

Bylaws

Revised 7/26/07

Valley Grassroots for Democracy

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Article I - Name

Section 1. The name of this organization shall be Valley Grassroots for Democracy, a Democratic club, herein referred to as VGFD.

Article II - Purpose

Section 1. VGFD is an organization which resulted from the volunteer efforts of many during the 2004 Presidential Election. Our mission is to endorse and support progressive Democratic candidates and causes; to coordinate the interests and energy of our members and to motivate and inspire civic engagement; to develop and share ideas, provide tools; to recruit and train leaders & candidates; to collaborate with other like-minded organizations; and transform and revitalize Democratic Party politics.

Section 2. To achieve this mission, VGFD will work to: define and implement the platform policies of the Democratic Party at local, state, and national levels to reflect the needs and desires of the members of VGFD; register voters and encourage their participation in the electoral process; advocate for legislation consistent with the Club's mission; evaluate candidates for public office and actively support those candidates who best promote the Club's mission; evaluate ballot measures and advise the community of the Club's recommendations; actively support the election of qualified candidates for public office, to build coalitions with other organizations that support the Club's mission; include underrepresented and diverse groups within our community in order to bring about greater harmony and understanding; and increase the Club's visibility and influence by participation in community activities and events.

Section 3. VGFD shall maintain a platform enunciating priorities consistent with the goals stated in Section 2 above. The Club platform shall be updated periodically. The platform shall be ratified by upon a two-thirds vote of the membership at a regularly-scheduled Club meeting.

Article III - Membership

Section 1. Any person who is a registered Democrat and who subscribes to the stated purpose of VGFD, shall be eligible for membership in the club.

Section 2. Every person who is eligible to be a member of VGFD and who has paid annual dues shall be a member in good standing. Questions of eligibility shall be determined by the Executive Board upon the recommendation of the Membership Committee.

Section 3. Any member whose actions are judged by a majority of the Executive Board to be prejudicial or detrimental to VGFD may be expelled from the club, upon recommendation of the Executive Board, by a two-thirds vote of those members present and voting at a called meeting of the club.

Section 4. Individuals who are not registered as Democrats or who choose not to become members, may become associates of VGFD. Associates are not considered members and are therefore not eligible to vote, hold a position on the Executive Board or represent the Club at Democratic Party activities. Associates shall not pay dues. Associates may participate in club activities, attend meetings and events.

Section 5. The annual dues shall be set by the Executive Board. Dues are payable when a person joins the club and annually at the January meeting thereafter.

Article IV - Officers

Section 1. The elected officers of VGFD shall be the President, Vice President, Secretary, Treasurer and 7 other members elected At-Large. These elected 11 people, plus the immediate past president, who will serve in an advisory capacity only, shall be the Executive Board. Elected officers shall take office immediately following their election and shall hold office for one year or until their successors are elected.

Section 2. The duties of the elected officers shall be as follows:

A. President. The President shall set the agenda for and preside over all meetings of the Executive Board and of the membership; appoint directors of the standing committees; appoint such other committees as may be deemed necessary; serve as the official representative of the club in public forums; make decisions for the club on policy when specifically empowered to do so by the Executive Board; advise the membership of pertinent matters affecting the welfare of the Democratic Party and the club; disburse funds of the club within limits set by the Executive Board; and act as Treasurer in the absence or inability of the Treasurer.

B. Vice-President. The Vice-President shall preside at meetings of the Executive Board and of the membership in the absence or inability of the President; and committees as may be recognized pursuant to Article VI of these bylaws; and perform such other duties as the President may direct.

C. Secretary. The Secretary shall maintain a record of all meetings of the Executive Board and of the membership; be prepared to read the minutes of the previous meeting at the current meeting of the Executive Board or of the membership; receive and maintain in official club records the reports of elected officers, directors of standing committees and chairs of recognized caucuses; maintain a compendium of standing rules, resolutions and policies adopted by the Executive Board or the membership; handle such correspondence as the President or Executive Board may direct; and perform such other duties as the President may direct.

