



California National Party Bylaws

Preamble

The purpose of the California National Party is to create an ever stronger and more independent California Republic.

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ARTICLE I: ORGANIZATION

1. The California National Party (“Party” or “CNP”) shall be organized under [Division 7, Part 6 of the California Elections Code](#) (Green Party Model), except where that section conflicts with this document. This document represents the fundamental bylaws of the California National Party and any previous bylaws are null and void.
2. Definitions:
 - a. “Active Party Members” are currently registered to vote with the party and/or have attended at least one CNP event and/or meeting (in person or virtual) in the last three months. Only Active Party Members may vote in internal elections and each Active Party Member shall be entitled to one vote.
 - b. “Conventions” are meetings of party members throughout California for the purpose of taking action on behalf of the Party.
 - c. “County Central Committees” are the highest decision-making body within a County Chapter.
 - d. “County Chapters” are units of the CNP that correspond to counties and have their own leadership, decision making, organizational, event planning and execution capacity subsidiary to that of the party leadership.
 - e. “Delegates” are CNP members appointed by the Leadership Committee as representatives at conventions to make decisions in a democratic voting structure.
 - f. “Leadership Committee” is the highest executive decision-making body within the CNP. Its decisions represent the voice of the CNP as a party.
 - g. “Mediation and Arbitration Committee” (MAC) is established by the Leadership Committee to assist in resolving internal conflicts with the agreement of all parties, or to investigate actions that may harm the CNP within the meaning of these Bylaws.
 - h. “Meetings” are gatherings, in person, telephonically or virtually, of the membership, to discuss and determine policies of the CNP.
 - i. “National” means California.
 - j. “National Party Conventions” are conventions for CNP members that are called by the Leadership Committee to further the goals of the CNP.
 - k. “Regions” are the recognized divisions of the state in which co-ordination between party leadership and County Chapters occur. Currently recognized as Northern California (48 counties) and Southern California (10 counties).
 - l. “Supermajority” is a two-thirds majority or more.
 - m. “Writing” means any form of written communication, whether physical or electronic.
3. Legal provisions, such as the California Elections Code or any other statutory or regulatory provisions, take precedence over conflicting provisions of these Bylaws.

4. These Bylaws take precedence over conflicting provisions of the organizational documents of divisions of the CNP, such as those of County Central Committee, Regions, or other affiliates.
5. Except as otherwise specified in these bylaws, Robert's Rules of Order shall apply to all Meetings or Conventions of the CNP or its county or regional constituent parts, except as modified by the Leadership Committee for that convention. Failure to promptly object to procedural improprieties waives the objection.

ARTICLE II: LEADERSHIP COMMITTEE

1. The Leadership Committee is the highest executive decision making body of the Party, and serves as the "state coordinating committee" within the meaning of California Elections Code [Division 7, Part 6, Chapter 4](#).
2. Meetings:
 - a. The Leadership Committee shall meet at least once yearly, as required by [Elections Code Section 7926](#).
 - b. A majority of the full membership of the Leadership Committee shall constitute a quorum.
 - c. No votes shall be taken by secret ballot.
 - d. A Leadership Committee Member may designate a proxy to act on the Member's behalf up to three times per calendar year, provided that the proxy is otherwise eligible as a Leadership Committee Member.
 - e. A Leadership Committee Member who is absent from three consecutive Leadership Committee meetings, without designating a proxy, is deemed to have resigned and shall be replaced in accordance with these Bylaws.
 - f. All Party members are entitled to review any Leadership Committee meeting minutes.
3. The Leadership committee must make the following decisions by supermajority vote:
 - a. Calling a National Party Convention and approving the list of Delegates, which it may not delegate;
 - b. Proposing an amendment to the Bylaws;
 - c. Removing a member of the Leadership Committee or a County Central Committee for cause, including failure to perform duties or violation of the law per [§7908 of the California Elections Code](#), which it may not delegate; and
 - d. Determining the size of County Central Committees and their method of election, unless laid out in the Committee's own bylaws.

