# DEMOCRATIC WOMEN OF SANTA BARBARA COUNTY OPERATING PROCEDURES

**THESE OPERATING PROCEDURES CONFORM TO THE CURRENT BY- LAWS OF DEMOCRATIC WOMEN OF SANTA BARBARA COUNTY, DO NOT SUPERCEDE THE BY-LAWS, AND CAN BE AMENDED AT ANY TIME BY A MAJORITY VOTE OF THE CURRENT BOARD OF DIRECTORS**

GOVERNING PRINCIPLE FOR THE OPERATIONS OF DEMOCRATIC WOMEN OF SANTA BARBARA COUNTY: The Board of Democratic Women and its Standing and Special Committees will conduct all business in a democratic manner with respect extended to all participants at all times.

# BOARD OF DIRECTORS

* The Board of Directors shall be composed of a minimum of eleven (11) and a maximum of nineteen (19) directors-at-large who are members of the organization.
* Board meetings shall be scheduled for the third Thursday of each month unless otherwise notified three (3) days in advance. Meetings will begin at 6:00 p.m.
* Board members are expected to notify the President if they will be absent from a Board meeting.
* If a Board member has three consecutive unexcused absences from Board meetings, her continuing status will be referred to the Executive Board for review. An unexcused absence shall be defined as failure to attend a Board meeting without prior notice to the President.
* There shall be no service term limits imposed on Board members.
* No Board member may be paid for services rendered to Democratic Women unless such payment is pre-approved by the Board of Directors.
* If a Board member is unable to attend a meeting at which a super-majority vote is required, she may give her written proxy or printed email to the President. A “super-majority” is 60% of the total number of Board members currently in office when voting on endorsements and two-thirds of the total number of Board members currently in office when voting on the removal of a Board member or officer or the dissolution of the organization. The President shall remind the Board in advance of such a vote that members may include a short statement (up to 200 words) with their proxy.
* The president of the organization and EEL members will refrain from publicly endorsing a candidate until the Democratic Women process is completed. Other board members may make personal endorsements, prior to the completion of the Democratic Women Process. However, they shall not represent they are acting on behalf of Democratic Women.
* The President, First Vice-President and Second Vice-President will decide each year which of them will serve as ex-officio members of the [Nominations, Membership, EEL, Events, and Programs] Committees. As ex-officio Committee members, they are expected to attend Committee meetings, vote, and report items of [interest/substance] to the Executive Board.

**OFFICER JOB DESCRIPTIONS**

**President**

* Serve as the primary spokeswoman for the organization. When the President speaks in her official capacity on issues in the public or political arena, her comments and opinions will reflect the adopted positions of the organization.
* Prepare the agenda for Executive and Board of Directors’ meetings with input from Board members. The agenda will be disseminated at least two days in advance of the respective meetings.
* Conduct both Executive and Board of Directors’ meetings.
* Represent the organization at community meetings or send the First or Second Vice-President.
* Ensure written correspondence is prepared and disseminated on behalf of Democratic Women as needed.
* Respond to press and public inquiries on behalf of Democratic Women.
* In conjunction with the Executive Board, create committees as needed and appoint chairpersons of all committees (Standing and Special) before the annual orientation meeting.
* Represent the organization on the Democratic Central Committee (DCC) or designate a representative. The Democratic Women representative will express and vote the position of the organization on issues before the DCC. If Democratic Women have not taken a position on the issue before the DCC, the President or the designated representative will use her personal judgment in expressing opinions and voting on issues. If Democratic Women has not voted on an endorsement of a candidate, the representative shall abstain on the DCC endorsement vote.

# First Vice-President

* May conduct Executive Board and Board of Directors’ meetings in the absence of the President.
* Serve as a member of the Executive Board.
* Represent the organization at community meetings in the absence of the President.
* Assume the duties of the President as provided in the By-laws.

# Second Vice-President

* May conduct Executive Board and Board of Directors’ meetings in the absence of the President and First Vice-President.
* Serve as a member of the Executive Board.
* Represent the organization at community meetings in the absence of the President and First Vice-President.
* Assume the duties of the President as provided in the By-laws.

