

BYLAWS
of the
ARAB AMERICAN CAUCUS
of the
CALIFORNIA DEMOCRATIC PARTY
As Amended October 28th, 2019

Article I: Name

The name of this organization is the Arab American Caucus of the California Democratic Party (hereinafter "the Caucus").

Article II: Purpose

The purpose of the Caucus is to work within the California Democratic Party, providing a strong voice and representation within the party structure; promoting the welfare of Arab Americans through effective legislation and encouraging Arab Americans to participate fully as Democrats at all levels of policy making and public service.

A. It is understood by Caucus members that those goals include the implementation of United Nations Resolutions 194, 242, and 338 and the fulfillment of the aspirations of the Palestinian people for self-determination, right of return, and statehood.

Article III: Voting Membership

A. A voting member shall be any person who is a registered Democrat, or is ineligible to register as a Democrat (due to age, non-residency, or other legal impediment) but has expressed an intent to register as a Democrat upon becoming eligible, who has either paid their dues or been granted a waiver pursuant to Article IV, Section A below, and:

1. is Arab by birth or descent or is the widow, spouse, domestic partner, or child thereof, or;
2. Who believes in and supports the purpose of the Caucus.

B. The Voting Membership shall be comprised of:

1. Regular Members: As defined by Sections A, B, and C of this Article;
2. Lifetime Members: As defined by Sections A, B, and C of this Article, and;
3. Student Members: As defined by Sections A, B, and C of this Article and who are also currently enrolled in an accredited educational institution.

C. A member is in good standing and eligible to vote when his/her application is accepted and dues have been paid or waived. The date of the dues payment or waiver shall be recorded in the membership roster maintained by the Treasurer pursuant to Article VIII, Section E, which shall include the dues list provided by the California Democratic Party.

Article IV: Dues

A. The Caucus shall not raise funds other than annual dues in the amount of ten dollars (\$10.00) per year for Student Members, twenty-five dollars (\$25.00) for Regular Members, or two hundred dollars (\$200.00) for Lifetime Members. A waiver of dues for shall be provided by the Executive Committee upon request by those who self-identify as being unable to pay dues due to either economic hardship or an objective impediment to payment of dues.

B. Dues may be adjusted, as necessary, by the Caucus at the convention meeting, provided said adjustment does not increase the amount of said dues by more than 25% of the previously prevailing rate. All dues adjustments shall be effective at the conclusion of the meeting at which they are voted on.

C. There shall be equal treatment for purposes of voting or seeking office in Caucus officer elections for members with or without a dues waiver. The fact that a membership applicant has sought a dues waiver shall not affect the right to vote or to seek Caucus offices.

Article V: Organization

This Caucus is constituted in accordance with the Bylaws of the California State Central Committee of the California Democratic Party.

Article VI: Executive Committee

A. Membership of the Executive Committee of the Caucus shall be composed of Caucus officers duly elected by the voting membership.

B. Duties of the Executive Committee shall be to exercise all executive powers on behalf of the Caucus between meetings. The Executive Committee shall inform the members of the Caucus of all decisions and recommendations made by the Executive Committee. As the Executive Committee is representative of the membership, no vote may be taken by secret ballot. Information regarding any such decision shall be provided at the next Caucus meeting.

C. Quorum of any meeting of the Executive Committee shall consist of 3 members.

Article VII: Committees

A. Although it shall not necessarily be limited to such, the Caucus may also form the following Standing Committees:

1. Membership Committee

2. Communication Committee

3. Outreach Committee

4. Arab American Young Democrats Committee

The Chair shall appoint the chair(s) of such committees, provided, however, that such appointments must be approved by a majority of the remaining members of the Executive Committee at its next regularly scheduled meeting.

B. Special and AD Hoc Committees may be established as necessary by the Chair who shall appoint the chair(s) of such committees, provided, however, that such appointments must be approved by a majority of the remaining members of the Executive Committee at its next regularly scheduled meeting.