4. The Leadership committee may not delegate and must make by simple majority vote the following decisions:
 - a. Canceling or reducing existing appropriations;
 - b. Certifying the results of internal Party elections or petitions;
 - c. Filling vacant Leadership Committee positions pending the next party-wide elections; or
 - d. Ratifying decisions by the Mediation and Arbitration Committee suspending local chapters and barring their use of the CNP name, trademarks, or resources.
5. Unless otherwise specified, the Leadership Committee shall make all decisions by simple majority vote including, but not limited to:
 - a. Obtaining copies of the voter registration index, provided free of charge to the party per [§2185 of the California Elections Code](#) and subject to privacy restrictions in [§2194 of the California Elections Code](#) and other applicable laws and regulations.
 - b. Delegating any powers covered by this Section, or revoking such delegated powers.
 - c. All other matters determined by the Leadership Committee.

ARTICLE III: LEADERSHIP COMMITTEE OFFICERS

1. Leadership Committee Officers must:
 - a. Reside in California.
 - b. Be registered to vote in California with party preference of California National Party.
 - c. Maintain 12-months of prior active membership.
 - d. A person may only be a candidate for or serve as the Treasurer if the person has:
 - (1) at least a bachelor's degree with coursework in math, accounting or finance;
 - or (2) have prior financial accounting and reporting experience. A person may not be a candidate for or serve as the Treasurer, if the person has been convicted of embezzlement of public money, bribery, forgery or other related crimes.
2. All Leadership Committee Officers shall have equal voting power. No Leadership Committee Officer shall have authority over another, with the exception of the presiding member regarding the procedural conduct of a meeting.
3. No one may hold more than one Leadership Committee Officer position at a time, except when acting as a designated proxy within the meaning of these Bylaws. A

Leadership Committee member may also hold a concurrent position in a County Central Committee.

4. The Leadership Committee may appoint officers and agents to act on behalf of the CNP by majority vote. The votes and final result shall be made available to CNP members within seven (7) days after such an appointment is made.
5. Leadership Committee Officers shall:
 - a. Coordinate and communicate with all other Party leaders.
 - b. Help formulate high level planning and work on coordinating Party activities.
 - c. Complete all duties and powers described in these Bylaws and all other acts that benefit the CNP.
6. Leadership Officer Positions and Duties Descriptions:
 - a. Chair:
 - I. Serve as the chair and parliamentarian for all official business of the CNP.
 - II. Serve as the highest elected official of the CNP and coordinate party activities to best support the growth and development of the CNP.
 - b. Vice-Chair:
 - I. Serve as the chair for all official business of the CNP if the Chair is not available.
 - II. Serve as the second highest elected official of the CNP and coordinate party activities to best support the growth and development of the CNP.
 - c. Secretary:
 - I. Record all National Party Proceedings and provide summaries and records, including vote tallies, of those proceedings pursuant to relevant protocols.
 - II. Work to improve communication across all aspects of the CNP.
 - III. Support the growth and development of the CNP.
 - d. Treasurer:
 - I. Prepare regular reports on the income and spending of the CNP.
 - II. Ensure proper compliance with all spending and fundraising laws of California and federal law.
 - III. Work with other stakeholders to ensure that the CNP effectively raises and spends funds in a manner that incorporates best practices and maximizes the value of funds expended on behalf of CNP projects and goals.
 - IV. Support the growth and development of the CNP.

- e. County Chapter Coordinator, Region of Northern California:
 - I. Coordinate with all County chapter chairpersons.
 - II. Determine the best ways the Leadership Committee can support regional and county chapters and provide guidance and advice to the Leadership Committee.
 - III. Help grow all regional chapters and build central committees in any county that currently lacks one.
 - IV. The southern boundary of Northern California is the southern boundary of the Counties of Monterey, Kings, Tulare and Inyo.
 - V. Candidates for this position must live in Northern California.
 - VI. Support the growth and development of the CNP.

- f. County Chapter Coordinator, Region of Southern California:
 - i. Coordinate with all county chapter chairpersons.
 - ii. Determine the best ways the Leadership Committee can support local chapters and provide guidance and advice to the Leadership Committee.
 - iii. Help grow all regional chapters and build central committees in any county that currently lacks one.
 - iv. The northern boundary of Southern California is the northern boundary of the Counties of San Luis Obispo, Kern and San Bernardino.
 - v. Candidates for this position must live in Southern California.
 - vi. Support the growth and development of the CNP.