# Secretary

* Responsible for taking the minutes at Board meetings.
* Responsible for taking attendance at Board meetings.
* Responsible for advising the President and Executive Board if any member has more than three (3) consecutive unexcused absences.
* Distribute minutes a minimum of two (2) days prior to Board meetings.
* Serve as a member of the Executive Board.
* Assist the President with letters and other administrative tasks.
* Maintain and make a copy of the By-laws and Operating Procedures available at Board meetings.
* Maintain and distribute the Board of Directors’ Roster.
* Maintain a binder containing Board of Directors’ and Executive Board minutes.
* Keep a written record of the actions taken at the Annual Meeting.

# Communications Officer

* Assist the President with internal communications to the Board of Directors and general membership.
* In conjunction with the Communications Committee, assist the President with public communications on behalf of the organization.
* Serve as a member of the Executive Board.
* Serve as a member of the Communications Committee.

# Treasurer

* Prepare the annual budget for the organization in conjunction with the Board and a financial consultant.
* Serve as a member of the Executive Board.
* Collect dues and other funds raised, keeping accurate records of same.
* Provide monthly reports to the Board of Directors.
* Deposit monies in the checking account and keep a deposit record.
* Donations to endorsed candidates must be made within fourteen days of approval by the Board of Directors.
* Verify and pay bills as well as reimbursement requests. Authorized reimbursement requests shall be paid within thirty days of receipt.
* The Treasurer, along with the President and Vice Presidents, shall have signing authority on the organization’s checks. Checks over $500 require two signatures. Payment of expenses over $1,000 requires express approval of the Board.
* Store the organization’s financial records and checkbook in a secure location.
* Prepare and file all financial disclosure statements as required by State and Federal law. The Board may choose to retain professional assistance to help with the preparation and filing of the disclosure statements and any other financial statements needed.
* The Board may appoint an Assistant Treasurer due to the scope of responsibilities associated with the position. The Treasurer and any appointed Assistant Treasurer will decide between themselves as to the distribution of duties.

**ADDITIONAL OFFICERS**:

Additional officers or assistant officer positions may be created temporarily or permanently at the discretion of the Board of Directors, after recommendations from the Executive Board.

# EXECUTIVE BOARD

* Is composed of all Officers of the Board.
* May act for Democratic Women when necessary between scheduled meetings of the Board of Directors. The Executive Board is not empowered to vote on action items unless an emergency situation arises, and all Board members cannot be contacted in a timely and efficient manner.
* May meet monthly.
* Recommend appointment of chairs and members of all committees prior to the yearly orientation.
* Shall organize an annual orientation event for the Board.
* Prepare a master calendar and update the calendar throughout the year.
* Conduct a midyear review to assess goals, priorities and achievements of the organization and report to the Board at the June meeting.
* Is permitted to spend up to $250 on behalf of Democratic Women between Board meetings.
* Shall report actions taken and expenditures authorized to the Board of Directors at the next scheduled meeting.
* Shall regularly review activities of all committees.

# STANDING COMMITTEES

**Nominating Committee**

Is composed of at least three (3) Board members, including one Executive Board member and two (2) general members.

* Is chaired by a Board member.
* The Chair is not eligible for consideration as an officer of the Board in the subsequent year.
* If the Chair wishes to be considered for an officer nomination, she must resign as Chair, but may remain on the committee.
* If a member of the Nominating Committee wishes to be considered for an officer nomination, she must recuse herself during discussion of the position.
* The Nominating Committee recommends candidates for office with the understanding that the final approval of the slate of candidates will be made by the Board.
* Will meet at least quarterly.
* As needed, review the status and effectiveness of current Officers and Board members and make appropriate recommendations to the Executive Board or full Board to resolve.
* Make recommendations for vacancies of Officers and Board members throughout the year.
* The normal procedure for nominations consists of the following steps:

The Nominating Committee will identify Board members and Officers whose terms will be up at the end of the year.

 The Board will discuss the need of future Board members and Officers.

 The Nominating Committee will report to the Executive Board the names of potential Board members.

 Resumes of candidates under consideration will be given to the Board a week ahead of the Board meeting when the Board will vote on them.

