



POLICIES AND PROCEDURES

Approval of Executive Board motions put before the general membership requires a simple majority vote.

ARTICLE I - CORRESPONDENCE COMMITTEE

The president is the only authorized signer of official CCDW written correspondence or documents. If circumstances warrant, the president may grant temporary signature authorization to another member.

Committees or individual members may be granted access, as necessary, to the membership list.

ARTICLE II - DEPUTY TREASURER

Upon election of a new Treasurer, the former Treasurer is expected to continue in an *advisory* role for a period of one year. In addition, the President, after discussion with the Treasurer, may appoint a deputy treasurer. The appointee is expected to assist the treasurer with routine duties. Ideally, they would take the PDC training to become more conversant with the full duties of treasurer.

ARTICLE III - ENDORSEMENT AND FUNDING

Initial motions for endorsements and funding of candidates will be presented by the Executive Board. Any such recommendations made from the floor of a general meeting will be referred to the Executive Board for review.

Any Candidate who aligns with the values promoted by CCDW may request endorsement and/or funding from the organization at any time by following the steps below.

Section 1: Candidates shall complete a written application, available from the Executive Board, the Advisory and Nominations Committee, or online, and will include the understanding that CCDW endorsement does not equate to a monetary donation.

- a. CCDW may use a joint endorsement process with CCDCC, where candidates use a single questionnaire & interview that works for either or both groups. Although the information will be shared, each group will privately make their own decisions on endorsements and funding.

- b. Candidates may be endorsed by the Committee without formal endorsement on a case-by-case basis

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Section 2: The Advisory and Nominations Committee will examine completed questionnaires and attend candidate interviews whenever possible before determining recommendations to be presented at the next Board meeting.

The final report should involve both endorsement and donation recommendations, where requested. Based on candidate responses, the committee may suggest a specific monetary donation to the Board.

Section 3: After discussion of the Committee report, the Board will make its recommendations for endorsements and donations to members at the next general meeting.

Section 4: Individual endorsements and donation requests must be approved separately by a majority of the members present at the next general meeting. A majority vote of the membership can override Board recommendations, including donations as long as they do not exceed available amounts.

- A. Regardless of initial monetary request, after a candidate has received member approval, donations may be reassessed at a later date, subject to PDC regulations.

Section 5: Time-Sensitive Donation Requests from approved candidates. Once a candidate has been endorsed, with or without a monetary component, they may make a written request for a time-sensitive donation to the Board. The Board is authorized to meet (electronically or in person) to consider such requests. Donations must be approved by a 3-vote majority decision of the Board, the amount not to exceed fund availability. Any such donations shall be reported to the members at the next general meeting.

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ARTICLE IV - DUAL LEADERSHIP

Nothing in CCDW By-laws shall preclude the preference of two (2) candidates who wish to share an office to run as Co-Presidents, Co-Vice Presidents or Co-Secretary's. Until or unless a specific plan is presented to the Board regarding division of power, the split will be assumed to be 50-50 for alternating months, including voting.

Approved June 28, 2017

Revision November 21, 2017

Revision June 6, 2021

Revision July 5, 2021 Adopted July 28, 2021

Adopted December 19, 2022