D. Treasurer. The Treasurer shall maintain the financial records of the club; receive and disburse funds of the club; prepare an annual budget of anticipated revenues and expenses; provide addenda to the budget as required; report the financial status of the club to the Executive Board on a regular basis; make an annual report to the membership; and provide all information necessary for periodic audits as may be directed by the Executive Board.

Section 3. An officer may be removed from office upon recommendation of a two-thirds majority of the Executive Board on a roll call vote or upon submission of a petition signed by at least 25 percent of the club members. Such recommendation or petition must be submitted to the membership at a called meeting and shall require a two-thirds majority of the members present and voting to remove the officer.

Article V - Committees

Section 1. The standing committees shall be as follows: Communications Committee, Fundraising Committee, Membership Committee and Political Action Committee.

Section 2. The functions of the standing committees shall be as follows:

- A. Communications Committee.** The Communications Committee shall provide members with notices of meetings and elections, provide communications concerning meetings, programs and projects of the club to the community at large; and develop mechanisms for promoting awareness of the club and enhancing its image.
- B. Fund Raising Committee.** The Fund Raising Committee shall coordinate fund raising programs.
- C. Membership Committee.** The Membership Committee shall promote membership in the club; maintain all membership records; certify the standing of members in the club; and coordinate club outreach and recruitment activities.
- D. Political Action Committee:** The Political Action Committee shall monitor the actions and issue positions of elected officials, from local to national, whose districts include the San Fernando Valley; recommend lobbying actions on behalf of the club with respect to those same elected officials ; present resolutions for consideration by the club; recommend endorsements for consideration by the club; and recommend political actions for consideration by the club.
- E. Nominating Committee:** The Nominating Committee shall be tasked to identify and approach members of the club to serve on the Executive Board of the Club. The committee will consist of 5 members, two members of the current Executive Board and 3 club members in good standing appointed by the Club President. It is the task of the committee to solicit and verify bios from each person whose name has been placed in nomination. Should the committee find that the person nominated does not meet the club's stated requirements to run for office, the committee shall notify the nominee and remove that name from the nominations after having notified the nominee.
 - a. Nominations shall close the end of the club meeting prior to the election meeting.
 - b. Nominations may be made by the committee, and by any member in good standing . Self nominations by members in good standing are also accepted.

Section 3. Following the election of the executive officers, the President-elect shall nominate the chairs of the standing committees subject to approval of the Executive Board by majority vote.

Section 4. Removal of a director of a standing committee shall require a two-thirds vote of the Executive Board.

Section 5. Other committees shall be created for such purposes as the President, the Executive Board, or the membership may determine.

Article VI - Executive Board

Section 1. The Executive Board shall consist of the elected officers, the 7 members elected At-Large and the immediate past president who will serve in an advisory capacity only. The members of the Executive Board must be members in good standing.

Section 2. The Executive Board shall meet at the call of the President or upon call of a majority of the Executive Board. Meetings require five days notice which may be waived in the case of an emergency by a two-thirds majority of the Executive Board.

A. Emergency actions or funding to a maximum of \$100.00 may be authorized upon agreement of any four of the Executive Board members. A "good faith" effort shall be made to poll all Executive Board members. If necessary they may be polled by telephone or email. Any action taken by this method shall be communicated to the other Executive Board members in a timely manner.

Section 3. The quorum for meetings of the Executive Board shall be 6 of the voting members of the board. Proxies shall not be valid at meetings of the Executive Board. No one member of the Executive Board shall have more than one vote, even if qualified by more than one criterion.

Section 4. Meetings of the Executive Board shall be open to the membership unless the board by a two-thirds vote calls for a closed session. Discussion at any Executive Board meeting may be limited by a majority vote of the board to members of the board.

Section 5. The duties of the Executive Board shall be to approve the budget; authorize the receipt of revenue and payment of expenses; set the membership dues; formulate policy and approve projects to carry out the purposes of the club; review all projects and activities of the standing committees of the club; and make decisions regarding the employment of any paid staff.

