

BYLAWS OF THE GREEN PARTY OF VENTURA COUNTY

As adopted by the GPoV General Assembly on April 10, 2004

ARTICLE I: NAME

The name of this organization is the **Green Party of Ventura County** (hereinafter referred to as "GPoV"). The governing body of the GPoV shall be the **Green Party, County Council** (hereinafter referred to as "Council").

ARTICLE II: PURPOSE

Section 1

1.01 These Bylaws shall govern the organization, operations and functions of that political organization known as the **GPoV** and the Council.

1.02 The Council shall govern the **GPoV** according to these Bylaws. In the event of an omission or ambiguity in these Bylaws, the **GPoV** will look to the Bylaws of the **Green Party of California** for guidance.

1.03 The Council is accountable to the membership of the **GPoV** and must enact all of the **GPoV** decisions reached in accordance with these Bylaws.

1.04 The mission of the **GPoV** will be to promote the 10 Key Values of the **Green Party of California**.

ARTICLE III: PARTY MEMBERSHIP

Section 1. Active membership

1.01 "Active" members of the **GPoV** shall be those considered who meet all of the following requirements:

- (a) Adhere to the 10 Key Values of the **Green Party of California**;
- (b) Support the platform of the **Green Party of California** and be guided by the platform in official **GPoV** presentations to the public;
- (c) Participate in the work of the **GPoV**;
- (d) Attend at least two **General Assemblies** of the **GPoV** in the preceding 11 months; and
- (e) Be registered with the California Green Party if eligible under California law.

Section 2. Membership Privileges

2.01 All persons registered to vote as members of the Green Party pursuant to the laws of the State of California are eligible to participate in the functions of the **GPoV** as provided by the laws of the state of California and these Bylaws.

ARTICLE IV: COUNCIL

Section 1. Mission and Purpose

1.01 The Ventura Council shall serve to all as the elected representative body of the **GPoV**. The Council's mission is to contribute to the ongoing empowerment of the members of the **GPoV** so that the members may continue their work in promoting Green values within the county and to act in the stead of the General Assembly in conducting any **GPoV** business that arises in between the General Assemblies. In keeping with grassroots democracy, the Council will serve to promote the 10 Key Values of the **Green Party of California** in all its actions and statements.

1.02 The Council shall fill the role served by county central committees pursuant to Division 7 of the Elections Code of California.

Section 2. Council Membership

2.01 The Council will be elected during the direct primary election held by the State of California in even years. The size and representation of the council will be determined in accordance with the California election code, based on the number of registered Greens in the county.

2.02. The Council has the power to change the bylaws of the organization with a minimum 80% vote of all councilmembers at any Council meeting. The bylaw changes must then be presented at the next General Assembly for membership consensus or, in the event of an unresolved concern by an active member, a minimum 80% affirmation of the attending active members. The bylaw changes will not go into effect until the General Assembly ratifies them; if the General Assembly does not ratify the bylaw changes, those changes will not go into effect. The Council will provide the **Green Party of California** Coordinating Committee with a copy of the revised bylaws within 60 days of such changes taking effect.

2.03 A Council member may appoint an alternate in her/his absence from the Active membership. Such alternates shall have the right to hold an "unresolved concern" or cast a vote should one become necessary. An alternate member shall be subject to the rules of the Council and may vote only while the elected council member s/he is representing is absent.

2.04 Council members will serve until the succeeding direct primary and the new Council convenes its first meeting.

2.05 Council members may serve a maximum of two consecutive terms.

2.06 In the event of the appointment or election of an ineligible person to the Council, or whenever any member dies, resigns, becomes incapacitated to act, or is recalled, a vacancy exists that shall be filled by appointment by the Council. In making this appointment, the Council shall:

- a) Convene a **General Assembly** not more than 45 days after any Council seat becomes vacant;
- b) Communicate the time and place of this meeting by advertising the meeting as widely as realistic and by sending a notice to all Active members;
- c) Accept nominations for the voting members of the Council from the Active members in attendance at the **General Assembly**. Nominees must reside in Ventura County and be a registered member of the Green Party.
- d) Conduct an election at the **General Assembly** to fill the vacant Council seats. Each registered or active **GPoV** member present may vote for as many nominees as there are Council seats vacant.
- e) The seated Council members will appoint the nominee(s) receiving the highest number of votes in the event that two or more nominees receive an equal number of votes, the Council will have the prerogative of choosing the nominee which they feel best contributes a gender, geographical and racial balance on the Council. The Council will notify the **County Clerk** and the **Green Party of California Coordinating Committee** of the name, address, and daytime phone number of its appointment(s) within five days.