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. Northern Vice-Chair: The Northern 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. The Northern Vice-Chair represents Northern California, which contains the area from the California-Oregon border southward to the southernmost limits of the town of Paso Robles and extending due east and west from that point to each California border.

C. Southern Vice-Chair: The Southern Vice-Chair shall assume the responsibility of the Chair if both the Chair and the Northern Vice-Chair is absent for regularly scheduled meetings or other function that requires their attendance or upon the occasion of a vacancy in the position of both the Chair and the Northern Vice-Chair. The Southern Vice-Chair represents Southern California, which contains the area of California not included in Northern California, as that is defined under Section B of this Article.

D. Secretary: The Secretary shall keep the minutes of the Caucus and be responsible for sending out correspondence as directed by the Executive Committee.

E. Treasurer: The Treasurer shall promptly account for all Caucus funds, prepare financial reports as required by the Democratic State Central Committee. The Treasurer shall (a) keep the record of who has paid or had waived Caucus dues, and shall work with the staff of the State Central Committee charged with keeping the record of online dues payments, and (b) be maintain a full membership roster of current voting caucus members and to make this list available to the Chair at all meetings.

Article IX: Officer Removal Clause

Any officer of the Caucus may be removed prior to the expiration of his/her term for malfeasance, misfeasance and nonfeasance provided that the due process rights of any officer sought to be removed shall be observed.

Article X: Elections

A. The election of officers shall occur every two (2) years during the CDP's Biennial Election Convention. If the elections are to be held at a time and place different from the Biennial Convention, the site and date must be approved by at least two-thirds (2/3) of those present and voting at the last general membership meeting held before the meeting for the election of officers.

B. All candidates for officers shall be voting members of the Caucus for at least 30 days prior to the election as reflected in the current membership list pursuant to Article III, section C, and the Chair and Vice Chairs must be members of the Democratic State Central Committee for at least thirty (30) days.

C. Officers shall be nominated from the floor and elected by a majority of the members present and voting on the day and date determined for the first meeting of the Caucus of each odd-numbered year. Immediately following the election of officers, the newly elected Chair shall assume the role of presiding officer.

D. All vacancies shall be filled by election at the next Caucus meeting after the vacancy occurs.

E. The election procedures are as follows:

1. At the last Caucus general membership meeting held in conjunction with the State Executive Board meeting, prior to the Biennial Election Convention, the AAC Chair person shall appoint an Elections Committee with the confirmation of the Executive Committee. This Committee is made up of a Chair and a maximum of four (4) members and will be responsible for the running of the election. The Chair of the Elections Committee shall be responsible for obtaining the Caucus membership list from the Caucus Treasurer. No members of this Committee may be a candidate for any office in the Caucus. The Election Committee shall establish the rules for the election including the nomination and method of selection of candidates and voting. The Election Committee is tasked with responsibility to resolve disputes concerning election procedures, voter eligibility, ballot counting or provisional ballots, as set forth in these Bylaws. Appeals of any and all election issues including jurisdictional issues shall be to the Elections Committee whose decision is final to the Arab American Caucus as a first step. Dispute resolutions of the Elections Committee are appealable to the AAC Executive Board within five days of the dispute resolution. The Elections Committee shall provide for full and timely notice for nominations, election date and time and any applicable deadlines and voting or candidate eligibility requirements at least 4 weeks before the election.

