

I.

II. Name

The name of this organization is the High Desert Progressive Democrats.

III. Purpose

The High Desert Progressive Democrats, also known as HDPD (hereinafter called the Club), will focus its efforts within the Greater Victor Valley -- including the communities of Victorville, Hesperia, Oak Hills, Apple Valley, Adelanto, Phelan, Wrightwood, Pinon Hills, Helendale, Oro Grande, and Lucerne Valley -- and other communities generally within the boundaries of the Victor Valley Community College District to advance the goals of the Democratic Party (hereinafter called the Party) through public policy and political issue analysis, education, fundraising, recruitment, turning out the vote, coordination with other Democratic groups, and other activities to benefit the Party.

The Club will seek to publicize activities and to build its membership from registered Democrats within the defined area. The Club will build programs to register, educate, and turn out Democratic voters. The Club will develop a work plan, which will be evaluated by the membership at least once a year. This work plan will include a report on the number of registered Democrats within the area, a report on Democratic voter turnout, and a comparison of local Democratic statistics to other political affiliations.

IV. Affiliation

- A. The Club is officially chartered with the San Bernardino County Democratic Central Committee (hereinafter called the SBCDCC) and was duly chartered by the San Bernardino County Central Committee on January 28, 2020.
- B. As a chartered and affiliated club of the SBCDCC, the Club will comply with the by-laws of the SBCDCC and the California Democratic Party, as they apply to fully chartered local affiliates.

V. Membership Requirements

- A. Qualifications: Any individual qualifies for Club membership if:
 - 1. The individual is a registered Democrat; or
 - 2. The individual is ineligible to vote (due to minority, non-residency, or other legal impediment) but pledges to register as a Democrat when eligibility is attained; and
 - 3. Supports the purpose of the Club as stated in Article II, above.
- B. Member in Good Standing: A qualified individual will be considered a member in good standing only if (Amended 10/17/2021)
 - 1. The member has attended at least two meetings within the last 12 months to be eligible to vote and

2. The member has paid all club dues.
 3. In the case of officer elections only, a member in good standing may give their proxy to another member in good standing.
- C. This organization does not require or use any test of membership or oath of loyalty that has the effect of requiring prospective or current members to acquiesce in, condone, or support discrimination on the grounds of sex, age, religion, ethnic identity, sexual orientation, gender identity, or economic status.

VI. Dues

- A. Dues will be recommended by the Executive Board and reviewed at the first meeting of each calendar year and presented to the General Membership for approval.
- B. Dues are due on February 1 and payable by February 28 of each year (or February 29 in a leap year) or upon application for membership. (amended 3/21/2021)
- C. Membership is effective at the next regularly scheduled meeting after receipt of dues.
- D. Payment of dues will not be obligatory to anyone for whom it constitutes an economic hardship and after due consideration with approval of the Executive Board.

VII. Meetings

- A. Regular Meetings
 1. The Club will hold regular monthly meetings on such day and time as the membership may determine from time to time.
 2. Regular meetings will not be canceled more than three times within any calendar year and in no event will more than two regular meetings be canceled in succession.
 3. Meetings will be held in person or electronically as determined by the membership and the Executive Board.
- B. Special Meetings
 1. Special meetings may be called by the President at any time, on notice as specified below. (amended 3/21/21)
 2. In the absence of the President any two officers may call a special meeting, on notice as specified below. (amended 3/21/21)
- C. Notice of Meeting
 1. Notice of regular or special meetings will be given at least five days in advance to all active members, in either manner as follows:
 - a. Notice in writing by email
 - b. Text message
 2. Notice of the meeting will be deemed sufficient by either manner specified above if such notice includes the date, time, and place of the meeting, and is calculated to be received at least one week prior to the meeting.

