



LACDP Chartered Clubs and Organizations
COVID-19 Go-Forward Guidance

General and Committee Meetings

Executive Board and Executive Officer Decision-Making

- ★ It is recommended that Executive Board Members and/or Executive Officers of LACDP Chartered Clubs and Organizations work within the guidelines of their bylaws to make necessary decisions. In the event that a suspension of the rules is necessary to make an emergency decision that requires a vote of the body, Executive Board Members and/or Executive Officers should ensure complete transparency to membership on all decisions, including proper notification.

Conducting Virtual Meetings

- ★ Some Democratic Club bylaws allow for conducting business meetings via remote conferencing services. Others do not. However, given the current virus-related “social-distancing” recommendations and mandates and following additional guidance from the state party, LACDP is recommending the following:
 - ALL business meetings be continued to a future date or conducted remotely – either via tele- or video-conferencing service – through May 1st. This recommendation stands whether the current bylaws allow for doing so or not.
 - Any votes taken during virtual meetings need to be properly noticed and agendized to members either via electronic (opted-in) or written mail (where appropriate), website, and social media.
 - This includes (but not limited to): Adoption of Agenda, Adoption of Minutes, Budget Approvals, Event Coordination, and Programmatic Decisions
 - Percentage votes (e.g., two-thirds, 60%) should include members PRESENT on all virtual tele- or video conference calls. Club Leadership should keep track of the names of members attending and the recorded vote.
 - If tele- or video conferencing is not an option, it’s recommended that **regular and committee meetings be canceled.**
- ★ To ensure transparent and fair elections, Officer Nomination and Elections **should be postponed until the next available in-person meeting.**
- ★ To ensure all LACDP Chartered Clubs and Organizations have the tele- or video conferencing support they need, LACDP will provide LACDP access to a ZOOM account to conduct virtual club and organization business. LACDP will be sending out information to club leadership shortly with information about access.
- ★ LACDP will actively work with the state party to provide access to and training for (1) tele- and/or video-conference services, (2) email communication services, and (3) social/digital communication tools.



Process Challenges

- ★ The role of clubs and other chartered organizations are key to our Party's ability to elect Democrats, enact our Party's platform and register and mobilize Democrats in our County. Thus, extraordinary temporary measures to continue operations during this emergency situation are required. While club's and other chartered organizations are self-governing and autonomous, if there is a challenge to the organization's process during this period, the **Policy Committee** of the LA County Democratic Party, in its capacity to act in the absence of a meeting of the full LACDP body, will answer for any adherence to this recommendation in any complaint or challenge filed to the fullest extent it can in the exercise of LA County Democratic Party's authority as the chartering body. All initial challenge complaints should be sent directly to Special Projects Coordinator Elizabeth Hennes at elizabeth.hennes@lacdparty.org or Executive Director Drexel Heard at drexel.heard@lacdparty.org.

Additional Outreach and Club Spotlight Opportunities

- ★ It's recommended that Club and Organization leadership conduct regular communication with Members. This can include (but is not limited to):
 - Email Communications
 - Social Media Posts
 - Tele-Conference or Video Conference calls
- ★ LACDP will work with all Club and Organizational leaders over the next few weeks to spotlight the work each club and organization is doing and what their focus will be in the coming months.

For additional questions or information, please contact:

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