

## **Guidelines and Procedures for DC Latino Caucus PAC**

### **MEMBERSHIP**

Section 1. **Membership in General:** Membership in the DC Latino Caucus PAC shall be open to all persons who are interested in furthering Latino involvement in the political process.

Section 2. **Classes of Membership:** There shall be certain categories of membership. All categories of membership shall have equal voting rights. Dues for each category of membership shall be set by vote of the membership, except that no dues shall be required of an Honorary member. The President has discretion to accept low-income members. The categories of membership and their dues are as follows:

- (a) General - \$20.00 per year;
- (b) Special - \$10.00 per year (for senior citizens, students and limited-income members);
- (c) Honorary - No dues shall be required;

Section 3. **Term of Membership:** The term of membership for all categories except Honorary shall be from the first day of the month the member joined to the last day of the same month in the following year. The Executive Committee may waive dues of active DC Latino Caucus PAC members (Activists).

Section 7. **Voting:** To be eligible to vote on any matter, including election of officers and endorsements, a person must be a member for at least 30 days prior to such vote. No proxies shall be permitted in voting at any time.

Section 8. **Membership List Access:** Copies of the DC Latino Caucus PAC membership list is owned by the DC Latino Caucus and shall not be distributed outside the DC Latino Caucus. Arrangements may be made to allow other organizations to mail information to DC Latino Caucus PAC members provided:

- (a) The organization's goals and the purpose of the mailing are in keeping with the interests of the DC Latino Caucus;
- (b) A majority of the Executive Committee votes to allow the use of the membership list;
- (c) Adequate provisions are made to ensure that the security and integrity of the list and the information on the list can be maintained; and

### **OFFICERS**

Section 1.

**Chair:** The Chair of the DC Latino Caucus PAC is the President of the DC Latino Caucus. The Chair is elected by the Board of the DC Latino Caucus every other year for a two-year term from its Board members.

**Treasurer:** The Treasurer of the DC Latino Caucus PAC is the Treasurer of the DC Latino Caucus. The Treasurer is elected by the Board of the DC Latino Caucus every other year for a two-year term from its Board members.

**Ex-Officio Members to the DC Democratic State Committee:** The DC Latino Caucus PAC membership shall elect two members, one male and one female, from among the membership of the DC Latino Caucus PAC that meet the requirements to serve as Ex-Officio of the D.C. Democratic State Committee. The term of office of each Ex-Officio Member shall be two years.

Section 2. **Reporting:** The Ex-Officio Members shall from time to time report to the membership at a general meeting and to the Executive Committee at its meetings on the activities of the D.C. Democratic State Committee.

Section 3. The Executive Committee or the membership has the right to instruct the Ex-Officio members to take positions on matters being considered by the State Democratic Committee.

## **ELECTIONS**

Section 1. **Election of Officers:** For elections of Chair and Treasurer of the DC Latino Caucus PAC, see the DC Latino Caucus by-laws. Election of the Ex-Officio shall be at the January general meeting or at such other special meeting as the Executive Committee may determine. All voting shall be by secret ballot. The DC Latino Caucus PAC Committee is in charge of nominating candidates for Ex-Officio candidates. To be consider for an Ex-Officio seat, you must meet the following requirements: Be a member of the DC Latino Caucus PAC for at least 30 days, be a registered Democrat in DC, be registered to vote in DC, be a DC resident and be a US Citizen of Latino background. Any member who has been a member for at least 30 days is eligible to vote. Rules of the Day will cover additional procedures not stated on these guidelines.

Section 2. **Removal or Resignation:** In the case of the removal or resignation of an Ex-Officio, notice in writing of such vacancy shall be made within thirty days of the effective date of such vacancy to the DC Latino Caucus President and/or the DC Latino Caucus Board. Following such notification, nominations for the office shall be made and an election for the office held, except that the election shall not occur at a meeting less than 30 days after such notification has been made.

Section 3. **Ex-Officio Members:** A representative of the D.C. Democratic State Committee and/or the DC Latino Caucus Legal Council shall witness the elections. Each nominating officer shall serve for two years. An Ex-Officio Member may be removed from office for cause at any general meeting by a 2/3 vote of those present who are members in good standing, providing notification of such pending action has been distributed to the membership at least two weeks in advance. In the case of a vacancy, the President shall appoint an acting Ex-Officio Member until a successor is elected in accordance with this Article.

## **EXPENDITURES**

Expenditures will be made in accordance with a budget prepared by the Executive Committee and approved by the membership. Non-budget expenditures of up to \$500.00 per event or instance may be approved by the President. Non-budget expenditures of \$500.01 or more must be approved by the Executive Committee.

