

Placer Action Network

Policies and Procedures

Policies

1. **Goals:** The purpose of Placer Action Network (PAN) is to promote liberal political action and involvement in community activities.
2. **Membership:** All members of PAN shall be liberal-minded individuals, residing primarily in Placer County.
3. **Board of Directors:**
 - A. **Composition:** The Board of Directors shall consist of the following five (5) officers:
 - 1) President
 - 2) 1st Vice-President
 - 3) 2nd Vice President
 - 4) Secretary
 - 5) Treasurer
 - B. **Term Limits:** A member of the Board shall serve no more than two (2) consecutive terms in any one position.
4. **Meetings:**
 - A. **General Meetings** shall be held monthly on the second Thursday of each month. Additional Special General Meetings may be called by the Board of Directors.
 - B. **Annual Meeting:** The November General Meeting shall be designated the Annual General Meeting with the purpose of electing the officers of the club.
 - C. **Board of Directors Meetings:** The Board of Directors shall meet monthly, prior to the general meeting, to set the agenda for each month.
 - D. Board members who have missed three (3) meetings without excuse may be removed from the Board of Directors.
5. **Committees:**
 - A. **Executive committees:**
 - 1) **Bylaws Committee:** selected annually in September to review and recommend amendments to the bylaws.
 - 2) **Nominating Committee:** selected annually in July to submit a slate of candidates for the election of officers.

- 3) Finance Committee: to work with the Treasurer to meet the financial requirements of PAN.
- 4) Any other committees established by the membership.

B. General Membership Committees - see Procedures, Section 1

6. Election of Officers:

- A. Elections shall be held annually at the November meeting and officers shall be installed at the January general meeting.
- B. Those members in attendance who are eligible to vote shall be considered a quorum for the purpose of elections.

7. Endorsements: PAN will make no formal candidate recommendations.

8. Budget: The Board shall develop a program plan for the year and a supporting budget to be presented to the membership for approval at the September General Meeting.

9. Ethics: Board members shall enforce the PAN Bylaws and Policies and Procedures, collect and preserve PAN's financial resources, and insure PAN's assets against its' losses.

- A. It is expected that each PAN Board member will uphold a code of conduct: stay informed and act in good faith; focus on issues, not personalities, and treat each other with respect; put personal interests aside and act for the greater good of PAN; comply with legal, regulatory, and reporting requirements; maintain the confidentiality of the content of Executive Committee meetings; and serve as a guardian of PAN's message. Our goal is to speak with one voice. Board members agree to act in accordance with Board decisions, and will not act unilaterally or contrary to the Board's decisions.
- B. It is expected that every member of Placer Action Network will uphold the code of conduct as outlined above.
- C. The goal of PAN is to promote and support all qualified liberal candidates. Therefore, the Board members shall, in their words and deeds, maintain neutrality toward all Democratic candidates prior to an official CDP endorsement via the CDP convention or primary election.
- D. Violations of PAN bylaws, complaints by members, and/or unforeseen issues will be addressed by the Board.

PROCEDURES

1. **Achieving club goals:** PAN shall establish committees to accomplish specific goals and to encourage participation of the membership.

- A. Legislative Committee
- B. Community Service Committee
- C. Fundraising Committee
- D. Outreach Committee
- E. Candidate Services Committee
- F. Communications/Social media Committee
- G. Voter Registration Committee
- H. Social Committee
- I. Technology Committee
- J. Executive committees:
 - 1) Bylaws committee
 - 2) Nominating Committee
 - 3) Finance Committee

2. **Membership:**

- A. Dues: Membership dues follow the calendar year from January 1 to December 31st.
- B. Dues are: \$25 annually, Family membership (3 or more family members living in the same house) \$60 annually.
- C. Adjustments of dues are dealt with by the Board on a case by case basis.
- D. A new member joining any time on or after October 1st shall be considered paid in full for the current calendar year and the next calendar year.
- E. Dues renewal: Members may begin renewing their dues for the upcoming membership year at the October General Meeting. Any member who has not paid by February 1st is no longer "in good standing". Any member who has not paid in full by April 30 will be dropped from the roster.
- F. Any member wishing to run for a Board position shall be a paid member as of (May 1) of the year in which the election occurs. All candidates for office must agree to serve prior to nominations and must have paid their dues for the upcoming year, prior to the November election.

