

Green Party of San Mateo County

Bylaws

Adopted 10 December 1999

ARTICLE 1: NAME

The name of this organization shall be the Green Party of San Mateo County.

ARTICLE 2: PURPOSE

2.1 Bylaws

These bylaws shall govern the organization, operation and functions of that political organization known as the Green Party of San Mateo County.

2.2 Purpose of the organization

The purpose of the Green Party of San Mateo County is to promote these Ten Key Values: Ecological Wisdom, Grassroots Democracy, Personal and Social Responsibility, Nonviolence, Decentralization, Community-based Economics, Feminism, Respect for Diversity, Global Responsibility and Future Focus.

ARTICLE 3: MEMBERSHIP

3.1 Eligibility for membership

3.1.1 Membership in the Green Party of San Mateo County shall consist of:

- a) All persons registered to vote in San Mateo County who have declared their intention to affiliate with the Green Party of California as provided in California Elections Code section 2151; and
- b) Any resident of San Mateo County who states in writing that s/he would declare an intention to affiliate with the Green Party of California if s/he were not legally prohibited from registering to vote.

ARTICLE 4: THE COUNTY COUNCIL

4.1 Role of the County Council

The County Council of the Green Party of San Mateo County (County Council) shall serve as the elected representative body of the Green Party of San Mateo County. The County Council shall fill the role served by county central committees pursuant to Division 7 of the California Elections Code.

4.2 Members of the County Council

The County Council shall comprise seven voting members elected during the direct primary election held by the State of California in even years.

4.3 Term of office

Each member of the County Council shall serve for a term of two years. That term shall commence at the beginning of the first meeting of the County Council following the

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direct primary election at which the member was elected and end at the beginning of the first meeting of the County Council following the succeeding direct primary election.

4.4 Removal of County Council members

4.4.1 The County Council may, in accordance with the decision-making process in Section 5.6, remove a member from the County Council if the member:

- a) Moves out of the County;
- b) Registers with another political party (whether ballot-qualified or not);
- c) Fails to maintain an updated, accurate voter registration;
- d) Misses three consecutive meetings without appointing an alternate.

4.4.2 Members of the County Council may be recalled by the voters in accordance with the applicable provisions of the California Elections Code.

4.5 Governance

The County Council shall govern the Green Party of San Mateo County according to these bylaws and the Ten Key Values.

4.6 Alternate members of the County Council

4.6.1 A County Council member may appoint an alternate in her/his absence. Such alternates shall be recognized only with the written authorization of the County Council member making the appointment. An alternate County Council member must be a member of the Green party of San Mateo County as defined in these bylaws and shall be subject to the rules of the County Council. She/he may vote or hold unresolved concerns only while the elected County Council member is absent.

4.6.2 Each appointment of an alternate shall be for only one specific meeting of the County Council. If the alternate is required to serve at subsequent meetings, the member requiring the alternate must submit an additional written authorization for any such subsequent meeting.

4.6.3 No currently serving member of the County Council or any member who has been removed in accordance with these bylaws shall serve as an alternate member.

4.7 Vacancies on the County Council

4.7.1 A vacancy shall exist on the County Council when any of the following occurs:

- a) Fewer than seven candidates are elected to the County Council;
- b) An ineligible person is appointed or elected;
- c) A member dies, resigns or becomes incapacitated to act, or
- d) A member is removed or recalled in accordance with Section 4.4.

4.7.2 When a vacancy exists on the County Council that vacancy shall be filled by appointment by the County Council according to the decision-making procedures specified in Section 5.6 of these bylaws.

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4.8 Duties and authority

The County Council shall be responsible for coordinating meetings, internal communications and other administrative tasks, including the following:

- a) Making statements in the name of the Green Party of San Mateo County;
- b) Soliciting and receiving contributions and authorizing expenditures of funds in accordance with State law and policies adopted by the Green Party of San Mateo County and the Green Party of California;
- c) Retaining legal counsel on behalf of the Green Party of San Mateo County and undertaking any legal action deemed necessary;
- d) Electing the Officers of the Green Party of San Mateo County;
- e) Empowering working groups;
- f) Employing staff as necessary or desirable; and
- g) Conducting such other business as the Green Party of San Mateo County may require.

ARTICLE 5: MEETINGS

5.1 Time and place of meetings

A newly elected County Council shall hold its first meeting not more than 30 days after the date of the direct primary election. The County Council shall hold regular meetings at times and places designated by the County Council. All meetings of the County Council shall be open to the public.

5.2 Notification of meetings and agendas

- 5.2.1 The County Council shall communicate the time and place of its meetings by advertising the meeting and by sending a notice to all persons who have requested notification.
- 5.2.2 The County Council shall collect agenda items, and propose and circulate a draft agenda at least three days in advance of its meetings.
- 5.2.3 The agenda package shall include a draft of all proposals. A proposal that has not been circulated to members may come to the floor only after agreement of the County Council.
- 5.2.4 The County Council shall ratify the proposed agenda and allocate times for each agenda item at the beginning of each meeting.

5.3 Quorum

A quorum shall consist of a simple majority of the currently serving County Council members.

5.4 Meeting roles, duties and responsibilities

The Green Party of San Mateo County will be guided by and generally follow the meeting roles, duties and responsibilities outlined in the bylaws of the Green Party of California.