Section 6. Executive Board Members are expected to attend all meetings. Any member of the Executive Board who misses a total of four (4) meetings in a calendar year shall have automatically resigned from the Executive Board at the close of the fourth missed meeting.

Article VII - Elections

Section 1. Officers of the club shall be elected at a membership meeting to be scheduled during the month of September each year and assume office January 1st. Officers and Executive Board members elected at the September meeting will participate in Executive Board meetings immediately after the election in order to facilitate a smooth transition in club leadership.

Section 2. Officers may be nominated from the floor immediately prior to the voting for each office. Members shall be given at least one week's notice of the election meeting.

Section 3. The officers shall be elected individually in the order of President, Vice-President, Treasurer, and Secretary. The election of officers shall be by secret ballot; however, if there is only one nominee for an office, and provided there is no objection, the candidate can be elected by acclamation without a ballot. To be elected a nominee must receive a majority of the votes cast for that office. If no nominee receives a majority on the first ballot, a runoff shall be held between the two nominees receiving the greatest number of votes. If there is only one nominee for an office, the ballot shall include a choice of no election for that office which shall be included in tabulating the votes cast.

Section 4. Nominees must be members in good standing for at least 90 days prior to the election, paid dues and have actively worked in previous volunteer efforts of VGFD for at least 30 hours during the past 12 months. Volunteer hours are those for which no compensation is received from any source..

Section 5. In the event a position is not filled in the annual election of officers or there is a vacancy because of resignation or removal, with the exception of President, a special election shall be held to fill the position according to the procedures for nominating and electing officers in the annual election. An officer elected in a special election shall take office immediately. When there is a vacancy in the office of President, the position shall be filled by Vice-President and a special election shall be held to elect a new Vice-President.

Section 6. To be eligible to vote in the election, members must be members in good standing for at least 60 days prior to the election.

Section 7. Delegates and alternates from the club to other organizations shall be selected by the Executive Board.

Section 8. Club endorsements or ratings of candidates for public office and club positions on ballot positions shall be pursuant to the "Standing Rules for Endorsements" attached to these bylaws as "Exhibit 1."

Article VIII - Meetings

Section 1. General meetings of the membership shall be held at least four times each year, including a meeting during September for the purpose of electing club officers.

Section 2. A quorum for general meetings shall be 25% of the members in good standing at the time of the meeting.

Section 3. At least 7 days notice shall be given to members of all general meetings. Notice may be given via telephone, electronic mail, or postal mail.

Section 4. To be eligible to vote in the election, a member must be in good standing for at least 60 days prior to the election.

Section 5. General meetings may be closed to non-members at the request of any member and the approval of two-thirds of the members present and voting.

Section 6. Merchandise may not be offered and donations may not be solicited except on behalf of VGFD.

Article IX – Credentials

Section 1, The Membership Committee is responsible to credential at membership meetings and election meetings.

Section 2. The membership list will be used to establish eligibility to be credentialed.

Section 3. Credentialing will close 30 minutes after the advertised start of the meeting.

Article X - Rules of Procedure

Section 1. The current edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the club on all questions not covered by these bylaws.

Section 2. Questions of interpretation of these bylaws may be appealed to the Executive Board whose decision shall be final.

Section 3. The Executive Board may designate an employee to be an ex-officio member of the board, but no employee shall be a voting member of the board.

Section 4. Membership records shall be confidential and the use of the club mailing lists shall require a two-thirds vote of the Executive Board.

Article XI- Amendments

Section 1. These bylaws may be amended by a two-thirds vote at a membership meeting. One week's notice must be provided.

