

## **BYLAWS OF THE GREEN PARTY OF SHASTA COUNTY**

Adopted September 21, 2002

### **ARTICLE 1: NAME**

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

### **ARTICLE 2: PURPOSE**

#### 2.1. Purpose of the organization

The purpose of the Green Party of Shasta County is to promote these Ten Key Values:

- Community-based Economics
- Decentralization
- Ecological Wisdom
- Global Responsibility
- Grassroots Democracy
- Nonsexism
- Nonviolence
- Personal Responsibility and Social Justice
- Respect for Diversity
- Sustainability.

### **ARTICLE 3: MEMBERSHIP**

#### 3.1. Eligibility for membership

3.1.1. Membership in the Green Party of Shasta County shall consist of:

- a. All persons registered to vote in Shasta County as members of the Green Party ; and
- b. Any resident of Shasta 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 Shasta County shall serve as the elected representative body of the Green Party of Shasta 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 of four voting members elected during the direct primary election held by the State of California in even numbered 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 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 outlined 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 as specified in section 4.6.

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 Shasta County according to these bylaws and the Ten Key Values as specified in section 2.2.

#### 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 Shasta 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 four 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.

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

## ARTICLE 5: MEETINGS

### 5.1. Time, place, and duration 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.

5.1.1 The General Meeting shall not exceed one and a half hours unless extended in one half hour increments by consensus of the attending Green Party members

### 5.2. Notification of meetings and agendas

5.2.1. The County Council shall communicate the time and place of its meetings and the General meetings by sending a notice to all persons who have requested notification.

5.2.2. The County Council shall collect agenda items at any time prior to and during County Council meetings.

5.2.3. The County Council shall have a meeting one half hour prior to the General meeting.

5.2.4. The County Council must produce a draft of the agenda items for the General meeting, and allocate time for each item.

### 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

#### 5.4.1 Facilitator

a The facilitator provides non-directive leadership, process clarity, honors agenda contract, and promotes good will;

b The facilitator does not give personal opinions unless clearly stepping out of her/his role as a facilitator.

c The facilitator must have a working knowledge of "formal consensus" as defined in the Green Party of California bylaws.

d The facilitator must be in agreement with the "key values" as stated in Section 2.2

e The facilitator must have a working knowledge of the Green Party of Shasta County bylaws.

#### 5.4.2 Minutes/Note Taker(s)

a The County Council Secretary will take written minutes during the County Council meetings. The Secretary will also take written minutes during the General meeting or appoint another person to serve as note taker.

b The County Council Secretary has the responsibility to see that minutes are properly recorded and gathered together at the close of a General meeting.

#### 5.4.3 Meeting Scribe

a The facilitator will find a person to act as a public scribe for the purpose of writing on a board, or large piece of paper, those concerns or items of discussion that come out in the General meetings.

#### 5.4.4 Timekeeper

a A timekeeper will work with the facilitator to guide the group through the agenda.

#### 5.4.5 Vibes Watcher

a The facilitator will choose a Vibes watcher before the General meeting begins.

b Vibes watchers pay attention to the overall mood or tone of the meeting. Only vibes watchers may interrupt the proceedings at any time to call for a time-out, break, or to remind us all of our shared values and goals.

#### 5.4.6 Doorkeeper

a The facilitator will arrange for someone to be a doorkeeper at each General meeting.

b The doorkeeper will welcome participants and see that they sign-in.

### 5.5. Proposals

5.5.1. The County Council may formulate proposals for the Green Party of Shasta County. The County Council, or a designated representative, will present its proposals to the Green Party of Shasta 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. Decision making

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 Shasta 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 decision making authority. The Chair shall serve a term of two years. The out-going Chair shall notify the County Clerk of the name, 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 and General meetings or appoint another person who must be a registered Green Party of Shasta County member to serve as facilitator; and
- b. Act as the sole liaison between the Green Party of Shasta 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 Shasta 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
- b. Distribute the minutes of the previous meeting 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 Shasta 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 Shasta 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. 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 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, e-mail 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 Shasta County. The Media Liaison shall serve a term of two years.

6.5.2. The Media Liaison shall:

- a. At the direction of the County Council, promote the Green Party of Shasta 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 Shasta County.

6.5.3. Any public statements the Media Liaison makes on behalf of the Green Party of Shasta 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 Shasta 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 Shasta County;
- b. Have attended at least one statewide 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 Shasta 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: FINANCES

### 7.1 Bank Accounts

All revenue and expenses of the Green Party of Shasta County are to be deposited and withdrawn from a single bank account or group of linked accounts. The Treasurer and at least one member of the County Council must be signers on the accounts.

### 7.2 Transactions

7.2.1 No transaction may be made with Green Party of Shasta County funds without proper documentation.

7.2.2 No transactions may be made with revenue that has not been deposited .

### 7.3 Revenue

7.3.1 All revenue, including cash donations, is to be deposited in one of the Green Party of Shasta County's bank accounts.

### 7.4 Expenses

7.4.1 All expenses should normally be paid from one of the Green Party of Shasta County's bank accounts. However, the Treasurer or designates of the Treasurer may keep a reserve of petty cash no greater than \$50. Small expenses and reimbursements may be paid out of petty cash provided that all transactions are recorded.

7.4.2 If a cash transaction is necessary, and the expense has been budgeted, then an individual may pay the expense, to be reimbursed later.

7.4.3 Any individual who spends personal funds on an expense which has not been budgeted or specifically approved by the Council will not be reimbursed unless the expense not budgeted is subsequently approved by the Council.

7.4.4 All checks for amounts greater than \$250 shall require the signatures of two members of the council.

### 7.5 Fundraising

7.5.1 All potential fundraising projects that commit funds of the Green Party of Shasta County must be reviewed by the Treasurer. If a Finance Committee exists, it may perform the reviewing function upon request of the Treasurer.

7.5.2 Fundraising projects that commit funds of the Green Party of Shasta County and are losing money may be terminated at the discretion of the Council.

## **ARTICLE 8: GENERAL POLICIES**

### **8.1. Diversity**

The Green Party of Shasta 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.

### **8.2. Other Policies**

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

## **ARTICLE 9: AMENDMENT OF BYLAWS**

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