VIII. Rules for Meetings

- A. The Club will use *Robert's Rules of Order, Newly Revised, Ninth Edition*, to govern parliamentary procedure at all official meetings of the organization, except as specifically noted in these by-laws.
- B. A quorum for any official meeting of the Club will be 25 percent of the total organizational membership, or 15 members, whichever is smaller, as of 24 hours before the meeting, as reported by the Secretary.
- C. Unless otherwise specified in these by-laws, the Club may adopt events and conduct regular business with a vote of 50 percent plus one of the members present at any meeting.
- D. The Club may pass resolutions not related to endorsements with a vote of two-thirds of those present and voting at any meeting.
- E. The approved process to consider the endorsement of candidates can be found in Article X: Endorsements. Under no circumstances may the Club consider the endorsement of a candidate for public office who is not registered with the Democratic Party. (Amended 10/17/21)
- F. In the case of choosing club representatives who will vote at the pre-endorsement conference (California Democratic Party's Pre-Endorsement Conference), the E-Board (Executive Board) will meet and nominate members to act as representatives and alternates. Those nominees will then be contacted to see if they can and are willing to serve, and that they are not already serving in the capacity as a representative of any other Democratic club. The club's representatives to any CDP pre-endorsing conference must be from the roster of members in good standing, be registered Democrats, and the overall list of representatives to all conferences must adhere to the equal (Equal) Division Rule, to the extent possible. Said representatives shall be elected by a majority vote of a selection committee comprised of the club's officers. (Amended 10/17/21)
- G. Changes to the by-laws not specifically referenced elsewhere must be noticed to the membership at least one meeting before the vote in question and must be approved by a vote of two-thirds of members present and voting.

IX. Officers

Club Officers will consist of the President, Vice President, Secretary, and Treasurer, and two At-Large Directors. They will be elected in March of each odd-numbered year and serve two-year terms of office. No member may serve more than two consecutive terms for the same office, except in the case that the office would otherwise remain vacant. The Executive Board will be composed of the club officers, the Membership Chair, the Digital Communications Chair, and the Parliamentarian. The immediate Past-President may serve as an advisor to the Executive Board without a vote. The Executive Board will be responsible for implementing the club's goals of maintaining financial viability. (amended 3/21/21)

A. Duties of the President are:

1. To preside at all meetings.
2. To call special meetings as needed.
3. To make committee appointments and to appoint such special committees as are useful to the aims and goals of the Club.
4. To serve as Ex-Officio member of all committees of the Club.
5. To serve as the official representative of the Club to the press (media) and the public at large.
6. To appoint members temporarily to fill unexpired terms of office, subject to vote by the membership at the next Club meeting ~~30 days~~ after the office is vacated.
7. To set the agenda for meetings in collaboration with the Executive Board.

B. Duties of the Vice President are:

1. To preside in the absence of the President. (amended 3/21/21)
2. To act as the liaison to area leaders.
3. To perform other duties as assigned by the President. (amended 3/21/21)

C. Duties of the Secretary are:

1. To record, publish, and distribute the minutes of the meetings.
2. To publish and distribute notices of the meetings.
3. To receive all correspondence.
4. To answer all correspondence at the direction of the President. (amended 3/21/21)
5. To maintain an updated Club Roster.
6. To maintain all written records of the Club.
7. To preside in the absence of the President and Vice President. (amended 3/21/21)

D. Duties of the Treasurer are:

1. To receive and distribute all funds.
2. To maintain such bank accounts and records as are necessary for safekeeping and accounting of funds.
3. To give an oral report of the status of the treasury at the monthly general meeting.
4. To file a monthly Treasurer's Report with the Secretary:
5. To submit the Treasurer's records to an annual audit by an auditor selected by the President, and approved by the Executive Board. (amended 3/21/21)
6. To submit all unbudgeted bills and requests for funds at a General or Special meeting for approval of payment prior to disbursement of funds.
7. To prepare and ensure Fair Political Practices Commission/Federal Elections Commission (FPPC/FEC) financial reports are submitted accurately and on time.
8. To prepare an annual budget to be submitted to the Executive Board prior to the annual meeting and then to the membership at the annual meeting.
9. To preside in the absence of the President, Vice President, and Secretary. (amended 3/21/21)

- E. Duties of the Directors-at-Large are:
 - 1. To represent the General Membership on the Board.
 - 2. To serve as needed by the President and the Club.
- F. Duties of the Digital Communications Chair are:
 - 1. To communicate with the membership at large and the overall community.
 - 2. To prepare general informational materials.
 - 3. To maintain and develop the Club website and ensure that it helps people learn more about the organization, community engagement activities, membership enrollment, and donor opportunities.
 - 4. To manage social media and email marketing platforms by creating and publishing engaging content to ensure it reaches a wide audience.
 - 5. To create a digital plan that ensures content on our website, email, and social media channels are connected and consistent.
 - 6. To manage production and delivery of key Club communications to internal and external audiences.
 - 7. To create engaging and effective online content that meets user needs and keeps them up-to-date on the latest projects and initiatives.
 - 8. To coordinate with the Secretary in the creation and distribution of materials and information.
- G. Duties of the Parliamentarian are: (added 3/21/21)
 - 1. To answer questions that may arise during meetings concerning conformity to *Robert's Rules of Order, Newly Revised, Ninth Edition*.
 - 2. To provide parliamentary advice to the President and the Executive Board.
- H. Duties of the Membership Chair are:
 - 1. Promote the Club to increase membership.
 - 2. Maintain and update the club membership directory.
 - 3. Contact Club members in January and February of each year to renew their dues.
 - 4. Contact Club members who have missed three consecutive meetings.