Exhibit 1

Standing Rules for Endorsements

Valley Grassroots for Democracy

1. Club endorsements of candidates for public office and club positions on ballot propositions may be determined at any properly noticed club meeting, provided that a quorum is present and that the notice of the meeting included notification of the races or ballot measures which are to be considered for endorsement or rating. A quorum is 25% of the members in good standing at the time of the meeting. To be eligible to vote for endorsement of a candidate or ballot proposition, a member must have been a member in good standing at least 60 days prior to the meeting. Proxy voting and absentee voting is not permitted. (Note: Candidates and their staff members, who are otherwise eligible to vote, are also eligible to vote on all endorsements.)
2. Voting on any endorsement shall be by secret ballot when requested by any member eligible to vote.
3. The Executive Board shall recommend the selection of races and propositions to be included on the slate. The selection may be modified by a majority vote of those eligible members present and voting.
4. In partisan and non-partisan elections, only Democratic candidates may be endorsed. This rule is not subject to suspension.
5. GENERAL ELECTION: An affirmative vote of at least 60 percent of the club members present, eligible to vote, and voting shall be required to endorse a candidate in the general election, rate a candidate, or take a position on a ballot proposition. PRIMARY ELECTION: A two-thirds affirmative vote of the club members present and eligible to vote shall be required to endorse a candidate in a primary or non-partisan race with two or more Democrat candidates. (Note: The vote required is measured by all those eligible members "present," not just those "present and voting".) The option of "No Endorsement" shall be included on the endorsement ballot for each race or ballot measure.
6. RESCISSION of an endorsement requires the same notice and voting procedure as an endorsement.
7. Only one candidate may be endorsed per seat. An endorsement implies that the club recommends that people vote for that candidate rather than any other candidates for that seat. It does not necessarily imply that the club supports all of the candidate's positions.
8. All candidates for non-partisan office and all Democrats for partisan office will be invited to appear at the endorsement meeting to answer questions.
9. Prior to voting on a candidate race, a Club member shall either make a motion that the Club consider an endorsement in the specified race or a motion that the Club forgo an endorsement and immediately consider rating candidates in the race. A single such motion may include more than one race; however, at the request of any member, a separate vote to consider an endorsement or to consider rating candidates shall be taken

on a particular race. A simple majority vote is required for either motion to pass. If neither a motion to consider an endorsement or a motion to consider rating candidates in a race receives a majority vote, then the outcome shall be listed as “No Position” in that race.

10. If no candidate receives the required vote for endorsement, subsequent ballots shall be taken deleting the candidate(s) receiving the least number of votes on the previous ballot.
11. If after the completion of balloting, no candidate has received the vote required for an endorsement, the chair may entertain motions to rate one or more of the candidates. If a candidate is endorsed, the remaining candidates shall not be rated.

12. The club may rate any ballot proposition as "Support," "Oppose," "No Position" and "No Consensus".
 13. No candidates, including candidates who are also club members, may be present for debate on the office for which that candidate is contending.
 14. All endorsement and rating discussions shall be confidential.
 15. Club funds may be contributed only to the campaigns of those candidates or issues endorsed or earning a rating of "Support."
 16. These rules may be amended by a 2/3 vote of those present and voting at any properly called club meeting, provided that a quorum is present, and provided that notice of the proposed amendment was included with one week's notice of the meeting.
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Friendly Incumbent Endorsement Guidelines

- A. Friendly incumbent endorsements may be considered for all incumbents who have a supportive voting record on appropriate issues, as determined by the Executive Board. The friendly incumbent endorsement is intended to reward incumbents for their support and should be completed early so the candidate has a greater opportunity to use the Club's endorsement to discourage challengers.
 - B. A friendly incumbent endorsement does not require the completion of a questionnaire or attendance at an endorsement meeting.
 - C. The Executive Board may determine eligibility for a friendly incumbent endorsement for an incumbent who has no voting record by virtue of holding an administrative, executive or other non-legislative office.
 - D. Friendly incumbent endorsements may be approved on a consent calendar. Any member may remove a candidate from the consent calendar for separate consideration.
 - E. Where an incumbent does not receive a friendly incumbent endorsement, the office will be treated as open. All candidates for that office (including the incumbent) will then be required to follow the standard endorsement procedure.
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Exhibit 2

