

MASSACHUSETTS LATINO DEMOCRATIC CAUCUS

INTERNAL SUB-COMMITTEE RULES

These internal rules are guidelines for the leadership and membership of the Massachusetts Latino Democratic Caucus to manage the internal affairs of this sub-committee of the Massachusetts Democratic State Committee. Therefore, these rules constitute the governing document for the purpose of leading and managing the business of the Massachusetts Latino Democratic Caucus until the Massachusetts Democratic Party and its State Committee officially determine other rules for its sub-committees.

Section I - NAME

1.1 Name - The name of this organization shall be Massachusetts Latino Democratic Caucus.

Section II - PURPOSES

2.1 Purposes - The purposes of the Massachusetts Latino Democratic Caucus are to:

1. Ensure that issues of concern to Latinos are included in the Massachusetts Democratic Party platform and are championed by Democratic elected officials.
2. Recruit and nominate Democratic candidates that address issues of concern to Latino communities and who actively engage Latinos in their campaign operations
3. Build a base of Latino Democrats that is active throughout the year.
4. Mobilize and deploy resources in Latino communities to support Democrats win elections and win on issues important to Democrats.

Section III – MEMBERSHIP

3.1 Eligibility for membership- Any Latino or Hispanic resident of Massachusetts that is registered to vote as a Democrat when eligible to vote may become a member of the Massachusetts Latino Democratic Caucus. Any Latino or Hispanic individual that is not-eligible to vote may belong to this Caucus if they demonstrate interest and commitment to Latino civic engagement and the purposes of this Caucus. Non-Latinos who are registered to vote as Democrats and who want to support the organization's purposes are also eligible. We define Latinos and Hispanics as any person who has been born in or descends from people born in a Latin American country, Spain or Brazil, as well as those who culturally identify with Latin American, Spanish or U.S. Latino communities.

3.2 Privileges and Duties of Membership- Members of the Massachusetts Latino Democratic Caucus have the following privileges and duties:

1. Membership Privileges
 - a. Attend all meetings and events organized by the Caucus and those organized by the MDP in which the Caucus is participating.
 - b. Members who appear on official records to have attended a minimum of four (4) Latino Caucus meetings or convenings in the previous 12 months are eligible to:
 - 1) Present and vote on motions and proposals presented to the membership. Those individuals who have not yet attained voting privileges can present motions through a member.
 - 2) Vote for officers
 - c. Attendance at meetings can also occur by phone using the official conference call line of the MDP.
 - d. Be nominated for one of the officer positions when eligible (see section 4.2)
 - e. Receive information about MDP events and strategies.
2. Membership Duties
 - a. Attend all Latino Caucus convenings per year, among regular or committee meetings or events. Attendance at meetings can also occur by phone using the official conference call line of the MDP.
 - b. Vote to elect officers if official records show attendance at a minimum of four (4) meetings in the previous 12 months.
 - f. Engage and take leadership in the activities and events developed by the Massachusetts Latino Democratic Caucus

- g. Distribute and promote information about Massachusetts Democratic Party events and strategies
- h. Maintain and protect the confidentiality of strategic information and decisions
- i. Volunteer time and contribute to the governance and improvement of the Massachusetts Latino Democratic Caucus

3.3 Membership Application - Members must be registered with the Massachusetts Latino Democratic Caucus through a completed membership application to be filed with the officers. The Secretaries of the Massachusetts Latino Democratic Caucus will maintain an official membership registry recording the dates when membership applications were filed and the attendance record for each member.

3.4 Removal of Members - Members of the Latino Caucus may be removed by procedures guaranteeing adequate notice and due process and by a two-thirds vote of those present and voting at a Caucus meeting for:

- a. failure to attend at least one-third of the regularly scheduled Caucus and events during any calendar year
- b. publicly endorsing or supporting any candidate whose announced intention is to oppose the nominee of the Democratic Party which nominee publicly supports the majority of the platform of the Democratic Party as adopted at the most recent state and national Democratic conventions. A member for whom a long and deeply held belief would be violated by support of the nominee shall not be removed under this section.
- c. unauthorized use of the Party or Latino Caucus name or resources
- d. conviction after appeals are exhausted of a criminal offense other than a misdemeanor.