- g. External Communications Coordinator
 - i. Oversee the operations of official CNP social media accounts, including the granting and termination of account access to non-leadership members, as well as compliance with all social media policies.
 - ii. Determine the scheduling of social media posting, mailings, mass emails, and party media releases.
 - iii. Coordinate communications between the party and press. May issue neutral statements based on officially adopted party positions and policies.
 - iv. Shall coordinate communication with other independence organizations. May not officially obligate the party into any formal agreements without the consent of the simple majority vote of the LC.
 - v. Coordinates with CNP campaigns to help maximize efficiency and CNP resources.
 - vi. Coordinates advocacy efforts at the California Capitol and with any county or regional chapters carrying out advocacy efforts in their area before any governing entity.

7. The Leadership Committee may add additional positions to the Leadership Committee as needed and subject to a supermajority vote. The Leadership Committee may appoint a CNP party member to fill any newly created position until the next party elections subject to a supermajority vote.
8. If a Leadership Committee position becomes vacant during the elected term of its incumbent, then the remaining Leadership Committee members shall select a replacement, who is otherwise qualified and subject to a simple majority vote.
9. If a vacant Leadership Committee position has no candidates, then that position shall remain vacant until a CNP member is appointed or elected to the position.

ARTICLE IV: NATIONWIDE SUBSIDIARY OFFICERS

1. Nationwide subsidiary officers shall be any appointed or elected officers that serve a function delegated from the Leadership Committee, but shall not serve on or be given a vote within the LC by virtue of status as an officer; however, their status as an officer shall give them administrative powers, within the scope of their office, above that of local leadership.
2. Permanent nationwide subsidiary offices:
 - a. Volunteer Coordinator
 - i. Communicate with and work to place new volunteers in appropriate positions within the party organization in coordination with Regional Coordinators and/or the national leadership.
 - ii. Seek candidates to fill new positions to advance the goals and functioning of the party.
 - iii. Support the growth and development of the CNP.

ARTICLE V: PARTY CONVENTIONS

1. Conventions are meetings of party members for the purpose of taking action on behalf of the Party.
2. The Leadership Committee shall announce National Party Conventions with a minimum of thirty (30) calendar days written notice.
3. "Delegates" are CNP members appointed by the Leadership Committee as representatives at conventions to make decisions in a democratic voting structure.

4. Delegates present on the Convention floor may call a vote to eject an attendee (including a Delegate) from the Convention for being disruptive by majority vote.
5. Conventions shall be held in venues that comply with the Americans with Disabilities Act (ADA) and the Party shall make best efforts to accommodate alternate language requests, including, but not limited to, accommodations for the hearing impaired and non-English speakers.
6. The Secretary of the Leadership Committee shall prepare Minutes of the Convention and post them prominently on the Party's official website within three (3) days after the close of the Convention. The minutes shall identify the Delegates present on the floor, proposed decisions voted on, and the final vote totals. The minutes need not record each delegate's individual vote, unless the rules of the Convention otherwise require it.

ARTICLE VI: COUNTY CENTRAL COMMITTEES

1. County Central Committees are the highest executive body of the Party in a county, and serve as the "county councils" within the meaning of California Elections Code [Division 7, Part 6, Chapter 2](#) and [Chapter 3](#).
2. County Central Committee members must be residents of that county and be registered to vote in California with party preference of CNP, within the meaning of [California Elections Code §§7905-7907](#).
3. All members of a County Central Committee shall be elected at regular elections. If a seat becomes vacant between elections, then the remaining members may appoint an interim County Central Committee replacement until the next regular County Central Committee election by unanimity or in a manner specified in its bylaws per [California Elections Code §7904](#).
4. County Central Committees may be in one of three states:
 - a. Elected: A County Central Committee that has been elected in compliance with the California Elections Code [Division 7, Part 6, Chapter 2](#).
 - b. Acting: A County Central Committee that has been selected as described in Section 6.
 - c. Inactive: A County Central Committee with all seats vacant.
5. The terms "County Central Committees" and "active County Central Committees" refer to both Elected and Acting County Central Committees.