## FISCAL YEAR

The fiscal year of the DC Latino Caucus PAC shall be the period from January 1 through December 31 of one calendar year.

Section 2. **Other Matters:** Rules of Procedure for the DC Latino Caucus PAC may be adopted to provide for the governance of the affairs of the DC Latino Caucus PAC in matters not provided for in these Procedures and Guidelines. Standing rules of procedure or amendments may be proposed at a DC Latino Caucus Board meeting by any of its Board members.

## ENDORSEMENT OF CANDIDATES

Section 1. **Offices for Endorsement:** The DC Latino Caucus PAC may endorse candidates for any federal, state or local elected office. Endorsements of candidates seeking support for election/selection to Advisory Neighborhood Commissions, State Democratic Committees or any other commissions, boards or organizations shall be subject to general rules governing motions.

Section 2. **Candidate Statement:** The DC Latino Caucus PAC shall request from each candidate to be considered for endorsement, a statement, which shall be distributed to the DC Latino Caucus PAC membership in advance of the meeting where the endorsement will be voted, or request an oral statement, which may be made to the membership in advance of the vote to endorse.

Section 3. **Endorsement Voting:** DC Latino Caucus PAC endorsements for candidates shall be obtained according to the following voting procedure:

(a) A majority vote of 51% or more of the DC Latino Caucus PAC members present and voting shall be required to endorse candidates seeking elective or appointed office. All votes for endorsement shall be by secret ballot. All ballots will provide for the option of voting to abstain or the option to not endorse any candidate.

(b) If no candidate receives a majority vote on the first ballot, a second ballot shall be conducted upon adoption of a motion by any member. In that case the two candidates receiving the greatest number of votes will be considered on a second ballot except as provided in (d) below. In the case of a tie vote involving either of the two candidates to be considered for a second ballot, all of the qualifying tied candidates will be included.

(c) If, after a second ballot, a candidate has not received a majority vote, the DC Latino Caucus PAC's official position in that race will be "No Endorsement."

(d) In any race where more than one seat is available, the DC Latino Caucus PAC may endorse as many candidates as there are seats available. In cases where a second ballot is to be conducted, the number of candidates on a second ballot will be twice the number of seats for which to vote.

## CAMPAIGN CONTRIBUTIONS

Section 1. **Type of Contribution:** Contributions may be made in the form of independent expenditures paid for by the DC Latino Caucus PAC as well as a direct contribution to the campaign.

Section 2. **Advertisement:** In races where the DC Latino Caucus PAC' position is "No Endorsement," a motion to consider indicating support for more than one candidate in advertisements paid for by the DC Latino Caucus PAC, may be approved with a two-thirds vote of those present and voting.

Section 3. **Applicability of Law:** All direct, indirect or in-kind campaign donations will be made in strict conformity with federal, state, District, or other laws, as applicable.

Section 4. The DC Latino Caucus will not make any money contributions to Federal campaigns.

**The DC Latino Caucus PAC has adopted the following procedure for accepting cash donations**

The DC Latino Caucus PAC has the following measures concerning cash donations:

- 1) At the Executive Committee meeting of January 30, 2011 of the DC Latino Caucus, a motion was presented and passed that called for additional financial controls of the DC Latino Caucus PAC to reinforce compliance of D.C. Official Code Section 1-1131.01(c) which states that "In no case shall any person receive or make any contribution in legal tender in an amount of \$25 or more."
- 2) DC Latino Caucus will post on the website and on all of its announcements and/or communications to the public that no cash amounts will be accepted for amounts of \$25.00 or greater for the DC Latino Caucus PAC, as stated in OFC Official Code Section 1-1131.01(c).
- 3) The DC Latino Caucus PAC will make permanent the following writing in all of its communications that involves any monetary transaction, including, but not limited to, candidates' forum, any membership forms/applications, and any other communication issue to the public where the DC Latino Caucus PAC asks for donations: "no cash donations over \$24.99 accepted."
- 4) The DC Latino Caucus PAC Will send out periodic notice in both English/Spanish to DC Latino Caucus PAC donors reminding them that no cash donations of \$25.00 or greater may be made.
- 5) The DC Latino Caucus PAC will post a sign at all DC Latino PAC meetings or PAC gatherings where monetary donations are sought with the words "no cash donations over \$24.99 accepted."

**Rules of Order:** Robert's Rules of Order, Newly Revised, shall govern DC Latino Caucus PAC meetings as otherwise specified herein.

**5/2011**