3. **Board of Directors:**

- A. The President shall:
 - 1) be the principal spokesperson for the group.
 - 2) provide leadership for the achievement of goals.

- 3) assure that all functions of PAN are being successfully fulfilled and coordinate activities involving multiple committees.
- 4) arrange for an internal audit of the Treasurer's accounting annually prior to the June meeting.
- 5) work with the Secretary to create the agenda for the General and Board meetings and have them available for members (3) days prior to each meeting.
- 6) serve as a member of all committees except the Nominating Committee.

B. The 1st Vice-President shall:

- 1) serve in the absence of the President and perform other duties as requested by the Board.
- 2) serve on the Legislative Committee, Candidate services Committee, and the Technology Committee.
- 3) be responsible for all arrangements concerning the monthly General meeting, including reserving a facility, set-up, clean-up, scheduling speakers, planning the program, refreshments, etc)
- 4) serve as the Interim President, if the office of the President is vacated, until the next election is held according to the stipulations of Article V, Section 6 of the Bylaws.

C. The 2nd Vice-President shall:

- 1) promote membership, maintain current membership rolls and coordinate membership activities.
- 2) oversee those activities wherein PAN interacts with our electoral districts' community and keep members informed of those activities.
- 3) maintain a current copy of the membership roster.
- 4) prepare and submit a yearly member survey.
- 5) maintain the confidentiality of the PAN media list.
- 6) maintain the PAN calendar.
- 7) be a member of the Communications/Social Media Committee, Community Service Committee, the Social Committee and the Technology Committee.

D. The Treasurer shall:

- 1) receive all funds of the group and deposit them in a bank designated by the Board of Directors.
- 2) establish a process to be used by another Board member designated to deposit funds in the PAN bank account.
- 3) disburse funds and prepare financial reports.
- 4) The signature of the Treasurer shall be required on all documents submitted for authorization.
- 5) In the event two (2) officers are not available for signatures, approval can be by email.
- 6) Signatures of the Treasurer or the President shall be required on all checks.
- 7) All expenditures in excess of \$100 shall be approved by the Board.

- 8) The use of an authorized PAN credit card shall be given to the President and Treasurer and/or any other Board member temporarily so designated.
- 9) Neither the President nor the Treasurer can be the sole signatory on checks that are reimbursements to themselves.
- 10) When there is cash to be counted, funds will be verified by the Treasurer and a second Board member.
- 11) The Treasurer shall verify that any member standing for an office on the PAN Board is a member "in good standing."
- 12) The Treasurer shall be a member of the Community Service Committee, the Social Committee, and the Fundraising Committee.

E. The Secretary shall:

- 1) record the minutes and officer attendance at each Board/general meeting and submit them to the Board/membership for correction and approval. These approved minutes shall be posted prior to the next general meeting.
- 2) handle all external correspondence as directed by the Board, and keep a record of all club activities with the Secretary's records.
- 3) maintain a current copy of PAN Bylaws and Policies and Procedures and the Club Calendar in the Secretary's records.
- 4) be a member of the Voter Registration Committee, the Outreach Committee, and the Communication/ Social Media Committee.

F. Additional requirements of the Board:

- 1) The Board shall develop a tentative program plan and supporting budget for the year to be presented to the membership at the September meeting.
 - 2) Each Board member shall preserve records of transactions and plans in a binder that will be presented to each successor. Entries shall include all events, correspondence, activities and notes on procedures used, notes on successes and failures for future planning, and a copy of the PAN Bylaws and Policies and Procedures. Files shall be brought to each Board meeting for reference and record keeping.
 - 3) Each Board member should be prepared to present a report at each monthly meeting.
- 4.) Vacancies: If an elected office becomes vacant for any reason and there are fewer than six (6) months remaining in the term, the President shall appoint a successor to fill the remainder of the term, with the approval of the Board. If there are six (6) or more months remaining in the term, the same procedures shall be used for filling the vacancy as are used for the election of officers.

