



Solano County Green Party

P.O. Box 2386
Benicia, CA 94510
(707) 674-2502
Solano@cagreens.org

Solano County Green Party Bylaws

Adopted 31 July 2005

Preamble

These bylaws of the Solano County Green Party will enable the functioning of said institution and its participation in community affairs at local, state, national, and international levels.

Our bylaws are based on the Green Party *Ten Key Values*:

1. Grassroots democracy
2. Social justice and equal opportunity
3. Ecological wisdom
4. Nonviolence
5. Decentralization
6. Community-based economics and economic justice
7. Feminism and gender equality
8. Respect for diversity
9. Personal and global responsibility
10. Future focus and sustainability

Article 1 – Name

The name of this organization is the **Solano County Green Party (SCGP)**. The members of the SCGP are known as the **General Assembly**. The governing body of the SCGP is the **Steering Committee**. Within the SCGP Steering Committee exists the elected body called the **County Council**.

Article 2 – General Assembly

- 2.1 The SCGP General Assembly consists of all registered Green Party voters who are residents of Solano County as well as any Solano County resident who would be registered with the Green Party if they were legally able to.
- 2.2 **Active members** shall be those persons who have attended two of the last four General Assembly or Steering Committee meetings.
- 2.3 **Sustaining members** shall be those donors who periodically contribute to the financial health of the SCGP.
- 2.4 All responsibilities not enumerated hereafter are reserved for the General Assembly.

Article 3 – The Steering Committee

3.1 Membership

- 3.1.1 The Steering Committee shall consist of up to fourteen active members of the SCGP.
- 3.1.2 Within the Steering Committee there exists a County Council, designated by Green Party of California (GPCA) bylaws to consist of up to seven members, elected in a county-wide district during the direct primary election held by the State of California in even years.
- 3.1.3 The Steering Committee shall also include up to seven additional at-large active members chosen from the General Assembly. These at-large members will be elected by the General Assembly at the next meeting following the direct primary election held by the State of California in even years.
- 3.1.4 To achieve contested ballot status, all Steering Committee members are required to stand for election to the County Council.
- 3.1.5 All Steering Committee members will make their contact information (e.g. phone number and e-mail address) available to the General Assembly in a timely manner.
- 3.1.6 At-large Steering Committee members shall serve terms of two years.

3.2 Purpose and responsibilities

The Steering Committee shall fulfill the following responsibilities in addition to any others delegated by the General Assembly:

- 3.2.1 Facilitate communications among SCGP members within the county by convening a monthly General Assembly meeting. The Steering Committee may convene meetings of its own members.
- 3.2.2 Act as necessary to carry out the decisions of the General Assembly and make executive decisions between General Assemblies. When an executive decision must be made, it will be affirmed by the General Assembly at the next meeting.
- 3.2.3 Ensure plenary packets are put before the General Assembly prior to GPCA General Assemblies.
- 3.2.4 Collectively make statements and authorize policy in the name of the SCGP consistent with state and local policy and past decisions of the General Assembly.
- 3.2.5 Retain legal counsel on behalf of the SCGP and the Steering Committee and make decisions which legal counsel advises. This includes undertaking any legal action deemed necessary.
- 3.2.6 Facilitate communications among the SCGP, other county Green Parties, the Green Party of California, local organizations, the press and government entities.
- 3.2.7 Assist Green Party involvement in elections in Solano County, including but not limited to recruiting, advising and assisting qualified candidates, coordinating voter registration efforts and tabling, and supporting ballot measures pertaining to issues of concern to the SCGP and its membership, as well as the Green Party of California.
- 3.2.8 Designate working committees and appoint chairs and members of such committees as the General Assembly deems desirable for the furtherance of its business. Any committee chairs appointed by the Steering Committee must be approved by the General Assembly.
- 3.2.9 Approve a liaison to the County Registrar of Voters in accordance with State of California law.

3.3 Officers

To fulfill State of California and Green Party of California requirements, the Solano County Green Party shall have a Treasurer. The Solano County Green Party shall also have a Chair and Secretary.

