

Bylaws of the Green Party of Santa Cruz County, California

(Last amended July, 2005)

*This document contains the rules and guidelines currently governing the
Green Party of Santa Cruz County, California.*

Bylaws Format

These bylaws are organized around a heirarchal outline structure represented by Articles, Sections, Paragraphs, and Items as follows:

On the top of this hierarchy are several **Articles**, identified by sequential numbers and a large, bold, sans-serif type font (in this document by 12 pt Helvetica bold).

Each Article is subdivided into **Sections**, also identified by sequential numbers (of the form x-y, where x is the Article and y is the Section) and a medium, bold, serif-type font (in this document by 11 pt Times New Roman bold).

Each Section is subdivided into **Paragraphs**, also identified by sequential numbers (of the form x-y.z, where x-y is the Article and Section, and z is the Paragraph) and a small, non-bold, serif type font (in this document by 10 pt Times New Roman).

Paragraphs may also be further subdivided into **Items**, indented and identified sequentially by small letters and the same font as Paragraphs.

Items may also be further subdivided into **Sub-Items**, indented twice and identified sequentially by numbers and the same font as Paragraphs.

An example of this structure follows:

Article 12. This is an Article

Section 12-1. This is the first Section of Article 12

- 12-1.1 This is the first Paragraph of Section 12-1.
- a) This is the first Item in Paragraph 12-1.1
 - 1. This is the first Subitem of Item 12-1.1a
 - b) This is the second Item.
- 12-1.2 This is the second Paragraph of Section 12-1.

Document Version

This edition of the Bylaws of the Green Party of Santa Cruz County, California is current as of 7/13/2005. The most current version of this document is available at the GPSCCC web site (<http://www.santacruzgreenparty.org/bylaws.htm>).

DEFINITIONS OF TERMS FOR BYLAWS, RULES, AND GUIDELINES

I) Bylaw (Rule of Structure)

Rules which define the purpose, membership or authority of individuals or groups belonging to the Green Party of Santa Cruz County, California (GPSCCC), or the GPSCCC itself. It will take at least an 80% vote of the Green Assembly (GA) to change or implement any rule of structure. The GA and all recognized groups of the GPSCCC are obligated to abide by any applicable bylaw.

II) Rule (Rule of Procedure)

Rules designed specifically for the internal workings of meetings. Rules do not apply outside of any meeting for which they are written. It will take at least a 2/3 vote to change or implement any rule. The GA is obligated to abide by any rule it has approved.

III) Guideline

Guidelines are rules of procedure which are intended as a model (often based on precedent) to help meetings run smoothly. It will take at least a 2/3 vote to change or adopt any guideline. The GA is not obligated to abide by guidelines, though anyone can point out an adopted guideline as a Point of Order.

IV) "Policy" decision

A policy is a statement or concept drafted with the intention of expressing a philosophy or opinion of the GPSCCC. It will take at least an 80% vote of the GA to approve any policy decision or expenditure requiring more than \$25 of the Treasury of the GPSCCC.

V) "Business" decision

A business matter is something which does not express any philosophy or opinion, but arises out of a practical need. It will take at least a 2/3 vote of the CA to approve any business decision.

VI) Abbreviations:

GPSCCC = Green Party of Santa Cruz County, California

GA = Green Assembly of the Green Party of Santa Cruz County California

Bylaws of The Green Party of Santa Cruz County, California

ARTICLE 1. OFFICES

None.

ARTICLE 2. PURPOSE

SECTION 1. PURPOSE

The Green Party of Santa Cruz County California exists to support those candidates and campaigns which are consistent with the party's values, and to advocate for legislation which advances the party's vision and goals.

ARTICLE 3. DIRECTORS

Section 1. COUNTY GREEN ASSEMBLY

Subsection A. Membership

- A.1. There shall be periodic meetings of the membership of the Green Party of Santa Cruz County. All registered members of the Green Party that reside in Santa Cruz County shall be eligible and welcome to attend these meetings.
- A.2. These members acting together shall be known as the Green Assembly of Santa Cruz County. The Green Assembly shall be the policy setting body for the Green Party in Santa Cruz County, and has control of all actions taken in the name of the Green Party of Santa Cruz County.
- A.3. All those registered to vote in the Green Party of California who reside in Santa Cruz County and have attended at least two previous Green Assembly meetings in the previous six months shall be considered a voting member of that Assembly.
- A.4. Membership Exceptions:
- a) Any person not registered as a member of the Green Party that resides in Santa Cruz County shall be eligible and welcome to attend these meetings, and shall be considered a voting member of the Green Assembly, if all of the following applies to her/him:
 - 1) She/He has attended at least two previous meetings of the Green Assembly within the last six months.
 - 2) She/He shows a commitment to the Ten Key Values of the Greens (USA).
 - 3) If she/he is not registered to vote in any other political party and has no voting privileges in any other political party, and any one of the following apply:
 - She/He is not a legal citizen of the United States.
 - She/He is under 18 years of age but over 12.
 - She/He is a paroled convicted felon of a non-violent crime.
 - b) Any or all of the above exceptions are void when in violation of State or local law.
- A.5. Green Assembly members share a personal responsibility to act in the spirit of the Ten Key Values of the Greens (USA), to be non-disruptive so that Green Party goals and processes may be effectively exercised, and to abide by all county and state bylaws of the Green Party of California.
- A.6. Members of the County Council of the Green Party of Santa Cruz County shall be considered voting members of the Green Assembly regardless of previous Green Assembly meeting attendance.