2. Any person wishing to have a vote in the Caucus election must have submitted their membership application and paid their dues for the term for which the officers are running or be in line to do so, no later than the commencement of the meeting at which the elections will take place being called to order. Members must vote by a visible proof of membership. Membership dues may be waived based on economic hardship or legal limitations on campaign contributions in a manner that guarantees membership on an equal and nondiscriminatory basis. Dues waiver applications are also acceptable on the day of the election in the same manner and form as dues paying applications. The Elections Committee shall appoint member(s) to review dues waiver applications at the Election Meeting with the intent of approving all hardship applications. Hardship means inability to pay dues or other reasonable, objective reason causing hardship or an objective impediment to payments of dues. The Elections Committee shall issue a provisional ballot to any Caucus member whose name does not appear on the roster of eligible voters, but who requests a ballot. Provisional ballot issues are to be resolved in all cases, immediately after the election by the Elections Committee. Provisional ballot determinations are appealable to the AAC Executive Committee in writing within five days after the election. Only outcome determinative appeals will be considered. Candidates or voters may verify eligibility prior to the election by contacting the Chair of the Election Committee or their designee beginning 45 days before the election.

3. To the extent possible, the Treasurer will provide a list of eligible voters to both the Chairperson and the Election Committee chair prior to the balloting.

4. The Committee will prepare, or cause to be prepared, enough printed ballots for the eligible voters. The written ballots will be prepared at least ten days before the election. Caucus members, meeting the same eligibility cutoff requirements for office that officers nominated before the meeting must meet, may be nominated for office from the floor at the outset of speeches for that position. The

- ballot will allow for such write in candidates who meet the candidate eligibility requirements. It is recommended that these ballots be numbered as a further safeguard.
5. To the extent possible, the Caucus will meet on the Saturday, the second (2nd) day of the Biennial Election Convention. Early voting is permissible if approved by the Elections Committee.
6. The Election Committee will be responsible for the picking a site that is accessible to all members,
7. The Chair will appoint a Sergeant-at-Arms with the confirmation of the Executive Committee to keep order during the election. The Sergeant-at-Arms is a voting ex officio member of the Executive Committee.
8. The Elections Committee shall allow equal access to caucus membership lists for all candidates in the following manner that guarantees access but also protects member privacy: No more than one week before the election, the Elections Committee shall publish an Election Issue of the AAC Newsletter allowing all candidates to publish a 300 word statement explaining why the candidate is running for office. Candidate statements shall be submitted to the Elections Committee no later than ten days before the election or the statements will not be eligible for publication. The Elections Committee shall review the statements and attempt to publish the statements in the Election Newsletter as written, without editing, except for content violating California Democratic Party rules or deemed inappropriate conduct by the Election Committee.
9. The Chair of the Election Committee will chair the meeting election. Except as modified herein, Robert's Rules of Order will be strictly adhered to and enforced. Any member not willing to abide by these rules will be removed by the Sergeant-at-Arms.
10. The Elections Committee will count only officially printed ballots or ballots approved by the Elections Committee. The Elections Committee shall count the ballots immediately after the election. A representative designated by any candidate may observe the counting of ballots. Ballots shall be subject to recount if the election for any office is decided by a margin of 2% or less of the ballots cast, and a recount is requested by the affected candidate. The affected candidate must request a recount immediately after election results are announced or a recount is waived. Voting will be by secret ballot Voters at the first determining step of the delegate selection process and first level of participation shall have an absolute right to request a secret ballot which is secure and counted when he/she is expressing his/her own personal and individual preference, but not when voting for another person.
11. In the case of a tie, a new vote will be taken immediately. The Caucus meeting may not be adjourned until the final tally is announced and certified by the Election Committee.
12. The election for each office shall be won by the candidate who receives the most votes cast for that office.
13. The Elections Committee shall retain ballots and tallies, if any, until 10 days after the Executive Board meeting next succeeding the balloting or the resolution of any challenge or appeal, whichever is later. Members may inspect the ballots in the presence of the Committee. Voting results are open to the knowledge of the general membership.

Article XI: Voting

- A. A quorum for any meeting for the general membership shall consist of 5 voting members of the Caucus.
- B. Except as may be otherwise specifically provided herein, all decisions shall be made by a majority vote of those present and voting.
- C. A voting member must be present to cast a vote, no proxies are permitted.
- D. As a general matter, any voting member shall be permitted to vote by secret ballot and has the right to request secret ballots on any matter except for circumstances when CDP rules do not permit a secret ballot such as for example, when a voter is voting for another rather than simply representing himself or herself.

