

Chula Vista Democratic Club

Policies and Procedures for Endorsements

Introduction

1. The Executive Board shall recommend the selection of races and ballot measures to be considered for endorsement. The selection may be modified by a majority vote of those eligible members present and voting. (See page 3, Article VIII, Candidate and Ballot Measures Endorsements.)
2. The Executive Board will designate a Chair to conduct the Endorsement meeting.
3. A quorum of at least 10 members in good standing is required for any endorsement vote. (See Bylaws, Article III, Membership, Section 3-C.)
4. All members in good standing shall be notified at least two weeks (14 days) via email of a general endorsement meeting. (See Bylaws, Article IV Meetings, Section 4.1, Notices to members without an email on file.)
5. The notice of the endorsement meeting shall include an agenda, a list of the races or ballot measures to be considered for endorsement, and the minutes of the last meeting.
6. Candidates and representatives for or against a ballot measure will be invited to an endorsement meeting.
7. Each candidate will be asked to answer a Club questionnaire prepared and approved by the Executive Board. Such questionnaire shall be reviewed at least every two years to ensure that current issues impacting Chula Vista are adequately reflected.

Voting Process

1. Only members in good standing can vote and participate in the endorsement process. (See page 3, Bylaws, Article VIII.)
2. Proxy voting and absentee voting is not permitted.
3. Candidates for endorsement and their staff members, are eligible to vote on all endorsements if they are members in good standing. (See page 3, Bylaws, Article VIII.)
4. A majority vote (50 +1) of the eligible members voting shall be required to endorse a candidate or take a position on a ballot measure.
5. The option of “No Endorsement” shall be included on the endorsement ballot for each race or ballot measure.

Candidates

1. In partisan and non-partisan elections, only **Democratic candidates may be endorsed**.
2. All Democratic candidates for partisan and non-partisan office will be invited to attend an endorsement meeting to talk about their platform and answer questions by members. Candidates may send representatives to respond to questions if they are not available to attend.
3. Candidates are encouraged to address topics contained in the letter of invitation. The letter

should also contain a summary of the endorsement rules and procedures.

4. Candidates will be asked to complete a club questionnaire before the endorsement meeting (submitted two days in advance) so members have an opportunity to learn more about each candidate.
5. Candidates may bring information such as flyers describing their qualifications, endorsement list, positions on issues, etc. to share with members.
6. No candidates, including candidates who are also club members, may be present during debate on their specific endorsement.

Friendly Incumbent Endorsements

1. Friendly Incumbent endorsements may be considered for all incumbents who have a supportive voting record on appropriate issues, as determined by the Executive Board.
2. The Friendly Incumbent endorsement is intended to reward incumbents for their support and endorsements should be completed prior to the filing period so that the candidate has a greater opportunity to use the Club's endorsement to discourage challengers.
3. A Friendly Incumbent endorsement does not require the completion of a questionnaire or attendance at an endorsement meeting.
4. Friendly Incumbent endorsements may be approved on a consent calendar by a simple majority vote. Any member may remove a candidate from the consent calendar for separate consideration.
5. If 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 procedures in place.

Endorsement Meeting Process

1. **Opening Comments:** Each candidate will provide opening comments and a brief introduction. The Executive Board will set the time limit which shall not exceed 2 minutes.
2. **Questions to all candidates:** Candidates will be asked to answer questions posed by the Endorsement Chair. Topics will address issues relevant to Chula Vista, the South County Region or selected from the questionnaire. Each candidate will be asked the same questions. The Executive Board will set the time limit which shall not exceed a total of 20 minutes.
3. **Question and Answer period.** Members have an opportunity to ask questions. The Endorsement Chair will moderate so that candidates have an equal opportunity to be asked questions. A candidate may be asked to respond to an answer stated by another candidate. The Executive Board will set the time limit which shall not exceed 15 minutes.
4. **Closing Comments.** Each candidate will have one last opportunity to address members. Time will be determined by the Executive Board and will not exceed 2 minutes. Each candidate will be asked to leave the room at the end of closing comments so that discussion by members eligible to vote can commence.

Process for Discussion by the Members.

1. Members will have an opportunity to comment on candidates or measures to be considered for

endorsement. Only members eligible to vote may participate in this discussion. Members are asked to raise their hand and be acknowledged by the Endorsement Chair. Speakers will be limited to 1 to 2 minutes as determined by the Endorsement Chair and time constraints.

- a. Candidate races or Ballot measures: Three speakers in favor of the candidate/measure, and 3 speakers opposed. Speakers will alternate comments for, opposed, for, opposed, etc.
- b. Based on the discussion, the Endorsement Chair will determine whether more discussion is necessary, and will set a time limit.