- 3.3.1 The General Assembly will elect a **Chair** from the Steering Committee. The Chair shall fulfill the following responsibilities in addition to any others delegated by the General Assembly.
- a) Act as the primary liaison between the Solano County Green Party, the County Registrar of Voters and the Green Party of California. As liaison, the Chair will only forward decisions duly reached under these bylaws.
 - b) Assure facilitation of General Assembly and Steering Committee meetings.
 - c) Organize the agenda for each meeting and forward agendas to the Secretary for dissemination.
 - d) Designate a temporary note-taker if the Secretary is absent.
 - e) Be a co-signatory on all financial accounts, and on all checks in excess of \$500.
 - f) Personally audit the SCGP financial records, signing off on their accuracy and integrity. This is to coincide with the official filings with the State of California.
 - g) The Chair shall serve a term of one year. The Chair may not serve more than two terms consecutively.
- 3.3.2 The General Assembly will elect a qualified **Treasurer** from among its active members. The Treasurer shall fulfill the following responsibilities in addition to any others delegated by the General Assembly.
- a) On or prior to the 15th of each month, provide the Steering Committee with written reports regarding all transactions during the previous month. This report will be included in the agenda for each month's meeting.
 - b) On or prior to the 15th of each month, file all required reports with the GPCA Treasurer.
 - c) Fulfill all the requirements of the Political Reform Act and the Fair Political Practices Commission (FPPC).
 - d) Submit an official record book, including all transactions, twice yearly to the General Assembly. This is to coincide with the official January and July filings with the State of California.
 - e) Establish and maintain a category of sustaining members.
 - f) Promote long-range fund-raising opportunities.
 - g) Work with committees and event coordinators to plan budgets for SCGP events and campaigns.
 - h) When the Treasurer resigns, or for any other reason becomes unable to fulfill their term, the Chair, as co-signatory, will assume the responsibilities of Treasurer until a new person has been elected to serve the remainder of the term. In this event, the Secretary must co-sign on all financial accounts and all checks in excess of \$500.
 - i) The Treasurer shall serve a term of one year.

- 3.3.3 The General Assembly will elect a **Secretary** from the Steering Committee. The Secretary shall fulfill the following responsibilities in addition to any others delegated by the General Assembly.
- a) Take detailed minutes at all General Assembly and Steering Committee meetings and act as archivist. The Secretary will distribute minutes and proposed agendas to all Steering Committee members before subsequent General Assembly and Steering Committee meetings.
 - b) Make minutes of the preceding General Assembly available to any SCGP member at the subsequent meeting.
 - c) Make available to any SCGP member uncensored information that includes, but is not limited to: minutes from past meetings, decisions reached by the Steering Committee, General Assembly or any other committee, upcoming events and meetings, deadlines required by law, issues requiring study, thought, and/or action by members, and updates on Steering Committee projects in progress.
 - d) The Secretary shall serve a term of one year.

3.4 County Council

- 3.4.1 The County Council shall fill the role served by **County Central Committees** pursuant to the Elections Code of the State of California.
- 3.4.2 The County Council shall act as the elected contact persons for the SCGP, and refer interested parties to spokespeople designated by the Steering Committee.
- 3.4.3 County Council members shall serve terms of two years.

3.5 Resignations

Any Steering Committee member automatically resigns if and when they:

- a) Move out of Solano County.
- b) Register with another political party (whether qualified or not) or as “Decline to State.”
- c) Fail to maintain an updated accurate voter registration.
- d) Fail to maintain status as an active SCGP member.

3.6 Removals For Cause

- 3.6.1 Any member of the Steering Committee or County Council may be involuntarily removed from their position by the General Assembly for the following reasons:
- a) Violations of election law
 - b) Criminal misconduct
 - c) Willfully undermining the work of the SCGP
 - d) Any other egregious or negligent actions as determined by the General Assembly
- 3.6.2 All removals for cause will come only after the Steering Committee or County Council member in question has received a hearing and due process.

3.7 Vacancies

In the event of any Steering Committee, County Council or Officer vacancies, the General Assembly will fill them in a timely manner. Vacancies may only be filled if and when qualified candidates have been nominated at a prior meeting. The Chair shall notify the GPCA Coordinating Committee and the Solano County Registrar of Voters of all appointments in a timely manner.

Article 4 – Meetings

4.1 General Assemblies

- 4.1.1 The SCGP shall meet monthly. These meetings shall be called General Assemblies.
- 4.1.2 The Steering Committee shall convene all General Assemblies.
- 4.1.3 The date and location for the next General Assembly should be determined by the close of each meeting.

4.2 Agenda

- 4.2.1 The Chair is responsible for establishing agendas for every General Assembly or Steering Committee meeting.
- 4.2.2 The Chair has the task of collecting items and proposals and creating a draft agenda prior to each meeting.
- 4.2.3 The Secretary is responsible for distributing an agenda to Steering Committee members prior to every meeting.
- 4.2.4 Approval of the proposed agenda and times will occur at the beginning of each meeting.