4. Meetings

- A. A simple majority of those present constitutes a quorum at a General meeting, unless otherwise specified in the Bylaws, and three (3) officers constitute a quorum at Board meetings.

5. Committees

- A. Legislative Committee shall:
 - 1) inform the membership on current legislation, research, and education.
 - 2) analyze local, state and federal legislation/ordinances and the effect on our community.
 - 3) facilitate participation, as individuals, in local events that pertain to PAN's mission.
 - 4) PAN shall make no public endorsement of any legislation.

- B. Community Service Committee: provide opportunities for interaction with other organizations in programs/events that benefit the community.

- C. Fundraising Committee: to plan and implement two (2) fundraising events during the year in support of the PAN budget.

- D. Outreach Committee: to increase membership in PAN and to increase knowledge about issues and candidates in the liberal community.

- E. Candidate Services Committee: shall develop and submit questionnaires to potential candidates and provide the responses to the general membership for individual evaluation.

- F. Communications/Social Media Committee:

- G. Voter Registration Committee – shall find and register voters at all PAN events and encourage registered voters to vote.

- H. Social Committee: shall plan and make all necessary arrangements for PAN social events.

- I. Technology Committee: Shall maintain the PAN website and the approved payment technology system to receive donations to PAN.

- J. Bylaws Committee – shall review and update the Bylaws in September.
 - 1) At least three (3) members, including at least one (1) Board member, shall be chosen by the general membership to be on the Bylaws committee. The Committee shall submit proposed amendments to the Board prior to the October board meeting for approval by the Board at that meeting.
 - 2) After approval by the Board, the proposed amendments to the Bylaws will be submitted to the general membership with at least two (2) weeks' notice prior to the May general meeting.

3) The Bylaws may be amended by a 2/3 majority vote of the members present and voting at the November General meeting.

K. Nominating Committee – shall be made up of five (5) members, including (1) current Board member, other than the President, and (4) members selected from and by the general membership. The Committee members shall select its own Chairperson.

L. Finance Committee shall be made up of the Treasurer, the 1st Vice-President and at least three (3) members selected from and by the general membership. This committee shall assist in creating the yearly budget.

6. Elections of Officers

A. Members of the Candidate Services Committee who are not running for election shall provide a paper ballot containing the names of all the candidates for office and collect and count all submitted ballots. Three volunteers shall be chosen from and by the general membership to observe/assist with the ballot count.

1) Each candidate shall have the opportunity to speak to members for a maximum of 2 minutes prior to the vote.

2) The winner shall be determined by a simple majority. If no candidate receives a majority, a re-vote will be taken between the two candidates receiving the greatest number of votes for that office. If there is a tie, the winner will be decided by a roll of one die, the highest number rolled determines the winner.

7. Endorsements: PAN shall make no endorsements.

8. Budget: The Board shall determine a budget for the coming year based on a report from the Treasurer, including a Profit and Loss statement and current status of funds. Each Board member and Committee Chair shall submit a budget request and shall be able to provide records to support their request. The budget shall be completed and submitted to the membership for approval at the September General meeting.

9. Ethics: Board members who violate the PAN Ethics policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action including, but not limited to: censure; removal as an officer of the Board; request for resignation from the Board; or Recall by the membership. Prior to taking any of the action described above, the Board shall appoint a (3) three-person committee to investigate the violation. The committee shall review the evidence of violation, will endeavor to meet with all parties concerned and present its findings and recommendations to the full Board for appropriate actions. Any complaint must be in writing.

I have read the Policies and Procedures and pledge to act in accordance with my obligations as described in this document.

President

1st Vice President

2nd Vice President

Treasurer

Secretary

Date: