

Santa Clara County Democratic Club

Draft Policy & Procedures

April 25, 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.

Santa Clara County Democratic Club (SCCDC) Endorsement Voting

Approved by the Santa Clara County Democratic Club Executive Board

on April 25, 2018.

The Santa Clara County Democratic Club endorsement vote is by paper ballot. Eligible members who are in good standing will get three ballots upon entering the room after registering with the membership committee member.

Overview of Voting:

For the first round (first ballot), each voting member will vote for only one of the eligible candidates. Ballots are quickly stacked according to candidate votes and counted. If one candidate gets two-thirds (2/3) vote of members then that candidate is endorsed and the voting is complete.

If there is no winner in the first round then the two candidates with the most votes are selected and compete against each other in the second round to see if either gets two-thirds (2/3) vote of members.

If there is no winner in the second round then the voters in the third round decides if the club members support dual endorsement of the top two vote getters with two-thirds (2/3) vote of members for a dual endorsement.

Details of the Voting:

1. First Ballot: For the first ballot, each voting member will vote for only one of the eligible candidates. If one of the candidates receives two-thirds of the votes, that candidate is endorsed and the voting is complete. If there are more than two candidates and no candidate receives two-thirds of the vote, then the two candidates with the most votes (top two candidates) are selected and voting moves to the Second Ballot. If there are only two candidates, the voting moves to the Third Ballot. In case of a tie between the top second and third candidates, a new ballot with all the candidates will be distributed and the vote will be repeated. If there is still a tie between the top second and third candidates then the Santa Clara County Democratic Club President will vote to break the tie

2. Second Ballot: For the second ballot, each voting member will vote for only one of the top two candidates, although the ballot will show all of the candidates. A ballot that selects a candidate other than the top two candidates will be discarded and will not count in calculating the two-thirds. If one of the candidates receives two-thirds of the votes, that candidate is endorsed and the voting is complete. If neither candidate receives two-thirds of the vote, then the voting moves to the Third Ballot.

3. Third Ballot: The third ballot is a vote For or Against a Dual Endorsement of both candidates. Each voting member will vote for or against the Dual Endorsement or may abstain. An abstention is counted as a vote against Dual Endorsement. If two-thirds of the voting members vote for the Dual Endorsement, the Dual Endorsement passes, otherwise the result is "no endorsement".

4. Voting will conclude at the end of the meeting.

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) 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.