Endorsement Meeting Guidelines

- I. Candidates' Opening Comments (3-5 minutes depending on the race, time constraints, etc.)
 - A. Give candidates 3-5 topics to address during this time period. Topics should be from the questionnaire. Topics should be developed by an ad hoc committee and approved by the Board or just taken from the questionnaire. The candidates should be given the main headings with several specific sub-topics to address, e.g., the questionnaire issues without specific questions. Each candidate running for the same office must be given the same questions.
 - II. Question and Answer Period
 - A. 10 - 20 minutes depending on the race, number of candidates, etc.
 - B. All candidates addressed at once.
 - III. Closing Comments (2-3 minutes depending on the race, etc.)
 - A. No structure
 - IV. Discussion and Voting
 - A. Discussion by the membership
 1. Three speakers from each side of the issue alternate. One or two minute limit per speaker; and Membership asked whether more discussion is necessary.
 - B. Voting
 1. Pursuant to current bylaws/standing rules.
 - V. General Thoughts
 - A. Suggest to candidates that they bring flyers with qualifications, endorsements, why they want to hold the position and why they believe they are the best qualified candidate for the office. This avoids having to put all that in their general comments to the group.
 - B. The topics candidates are to discuss should be contained in the letter where they are invited to speak. The letter should also contain a summary of the endorsement rules and procedures.
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Legislative Endorsements

1. VGFD shall maintain a platform enunciating priorities consistent with the Club's mission. The platform shall be updated at least every two years, prior to the beginning of a legislative session. The platform shall be ratified upon a two-thirds vote of the membership at a regularly-scheduled Club meeting.

2. The Club will endorse or oppose legislation and take positions on nominations of individuals to legislatively-confirmed positions at the local, state and federal level. Legislation to be endorsed or opposed must be consistent with the Club's priorities as stated in the Club's platform. Nominees endorsed or opposed by the Club must be nominated to positions relevant to the Club's platform priorities or the nominees must have a proven record of support or opposition to the Club's priorities and principles as enunciated in the platform. This endorsement process applies to legislation and legislatively-confirmed appointments and not to proposed ballot initiatives or candidates for elective office.
 3. VGFD E-board members will serve as the appointed Political action committee. The Political action committee will recommend legislative initiatives to be endorsed or opposed. Additionally, the Political action committee will recommend those legislatively-confirmed nominees to support or oppose.
 4. The ability to make recommendations on endorsements and opposition will be vested in the Political action committee with the advice and approval of the Board.
 5. The Political action committee may endorse or oppose legislation or appointees consistent with the Club platform with the consent of a majority of the Club's elected officers.
 6. The Political action committee shall on a regular basis report to the full membership on legislative endorsements and other action.
 7. At any regularly scheduled VGFD meeting, individual Club members may request the Club take a position on specific legislation or nominees not identified for endorsement by the Political action committee. Member-initiated actions require a 60 percent vote of the membership present at a meeting for approval.
 8. By a 2/3 vote, the Club's Board may waive the requirement for legislation to be directly related to the VGFDs approved platform. If the requirement is waived, a position may be taken with a 60 percent vote of the Board.
 9. At a regularly-scheduled meeting of the VGFD, any member may move that the Club take a position on non-platform related issues by requesting a waiver of the rules and receipt of a 2/3 vote for the waiver. If the waiver is granted, a position may be taken with a 60 percent vote of the membership present.
 10. VGFD shall work in coordination with other organizations at the local, state and national level to lobby for and against legislation and nominations.
 11. Upon a 60 percent vote of the Executive Board, the Club may designate certain legislation "priority" legislation and dedicate funding and/or Club coordination efforts accordingly.
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Political Action Committee Administrative Guidelines

PART I. General Administration

1. Purpose of administrative guidelines.

The Political Action Committee (“PAC”) of Valley Grassroots for Democracy (“VGFD”) has adopted this statement of administrative guidelines as part of its comprehensive operating policy, in order to disclose to the Executive Board and members of VGFD certain processes and practices which are followed by the members of PAC.

