



Virtual Guidelines for Central Committee Meetings

Credentialing

1. Central Committee Members are required to inform the Secretary and Chair (3-days prior) to DPOC Central Committee meetings if they plan to be absent (when possible). At that time Member will inform the Secretary, Chair, and Executive Director if their Alternate will be present.
2. The Secretary will inform the Executive Board monthly who missed meetings and the generic reason for the absence.
3. The Secretary will inform the Executive Board monthly if any Member is at risk of being removed for missing more than three (3) consecutive regular meetings or a total of five (5) meetings in 24 months or seven (7) meetings in 48 months.
4. Only Central Committee Members, Alternates and Associate Members, Guest Speakers, DPOC staff, those speaking on behalf of a candidate or ballot measure and any registered Democrats who have made prior arrangements with DPOC staff will be allowed in the virtual meeting room.
5. A live video must be on during Credentialing unless the Member is participating by phone.
6. If both the Central Committee Member and their Alternate are present in a meeting, the Alternate's name will be changed to "NVM" (Non-Voting Member).
7. For all meetings, the virtual credentialing will open at 6:45 PM and close at 7:15 PM or after credentialing is completed. Roll call will begin approximately at 7:00 PM. The Credentialing Committee will confirm if a quorum has been met after credentialing is closed. Once regular credentialing is closed, the Credentials Committee may credential a member if the member has a reasonable explanation for their late arrival (simply running late is not sufficient grounds).
8. Credentialed Central Committee Members or confirmed Alternates will have an asterisk (Voting Member) in front of their name.
9. If attending via Telephone, a "P" will be added to the end of the Member's name.
10. Once a Member or Alternate has been renamed, they are credentialed in and do not need to take any further action.
11. Once credentialing is completed, Central Committee Members and Alternates are expected to stay for the duration of the meeting, in part to ensure the

maintenance of a quorum. If a Member or Alternate needs to leave early, they should inform the Secretary so that the Secretary knows if a quorum is present and also, so the Secretary, if applicable, can rename a Member's Alternate as the voting member.

Voting

1. Hands will be cleared before all votes.
2. Voting will primarily be conducted via the Raised Hand on Zoom. If someone is experiencing technical difficulties using the Raised Hand button, they should reach out to assigned staff member.
3. For Members calling in via telephone, ayes will be called, then nays, and followed by abstentions; voters participating by phone can vote by using the Raise Hand Function at the appropriate time by pressing *9 on their phone.
4. In the event there is a vote by "ballot", a roll call vote will be taken, with votes tallied in a spreadsheet. The vote-by-vote tally will be available for review once tabulation is complete, and/or after the meeting. In the case of voting for multiple options, such as DSCC members, votes will be conducted via Google Forms or other suitable technology.
5. Refer to the Endorsement Process Guidelines for additional voting guidelines.