair and Vice Chair shall be DSCC members of the DSCC.
- C. Officers shall be nominated from the floor and elected by a majority of the members present and voting. Immediately following the election of officers, the newly elected Chair shall assume the role of presiding officer on adjournment of the Meeting at which the Officer is elected.
- D. All vacancies shall be filled by the Chair until an election may be held at the next Caucus meeting after the vacancy occurs.

### **Article XI: Voting**

- A. All decisions shall be made by a majority vote of those present and voting. The Chair, or in the absence of the Chair, the Vice-Chair, shall cast the deciding vote in case of tie.
- B. A voting Member must be present to cast a vote, no proxies are permitted.

### **Article XII: Meetings**

- A. Regular meetings of the membership shall coincide with the annual California Democratic Party Convention and the meetings of the Executive Board of the California Democratic Party.

- B. Quorum. Ten Percent (10%) or Twenty (20) Members, whichever is less, at all scheduled Convention Meetings and Five Percent (5%) or Ten (10) Members, whichever is less, at E-Board Meetings shall be considered a Quorum to do business. While the Caucus may meet without a Quorum, it may not do official business or take a vote.
- C. All meetings shall be conducted in accordance with Roberts Rules of Order, Newly Revised.
- D. All members shall be informed of each Caucus meeting at least thirty (30) days before any scheduled meeting [twenty (20) days if by postal mail]. Email delivery shall be considered sufficient Notice for all purposes except in the case of Members without email or Members who have chosen not to receive Notice by email who shall receive Official Notices by U.S. Postal Service First-Class mail. For the purposes of these Bylaws, Notice will be deemed given immediately when posted to email or on the fifth (5<sup>th</sup>) day after mailing via postal service.
- E. All meetings shall be fully accessible to people with disabilities in compliance with the applicable State and Federal laws as well as the rules of the California Democratic Party.
- F. Except as may be otherwise provided herein, and with regard to amendments of these bylaws, at least fifteen (15) [ten (10) days if by mail] written Notice shall be given of all matters that the Executive Committee of the Caucus will ask the General Membership to consider. Written notice given by the CDP for its meetings, if a meeting of this Caucus is noted thereon, shall suffice if given within this time frame. Nothing in this provision will limit Members raising a matter from the floor at any scheduled Meeting properly convened for which there is a Quorum present.

### **Article XIII: Endorsements**

- A. The Caucus, as a body constituted within the California Democratic Party and subject to its Bylaws, shall make no independent endorsement of any candidate for public office or public ballot initiative unless that candidate or initiative has previously been endorsed by the Party through its formal endorsement process. Furthermore, unless a candidate or public initiative has received the official endorsement of the California Democratic Party, all motions of support, if directed to outside the Party, are deemed to be out of order. This shall not, however, bind any Member of the Caucus from making an individual public endorsement of any candidate or initiative, whether endorsed or not endorsed by the Party.
- B. Caucus endorsement recommendations to the Party may be considered and made at any meeting of the Members at which a Quorum is present and shall be made part of the official record of the Caucus. Any vote regarding recommendations to the Party regarding endorsement preferences shall require sixty-five percent (65%) vote of those caucus members present and voting.

### **Article XIV: Non-Discrimination**

The Senior Caucus is prohibited from discrimination on the grounds of race, color, creed, national origin, sex, age, religion, ethnicity, sexual orientation, disabilities as defined by the American with Disabilities Act of 1990, gender identification or economic status. All Caucus Meetings shall be open and accessible to all members of the Democratic Party as defined in DSCC's bylaws.

## **Article XV: California Democratic Party By-Laws**

Any issues not specifically covered by these by-laws shall be governed by the by-laws of the California Democratic Party. In case of conflict in the by-laws, the CDP by-laws will be the governing document. The Senior Caucus specifically recognizes its obligations to adhere to the General Provisions of the CDP Bylaws.

## **Article XVI: Amendments to the By-Laws**

- A. Notice of proposed changes/amendments to these by-laws must be in writing and must be sent to all current voting members of the Caucus at least fifteen (15) days [ten (10) days if by mail] before any vote can be taken on such amendments.
- B. Amendments to these by-laws including those necessary to conform to DSCC rules must be approved by the affirmative vote of two-thirds (2/3) of those voting members who are voting on such proposed amendments. Voting will occur at a regularly scheduled Meeting of the Caucus.

Amended by Senior Caucus Member Vote, November 17, 2017.