6. An Inactive County Central Committee may become an Acting County Central Committee as follows:
 - a. The Leadership Committee shall establish a date for announcing candidates for an acting Chair, Secretary and Treasurer of the County Central Committee being activated and shall provide all eligible members in the affected county at least seven (7) days to submit nominations for specific offices. Eligible Party members may nominate themselves for a specific office. Persons nominated must qualify for the office for which they are nominated.
 - b. Within seven (7) days after announcing the candidates, the Leadership Committee shall announce the date for electing an acting Chair, Secretary and Treasurer.
 - c. The election shall occur at a meeting, which all Party members have a right to observe. Qualified Party members attending the meeting shall cast secret ballots for acting Chair, Secretary and Treasurer from among the nominees for each office. Candidates need not be present to be elected.
 - d. The Leadership Committee shall designate an agent to attend the election and transmit to the Secretary of the Leadership Committee the results of the election, including who attended and the total number of votes for each candidate. The Secretary shall report the results to the Leadership Committee within three (3) days of receiving them.
 - e. The Leadership Committee shall promptly certify the election results in its discretion, not to exceed three (3) days. The Leadership Committee shall not abuse its discretion and shall enter into the minutes the reason for refusing to certify election results.
 - f. Within ninety (90) days after being elected, the acting County Central Committee shall adopt bylaws and hold an election for officers to serve complete terms in office, as provided for in that county's bylaws. The election shall be open to all county Party members,
 - g. The Acting County Central Committee serves only until the next Elected County Central Committee can be seated, as described in [California Elections Code §7922](#).
7. Elections for Elected County Central Committees shall comply with [California Elections Code §7911](#). Each county shall have at least three but not more than five Central Committee members, elected at large by all CNP members in that county who cast a vote in any internal county CNP election.
8. Meetings:
 - a. County Central Committees are strongly encouraged to meet every six months and must meet at least once a year. County Central Committees must publicly announce meetings at least seven (7) days in advance.

- b. Meetings may be held in any suitable venue and may be held free of charge in a building within the county owned by California's government, per [California Elections Code §7910](#).
 - c. The Secretary of the Leadership Committee shall contact the secretary of any County Central Committee that fails to hold a meeting within nine calendar months from its last meeting reminding them of the need to hold a meeting within one calendar year of their last meeting. If a County Central Committee fails to hold an in-person meeting by that date, then the Leadership Committee may remove all members from that Central Committee for cause, rendering it Inactive.
 - d. County Central Committees may, in a manner described in their Bylaws, hold additional meetings.
9. Bylaws:
- a. Each County Central Committees shall have its own Bylaws.
 - b. The Party shall provide an acting County Central Committee with sample Bylaws, which the acting County Central Committee may adopt at its discretion.
 - c. Elected County Central Committees may adopt county Bylaws by a vote of two-thirds of the County Central Committee members.
 - d. County Central Committees may amend their Bylaws by a vote of two-thirds of the County Central Committee members at two (2) consecutive in-person meetings, or in a manner specified in their Bylaws.
10. County Central Committees shall choose the following officers, with the following powers and responsibilities, in line with County and National bylaws:
- a. Chair:
 - i. Organizes and runs meetings of the County Central Committee.
 - ii. Serves as liaison to the California Department of General Services, per [California Elections Code §7910](#).
 - iii. Acts as spokesperson for the County Central Committee and may appoint alternative spokesperson(s) with the consent of the County Central Committee.
 - iv. Obtains an electronic copy of the voter registration index from the county elections official at least 45 days prior to each statewide election. The index is available free of charge per [§2185 of the California Elections Code](#). However, if the Chair does not obtain this record, that shall not be considered a bar to continuing to hold office as Chair.
 - b. Secretary:
 - i. Keeps minutes regarding actions taken at County Central Committee meetings, including votes taken by the members, and make them publicly available no more than seven (7) days after the meeting.
 - ii. Reports to the county Elections Department, all appointments to fill vacancies in Elected County Central Committees per [§7909 of the California Elections Code](#).