4.3 Decision Making

The General Assembly and Steering Committee shall use a consensus-style decision-making process at meetings as follows:

- 4.3.1 Voting
 - a) Should a vote be required, only active members will vote in General Assembly or Steering Committee meetings. Each active member has one vote.
 - b) Voting will be on the basis of a two-thirds majority for business and procedural issues (including Steering Committee and County Council appointments), and an 80% majority to amend, repeal, or replace bylaws and to make policy decisions.
 - c) The higher percentage shall be used in case of a dispute regarding which count is applicable.
- 4.3.2 Consensus
 - a) Consensus is sought after adequate discussion, including the repeated asking for, and discussion of, any unresolved concerns, within the time and content limits of the agenda.
 - b) If unresolved concerns remain, the facilitator asks those holding concerns if they are willing to stand aside and allow the group to adopt the proposal. All stand asides will be recorded. However, if stand asides surpass one-third of the voting body, the proposal shall be tabled. Otherwise, the measure will be voted upon.
- 4.3.3 Quorums
 - a) A General Assembly quorum will exist when more than 50% of the Steering Committee and at least two active members are present. Once established, the quorum will remain in effect for the duration of the General Assembly. In the event of a lack of quorum, the meeting will operate as a Steering Committee meeting.

- b) A Steering Committee meeting quorum will exist when at least 50% of the Steering Committee members are present. In the event of a lack of quorum, no official business decisions may be made.

4.3.4 Guests and observers

- a) General Assembly and Steering Committee meetings are open to the public. Guests and observers are invited to participate in all discussion.
- b) The General Assembly and Steering Committee may choose to go into closed session with an 80% majority vote. Only active members may attend closed General Assembly and Steering Committee meetings.

Article 5 – Delegates to the GPCA State Plenary

- 5.1 Delegates to the State Plenary must be active members of the SCGP.
- 5.2 The number of delegates for Solano County is determined according to the Bylaws of the Green Party of California.
- 5.3 The Steering Committee will communicate the time and date of the delegate selection meeting to the General Assembly.
- 5.4 At this meeting, nominations for delegates will be accepted from the pool of eligible active members. Nominees do not need to be present at this meeting if they have notified a Steering Committee member of their desire to be a delegate prior to the meeting. Each active member present may vote for as many nominees as there are delegate seats available.
- 5.5 The Steering Committee will ratify the results of the election for delegates and one or more alternates based upon those receiving the highest plurality of votes. The Chair or their designee will notify the GPCA Coordinating Committee and the state plenary hosting committee of the SCGP's selections in a timely manner.
- 5.6 In the event there is a vacancy which cannot be filled by an alternate, a delegate may be chosen from attending members by the SCGP's delegation.
- 5.7 The delegates shall represent the will of the SCGP as expressed in a General Assembly meeting held before the Plenary, on all issues in the previously announced agenda of the Plenary. The SCGP's opinions may also be communicated to GPCA working groups. Delegates shall serve a term of three months or until the next Plenary. Where no decision has been made by the General Assembly, a delegate should use their best judgment to represent the SCGP and will report back to the General Assembly regarding their decisions at the next meeting.
- 5.8 Delegates and alternates will, when possible, caucus at the Plenary to present a unified voice for the SCGP.
- 5.9 Delegates shall report back to the General Assembly at the next meeting.

Article 6 – Endorsements

A candidate for public office shall not be able to claim the endorsement of the Solano County Green Party unless that endorsement has previously been given by the General Assembly at a monthly meeting. No candidate for public office shall receive any support or assistance from the SCGP without first receiving such an endorsement. The foregoing shall not prevent any SCGP member from assisting any candidate in an individual capacity.

Article 7 – Additional Offices

7.1 Spokespersons

The Steering Committee may appoint spokespersons from its own ranks for communicating with the media and other organizations. Spokespersons shall speak on behalf of the SCGP, reflecting consensus decisions made by the General Assembly or executive decisions made by the Steering Committee. The foregoing shall not prevent any member from voicing any opinion in an individual capacity.

Article 8 – Amendment of Bylaws

- 8.1 Amendments to these bylaws will originate as a written proposal submitted to the Steering Committee. The Steering Committee may suggest refinements. The Steering Committee will submit any proposal to the General Assembly for discussion, with notice at not less than one preceding meeting.
- 8.2 No proposal to amend these bylaws shall be decided upon at the meeting in which it was first presented. Proposals will be decided upon in accordance with the SCGP decision making process.
- 8.3 The Steering Committee, or an appointed committee, shall review these bylaws in every even numbered year. This review will be conducted to propose necessary amendments and assure these bylaws are consistent with those of the Green Party of California.