

# Santa Clara County Democratic Club

## Draft Policy & Procedures

March 29, 2018

# Introduction

This document is intended to provide a permanent record of Board approved Policies that are currently in effect and control operation of the Club. All Policies are intended to conform with the Club Bylaws and, in the event of a conflict, the Bylaws will prevail. Policies are intended to document operational procedures which are likely to evolve over time.

**\*\*\*Note\*\*\*** Historically, there has not been a single document that contained all such policies. We are trying to create such a document by adding approved resolutions to this draft. As we identify approved policies, they will be added to this draft document, until all such policies have been identified, at which point in time, a process to update this document will be adopted.

## SCCDC ENDORSEMENT VOTING PROCEDURES

### **Voting Rules as determined by the SCCDC Board in May 2014 (and tweaked in February 2016):**

Endorsement Votes shall be done by paper ballot that lists all candidates and an option for no endorsement (i.e. none-of-the-above). Votes for "no endorsement" shall be counted when determining the total number of ballots cast. Eligible Club members may vote to approve as many or as few candidates as they wish, or no candidates at all. The Chair shall cast no ballot, reserving his/her vote to break any tie that may occur.

**1. If only one candidate receives votes greater than or equal to 2/3 of the ballots cast,** that candidate shall be deemed endorsed by the Club and no further votes will be taken.

**2. If two or more candidates receive votes greater than or equal to 2/3 of the ballots cast,** a second hand vote shall be taken to determine if a simple majority of the membership present prefers to endorse all such candidates (i.e. a multiple endorsement) or only the one who received the most votes (i.e. a sole endorsement).

**3. IF no candidates receive votes equal to or greater than 2/3 of the ballots cast, but *more than one* receives a simple majority,**

**THEN** a second hand vote shall be taken to determine if a 2/3 majority of the membership present wants to endorse all such candidates;

**ELSE,** the original "no endorsement" outcome will stand.

4. Any tie votes shall be broken by vote of the Chair.

## Club email List

The Club email List is maintained by the Treasurer and will be used for official Club business only for such things as upcoming events and meetings. The **Google groups** are intended to be used for email discussions.

## Google groups

The SCCDC may establish one or more Google groups in support of collaboration activities. Such groups, upon approval by the E-Board, will be created and supported by the Media Committee and will have an assigned Moderator(s) for each group. A primary and a backup moderator is suggested. The role of the Moderators is to manage membership in the group as well as monitoring activity to ensure it conforms with Guidelines.

### General Guidelines

Google Groups are described at <https://groups.google.com/forum/#!creategroup>

- All Google Groups created by the SCCDC will be restricted to SCCDC members
- Please use your full name (first and last name) when posting.
- Please avoid:
  - Offensive or violent language
  - Hateful or discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation, or political beliefs
  - Links or comments containing sexually explicit content material
  - Violations of copyright or intellectual property rights
  - Spam, link-baiting or files containing viruses that could damage the operation of other people's computers or mobile devices
  - Attacks on specific groups or any comments meant to harass, threaten, or abuse an individual
  - Commercial solicitations or the promotion of products and services

### The Santa Clara County Democratic Club Google Group

The **Santa Clara County Democratic Club** ([santa-clara-county-democratic-club@googlegroups.com](mailto:santa-clara-county-democratic-club@googlegroups.com)) is the primary Google Group for email discussion by all SCCDC members. It will be established as an opt-out system rather than opt-in, meaning we initially start with all Club member email addresses included with the option for members to **leave** (opt-out) at a later date.

The Media Committee will select a Group Moderator, to be approved by the E-Board. The Group Moderator shall regularly send out **Invites** to all current Club members to join the group. The welcome email will explain what we've done, why, and note the

opportunity to opt out (**leave**). Since all group messages will be received via email, members can filter these messages just like any other email messages they receive.

The Treasurer will notify the Media Committee when members terminate their membership so that the Moderator can remove them from the Google Group,

The existence of the Google Group will be posted on the club web-site and regularly published in the Newsletter.

