



RULES FOR CAUCUS OPERATION
Adopted by the South Carolina Democratic Party Executive Committee
September 30, 2021

Caucuses play an important role in the Democratic Party, both nationally and in South Carolina.

Caucuses unite people with a common interest, so that they may more effectively advocate for that interest.

Caucuses identify issues, raise awareness of those issues, and promote their importance. Those issues may become part of the national and state party platforms, and thereby commit the party to work on their behalf.

Caucuses give voice to individuals and communities who have traditionally been disenfranchised and disadvantaged within the political system.

The current caucuses within the South Carolina Democratic Party are:

- Black Caucus
- Black Women’s Caucus
- Business Caucus
- Disability Caucus
- Education Caucus
- Environmental Caucus
- Faith Caucus
- Health Care Caucus
- Hispanic Caucus
- Labor/Progressive Caucus
- LGBT Caucus
- Rural Caucus
- Senior Citizens Caucus
- Single Parent Caucus
- Veterans Caucus

The South Carolina Democratic Party Subcommittee on Caucus Organization, Operations, and Bylaws present these Rules and Bylaws so that caucuses may more

effectively organize, fulfill their mission, and coordinate their work with the state party organization.

INTRODUCTION

1. A caucus must be established by a process of the South Carolina Democratic Party (SCDP) Subcommittee on Caucus Organization, Operations and Bylaws (COOB) and approved by the State Executive Committee.
2. Each caucus must have bylaws which are to be reviewed and approved by the COOB and adopted by the State Executive Committee prior to becoming an official caucus. The chair of each official caucus shall be an *ex-officio* member without a vote on the SCDP Executive Committee, providing the caucus chair is elected in accordance with the bylaws of the caucus and these *Rules*. Caucuses established prior to the acceptance of this 2021 revision of the *Rules* will have their compliance with this rule reviewed by the COOB.
3. Nothing in caucus bylaws shall violate any provision of these rules, SCDP rules, DNC rules or SC state law.
4. Caucuses may endorse policy positions. Caucuses may not endorse a candidate in a primary.
5. Caucus officers or members endorsing as individuals may not use the name of the caucus in that endorsement or represent their endorsement as being on behalf of the caucus. Individuals violating this rule shall be assumed to have resigned their membership in the caucus.

CAUCUS ESTABLISHMENT

1. Official SCDP caucuses shall be established and governed by the COOB as appointed by the SCDP Executive Committee.
2. SCDP caucuses shall abide by these Rules, SCDP Rules, and Democratic National Committee Rules and Bylaws, (where applicable). In circumstances not addressed in these rules or SCDP rules, the latest edition of Robert's Rules of Order shall govern.
3. An official caucus must have membership from at least 5 counties. To be fully recognized with representation on the State Executive Committee a

caucus must have a minimum of 25 members, with membership from at least 5 counties, and a sponsor from the SCDP Executive Committee, and must complete an application created by the COOB.

4. Caucus membership is open to any interested SC Democrat. To be counted in the membership of a particular caucus and to be able to vote in that caucus, an individual must complete a membership form created by the COOB that is an appendix to these *Rules*.
5. To be officially recognized by the SCDP Executive Committee, the caucus must present bylaws to be approved by the COOB. The bylaws must include the provisions in the COOB bylaws template as approved by the SCDP Executive Committee.
6. A caucus that is in formation has provisional status until it meets the requirements outlined in these *Rules*. Democrats wishing to establish a caucus should work with the COOB and the SCDP staff.
7. Each caucus shall annually, no later than January 15, submit a list of its current membership and its officers to the COOB.
8. Each caucus shall submit the minutes of any meeting at which officers are elected to the COOB, including the list of those attending, no later than fifteen (15) days after the date of such meeting.
9. Each caucus shall submit to the COOB, by January 15 of each year, a list of its local affiliates together with the names and addresses of the officers of those affiliates.
10. All papers, financial records, minutes and other caucus documents shall be kept on file at SCDP headquarters for at least two (2) years, in paper or electronic versions, for safekeeping. All SCDP caucuses are subsidiaries of, and their records are the property of, the SCDP.