Voting commences.

Each person is handed a ballot. A majority of votes (50 +1) by members present and eligible to vote will determine the outcome of each race or ballot measure.

1. If no candidate receives the required majority votes for endorsement in the first round, the top two vote-getters will participate in a run-off election during the endorsement meeting in which the vote was taken.
2. To vote on ballot measures, the Club may use the following 3 terms on the ballot to express its position: "Support," "Oppose," or "No Position."

NOTE: Article VIII - Candidate and Ballot Measures Endorsements is found in the Club Bylaws amended on June 25, 2021. (Bylaws are found on the Club website.)

Article VIII - Candidate and Ballot Measures Endorsements

- A. All endorsements of candidates, resolutions or resolutions concerning ballot measures or public issues must be in accordance with the purpose of the Club and standards established by the California State Democratic Party and the San Diego County Democratic Party. It is also the goal of the Club to not make endorsements or pass resolutions, which adversely affect the unity of the Democratic Party.
 - B. Only candidates who are registered Democrats are eligible for Club endorsement.
 - C. A motion to endorse a candidate or take a position on a proposition or public issue must receive the vote of a majority of the club members present.
 - D. Only members in good standing can vote and participate in endorsement process. (See Article III. Section 2.: members must be paid members thirty-four days prior to the endorsement meeting to be eligible to vote in the endorsement of candidate or propositions.
 - E. In addition to Article VIII of these bylaws, the Club will use and maintain the Club Policy and Procedures Manual to guide the work of the Endorsement Committee, actual endorsement meetings, and Club actions related to supported candidates and ballot measures.
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Club Donations

Purpose: To ensure transparency, accountability, and alignment with the mission of the club when authorizing donations to other organizations.

- A. Eligibility
 - a. Aligned with the values and platform of the California Democratic Party.
 - b. Are tax exempt nonprofits, 501c3, 501c4, or Democratic clubs chartered under SDCDP.
 - c. Engage in civic, advocacy, voter engagement, or educational work relevant to our

mission

B. Approval Process

- a. All donations must be reviewed and approved by a majority vote from the executive board.
- b. The executive board may consult the general membership, but it is not required to do so prior to a vote.

C. Reporting

- a. A record of all donations will be maintained in the club's financial ledger and will be reported to club members at the following meeting.

Code of Conduct:

Purpose

The Chula Vista Democratic Club (CVDC) is committed to maintaining a respectful, inclusive, and welcoming environment for all members, guests, and speakers. This Code of Conduct defines acceptable and unacceptable behavior and outlines procedures for addressing violations to ensure productive and dignified engagement.

Expected Conduct

All participants in CVDC meetings and events, including members, guests, and elected officials, are expected to:

- Conduct themselves ethically, respectfully, and with civility.
 - Treat others with dignity regardless of their role, background, or opinion.
 - Uphold the Club's values of inclusivity and mutual respect.
 - Maintain decorum and follow meeting procedures.
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Prohibited Conduct

The following behaviors are strictly prohibited at all CVDC-sponsored meetings and events:

1. Disparagement/Harassment

Participants shall not disparage or harass other members, guests, or Democratic candidates. :

- Publishing or communicating false and injurious statements.
- Slurs, epithets, name-calling, threats, or obscene gestures directed at or about any person.
- Verbal abuse, slurs, ridicule, threats, or intimidation.

2. Discrimination

Discrimination or the use of discriminatory language based on any of the following is strictly prohibited:

Race, color, ancestry, national origin, religion, sex, disability, age, genetic information, marital status, sexual orientation, gender identity or expression, medical condition, immigration status, physical appearance, military/veteran status, or status as a survivor of domestic violence or assault.

3. Disruption and Loss of Decorum

All participants must:

- Follow the rules of order and maintain decorum.
 - Avoid disrupting proceedings or dominating conversations through aggressive or disrespectful conduct.
 - Refrain from using their time to target or berate any individual.
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Enforcement Procedures

1. Immediate Response

- The Chair or presiding officer may immediately end a speaker's remarks if they violate this Code of Conduct.
- Disruptive participants, whether members, guests, or speakers, may be asked to leave the meeting or event.

2. Reporting Violations

- Violations may be reported to any member of the Executive Board verbally or in writing.
- Reports should be made as soon as possible and will be kept confidential to the extent practicable.

3. Follow-Up Actions

- The Executive Board may issue a warning, suspend privileges (e.g., speaking time), or bar future attendance.
- For serious or repeated offenses, members may be subject to removal from