2.07 Resignation

Council members will operate in accordance with the 10 Key Values. Any Council member automatically resigns in the event that:

- a) the member moves out of the County;
- b) the member registers with another political party (whether qualified or not);
- c) the member fails to maintain an updated, accurate voter registration;
- d) the member misses three consecutive meetings without appointing an alternate.

2.08 Recall

The following steps are necessary to enact the recall of a sitting Council member:

- a) Three members of the **GPoV** must present a written statement to the Council member specifying exactly how the member fails to act in accordance with the 10 Key Values or with these Bylaws. The statement must be presented at a Council meeting at least 15 days prior to the beginning of the next regularly scheduled and announced **General Assembly**.
- b) The petitioning members and the Council member specified in their complaint will meet with the Mediation Committee within seven days. Within five days the Mediation Committee will inform both parties of its recommendation.
- c) If either party is dissatisfied with the Mediation Committee's recommendation, the Council must allot equal times for both the Council member targeted for recall and the party attempting the recall to present their positions at the next **General Assembly**. If the **General Assembly** reaches consensus (4/5 majority), the Council shall remove the member.

Section 3. Officers

3.01 As its first order of business after the primary, the Council will elect two Co-Coordiators from among its members. The Co-Coordiators will have no decision-making authority of and bythemselves, either separately or jointly.

- a) One of the Co-Coordiators will act as sole liaison between the **GPoV** and the Secretary of State, the County Clerk, and the **Green Party of California** Coordinating Committee. In the role of liaison, the Coordinator will only forward decision(s) duly reached under these Bylaws. The Coordinator will forward all communications from these bodies to the Secretary within two days.
- b) All checks drawn against the **GPoV** account will be signed by the Treasurer and one of the Co-Coordiators.
- c) One of the Co-Coordiators will serve as interim Secretary until the Council elects one.

- d) Each Co-Coordinator shall serve a term of two years. One Co-Coordinator will be elected each year to provide a staggered basis of terms. A Co-Coordinator may serve up to two consecutive terms.

3.02 As its second order of business, the Council shall elect a Treasurer from among the registered members of the **GPOV**.

- a) On or prior to the 15th of each month, or as requested by the Council, the Treasurer shall provide the Council with written reports of all transactions during the preceding month.
- b) On or prior to the 15th of each month, the Treasurer shall file all required reports with the Treasurer of the **Green Party of California**.
- c) The Treasurer shall be responsible for fulfilling all the requirements of the Political Reform Act and the FPPC.
- d) The Treasurer will serve a term of two years. The Treasurer may serve up to two consecutive terms.
- e) The Treasurer is responsible for keeping accurate records of all funds at the Council's disposal, including the origin of the funds, the balance on hand, money available to any member of the Green Party of this County at any Council meeting. The Council must also grant requests, in a timely fashion, by party members for examination of the records outside of the meeting.
- f) In the event that one of the Co-Coordinator seats becomes vacant, the Treasurer will act in the role of the 2nd Co-Coordinator for the Council until elections can be held to fill the vacant Co-Coordinator seat.

3.03 As its third order of business, the Council shall elect a Secretary from among its registered members.

- a) The Secretary shall take written minutes of all Council meetings. Minutes shall be distributed to Council members before the start of the next Council meeting.
- b) The Secretary will serve a term of two years. The Secretary may serve up to two consecutive terms.

3.04 As its fourth order of business the Council will appoint three Active members to sit on the Mediation Committee.

- a) The Mediation Committee is to be separate and apart from the Council and to act in accordance with Section 2.08 (b).

Section 4. Meetings

4.01 A newly elected Council shall hold its first meeting within the first two weeks and prior to the first General Assembly following the direct primary election.

4.02 With the consent of the Council, all Active members of the **GPOV** may participate in the "consensus-seeking process" but only Council members may hold "unresolved concerns" and participate in any vote, should one become necessary.

4.03 Council members will receive priority in discussions. At the discretion of the Facilitation Team, and time permitting, non-Council members may participate in these discussions. A Council member, when recognized by the Facilitation Team, may yield the floor to an observer or guest rather than speaking him/herself.

4.04 The Council will follow the "consensus-seeking process" for reaching decisions as outlined in the Bylaws of the **Green Party of California**.

4.05 The Secretary of the Council will be required to take minutes of each Council meeting or, in the absence or at the request of the Secretary, a notetaker for that Council meeting will be selected from the attendees.

4.06 Minutes from each Council meeting are to be made available to the Active Membership either on-line via the organization's e-listgroup or website; or printed copies passed out upon request at the next General Assembly.

4.07 The Secretary or their designate shall be required to maintain an archive of all Council meeting minutes for up to 4 years.