2. Number and structure.

The committee may constitute such subcommittees as it determines are appropriate from time to time and are permitted by the Eboard of VGFD. As a matter of practice, the committee maintains the standing committees described below:

(a) Legislative Network.

PAC’s Legislative Network is made up of member liaisons from each congressional district within the San Fernando Valley.

(b) Labor Network.

PAC’s Labor Network is made up of member liaisons to the labor community within the San Fernando Valley including but not exclusive to the, Firemen, Teachers, and Nurses.

(c) Rapid Response.

PAC’s Rapid Response team is made up of members who act as first responders on issues and candidates important to the members of VGFD.

(d) PAC Events.

PAC Events are those proceedings attracting VGFD members and like minded individuals to activities that support the goals and principles of Valley Grassroots for Democracy.

Committees may also utilize other administrative tools to enhance their performance and effectiveness such as standing agendas, standardize report formats or issue checklists.

3. Qualifications of committee chairs, leaders and members.

The minimum qualifications for members of each committee are:

- (a) Voting member of Valley Grassroots for Democracy.
- (b) Successful evaluation by the Chair and Eboard of membership profile.
- (c) Ability to serve and be present at general and committee meetings with no more than 2 excused absences.
- (d) Committed to supporting the goals and values of the membership of VGFD.
- (e) Eboard members of VGFD automatically qualify for membership in PAC.

4. Assignment of sub-committee leaders.

The assignment of sub-committee leaders will be at the discretion and approval of PAC Chair and Eboard of VGFD.

5. Committee meetings.

- (a) Regular meetings of the committee will be held not less than monthly with sub-committee meetings held to the schedule of meetings as adopted by the Chair of PAC and Eboard of VGFD.
- (b) Committee meetings will be announced not less than 1 week from scheduled date.
- (c) VGFD considers it desirable for materials to be distributed sufficiently in advance of the committee meetings to allow each member reasonable time to review the materials and agenda before the meetings. Materials for regular meetings are to be provided at least two days before the meeting.
- (d) Meetings will be memorialized in writing and reported to the Eboard and membership of VGFD.
- (e) A member of the Eboard as designated by the President of VGFD will serve as the principal liaison from PAC to the Eboard.

PART II. Committees.

Each sub-committee will be lead by a designated member of PAC and work under direction of the Chair of PAC. Each sub-committee lead will ensure the sub-committee operates under the same administrative guidelines as provided for within the Political Action Committee Administrative Guidelines.

1. Legislative Network.

PAC's Legislative Network is made up of member liaisons from each congressional district within the San Fernando Valley.

The Legislative Network shall monitor the actions and issue positions of elected officials, from local to national, whose districts include the San Fernando Valley; recommend lobbying actions on behalf of the club and its members with respect to those elected officials, present resolutions for consideration by the club, recommend endorsements for consideration by the club and recommend political action for consideration by the club as approved by the Eboard of VGFD.

The Legislative Network shall provide the membership of VGFD accurate, fair and balanced information in reference to an elected, candidate or issue.

- (a) With exception only by the Eboard of VGFD, a committee member must reside within the district they monitor.
- (b) No less than 2 PAC members may lobby an elected on behalf of the membership.
- (c) Any member whose actions are judged to have negative impact on the club while performing duties on behalf of PAC may be subject to expulsion at the discretion of the Eboard.
- (d) Any member of VGFD may submit a request to a member of the Legislative Network for written materials and information maintained by the network.

2. Labor Network

PAC's Labor Network is made up of member liaisons to the labor community within the San Fernando Valley.

The Labor Network shall provide the membership of VGFD accurate, fair and balanced information in reference to an elected, candidate or issue.

- (a) No less than 2 PAC members may lobby an official or representative of a union on behalf of the membership.
- (b) Any member whose actions are judged to have negative impact on the club while performing duties on behalf of PAC may be subject to expulsion at the discretion of the Eboard.
- (c) Any member of VGFD may submit a request to a member of the Labor Network for written materials and information maintained by the network.