A member must be given an opportunity to resign before notice of the hearing on the question of removal is given to the membership of the committee.

Section IV – OFFICERS

4.1 Officers- The Massachusetts Latino Democratic Caucus shall have ten (10) officers:

Co-Chairs, one male and one female
Secretary, one male and one female
Treasurer, one male and one female
Coordinators of four (4) working teams: Political Education, Campaign Organizing, Outreach and Recruitment, and Communications.

4.2 Eligibility for Officers

- 1. Officers need to be duly registered to vote as Democrats and as members of the Caucus.
- 2. To run for an officer position, a member must have attended a minimum of six (6) Latino Caucus convenings during the last 12 months prior to the election, among regular or committee meetings or sponsored events. Attendance at meetings can also occur by phone using the official conference call line of the MDP.
- 3. Both Co-Chairs should be Latinos/as. As much as possible, at least one of the Co-Chairs should be a Latino/a member of the State Committee.
- 4. At least one of the Secretaries and one of the Treasurers should be Latino/a.
- 5. Any member of the Caucus can be elected as Coordinator of the four working teams.

4.3 Terms of Service

- 1. All officers shall be elected by the members to serve a two-year term, however the term may be extended until a successor has been elected. For the 2015 election only, a special rule is adopted to elect half of the officers to one-year terms.
- 2. In the case of the Co-Chairs, they should be appointed by the Massachusetts Democratic Party Chair in concurrence with election results by Massachusetts Latino Democratic Caucus' members.
- 3. Elected officers may not serve in the same office for more than two consecutive terms.

4.4 Election of Officers

- 1. Latino Caucus' members interested in being nominated should express their interest to the Co-Chairs prior to the election meeting and up to the moment when nominations are closed.

2. Nominees may address the members at the election meeting explaining why they are interested in serving in a specific role.
3. The vote will be conducted by ballot and officers will be elected by a simple majority following Massachusetts Democratic Party procedures for internal elections. In the case of a tie, a runoff election shall be conducted.
4. In order to maintain gender balance, if a man or a woman is not available to run for a specific officer position, that position shall remain open until a gender-specific candidate arises.
5. Duly registered members of the Latino Caucus eligible to vote but not able to attend the election meeting, may vote by proxy by designating a duly registered member to exercise their proxy vote and explaining the reason for their absence in a written notice or email sent to the Secretaries prior to the election meeting. Registered members may be allowed to cast only one proxy vote besides their own during officer elections.

4.5 Removal of Officers and Vacancies

1. If an officer other than the Co-Chairs resigns before their term ends, the Co-Chairs shall call for a special election to elect a successor. The officer elected to replace the former officer will complete the term left and will need to run for re-election at that year's election meeting if he/she chooses to do so.
2. If a Co-Chair resigns before their term ends, the members of the Caucus shall recommend leaders to be appointed by the MDP Chair to complete the current term.
3. If a Co-Chair is not performing or fulfilling their duties and doesn't submit his/her resignation voluntarily, Latino Caucus members may recommend their removal and replacement to the MDP Chair before their term expires, after exhausting adequate follow up and documentation for a period that should not exceed four months.
4. If an Officer is not performing or fulfilling their duties and doesn't submit his/her resignation voluntarily, any officer may recommend their removal and replacement to the Latino Caucus' membership before their term expires, after adequate follow up and documentation for a period that should not exceed four months. The officer elected to replace the former officer will complete the term left, and if they so choose, they will need to run for reelection at that year's election meeting.
5. The membership may impeach an officer for immediate removal in case of gross negligence or misconduct by a two-thirds vote of duly registered members present at a special meeting called for that purpose or at a regular meeting if proper advance notice is given to the members that such a vote will take place.