4.08 The Council may choose to schedule Council meetings conducted across an electronic medium, such as a teleconference or an on-line chat room. Procession and Minutes of such meetings are to be kept as for a 'regular' Council meeting..

Section 5. Duties and Authority

5.01 The Council will be generally responsible for coordinating meetings, internal communications and other administrative tasks, including the following:

- a) Act as necessary to carry out the decisions of the **General Assembly** and make executive decisions between **General Assemblies**. Council actions between **General Assemblies** shall reflect decisions made at announced **General Assemblies**.
- b) May make statements and authorize policy in the name of the **GPOV** consistent with local and state policy.
- c) Retain legal counsel on behalf of the **GPOV** and the Council and make decisions which legal counsel advises. This includes undertaking any legal action deemed necessary.
- d) Conduct campaigns for the **GPOV** and its candidates for public office including "None of the Above."

- e) Designate working committees and appoint chairs and members of such committees as the Council deems desirable for the furtherance of its business. Any committee chairs appointed by the Council must be placed for membership consensus or, in the event of an unresolved concern, a minimum 80% ratification of the Active members at the next General Assembly.
- f) Designate state plenary delegates in the event of the failure of the General Assembly to elect delegates in the time determined elsewhere in these bylaws.
- g) Employ staff as deemed necessary by the Council to conduct business for the **GPoV**.
- h) Conduct other business as the **GPoV** may require.

5.02 The Council shall ensure timely distribution of relevant information to all members of the **GPoV**. Council will make available uncensored information that includes, but is not limited to:

- a) Upcoming events, including the next **General Assembly** meeting, and deadlines required by law.
- b) Upcoming issues requiring study, thought, and/or action by members.
- c) Updates on Council projects in progress.
- d) Records or minutes of past meetings or significant discussions involving Council members.

5.03 Information provided to non-members must reflect the decisions of the **GPoV**.

Section 6 Proposals

6.01 The Council may formulate proposals for the **GPoV**. The Council or a designated representative will present its proposals to the **GPoV** at a **General Assembly**.

6.02 The Council will receive proposals for action from members and non-members. The Council shall refer a proposal to the appropriate committee for refinement. If there is no appropriate committee or the proposal is time urgent, the Council may bring the proposal to the **General Assembly** itself or it may establish an Ad Hoc committee.

6.03 Proposals will include cost estimates if costs will be incurred.

Section 7. On-Line Proposals

7.01 The Council may choose to allow voting on Council issues to be conducted across an electronic medium, such as a telephone or the Internet, in between regularly scheduled Council meetings.

7.02 Any Councilmember may propose to discuss and vote on a motion on-line by contacting all Council members and providing the details of the proposal, along with a timeframe for discussion and a timeframe for voting.

7.03 If no other Councilmember objects to the on-line voting process for this proposal within 24 hours of being contacted, the proposal may be considered and decided on-line by the Council.

- a) Contact may be defined as sending an e-mail to a working councilmember e-mail address that has been previously identified or used by the Councilmember as a working e-mail address to be used for Council matters.
 - 1) An e-mail address that 'bounces' or otherwise returns a message that indicates that the account is inactive will be presumed to not be a working e-mail address for purposes of this section.
- b) If the Council maintains a private e-listgroup for its exclusive use, then the proposal may be considered and decided on-line if no Councilmember objects within 24 hours of the proposal being posted to the private e-listgroup.

7.04 In the absence of any statement by the Councilmember making the proposal, the timeframe for discussion will be:

- a) 48 hours for discussion;
- b) 48 hours for voting.

7.05 Any Council member may request and be granted an extension of either timeframe of 24 hours during the discussion and the voting process without a vote by the Council. A maximum of 3 extensions per issue may be granted in this way under this paragraph; additional extensions for any one issue must be voted on by the Council before being granted.

7.06 Council members must post their vote to the rest of the group during the voting period; the Council Secretary will be charged with tallying the votes unless the Secretary is the author of the proposal, in which case one of the Co-Coordinators will tally the votes for the group.

7.07 The motion will be considered as adopted if a majority of Councilmembers post 'yes' votes during the voting period and no unresolved, blocking concerns remain at the end of the voting period. Unresolved concerns may be posted and debated during the voting period in order that they may be resolved prior to the end of the voting period;

7.08 Any on-line motion which fails to be adopted may be returned to the Council agenda at the next Council meeting or **General Assembly** at the discretion of the author of the proposal.

ARTICLE V. MEETINGS

Section 1. General Assemblies

1.01 The **GPoV** as a whole shall meet at least four times a year. These meetings shall be called **General Assemblies**.

1.02 The Council shall convene all General Assemblies.

1.03 The date and location for the next **General Assembly** meeting will be determined by the close of each meeting.

Section 2. Agenda

2.01 Establishing agendas for all regular **General Assembly** meetings and special meetings is the responsibility of the Council.