- iii. Maintains a current and publicly available copy of the local county chapter Bylaws and a chart of the local county chapter’s organizational structure.
 - iv. Serves as liaison to the Leadership Committee Secretary.
- c. Treasurer
- i. Manages the County Central Committee’s finances, including opening bank accounts, collecting donations, disbursing funds and maintaining an accurate financial record of all transactions.
 - ii. Keeps records, files campaign statements, and notifies contributors of their filing obligations in compliance with the California Elections Code, the California Government Code, regulations of the California Fair Political Practices Commission, and federal law.
 - iii. Oversees the preparation and maintenance of an annual budget for the County Central Committee
 - iv. Produces records in response to requests from the Treasurer of the Leadership Committee or from auditors per [California Government Code §90001](#).
11. Up to five (5) counties may unify themselves into a new Region.
- a. A Region may be formed by
 - i. A County Central Committee may petition and coordinate with the Leadership Committee to form a Region including the petitioning County and up to four contiguous other counties with no or only inactive Central Committees, which would come under the responsibility of a newly-created Regional Chapter Coordinator.
 - ii.
 - b. Regions are dissolved when only two remaining counties are members.

ARTICLE VII: ENDORSEMENTS

1. An “endorsement” is a public statement by the Party allowing a campaign supporting a candidate, proposed legislation or a ballot measure to use the name of the Party. A “recommendation” is a public statement by the Party that supports such a campaign without allowing the campaign to use the name of the Party, itself.
2. The Leadership Committee, California National Party Conventions, County Central Committees and Affiliates may issue endorsements and recommendations at their discretion, unless the Leadership Committee has already publicly opposed the specific candidate, proposed legislation or ballot measure.
 - a. Conventions, County Central Committees and Affiliates should coordinate with the Leadership Committee prior to issuing endorsements or recommendations to avoid conflicting positions, although such conflicts are not prohibited.

- b. Conventions, County Central Committees and Affiliates shall, upon request of any member of the Leadership Committee, report back to the party as a whole regarding how the candidate, proposed legislation or ballot measure would promote the CNP's current platform and goals, especially California's independence.
3. 45 days prior to each election, the Leadership Committee shall request that the County Central Committees inform the Leadership Committee of their anticipated endorsements and recommendations to allow the Leadership Committee to consider them prior to making its own.
4. The Secretary of the Leadership Committee shall provide seven (7) days notice to the party membership by email prior to any formal discussion or deliberation regarding the endorsement or recommendation of a candidate, proposed legislation or ballot measure. A member must provide their email to the CNP's email database to receive notifications.
5. Party officials are free to make endorsements and recommendations, provided they state clearly that they are making the endorsement or recommendation as individuals and not on behalf of the Party.

ARTICLE VIII: APPOINTMENTS

1. The Leadership Committee may appoint volunteers or employees to perform tasks on behalf of the party. All volunteers and employees are "at will," and the power to appoint volunteers or employees includes the ability to remove them.
2. The Leadership Committee shall conduct a confidential evaluation of the performance of any volunteer or employee at the request of two or more members of the Leadership Committee.
 - a. Within five (5) business days of the request, the Chair of the Leadership Committee shall appoint three (3) members to conduct the evaluation. Any member of the Leadership Committee who wishes to be part of such an evaluation may participate. If more than three (3) members wish to participate, then the Chair shall designate the three (3) evaluating members.
 - b. The evaluating members shall report back to the Leadership Committee within five (5) business days of being appointed.
3. The evaluating members may consider any relevant information, including, but not limited to:
 - a. Relevant experience for the position.
 - b. Interest in and ideas for the position.
 - c. Ability to fulfill commitment.

- d. Previous political activism.
- e. Previous participation with the party.
- f. Previous participation in the California independence movement.
- g. Compensation requests (as appropriate).
- h. Commitment to exit interview if for a short term position.
- i. Internships:
 - i. If done to fulfill an educational requirement, a review of the course syllabus to ensure work with the Party meets the requirements.
 - ii. Academic record.