X. Removal from Membership or Office

- 1. A member can be removed from the Club roster for non-payment of dues by the date required in these by-laws, for publicly endorsing or financially supporting a candidate other than a Democrat in any election or actively working against the goals of the club and party, or for unethical behavior. Unethical behavior can be defined as, but is not limited to, acting in a manner that is not compliant with the Club's Code of Conduct (Section XI) as defined in these bylaws, or engaging in unfair treatment, denigration, or harassment of fellow members in spoken, written, or electronic communication. Violation of these rules will allow the Club's Ethics Committee to vote on the following: restorative justice practices, a censure, or temporary or permanent removal of said member with no

refund of dues. Censure or temporary removal will last for a period of three months with repeated offenses resulting in permanent removal. In the case of particularly egregious or injurious violations, said member may be immediately removed at the recommendation of the Club's Ethics Committee. (Amended 10/17/21)

2. An elected officer can be removed from office by a two-thirds vote of the Regular members at a General Meeting for such causes as missing three unexcused consecutive meetings, or non-performance of duties, or working in contravention of the club or party's goals, providing the membership and the officer have been notified ten days in advance of the meeting of the proposed action against the officer.

X. Endorsements (Added 10/17/21)

A. General Provisions:

1. **Relevant races:** The Club shall generally only endorse in races and ballot measures that shall appear on the ballot in at least a part of the boundaries of the Victor Valley Community College District, as well as elections for offices in the California Democratic Party and San Bernardino County Democratic Party whose districts meet this qualification. The Club may initiate endorsement proceedings in such races or measures as do not meet this qualification only upon a two-thirds affirmative vote of either the Executive Board or of members voting at a duly noticed meeting of the membership.

2. **Interview requirement:** Recommendations for endorsement shall only be made at a duly noticed meeting of the Executive Board, and, where feasible, after interviewing candidates or their representatives for the offices and measures to be endorsed.

a. In cases where an incumbent is running without significant Democratic competition, the Endorsement Committee Chair may recommend that the Executive Board recommend endorsement without following the formal recommendation process.

b. In the case of an internal party, affiliate organization, or any other endorsement not voted on by the general public, there shall be no interview requirement.

3. Percentage required for endorsement and recommendation for endorsement:

a. No endorsement for a candidate or ballot measure shall ensue but upon sixty percent (60%) affirmative vote of the membership at a meeting that has been duly noticed, and at which notice has been given that endorsements will be considered. Abstentions, blank ballots, or void ballots shall not be counted as part of the total.

b. No recommendation for endorsement of a candidate or ballot measure shall ensue but upon a majority vote of the Executive Board, abstentions not counting toward the total.

4. **Prohibition on multiple endorsements:** The Club shall not endorse more candidates for an office than the number of candidates to be elected for that office.

5. Only one form of endorsement: The Club shall make no form of endorsement, take any position, nor provide support to any candidate or ballot measure, except by an official endorsement as described in these bylaws.

6. Prohibition on supporting or endorsing non-Democrats: In accordance with the rules of the California Democratic Party and the San Bernardino County Democratic Party, the Club shall not endorse any candidate who is not a registered Democrat. In a partisan Primary election, the Club shall not endorse any candidate who has not filed for office as “Party Preference: Democratic.” Should a candidate receive an endorsement who is later found not to meet these qualifications, the endorsement shall be void.

7. Continuity between primary and general/run-off elections: If a candidate was endorsed in a primary, that endorsement shall remain in effect for the general or runoff election, as applicable, unless voided, rescinded, reconsidered, or revoked, as provided for in these bylaws and *Robert’s Rules of Order, Newly Revised, Ninth Edition*.