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 for a membership meeting must be 5.

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.

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 ten (10) days written notice shall be given of all meetings of the General Membership and Executive Committee of the Caucus

G. G. Those members who have email may receive notice via email in a manner consistent with CDP Bylaws for the use of e-mail within the Democratic Organizations, including but not limited to, any requirement that:

1. The sender and receiver have both consented, in writing, to sending and receiving notice in this manner,

2. The notice was sent to or from the email address specified when giving consent, or most recent email address specified on a subsequent notice of change of address by sender or receiver, and,

3. The obligation to inform and procedure for informing of any change in email address has been specified in writing.

Article XIII: Endorsements

A. This Caucus shall not endorse candidates for partisan or non-partisan office unless a candidate has received the official endorsement of the California Democratic Party, as provided by its Bylaws. Furthermore, unless a candidate has received the official endorsement of the California Democratic Party, all motions of support, recommendation, or other expressions of approval, no matter how denominated, are deemed to be out of order at any meeting of the Caucus. This shall not bind any member of the Arab American Caucus from making an individual public endorsement of any candidate whether endorsed or not endorsed by the Party. However, an Officer making an individual endorsement may not use their Caucus title unless the candidate to be endorsed has been endorsed by the Caucus Executive Committee, or the title is followed by an asterisk indicating that the AAC title is used for identification purposes only. The general membership may review the Endorsements of the Executive Committee. This Caucus reserves the right, under the Federal and State Constitutional guarantees of free speech, to provide a hearing to any Democratic Candidate for public office whether endorsed or not endorsed by the California Democratic Party. The Arab American Caucus reserves the right under the Federal and State Constitutional guarantees of free speech, to publish and disseminate views and opinions on all Democratic Candidates, whether endorsed or not endorsed, especially of those issues of particular interest to the Arab American Caucus and the Arab and Muslim American community.

B. This Caucus does not issue endorsements. The following is the process for recommending that the CDP endorse a particular candidate.

1. Only candidates who appear on the CDP endorsement list (consent calendar candidates & candidates on the ballot) can be considered for recommendation by name.

2. If a candidate is not on the endorsement list they may be considered as an explicit "No recommendation for Endorsement", which may only be granted if there is no other candidate in that race who meets the endorsement threshold.

3. All board members shall each be a member of the Endorsement Recommendation Committee. Each board member will also appoint an additional member of the membership body to serve on the Endorsement Recommendation Committee.

4. Each candidate will be voted on in the following manner:

a. A first round of voting shall occur with no deliberation. Committee members shall vote choosing either Yes, Unsure, or No. A candidate who receives 70% or greater of Yes votes shall immediately be recommended to the CDP for endorsement with no need for discussion.

b. If a candidate fails to receive over 70% yes vote, but has a combined vote of Yes and Unsure votes >50%, there shall be a discussion about this candidate. There is no time limit to the discussion, and the Chair shall decide when to call for a vote.

- c. In the second round of voting each committee member may vote Yes or No. A candidate who receives 70% or greater of Yes votes shall be recommended to the CDP for endorsement.
- d. The order shall be that all candidates of a particular office shall go through round 1 of voting first before beginning any round 2 voting. Candidates will be deliberated on in reverse submission order (based on timestamp of response to Questionnaire).
5. More than 1 candidate in a particular race may receive a recommendation for endorsement.
6. Any race in which no candidate has submitted a questionnaire will not be reported on.
7. Any race in which there was at least 1 candidate who submitted a response, but wherein no candidate received the threshold for recommendation for endorsement shall be reported explicitly as
No Recommendation for Endorsement.