BYLAWS

1. Each caucus must adopt its own bylaws, which should conform to the *Model Bylaws* adopted by the COOB. These *Rules* and the *Model Bylaws* may be added to by a caucus in its own bylaws for the furtherance of the organization or operation, as long as such bylaws do not nullify, contradict, or alter any language approved by the SCDP Executive Committee or the SCDP State Convention.
2. Each caucus shall submit its bylaws annually, by January 15, to the COOB to be reviewed and submitted to the SCDP Executive Committee before its first meeting of the quarter. If a caucus fails to produce bylaws and have them approved, it must operate under the *Model Bylaws* approved by the SCDP Executive Committee.
3. A caucus wishing to amend its bylaws must submit such an amendment to the COOB for approval no less than thirty days (30) prior to the date of the vote on the amendment.
4. A copy of the amendment and addendums shall be sent with the meeting notice to each member of the caucus at least ten days (10) in advance of the meeting at which the amendment is to be voted on.

OFFICERS

1. Caucus officers shall be elected every two years in the odd year during the State Convention weekend or a time set by the State Executive Committee for the purposes of electing officers and reorganizing.
2. Caucuses must elect a chair, at least one vice-chair, secretary and treasurer and such other officers as outlined in the bylaws for the caucus.
3. In the event that any office shall become vacant, the vacancy shall be filled on an interim basis by the remaining officers of the caucus with the approval of COOB. An election for the office shall be held at the next regularly scheduled meeting.
4. Upon receipt of a complaint from three (3) or more caucus members, the COOB may decide whether to recommend to the SCDP Executive Committee that an officer of a caucus may be removed for cause.

5. The SCDP Chair shall call a special meeting or wait until the next regular meeting to resolve the issue.

MEETINGS

1. All meetings of a caucus shall be open to the public.
2. Notice of a caucus meeting must be given to all members at least ten days in advance. Notice must be sent by email or USPS (at the request of a member). In addition, caucuses must use their best efforts to publicize meetings via social media and email, at a minimum.
3. Meetings may be conducted virtually, and shall be virtual when, in the opinion of the SCDP Chair or Executive Director, in-person or mass gatherings are unsafe. In the case of virtual meetings, all caucuses shall use SCDP approved virtual platforms and electronic voting systems only. No personal virtual or conference line accounts shall be used unless approved by the SCDP Chair. A SCDP staff member (if unavailable a COOB Member) must be signed on as a co-host at all meetings. Virtual meetings must be recorded.
4. Caucuses shall meet at the SCDP Convention every year. The schedule and agenda for such meetings must be published and widely circulated to caucus members, convention delegates, and as many Democrats as possible.

FINANCE

1. No caucus is permitted to have an independent bank account. All caucuses shall deposit its funds with the state party and withdraw such funds at the discretion of the caucus.
2. A caucus may raise money for its own use, but such funds may be raised and spent only in consultation with the SCDP Treasurer or Executive Director, to ensure compliance with laws and regulations.
3. Dues or a fee may not be required as a condition of membership or voting. Funds may be collected from members on a voluntary basis.

COMMUNICATIONS

1. No caucus is permitted to have any networks, social media pages, or online, .org, .biz and www. accounts that are not property of and sanctioned through SCDP Communications. All social media accounts, websites, other online and www accounts must be deactivated that are not currently the property of SCDP (*ie.* in someone's personal name or third party).
2. SCDP will add the caucus chair or designee as an administrator on Facebook. Caucuses must add the state chair's designee as an administrator on all digital platforms. Caucuses must provide current usernames and passwords for all social media accounts and these must be updated anytime there is a change.
3. All public communications from a caucus must remain consistent with SCDP messaging. Press statements, press releases, and/or emails stating a position of a caucus must be reviewed and approved by the State Chair or his/her designee. Caucus leaders are urged to coordinate with the Communications Director of the SCDP for press assistance. Caucus Chairs who make public statements without following these protocols will be assumed to vacate the position of caucus chair.
4. No information may be published or shared online by a caucus that is not factual or that deviates from SCDP's messaging.