Subsection 3-1.B. Authority

The Green Assembly has authority to do the following:

- B.1. Establish, repeal, and amend bylaws for the Green Party of Santa Cruz County, make policy decisions, and approve expenditures which require more than \$25 of the treasury, all by an 80% vote.
- B.2. Establish, repeal, and amend rules of procedure for the Green Party of Santa Cruz County, make business decisions, and approve expenditures which require \$25 or less of the treasury, all by a 2/3 vote.
- B.3. Open partisan elections to participation by Green Party members within its jurisdiction as stated by the bylaws of the Green Party of California.
- B.4. Select delegates to meetings of the State Plenary of the Green Party of California
- B.5. In conjunction with other counties within our Region as defined by the Green Party of California, select its Regional representative to the Coordinating Committee of the Green Party of California.
- B.6. The Green Assembly has the authority to establish and dissolve Working Groups. The function of Working Groups shall be defined in their Statement of Purpose and in their Charters, which must be approved by the Green Assembly.

Section 2. COUNTY COUNCIL

- A. The County Council shall have the authorities and powers specifically granted to it by the Green Assembly, and may amend bylaws, appoint officers and delegates, authorize expenditures, approve press releases, endorse campaigns and candidates and compose resolutions with an 80% affirmative vote.
- B. The Green Assembly shall have the authority to fill vacancies on the County Council that may occur between elections.
- C. The County Council shall be elected using Choice Voting, the Single Transferable Vote (STV) form of proportional representation, using the Droop threshold (one divided by one plus the number of seats) and fractional transfers as described in the International IDEA Handbook of Electoral System Design (Institute for Democracy and Electoral Assistance(IDEA). First published 1997. Second edition. Stockholm, Sweden. pp.83-84).

Article 4. OFFICERS

A. Treasurer

1. Duties and Responsibilities

- a) Receive, disburse, maintain and account for the funds of the Party in accordance with the direction of the Green Assembly.
- b) Prepare and submit copies of monthly, quarterly and annual financial reports, as appropriate, at each meeting of the GP Green Assembly.
- c) Review all bank accounts and financial records as specified by the Green Assembly.
- d) Act as an ex-officio member of any working group with responsibility for Green Party finances.
- e) Participate in preparation of a draft budget for consideration by the Green Assembly.
- f) File income and expense reports as required by law.
- g) Utilize common bookkeeping practices and generally accepted accounting principles in managing and reporting finances.

B. Archivist

1. Duties and Responsibilities

- a) Maintain current rosters of active volunteers for each Working Group, Neighborhood Group and Caucus.
- b) Maintain current list of names of those who, according to the County Elections Department are registered with the Green Party.
- c) Maintain in an orderly fashion a collection of meeting minutes, resolutions, meeting agenda packets, newsletters and other material generated by the organization.

C. Web Site Manager

1. Duties and Responsibilities

- a) Update GPSCCC web site with GA meeting agenda packet information and meeting minutes as specified by the Bylaws and the GA.
- b) Update the web site with other information useful both for interested parties to learn more about the Green Party and for Green Party volunteers to stay current on relevant issues, internal and external to the organization.

ARTICLE 5. COMMITTEES

None.

Article 6. NEIGHBORHOOD GROUPS

A. ESTABLISHMENT

Neighborhood Groups may be established by registered members of the Green Party (or others meeting the exception requirements for Green Assembly Membership noted in [3-1.A.4] of these Bylaws) that reside in the same general geographic area.

B. FORMATION CRITERIA

In order to be a recognized Neighborhood Group of the Green Party of Santa Cruz County, the members interested in forming the Group must meet the following criteria:

1. They must define the general geographic neighborhood they wish to represent.
2. They must present a roster to the Green Assembly of at least 7 registered members of the Green Party [or others per 3-1.A.4] that reside in the neighborhood and plan on attending meetings of the Neighborhood Group on a regular basis.
3. They must agree to have publicly announced meetings to which all members of the Green Party [and others per 2.A.4] that reside in their neighborhood Will be welcome to attend. All registered members of the Green Party land others per 3-1.A.41 that live in the neighborhood as defined and attend a meeting will be voting members of that Neighborhood Group.
4. They must hold meetings at least four times a year, with a minimum of 5 members, or 25% of the total membership (whichever is greater) of that Neighborhood Group in attendance.
5. They must conduct themselves within the framework of the Ten Key Values of the Greens (USA) and abide by all applicable county and state bylaws of the Green Party of California.
6. The Green Assembly may choose to waive one or more of the above criteria under special circumstances.