3. Rapid Response

PAC's Rapid Response team is made up of members who act as first responders on issues and candidates important to the members of VGFD. Activities that reside within Rapid Response include but are not limited to:

- (a) VGFD PAC Blog
- (b) Letters to the editor
- (c) Talking points for club members for letters to the editor
- (d) Telephone and email trees
- (e) Media relations and media liaison

4. PAC Events

PAC Events are those proceedings attracting VGFD members and like minded individuals to activities that support the goals and principles of Valley Grassroots for Democracy. All PAC events are subject to the approval of the VGFD Eboard. Where appropriate, PAC will work with the Fundraising Committee of VGFD in support of events. PAC will sponsor such events as:

- (a) Forums
- (b) Town Halls
- (c) Special topic events

VALLEY GRASSROOTS FOR DEMOCRACY

BOARD POLICY GUIDELINES

Note: Board Policy Guidelines can be amended or suspended by a two-thirds vote of the Board present at any regular or special Board meeting where a quorum is present.

- A. Newsletter (if one exists)
 - 1. Paid advertising may be accepted for the newsletter in accordance with a rate schedule approved by the Board.
 - 2. Political advertisements may be accepted only from candidates or initiative campaigns endorsed by the Club.
 - 3. Sexually explicit advertising or advertising that is contrary to the mission of the Club will not be accepted.
 - 4. Endorsed candidates may, at their own expense, print flyers to be inserted into the newsletter announcing fund raising and other campaign activities. If the campaign has been designated as a priority campaign, the Club may pay for the printing of the insert.
 - 5. The President may approve informational or event-related inserts provided by other organizations, provided that the content of the material is consistent with the Club's mission, platform, endorsements, and statements of position, and also provided the insertion is in compliance with postal and political campaign regulations.
 - 6. As a general rule, a maximum of three inserts will be approved per month, with priority given to flyers for priority campaigns.

- B. Meeting Programs
 - 1. Program topics should be consistent with the mission of the Club as stated in Article II of the bylaws and the Club platform.
 - 2. If the program is a candidate forum, all Democratic candidates who have filed for a partisan office and all candidates who have filed for a non-partisan office shall be invited to participate.
 - 3. If the program is a presentation regarding a ballot initiative, the Club will endeavor to have representatives from both the opponents and the proponents. An exception may be made where the Club has already taken a position to endorse or oppose an initiative.
 - 4. The Program Chair shall submit program proposals to the Board for approval at least one month prior to the program.

- C. Use of the Club's Mailing List.

Per the bylaws, the membership records are confidential. Use of the Club's mailing list is subject to a two-thirds vote of the board.

1. The membership list shall not be provided to ballot measures and candidates not endorsed by the Club.
2. Unless approved by the Board by a two-thirds vote, and ratified by a majority of the voting members either at a called meeting or by email the membership mailing list may not be given to a campaign or another organization or individual. Club members can put labels on mailers and the Club can process the mailing, or the Club may arrange for a professional mailing firm to handle the addressing and mailing.
3. The Club's membership list and any voter list in the Club's possession are not to be rented, traded, or sold.
4. The Club membership list may be provided to the Los Angeles County Democratic Party, with the exception of those members who specifically request confidentiality.

D. Club Electronic Mailing List

1. The Club shall maintain an e-mail distribution list to send messages to Club members and to friends of the Club.
 2. The e-mail list shall be used only for Club business. Appropriate messages include announcements of Club activities, announcements of major local Democratic Party activities, legislative action alerts, fund-raising events and campaign volunteer activities for endorsed candidates, and announcements of community activities of particular interest to the Club membership. If a message doesn't clearly fit these criteria, the President shall make the determination of whether it may be posted. As a general guideline, no more than five messages should be sent to the list per week.
 3. The President, Vice -President, and the moderator shall have posting privileges.
 4. The e-mail list of the Club shall not be loaned or sold to organizations, political campaigns, or individuals; however, messages that meet the criteria stipulated above may be forwarded to the list. The recipient list shall never be displayed or made publicly available.
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