ARTICLE IX: AMENDING THE BYLAWS

1. The Leadership Committee may amend these Bylaws as follows:
 - a. A member of the Leadership Committee submits a proposed amendment to the Leadership Committee, which is subject to a supermajority vote in order to be presented to all County Central Committees for consultation. Within five (5) business days of the supermajority vote, the Secretary of the Leadership Committee shall transmit the proposed amendment to the secretary of each County Central Committee.
 - b. Within thirty (30) days of receiving the proposed amendment, the secretary of County Central Committees must transmit in writing any revisions to the proposed amendment to the Secretary of the Leadership Committee.
 - c. If the Secretary of the Leadership Committee receives no timely revisions to the proposed amendment, then it is approved and the Bylaws are amended.
 - d. If the Leadership Committee Secretary receives timely revisions to the proposed amendment, then the revisions shall be subject to a supermajority vote of the Leadership Committee in order to be incorporated into the proposed amendment. The revised proposed amendment shall then be subject to a supermajority vote of the Leadership Committee in order to amend the Bylaws.
 - e. Individual articles in these Bylaws may provide for alternative methods for amending their provisions.

2. County Central Committees may submit proposed amended Bylaws as follows:
 - a. One or more County Central Committees may submit a proposed amendment to the Secretary of the Leadership Committee if (i) the amendment passes a supermajority vote in each County Central Committee and (ii) an adequate number of County Central Committees support the proposed amendment. The number of supporting County Central Committees necessary shall be determined as follows:
 - i. A single County Central Committee can propose an amendment if fewer than six Active County Central Committees exist.

- ii. Two County Central Committees can jointly propose an amendment, if 6 to 15 Active County Central Committees exist.
 - iii. Three County Central Committee can jointly propose an amendment, if 16 to 30 Active County Central Committees exist.
 - iv. Four County Central Committee can jointly propose an amendment, if more than 31 Active County Central Committees exist.
- b. The Leadership Committee shall discuss the proposed amendment at its next meeting. If the Leadership Committee determines that the agenda for the next meeting does not allow its discussion, then the Leadership Committee must discuss the proposed amendment at the second meeting after receiving the proposed amendment. The Leadership Committee may take the following actions:
 - i. Submit the proposed amendment to supermajority vote in order to pass and amend the Bylaws; or
 - ii. Transmit revisions to the proposed Amendment to the originating County Central Committees for comment. The originating County Central Committees shall have thirty (30) days to transmit written changes to the revisions to the Secretary of the Leadership Committee; or
 - iii. Take no action.
- c. If any County Central Committee transmits changes to the revisions to the proposed amendment, then the changes shall be subject to a supermajority vote of the Leadership Committee in order to be incorporated into the proposed amendment. The proposed amendment shall then be subject to a supermajority vote of the Leadership Committee in order to amend the Bylaws.

ARTICLE X: PARTY PLATFORM

1. The Party Platform is the current statement of goals and principles of the party. The Leadership Committee shall endeavor to recruit candidates who agree with all or the majority of the platform, depending on the given region or office.
2. The Leadership Committee shall establish a "Platform Amendments Committee" every two years to review the Party Platform as follows:
 - a. The Platform Amendments Committee shall solicit all party members for proposals on amendments to the platform. Party members shall have 45 calendar days to respond in writing to the Secretary of the Leadership Committee.
 - b. Within fifteen (15) days of the deadline for members to propose changes, the Secretary of the Leadership Committee shall transmit all proposed changes to the Platform Amendments Committee. The Platform Amendments Committee shall have discretion to propose revisions to the Party Platform in response to member proposals or on its own initiative.