The Board of Directors approves a slate of nominees that is sent to the general membership no less than twenty-one (21) days prior to the annual meeting. Election by the general membership shall be at the noticed Annual Meeting. Nominations may be made from the floor. If there are more people nominated than there are vacancies on the Board, members shall cast one vote per vacancy by secret ballot. The candidate(s) receiving the most votes shall be elected.

**Membership Committee**

The committee shall:

Submit a proposed budget at the beginning of the year.

* Review membership goals yearly.
* Maintain the membership roster and protect its proprietary nature. Roster labels are not made available to other organizations, Democratic clubs, or endorsed candidates.
* Prepare and mail bi-monthly membership renewal letters as needed.
* Send thank you cards to new and renewing members.
* Periodically follow up with non-renewing members via email, letters or phone calls.
* Plan a yearly membership outreach event.
* Assist with tabling for promotion of Democratic Women at local events hosted by our coalition partners or other non-profit organizations.
* Forward names and contact information for new and returning members who have expressed interest in committee participation to the appropriate committee chairs.

# Endorsement, Elections & Legislation Committee

The committee shall:

Submit a proposed budget at the beginning of the year.

* Meet monthly or as needed.
* Each calendar year, assess which races will be considered for early endorsement or endorsement and bring those recommendations to the Board.
* From time to time and by the end of the filing period, check to see what races will be on the ballot that have Democratic candidates.
* Prepare a candidate questionnaire that will include a request for FPPC and other relevant financial recording information required for donating organizations.
* Conduct interviews with candidates for office and encourage the attendance of all Board members. EEL Committee members will remain until the conclusion of the interviews to vote on recommendations to the Board.
* Make recommendations to the Board concerning endorsement of candidates. The Board will be asked to consider the EEL report, hold a discussion and take a vote.
* EEL may take the following actions regarding endorsements:
	+ The EEL Committee recommends that the Board endorse X or Y.
	+ The EEL Committee recommends that the Board not endorse X or Y.
	+ The EEL Committee vote did not result in a definitive preference for endorsement of X or Y.
* Work on endorsed campaigns by phone banking, precinct walking, or as otherwise needed.
* Research and review ballot propositions, legislation, issues of local concern, and provide information and make recommendations to the Board.
* Prepare letters as requested by the Board to candidates, legislators and other officials, as requested.
* A Candidate who seeks early endorsement must make a request. The request should include a statement regarding why the Democratic Women early endorsement is important to the candidate and why they think they should receive an early endorsement. The candidate must have filed an “intention to run statement” with the appropriate authorities and if appropriate, have a campaign manager or treasurer. EEL will determine on a case-by-case basis whether to proceed with that request. If EEL agrees to the request, the candidate will fill out a questionnaire and be invited to come to the committee for a conversation.
* For the regular endorsement process, a candidate must have filed an “intention to run statement,” fill out a questionnaire and come before the committee for an interview.
* EEL will only consider pro-choice candidates.
* The candidate questionnaires are confidential for EEL and the Board.
* The EEL Endorsement Report is confidential to EEL and the Board and shall be returned at the end of the Board discussion to the EEL committee representative.
* Particular cases:
* If a Board member misses the candidate interviews but will be at the Board meeting, she will receive the EEL Report at the meeting.
* If a Board member attended the interviews but will miss the Board meeting and is planning to submit a proxy, she may request a brief, confidential oral report, summarizing the content of the EEL Report from the EEL Chair.
* If a Board member misses the interviews and will miss the Board meeting, but is planning to submit a proxy, she may request a brief, confidential oral report summarizing the content of the EEL Report from the EEL Chair.

EEL members will:

* Be informed as to the vote of the Board (without naming the Board members) regarding EEL endorsement recommendations.
* Refrain from publicly endorsing a candidate until the Democratic Women process is completed.

Following the vote by the Board, EEL or the President of the Board will notify candidates by phone as to the decision of the Board.

EEL will make recommendations to the Board concerning monetary contributions to endorsed candidates or organizations. The Board will decide on the amounts by a simple majority vote.

# Communications Committee

The committee shall submit a proposed budget at the beginning of the year.

The Communication Committee shall be chaired by the Communications Officer and composed of at least two (2) board members and two (2) general members. Members shall be appointed annually by the Executive Board and approved by the Board.