8. No endorsed candidate in a runoff: When an endorsed candidate of the Club from a Primary Election is not among the voter-nominated top-two candidates:

- a. The Executive Board may chose to take one or more of the following options before making a recommendation for endorsement:
 - i. Request new questionnaires from candidates;
 - ii. Interview or re-interview candidates; or
 - iii. In a race outside of the automatic “relevant race” area, where the endorsed candidate did not make the run off, or where the Club was unable to reach an endorsement after attempting to do so, the Executive Board may vote to not take up this race for the runoff. This provision does not prevent the Club from taking it up if a motion to do so is passed by the general membership.

9. Support of endorsed candidates: The Club may only provide material or financial support to candidates who have been formally endorsed according to these bylaws. Financial contributions to any candidate or ballot measure committee must be approved by a two-thirds vote of the membership at a duly noticed membership meeting.

10. Due notice: Due notice shall be given of all general membership meetings at which endorsements will be considered. The Club shall make every reasonable effort to specify which elections shall be considered.

11. Reconsideration: If a motion to make an endorsement for an office or measure fails to pass, and consideration of that endorsement has not been terminated, any member may move to

reconsider. Adoption of such a motion requires sixty percent (60%), with abstentions not counting toward the total.

12. Rescission of an Endorsement: Once consideration of an endorsement has been terminated, no rescission shall ensue but upon a two-thirds vote of the Executive Board, ratified by a two-thirds vote of the general membership present and voting, abstentions not counting toward the total, at a subsequent and properly noticed meeting of the membership, with explicit notice of the motion to rescind having been given.

B. Endorsement process

1. Initiation: Endorsement proceedings in relevant races, as defined, shall be initiated by the Endorsement Committee Chair, who shall inform the Executive Board about impending relevant races.

2. Timing: Endorsements shall only take place after the close of filing of either candidacy or Notice of Intent, if applicable; provided, however, that an absolute majority of members of the Executive Board may find that an earlier endorsement would be in the Club's best interest, and may initiate proceedings. Nothing in this section shall prevent scheduling or notice of meetings at which endorsements are to be considered, nor service of a standard candidate questionnaire, prior to any close of filing referred to herein.

3. Candidate questionnaires: The Endorsement Committee Chair shall be responsible for the development, maintenance, and distribution of a Candidate Questionnaire prior to consideration of a particular race. If requested, Candidates shall submit a copy of this questionnaire prior to consideration for endorsement.

a. In races voted upon by the entire state, or in the case of incumbents running without significant Democratic opposition, and where a questionnaire was sent but not returned, the Executive Board may choose to waive this requirement with a two-thirds vote.

b. In races where an incumbent is running without significant Democratic opposition, the Board may also vote to recommend without starting the questionnaire process.

4. Recommendation options: The Executive Board may, by majority vote of those present and voting, recommend any of the following: That the Club endorse a particular candidate or measures or that the Club take a position of "No Endorsement." In the absence of either, the Executive Board shall report to the membership that it was unable to make a recommendation, and shall list its recommendation as "no consensus." Alternately, the Executive Board may choose not to discuss or take a vote on a recommendation for any and all races.

5. Consent Calendar: The Endorsement Committee Chair may place all recommended candidates and issues on a consent calendar. No vote may be taken on more than one candidate at

a time, unless as part of a consent calendar. Any race or issue for which the Executive Board has not met to discuss a recommendation, but is being considered for endorsement or position, shall be subject to a vote of the membership, whether through written ballot or show of hands. No floor motions shall be in order.

6. **Severance:** Recommendations may be severed from the consent calendar upon objection of twenty percent (20%) of the members eligible to vote on endorsements. In at-large races where more than one person can be elected, a motion to sever must be made for each recommended candidate separately.

7. **Order of Consideration:** The consent calendar, excluding any severed items, shall be considered first, if applicable; otherwise, recommendations of the Executive Board shall be considered first. Severed candidates and positions shall then be considered. No motion shall be in order until all recommendations have been dispensed with, either by adoption or rejection. For each jurisdiction or measure considered, the next vote shall be floor motions on that particular race until such time as Termination of Consideration as defined herein above has resulted.

At-Large Races: In races where more than one person can be elected to a particular office, all recommended candidates must be considered before other motions from the floor are considered for the race.

8. **Report:** Prior to consideration of a race, the Endorsement Committee Chair, or other designee of the Executive Board, will read a prepared report as to why the Executive Board made the recommendation it did. This report must include the names of all Democrats running, those that interviewed, reasons, if known, why any candidates did not interview, and the vote total of the committee.