4.6 Duties of Officers

CO-CHAIRS (one female and one male)

The Co-Chairs shall be the chief volunteer officers of the Caucus. The Co-Chairs shall lead the officers and members in performing their duties and responsibilities, including, if present, presiding at all meetings, and shall perform all other duties incident to the office or properly required by the members. Specific duties include:

1. Attend all meetings and events of the Latino Caucus
2. Maintain knowledge of the Latino Caucus and personal commitment to its goals and objectives
3. Develop agendas for Latino Caucus membership meetings and for the Officer meetings
4. Call the meetings and chair meetings ensuring ample participation of Latino Caucus members
5. Lead the process to create an annual plan of activities and projects with specific goals for approval by the Latino Caucus
6. Assign special duties or projects to Latino Caucus' members to carry out the annual plan
7. Recommend to the Latino Caucus special or ad hoc committees to be established and recruit members to chair those committees.
8. Maintain frequent communications with committee coordinators to be sure their work is carried out.
9. Maintain frequent communication with the MDP Chair, other MDP Officers, and its Executive Director
10. Participate in meetings of the Executive Committee of the MDP's State Committee and inform the State Committee about Latino Caucus' activities and concerns
11. Establish connections between the Latino Caucus and other Sub-Committees of the MDP State Committee and appoint Caucus members to participate in these Sub-Committees
12. Support the work of the Political Education and the Campaign Organizing working teams.
13. Inform members of the Latino Caucus about news, resources, opportunities or strategies arising from the MDP or State Committee

14. Act as the representative of the Latino Caucus and speak to the media and the community on behalf of the Latino Caucus following the advice and in concert with the MDP
15. Ensure that Latino Caucus matters are handled properly, including preparation of pre-meeting materials, the functioning of the working teams, and relationship with MDP's staff, officers and elected officials
16. Provide all Caucus files and transition documents and information to ensure a smooth transition with their successors

SECRETARIES (one female and one male)

The Secretaries are the lead officers responsible for keeping a book of minutes of all meetings and actions of officers and committees of the Caucus as well as the registry of official members. Specific duties include:

1. Attend all meetings and events of the Latino Caucus
2. Maintain knowledge of the Latino Caucus and personal commitment to its goals and objectives
3. Be responsible for the minutes of the Latino Caucus' meetings and officer meetings, record decisions made accurately, and present the minutes for approval at the next regular Caucus meeting
4. Designate a timekeeper to assist with time management at each meeting
5. Maintain records, files and key documents of the Latino Caucus
6. Assume responsibilities of the chair in the absence of the co-chairs
7. Conduct a roll call of members at each meeting and maintain a membership attendance record.
8. Maintain updated records of Latino Caucus' registered members, including their contact information and availability to assist in Latino Caucus' and MDP's activities. Assist the working teams in their outreach to registered members.
9. Collect and share political or community related information that may be useful to the members. Assist the working teams with their communications to registered members.
10. Ensure materials are translated into Spanish and Portuguese when deemed necessary
11. Support ad hoc or special committees by providing information they may need to carry out their duties.

TREASURERS (one female and one male)

The Treasurers shall be the lead persons to oversee the financial condition and affairs of the Caucus. The treasurers shall oversee and keep members informed of the financial condition of the Caucus. Specific duties include:

1. Attend all meetings and events of the Latino Caucus
2. Maintain knowledge of the Latino Caucus and personal commitment to its goals and objectives
3. Prepare an annual budget for the Latino Caucus and present it for approval by the membership no later than January of each year.
4. Communicate with MDP staff and the MDP Treasurer about fundraising strategies and budget for Latino engagement.
5. Provide financial reports to the Latino Caucus members at the regular meetings
6. Understand MDP's financial procedures and systems and ensure they are followed by the Latino Caucus
7. Manage relevant financial transactions or agreements through the MDP
8. Serve as point of contact with MDP so the Latino Caucus can support the party's fundraising strategies and events (for example, by participating in the Resource Development sub-committee of the MDP's State Committee)
9. Support ad hoc or special committees by providing information they may need to carry out their duties
10. Keep documentation and/or copies of financial records for the Latino Caucus.

COORDINATORS OF WORKING TEAMS (four)

The Coordinators of the four working teams will be the lead organizers of team plans and activities, responsible for recruiting team members and serving as point persons to develop the work of each team. Specific duties include:

1. Attend all meetings and events of the Latino Caucus.
2. Maintain knowledge of the Latino Caucus and personal commitment to its goals and objectives.
3. Along with other working team members, develop work plans with clear goals, objectives and activities and budget requirements for approval by the Latino Caucus membership.
4. Call and chair working team meetings ensuring ample participation of Latino Caucus members
5. Assign special duties or projects to Latino Caucus' members to carry out the annual plan and recruit external resources to support the work in consultation with the Co-Chairs.