The Communication Committee shall:

* Meet monthly or as needed
* Publish two newsletters a year
* Update the website ([www.democraticwomensb.org](http://www.democraticwomensb.org))
* Send email~~s~~ alerts as needed
* Regularly update social media including: Facebook ([www.facebook.com/DemocraticWomen](http://www.facebook.com/DemocraticWomen)) & Twitter (@sbdemwomen)
* Assist with the communication needs of other committees and publicize our coalition partners’ activities as requested.

**Events Committee**

The committee shall submit a proposed budget at the beginning of the year.

The Events Committee plans and executes two major public events of Democratic Women of Santa Barbara County: the Annual Luncheon and the Annual Meeting.

The Committee meets as needed to plan the club’s major events.

The **Annual Luncheon** is the club’s major means of raising funds to support the club’s endorsed candidates and is generally scheduled in the fall, but may occur at another time, depending on the availability of an appropriate speaker and a suitable venue.

The Events Committee

* Suggests, selects and secures a keynote speaker for the luncheon.
* Chooses a suitable venue with banquet expertise.
* Creates a “press release” and a “save the date” flyer to advertise the event.
* Chooses a theme for the event.
* Sends out sponsor letters to raise initial funds.
* Designs an invitation packet (invitation, RSVP card & return envelope) and sends this to the club membership, as well as other potentially interested individuals.
* Collects donated treasures and organizes a silent auction.
* Designs table decorations.
* Considers and decides on awards, if any,
* Arranges a program.

The end-of-the-year, **Annual Membership Meeting** is the single event that invites the entire membership to gather in order to do business. New officers, board members and any by-law changes are offered for approval of the membership. The business meeting is usually combined with a social event and a holiday fundraiser.

The Events Committee

* Decides on an appropriate social context for the event (tea, luncheon, etc.)
* Selects a suitable venue for the annual meeting.
* Sends an invitation calling the meeting and announcing the order of business to all members.
* Collects items for and arranges a holiday boutique or silent auction, If necessary.
* Organizes a program of the club business in accordance with the Executive Board’s requirements.

The Events Committee will consider a Woman of the Year Award to be given at one the two annual events.

**Programs Committee**

* The committee shall submit a proposed budget at the beginning of the year.

* Programs Committee Chair and members shall be appointed annually by the Executive Board and approved by the Board.
* The Committee will meet as needed.
* The Committee will plan and conduct educational programs and shall plan endorsed candidates events as needed.

# SPECIAL COMMITTEES

Special committees shall be appointed by the President, with Board approval, as deemed necessary to conduct the organization’s business.

# COALITION PARTNERS

Democratic Women of Santa Barbara County, at the discretion of each current board, may work closely with coalition partners in the community on matters of mutual interest. Current coalition partners are:

* Pro-Choice Coalition
* Coalition Against Gun Violence
* Democratic Service Club
* Democratic Central Committee
* Health Care for All
* Rental Housing Roundtable/Common Ground
* Raise the Wage
* UCSB Campus Democrats
* SBCC Campus Democrats

Board members shall be appointed to serve as liaisons to coalition partners, attend appropriate meetings, and report as needed to the Board of Directors.

The Board, at its discretion, may add additional coalition partners by majority vote.

# GUESTS AT BOARD MEETINGS

Speakers, elected officials and political candidates generally will not be allowed to attend Board meetings. Coalition Partners may send a representative to speak on a topic of mutual concern upon approval of the Executive Board. All candidates for public office shall discuss their candidacy through the EEL Committee. General members are welcome to attend Board meetings; however, they are not permitted to participate in discussions on agenda items.

# Paid Staff

The Board, at its discretion, may retain paid staff to assist in accomplishing the goals of the organization. The work of the paid staff member(s) shall be directed by the organization vice-president responsible for the work involved, e.g., membership, events, communications, etc. A primary duty of this staff person is to check the organization’s phone messages and email inquiries daily.

# PARLIAMENTARIAN

The Board may appoint a parliamentarian. The parliamentarian will assist the Board during its monthly meetings and in between the regularly scheduled meetings in complying with the Board’s By-laws, Operating Procedures and Robert’s Rules of Order. Board members are encouraged to make themselves familiar with Robert’s Rules.

The parliamentarian and/or President should have a hardcopy or online version of Robert’s Rules of Order at all Board meetings.