2.02 The Council has the task of collecting items and proposals and creating a draft agenda prior to each meeting.

2.03 The agenda will include a draft of all proposals. A proposal which has not been circulated to all Active members may only come to the floor after agreement of the **General Assembly** (consensus or 4/5-majority vote).

2.04 Ratification of the proposed agenda and times will occur at the beginning of the meeting.

Section 3. Quorum

3.01 A General Assembly quorum will exist when more than 50% of the Council and at least 2 Active members are present. Once established, the quorum will remain in effect for the duration of the General Assembly even if some members leave early. In the event of a lack of quorum, no Council decisions up for ratification may be ratified at that General Assembly.

3.02 The Secretary will be responsible for designation of "Active members."

Section 4. Guests and Observers

4.01 **GPoV** meetings are open to the public.

4.02 The **General Assembly** may choose to go into closed session with a 4/5-majority vote. Only Active members may attend closed meetings.

Section 5. Meeting Roles, Duties and Responsibilities

5.01 The **GPoV** will follow the "consensus-seeking process" for reaching decisions as outlined in the Bylaws of the **Green Party of California**.

5.02 The General Assembly will be conducted by members of the Council in attendance. From this group shall be selected a Facilitator, a Timekeeper, a Secretary (Note-Taker), and a Vibes Watcher, in that order. If there are not enough Council members to fill all of these roles, the selected Facilitator may request others in attendance to assume the responsibility of the unfilled roles for the duration of the meeting.

5.03 The Secretary assigned for the General Assembly or, in the absence or request of the Secretary, a notetaker selected from the attendees of the General Assembly, shall be charged with the duty of taking minutes of the General Assembly while in process; providing clarification of meeting events as requested; and of compiling the minutes into a concise, readable form and delivering copies of such minutes to the Council within 7 days of the General Assembly.

5.04 Minutes from each General Assembly are to be made available to the Active Membership either on-line via the organization's e-listgroup or website; or printed copies passed out upon request at the next General Assembly.

5.05 The Secretary or his designate shall be required to maintain an archive of all General Assembly minutes for up to 4 years. 5.06 Notwithstanding other provisions of these Bylaws, once the **General Assembly** has ratified the agenda contract, requests for additional agenda time for an item must include a specific number of minutes and whether the time will be added to the length of the meeting or if it will come from some other item. The **General Assembly** must reach consensus or 4/5-majority vote to contract for additional time.

5.07 When consensus cannot be reached and the closing option of **Voting** is selected by the presenter of the proposal, the Facilitation Team will proceed in the following steps:

- a) The Secretary will read the proposal and amendments.

- b) The Secretary will record the vote of the **General Assembly** where all can see it by "yes," no," or "stand aside."
- c) If necessary, the Facilitator will call a roll and record each member.
- d) Stand-asides are not counted in calculating the percentage vote.
- e) The roll call vote will be included in the meeting minutes.
- f) Active **GPoV** members may take part in the **GPoV** consensus seeking process and voting.

Section 6. Delegate Selection

6.01 The Council will convene a meeting of the **GPoV General Assembly** not less than 30 days and not more than 45 days before each meeting of the **Green Party of California General Assembly**.

6.02 The Council will communicate to all Active members the time and date.

6.03 In order to be eligible to be a delegate, one must meet all of the following:

- a) Be an Active member.
- b) Have attended at least one statewide meeting within the preceding two years.
- c) Be familiar with the principles of the **Green Party of California**.
- d) Have read through the State Plenary Delegate packet and have solicited the Council for recommended positions on policies and issues to be discussed at the plenary

6.04 At this meeting, nominations for delegates will be accepted from the pool of eligible members present. Nominees do not need to be present at the General Assembly. Each **GPoV** member present may vote for as many nominees as there are delegate seats available.

6.05 The Council will appoint the nominees receiving the highest plurality of votes. The Council will notify the **Green Party of California Coordinating Committee** and the state hosting committee of its appointments within five days.

ARTICLE VI. AMENDMENT OF BYLAWS

NOTWITHSTANDING OTHER PROVISIONS OF THESE BYLAWS, THESE BYLAWS MAY BE AMENDED BY A 2/3 MAJORITY VOTE OF ANY **GENERAL ASSEMBLY** UNTIL **JAN. 1, 1993**. SUBSEQUENT AMENDMENTS REQUIRE A 4/5 MAJORITY VOTE OF ALL ACTIVE MEMBERS.

Article VII. GENERAL POLICIES

Section 1. Non-Discrimination

The **GPoV** shall not discriminate on the basis of age, race, sex, sexual orientation, physical ability, religion or income.