6. Inform members of the Latino Caucus about news, resources, opportunities or strategies arising from the work of the team.
7. Act as representative of the Latino Caucus in the community.
8. Ensure that working team matters are handled properly, including preparation of pre-meeting materials, minutes and communications.
9. Coordinate strategies or activities with relevant sub-committees of the Massachusetts Democratic Party and suggest work team members to be appointed as Caucus representatives before these sub-committees

Section V- WORKING TEAMS

- 5.1 The four working teams of the Massachusetts Latino Democratic Caucus shall be: Political Education, Campaign Organizing, Recruitment and Base Building, Communications, and Fundraising.
- 5.2 The **Political Education Team** will develop the Latino Caucus issue platform, develop educational forums and materials on platform issues, organize member trainings and candidate forums, and lead candidate interviews and endorsement processes when appropriate and as decided by the membership.
- 5.3 The **Campaign Organizing Team** will organize campaign activities that provide opportunities for Latino volunteers to engage in the political process (including phone banks, voter registration, canvassing and door knocking, meet-and-greet events, etc.), inform and engage Latinos about campaign activities, and serve as liaison with MDP staff and specific campaigns after primaries.
- 5.4 The **Recruitment and Base Building Team** will work to solidify and grow the Caucus membership, including the organizing of regional groups, orientation meetings, and social activities that help the Caucus become visible in the community, engage more Latinos in MDP activities, and connect the Latino Caucus to other groups.
- 5.5 The **Communications Team** will develop and implement plans, guidelines and materials for external and internal communications, including social media, that helps to reach Latino activists and voters across the state, and that keeps Caucus members informed about events, candidates, and key information.

Section VI- MEETINGS

6.1 Meetings

1. Regular Meetings. The Latino Caucus shall have a minimum of nine (9) regular meetings each calendar year at times and places fixed by the officers. Meetings shall be held upon four (4) days' notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours' notice delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified. Meetings should be scheduled in different regions of the Commonwealth from time to time.

2. Special Meetings. Special meetings may be called by the Co-Chairs, secretary, treasurer, or any two (2) other members. A special meeting must be preceded by at least 2 days' notice to each officer and member of the date, time, and place, but not the purpose, of the meeting.

6.2 Quorum

1. Quorum. A minimum of 12 people or 60% of registered members, whichever is fewer, present immediately before a meeting shall constitute a quorum for the transaction of business at that meeting. No business shall be considered at any meeting at which a quorum is not present.

2. Majority Vote. Except as otherwise required, the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Latino Caucus.

Section VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the procedures of the Latino Caucus in all cases to which they are applicable and in which they are not inconsistent with these rules and any special rules of order the Latino Caucus may adopt.

Section VIII – AMENDMENTS

8.1 Amendments - These Rules may be amended, altered, repealed, or restated by a two-thirds majority vote of the Caucus' voting membership present at a duly-publicized meeting of the membership, provided, however,

- (a) that no amendment shall be made to these Rules which would conflict with the Massachusetts Democratic Party Charter and Bylaws; and,
- (b) that an amendment does not affect the voting rights of members. An amendment that does affect the voting rights of members further requires ratification by a majority vote of the registered membership of the Caucus at a given time. Voting procedures in this case may be performed by mail or electronic means.

Section IX- MISCELLANEOUS

9.1 Conflict of Interest- The Caucus shall adopt and periodically review a conflict of interest policy to protect its interests when it is contemplating any transaction or arrangement which may benefit any Caucus officer, MDP employee, affiliate, or member of a committee with Caucus-delegated powers.

9.2 Endorsements - The Caucus as an entity may not endorse Democratic candidates during a primary or preliminary election, although members are free to participate as individuals in primary or preliminary campaigns. The Caucus members may decide the general election races in which an endorsement of a Democratic candidate would be desirable and strategic.

CERTIFICATE OF ADOPTION OF RULES

I do hereby certify that the above stated Internal Rules of the Massachusetts Latino Democratic Caucus were approved by a majority of the Massachusetts Latino Democratic Caucus membership present on September 26, 2015 and constitute a complete copy of the Rules of the Caucus.

Secretary _____

Date: _____