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5.5 Proposals

- 5.5.1 The County Council may formulate proposals for the Green Party of San Mateo County. The County Council, or a designated representative, will present its proposals to the Green Party of San Mateo County at a County Council meeting.
- 5.5.2 The County Council shall receive proposals for action from both members and nonmembers. When possible, the County Council shall refer a proposal to the appropriate working group for further refinement. If there is no appropriate working group or the proposal is time-urgent, the County Council may bring the proposal to a County Council meeting or it may establish an ad hoc working group.
- 5.5.3 Proposals must include cost estimates if costs will be incurred.

5.6 Decisionmaking

- 5.6.1 The County Council shall follow the "consensus-seeking process," including "choice voting," for reaching decisions as outlined in the bylaws of the Green Party of California.
- 5.6.2 With the consent of the County Council, and time permitting, all members of the Green Party of San Mateo County may participate in the "consensus-seeking process," but only County Council members or their designated alternates may hold "unresolved concerns" and participate in any vote, should one become necessary. Appropriate time limits shall be observed.

ARTICLE 6: OFFICERS

6.1 Chair

- 6.1.1 As its first order of business at the first meeting of the County Council following the direct primary election, the County Council shall elect a Chair from among its members. The Chair will have no independent decisionmaking authority. The Chair shall serve a term of two years. The out-going Chair shall notify the County Clerk of the name, post office address, and daytime telephone number of the newly elected Chair within five days of her/his election as Chair.
- 6.1.2 The Chair shall:
 - a) Serve as facilitator at County Council meetings or appoint another person to serve as facilitator; and
 - b) Act as the sole liaison between the Green Party of San Mateo County and the County Clerk;

6.2 Secretary

- 6.2.1 As its second order of business, the County Council shall elect a Secretary from among the registered members of the Green Party of San Mateo County. The Secretary shall serve a term of two years.
- 6.2.2 The Secretary shall:
 - a) Take written minutes of all County Council meetings and maintain them in a permanent binder; and

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- b) Distribute the minutes of the previous meeting and the agenda for the upcoming meeting at least three days before the start of the next County Council meeting to all County Council members and any other person who has requested notification.

6.3 Treasurer

6.3.1 As its third order of business, the County Council shall elect a Treasurer from among the registered members of the Green Party of San Mateo County. The Treasurer shall serve a term of two years.

6.3.2 The Treasurer shall:

- a) Receive and disburse funds on behalf of the Green Party of San Mateo County;
- b) Maintain complete and accurate records of all financial transactions in accordance with the Political Reform Act of 1974;
- c) Fulfill all reporting requirements of the Political Reform Act of 1974 and the regulations of the Fair Political Practices Commission, including the requirement to inform the Secretary of State of her/his election in a timely manner;
- d) Provide the County Council with written reports of all transactions at each meeting of the County Council;
- e) File all required reports with the Treasurer of the Green Party of California and pay all dues owed to the Green Party of California in a timely manner; and
- f) Upon request of the County Council or a working group, provide an accounting of revenues and expenses associated with a particular working group or project.

6.4 County Liaison to the Green Party of California

6.4.1 As its fourth order of business, the County Council shall elect from among its members a County Liaison to the Green Party of California (County Liaison). The County Liaison shall serve a term of two years.

6.4.2 The County Liaison shall:

- a) Serve as the County Liaison to the Green Party of California;
- b) Serve as the designated County Contact for the Green Party of California;
- c) Circulate information from the Green Party of California Green Party Of California to the County Council and any other persons who have requested notification of Green Party of California communications; and

6.4.3 The outgoing County Liaison shall inform the Coordinating Committee of the Green Party of California of the name, post office address, email address, and daytime telephone number of the newly elected County Liaison.

6.5 Media Liaison

6.5.1 As its fifth order of business, the County Council shall elect a Media Liaison from among registered members of the Green Party of San Mateo County. The Media Liaison shall serve a term of two years.

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6.5.2 The Media Liaison shall:

- a) At the direction of the County Council, promote the Green Party of San Mateo County, its activities and statements on issues;
- b) Develop relationships with media representatives to enhance the long-term public awareness of the Green Party and the Ten Key Values; and
- c) Inform the news media of the activities of the Green Party of San Mateo County.

6.5.3 Any public statements the Media Liaison makes on behalf of the Green Party of San Mateo County must be authorized by the County Council

6.6 Delegates to the Green Party of California General Assembly

6.6.1 Prior to each General Assembly of the Green Party of California, the County Council shall appoint delegates in the number allotted to San Mateo County.

6.6.2 To be eligible to be a delegate, one must meet all of the following criteria:

- a) Be a member of the Green Party of San Mateo County;
- b) Have attended at least one state-wide meeting within the preceding two years;
- c) Be familiar with the structure and principles of the Green Party of California;
- d) Have a working knowledge of the bylaws of the Green Party of California.

6.6.3 Each delegate to the state General Assembly shall in all decisions represent the positions taken by the Green Party of San Mateo County.

6.6.4 The County Liaison shall notify the State Coordinating Committee and the hosting committee of the names of the delegates at least two weeks before the General Assembly Meeting.

ARTICLE 7: GENERAL POLICIES

7.1 Diversity

The Green Party of San Mateo County shall not discriminate on the basis of age, race, class, sex, sexual orientation, physical ability, religion, or income. In all of its activities and functions, the Green Party shall seek to promote diversity on each of these factors.

7.2 Other Policies

Public statements on behalf of the Green Party of San Mateo County must be authorized by the County Council.

ARTICLE 8: AMENDMENT OF BYLAWS

These bylaws may be amended by the County Council according to the consensus process.