9. **Right of Candidate to Address Membership:** If a race is being presented to the membership in any form other than on a consent calendar, all Democratic candidates in attendance shall be given an opportunity to address the membership immediately prior to debate. The amount of time per race shall be determined by the Endorsement Committee Chair, provided that all candidates in a particular race be accorded the same amount of time.

10. **Debate:** Items presented as a consent calendar shall be presented without debate after a report by the Endorsement Committee Chair. For items pulled from the consent calendar, no motion to limit or terminate debate shall be in order until two (2) speakers in favor and two (2) speakers opposed have had the opportunity to seek recognition, with a time limit of no more than one (1) minute per speaker.

11. **Voting:** Immediately following debate, an aye or nay motion on the recommendation of the Executive Board will follow.

- a. The vote shall be by secret ballot, provided any five (5) members eligible to vote on the endorsement requests.
- b. If the motion receives at least sixty (60) percent in the affirmative, it passes, and the recommendation becomes the official position of the Club.
- c. If the motion fails, ballots will be handed out to each member with the right to vote. They will have the opportunity to vote for any candidate eligible to receive the endorsement, or “no endorsement.”
- d. If any candidate, or “no endorsement”, receives sixty (60) percent, that will be the official endorsement of the Club.
- e. If no candidate nor “no endorsement”, reaches the sixty (60) percent threshold, the voting will repeat, but all candidates receiving less than twenty (20) percent will no longer be eligible, and be removed from subsequent votes. “No endorsement” cannot be removed, even if it receives less than the twenty (20) percent threshold.
- f. Voting will continue to repeat, with each round removing anyone who receives less than the twenty (20) percent threshold until someone, or no endorsement, receives the sixty (60) percent threshold for endorsement.
- g. Once a round of voting occurs where all candidates left receive less than sixty (60) percent but more than twenty (20) percent, and “no endorsement” receives less than sixty (60) percent, the official endorsement of the Club will be “No Consensus”.

12. **Delegation:** The membership may, by majority vote, delegate authority to endorse on all matters to the Executive Board. In such circumstances, no endorsement shall issue but upon a 60% affirmative vote at a duly noticed meeting of the Executive Board, abstentions not counting toward the total.

XI. Code of Conduct (Amended 10/17/21)

Club members will:

1. Treat other members and guests fairly, equally, and with respect and courtesy.
2. Behave legally, responsibly and conduct themselves in a manner that will not harm, cause embarrassment or injure the reputation of the Club, its events, organizers, participants, or sponsors.
3. Only publicize videos, pictures, calendars, and other media that are tasteful and uphold the integrity and dignity of the Club membership.
4. Not physically or verbally harass others.
5. Any report of inappropriate behavior should be submitted in writing to any Ethics Committee member for immediate action and follow up.
6. Abide by and uphold the By-Laws and Code of Conduct of the Club as well as the CDP Code of Ethics.
7. Notify the Board of Directors of any changes to address or other information.

XII. Committees (Added 10/17/21)

1. Ethics Committee

- a. An ethics committee composed of at least five volunteer members will receive and review all ethics complaints and recommend the proper course of action on a case-by-case basis as described in Article IX, Section 1.

2. Nominating Committee

- a. A nominating committee of at least three members shall be appointed by the Executive Board at least three months before the annual officers' election meeting.
- b. The report of the nominating committee shall be sent to every member of the Club at least two weeks before the annual officers' election meeting.
- c. Nominations may be made from the floor at the time of the elections, provided the consent of the nominee has been obtained.

3. Endorsement Committee

- a. An endorsement committee composed of at least five volunteer members will receive and review all requests for endorsements according to the guidelines in Article X: Endorsements.

XIII. Other Provisions (Amended 10/17/21)

1. The Club will be represented at meetings of the SBCDCC and any Assembly District Committee meetings at which it may be entitled to membership, and at meetings of the California Democratic Council. A person may serve as representative to more than one outside body if the club membership approves.

XIV. Amendments (Amended 10/17/21)

These by-laws may be amended by a two-thirds vote at a general membership meeting after the proposed amendment has been presented to the membership at a preceding meeting.

ADOPTED: December 15, 2019

LAST AMENDED: May 21, 2023

Current Executive Board

Seta Ghazarian
President

Miguel Saldivar
Vice President

Kim Parker
Secretary

Julia Wendt
Treasurer

Michael Mayo
Director-at-Large

Marcus Hernandez
Director-at-Large

Litzi Perez
Digital Communications Chair