



California NOW PAC Operating Rules

Political Action Committee Job Description:

- All members of the PAC Steering Committee, including staff must adhere to the CA NOW bylaws.
- Political Action Committee Members shall attend required meeting including in-person, conference call, and web-based meetings.
- Committee members shall check all correspondence pertaining to the PAC within one week and respond.
- Committee members shall fulfill her or his commitments to the PAC in addition to other professional and personal commitments.
- Committee members shall use the “Reply All” option as recommended when responding to PAC business and if she or he uses the phone or letter of correspondence she or he will request that the Political Affairs Director communicate her or his message to the rest of the PAC as appropriate.
- Committee members shall disclose any relationship they may have with a candidate or campaign whether or not that relationship would constitute a conflict of interest. In those races in which a PAC member has a financial or close personal relationship with a candidate being considered by the CA NOW PAC (she shall recuse herself from relevant votes.) If the majority of the PAC members agree that there is a conflict of interest, the PAC members may vote to recuse that member.

Confidentiality

- CA NOW PAC discussions and communications are confidential except information that the PAC authorizes to be reported out for public consumption. (Members of the PAC need to be able to express how they feel about a candidate or divulge information that they may have on a particular race or candidate without concern about a breach of confidence via phone call, email, or letter).
- Members from time to time will receive information that is privileged and should not be given to any person who is not on the committee.
- It is understood that a PAC member may want to check with her or his own sources about the validity of a statement regarding a particular race or candidate. In doing so, PAC member statements must be kept confidential.

Terms of Office

- The terms of office of the members of the Committee shall commence with the post-conference Board meeting immediately following the state Conference in years when state officers are elected and end with the next elections conference.
- Any member who fails to attend one (1) PAC meeting without explanation or communication, and fails to respond within thirty (30) days to a certified letter, shall be deemed to have abandoned her/his meetings shall constitute resignation. (Said office shall immediately be declared vacant.)
- Any vacancies shall be filled by the State Board at the next regularly scheduled Board meeting.

Governing

Voting procedures:

- Only the President of California NOW, Action Vice President, and the elected members of the committee shall vote.
- A minimum of two-thirds of the sitting members of the Committee shall constitute a quorum for meetings of the committee.
- All Committee business shall be governed by a simple majority vote of attending members at regularly scheduled and noticed meetings of said body with the exception that all decisions with regard to endorsements of candidates or issues, expenditures of funds in excess of \$1,000 and distribution of labels shall require a two-thirds vote of the sitting members of the PAC.

Meetings:

- The Political Affairs Director shall make arrangements for meetings and conference calls.
- The Political Action Committee shall meet regularly on a quarterly basis with no less than 10 days written notice of said meetings to be given to each member of the Committee.
- The Political Affairs Director shall give notice to members of the PAC about all regular scheduled meetings via email 30 days in advance. The PAC must respond whether or not they will be able to attend the meeting within one week of the notice being sent.
- The Political Affairs Director shall send a reminder email one week prior to the meeting including the meeting location.

Special Meetings:

- Special meetings may be called at any time.
- In cases of emergencies a phone call shall be made to each member of the committee.

Meeting Agenda:

- Political Affairs Director along with the President/Executive Director shall determine what shall be on the agenda.

- Committee members may request an item to be on the agenda prior to the meeting by suggesting it to the Political Affairs Director.

E-mail Correspondence

- The Political Affairs Director and/or the President/Executive Director shall label all email correspondence as PAC Business.
- The Political Affairs Director shall state that each PAC member shall use the “Reply to All” button if an email requires a dialogue with all PAC members.

Offices and accounts

- The offices of this Political Action Committee shall be at the offices of California NOW, Inc. and all records, meeting notes, bylaws, and books of accounts shall be maintained at that address.
- The Political Affairs Director shall file all reports with the Secretary of State’s office as required by law and follow all FPPC rules and regulations.

Public Pronouncements

- Committee members shall not make any public pronouncement, endorsement or commitment of support, monetary or otherwise, with regard to any candidate or issue that indicates in any manner the support of California NOW, Inc. Political Action Committee without the prior approval of the committee.
- All CA NOW members are held accountable under CANOW Inc. Bylaws.

General

- While we recognize that membership on the PAC is on a voluntary basis, the ability of the committee to function effectively depends upon each member fully performing her/his duties.

Political Affairs Director’s Job Duties:

- When we have a paid Political Affairs Director these are her/his duties (in times that we do not have a paid Political Affairs Director these responsibilities fall to the President).
- The California NOW Political Affairs Director shall be the staff liaison between the Political Action Committee and candidates seeking our endorsement, organizations/committees seeking our endorsement on campaigns and ballot initiatives and anything else within the political arena.
- The Political Affairs Director is responsible for calling and returning calls to PAC members as necessary.
- The Political Affairs Director is responsible for responding to all emails regarding the PAC and the PAC members.
- The Political Affairs Director is responsible for distributing reimbursements to PAC members who request reimbursement for up to ½ a hotel room and airfare (same rate as CA NOW Inc.).