- c. Within thirty (30) days of receiving the proposed changes to the Party Platform from the Secretary of the Leadership Committee, the Platform Amendments Committee shall transmit its proposed revised Party Platform to the Secretary of the Leadership Committee who shall then provide it to each member of the Leadership Committee within ten (10) days.
- d. The Leadership Committee shall hold a vote on the proposed Party Platform either at its next regular meeting or via email among the Leadership Committee Members, at the discretion of the Leadership Committee. If the proposed Party Platform is not approved by the Leadership Committee then it shall be sent back to the Platform Amendments Committee for further revision.
- e. If the proposed Platform is approved by the Leadership Committee then within thirty (30) days of receiving the proposed revised Party Platform from the Platform Amendments Committee, the Secretary of the Leadership Committee shall submit the proposed revised Party Platform to a Party-wide “up-or-down” simple majority vote. If the proposed Party Platform is approved by 50%+1 of the voting party members then it becomes the official Party Platform for the California National Party.
- f. If the revised platform is rejected by the members then the existing platform remains in effect without amendment.

ARTICLE XI: PARTY FINANCES

1. Contributions

- a. “Contribution” means a monetary or nonmonetary payment as defined in [Government Code §82015](#) and [FPPC Regulation 18215](#).
- b. “Fundraiser” means a County Central Committee, an Active Party Member, or any agent that receives Contributions on behalf of CNP.
- c. Fundraisers shall report all Contributions they receive to the Treasurer of the Leadership Committee or the Treasurer’s designated agents.
 - i. Contributions of less than \$5,000 must reported by the sooner of either (i) the first day of the month after the month in which the Contribution was received, or (ii) the closing date of any campaign statement the Leadership Committee is required to file.
 - ii. Contribution of \$5,000 or more must be reported by the sooner of either (i) three business days after receiving the Contribution, or (ii) the closing date of any campaign statement the Leadership Committee is required to file.
- d. Fundraisers shall not spend any part of any Contributions they receive.
- e. Fundraisers shall transfer or deposit the full amount of each Contribution they receive into a bank account controlled by The Leadership Committee within ten business days of receiving the Contribution.

- i. Cash, check, or money order contributions are “received” on the date received.
- ii. Payment card or electronically transferred contributions are “received” on the date they become available for transfer out of an account controlled by a Fundraiser.

2. Disbursements

- a. The Leadership Committee shall determine by majority vote a threshold amount (“Threshold Amount”), above which any expenditure shall require an authorized purchase requisition.
- b. Expenditures exceeding the Threshold Amount must comply with the following:
 - i. Approval by the Treasurer of the Leadership Committee: Any requester may submit a completed purchase requisition form to the Treasurer of the Leadership Committee, or to the Treasurer’s designated agent(s), and attach any supporting documents, including proposed vendor contracts.
 - ii. The Treasurer, Vice Chair, or Chair of The Leadership Committee has sole discretion to authorize a purchase for amounts that comprise up to 1% (one percent) of CNP’s working capital (i.e. current assets minus current liabilities).
 - iii. The full Leadership Committee must approve any purchase that exceeds 10% (ten percent) of CNP’s working capital by majority vote.
 - iv. The requester may play no role in approving the expenditure.
- c. Requests for reimbursement must comply with the following:
 - i. Any person may request reimbursement for expenses incurred on behalf of CNP from the Treasurer, Vice Chairperson, or Chairperson of the Leadership Committee, who shall have discretion to approve or decline reimbursement.
 - ii. Requests for reimbursement must be declined if it (a) is later than 90 days after the expense was incurred, or (b) is later than the closing date of any campaign statement the Leadership Committee is required to file, or (c) would result in the aggregate of such reimbursements exceeding the Threshold Amount in the current calendar month, or (d) is not supported by a receipt or other third-party proof of payment that includes the name of the vendor, the transaction date, a description of the goods or services purchased, the amount paid, and the form of payment. Acceptable proofs of payment are cleared checks, credit card statements, and bank account statements.
- d. Invoice for goods and services incurred in the normal course of business must be approved by the Treasurer, Vice Chair, or Chair of The Leadership Committee,

after exercise of reasonable diligence.

ARTICLE XII: NON-DISCRIMINATION

1. The CNP does not discriminate against anyone on the basis of age, race, ethnic background, creed, gender identity, genetic information, marital status, national origin, religion, sex, sexual orientation, disability, or veteran status.
2. Diligent efforts will be made to accommodate anyone with disabilities at CNP events.