C. ACCOUNTABILITY

- C.1. Rosters shall be updated every 6 months. The rosters may be verified by a body appointed to the task by the Green Assembly if there are questions regarding attendance to the Group meetings.
- C.2. The Green Assembly may appoint representatives to attend Neighborhood Group meetings to dispel or confirm allegations of non-compliance with any of the above criteria.

Article 7. CAUCUSES

A. ESTABLISHMENT

Caucuses may be established by registered members of the Green Party [or others per 3-1.A.4] that share a common area of concern or interest.

B. FORMATION CRITERIA

In order to be a recognized Caucus of the Green Party of Santa Cruz County, the members interested in forming the Caucus must meet the following criteria:

1. They must define the area of interest they wish to have as their focus.
2. They must present a roster to the Green Assembly of at least 7 registered members of the Green Party [or others per 3-1.A.4] that share this area of interest and plan on attending meetings of the Caucus on a regular basis.
3. Caucuses may choose to expand their membership beyond the requirements above, as long as the Caucus continues to meet all the criteria stated herein.
4. They must present a Charter that defines the Caucus's purpose and area of focus (if the purpose of the Caucus is to represent another existing organization, the Caucus must coordinate its activities with that organization). This Charter must be ratified by the Green Assembly before the Caucus will be considered an official body of the Green Party of Santa Cruz.
5. They must agree to have meetings to which all members of the Green Party [and others per 2.A.4 and the Caucus's Charter] that share this area of interest are welcome to attend. All registered members of the Green Party [and others per 3-1.A.4 and the Caucus's Charter] that share this common interest as defined in the Caucus's Charter and attend a meeting will be voting members of that Caucus.
6. They must hold meetings at least four times a year, with a minimum of 5 members of the Green Party [or others per 3-1.A.4] attending.
7. They must conduct themselves within the framework of the Ten Key Values of the Greens (USA) and abide by all applicable county and state bylaws of the Green Party of California.
8. The Green Assembly may choose to waive one or more of the above criteria under special circumstances.

C. ACCOUNTABILITY

- C.1. Rosters shall be updated every 6 months. The rosters may be verified by a body appointed to the task by the Green Assembly if there are questions regarding attendance to the Caucus meetings.
- C.2. The Green Assembly may appoint representatives to attend Caucus meetings to dispel or confirm allegations of non-compliance with any of the above criteria.

Article 8. WORKING GROUPS

A. AUTHORITY AND SCHEDULE

- A.1. Working groups shall be responsible for carrying out the detailed administrative decisions and daily oversight of the various Green Party functions, campaigns, and projects.
- A.2. Working Groups shall not set policy or instigate any campaigns or actions except those mandated by the Green Assembly.
- A.3. Working Groups shall meet as necessary to perform their functions.
- A.4. They must conduct themselves within the framework of the Ten Key Values of the Greens (USA) and abide by all county and state bylaws of the Green Party of California

B. COMPOSITION

- B.1. Any registered member of the Green Party who resides in Santa Cruz County [or others per 3-1.A.4] may become an active member of a Working Group, unless otherwise specified in the Working Group's Charter.
- B.2. An active member is defined as someone who has previously attended a meeting of the Working Group and has not missed more than three consecutive meetings
- B.3. Only active members may block consensus or vote in Working Groups. However, observers may participate in discussions.
- B.4. Working Groups shall provide a roster of their membership to the Archivist of the Green Party of Santa Cruz County, and shall keep attendance records of their meetings.

C. CHARTERS AND DUTIES

- C.1. Each Working Group shall prepare it's own charter to be approved by the Green Assembly.

- C.2. Charters shall include: A Statement of Purpose, plans, proposed staff, guidelines for staff, and a budgeting process, as appropriate.
- C.3. Working Groups shall strive for gender balance and equal opportunity in composition and allocation of duties.
- C.4. Working Groups may establish their own rules for internal business as long as they are within the bounds of the bylaws of the Green Party of Santa Cruz County.
- C.5. Working Groups shall use the same decision making process as employed by the Green Assembly.
- C.6. They must conduct themselves within the framework of the Ten Key Values of the Greens (USA) and abide by all county and state bylaws of the Green Party of California.
- C.7. They must make regular reports of their meetings and activities to the Green Assembly, and announce all meeting times and places.

D. ACCOUNTABILITY

- D.1. Rosters shall be updated every 6 months. The rosters may be verified by a body appointed to the task by the Green Assembly if there are questions regarding attendance to the Group meetings.
- D.2. The Green Assembly may appoint representatives to attend Working Group meetings to dispel or confirm allegations of non-compliance with their charter or duties.
- D.3. If a Working Group, or any of it's members, consistently violate the 10 Key Values, the bylaws of the Green Party of Santa Cruz County, or it's own charter, the Green Assembly may vote to bar any or all of the Working Group's current membership from continued participation in the Working Group for up to 1 year. An 80% vote of the Green Assembly shall be needed for a Working Group member to be barred.