Article XIV: California Democratic Party Bylaws

Any issues not specifically covered by these Bylaws shall be governed by the Bylaws of the California Democratic Party. In case of conflict in the Bylaws, the CDP Bylaws will be the governing document.

Article XV: General Policies

- A. The Caucus specifically recognizes its obligations to adhere to the General Provisions
- B. All public Caucus meetings shall be open to all members of the Democratic Party regardless of race, color, creed, national origin, sex, age, religion, ethnic identity, and sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990 or economic status.
- C. The Caucus shall not discriminate 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, or economic status.
- D. The Caucus shall neither raise nor disburse funds other than nominal dues as set forth under Article IV of these Bylaws, and standard or routine costs of regular meetings (such as postage, and other costs associated with notice, as well as the cost of meeting rooms), which shall be promptly accounted for, reflected in a quarterly financial report to the Treasurer of the California Democratic Party State Central Committee and processed according to rules (a) promulgated by the Finance Committee and (b) reflected in the Caucus Bylaws.
- E. The Caucus hereby consents to receive email notice from any member who consents, in the manner provided below, to receive such notice from the Caucus from an "@arabamericancaucus.org" or other domain as specified on the Caucus' Web site, provided:
1. The member holds the Caucus harmless should the member fail to open, receive, view or read their incoming emails regularly and therefore not receive actual knowledge of the material contained in the email notice in a timely manner,
 2. Consent to receive notice from the Caucus has been given on forms provided by the Secretary of the Caucus.
 3. Members of the Caucus are given the option, in writing, of maintaining the confidentiality of their email address, or making same public, and,
 4. Notice sent by the Caucus contains contact information including physical address, and clearly outlines how the receiver can "opt out" of receiving future notices by email and how to submit a change of email address.
- F. Notice to the Caucus of change of email address is to be provided to the Secretary of the Caucus, in writing.

Article XVII: Amendments to the Bylaws

- A. Proposed amendments to these Bylaws must be in writing and must be mailed to all current voting members of the Caucus at least two weeks before any vote can be taken on such amendments.
- B. Amendments to these Bylaws must be approved by the affirmative vote of two-thirds of those voting members who are voting on such proposed amendments. Voting will occur at a regularly scheduled meeting of the Caucus.

ARTICLE XVIII: CODE OF CONDUCT

Section 1: Adoption of the Code of Conduct of the California Democratic Party
The Arab American Caucus hereby adopts the Code of Conduct of the California Democratic Party (hereinafter "CDP Code") and incorporates the CDP Code, as it now exists or as it may hereafter be amended, as a part of these bylaws. A copy of the current CDP Code is appended to these bylaws and if hereafter amended by the CDP, the amended CDP Code shall be considered to:

Have superseded the version appended hereto, and,
Be operative as if appended hereto.

Section 2: Appending of Amended CDP Codes
At the earliest possible convenience, the current CDP Code shall be appended to these bylaws, without need for further action by This Caucus.

Section 3: Violations
Any violation of the Code shall be considered a violation of the Caucus bylaws and shall subject the officer/member to discipline under XVIII of these bylaws. Such discipline shall be in addition to any disciplinary actions by the California Democratic Party or any of its constituent parts.

Section 4: Availability
Copies of the Code shall be:
Made a part of the notices of any and all meetings of this Caucus by inclusion of an appropriate link,
and,
Made available to members attending any such meeting by the officer responsible for check in.

Section 5: Filing
In addition to the process for the filing of any disciplinary charges under these bylaws, or under the bylaws of the CDP, the parliamentarian of this Caucus or, in their absence or when the conduct in issue involves the parliamentarian, any officer of this Caucus is responsible for and charged with receiving and ensuring the prompt processing of any complaint of violation of the Code. These two (2) tracks for processing such a complaint are not mutually exclusive and the failure to process a complaint under This Caucus' bylaws shall not constitute a failure to exhaust administrative remedies barring initiation of any process under the auspices of the CDP Conduct Commission.