



Washington State 18th Legislative District Democratic Committee Bylaws

Version 2013-02

Revised May 7, 2013

CONTENTS

- Section 1 18th Legislative District Democratic Committee Bylaws
Version 2013 -01 (Draft); Revised February 5, 2013
- Section 2 Version History and Revision Notes
Cumulative list of revisions to the Bylaws by version number
- Section 3 Bylaws Addendum and Reference
Supporting Documents & Resources for the Bylaws

Washington State 18th Legislative District Democratic Committee Bylaws

As amended by the 18th Legislative District Democratic Committee on February 5, 2013
Version 2013-01

PREAMBLE

We the 18th Legislative District Democratic Central Committee do hereby organize ourselves as a body politic and adopt the following Bylaws. Our organization will comply with and operate within the rules and governance set by the Washington Democratic Party.

ARTICLE 1: ORGANIZATION NAME

- 1.1 Our organization shall be known as the 18th Legislative District Democratic Committee (18LDCC).

ARTICLE 2: ORGANIZATION OBJECTIVES

- 2.1 To support the election of Democratic candidates for 18th Legislative District (18LD); Clark County, Washington state and national offices.
- 2.2 To debate, establish and promote the Democratic platform by engaging in legislative and political activities, civic welfare promotion, community outreach, education, resolution submittal and other activities that will further the interests of the 18LD, 18LDCC and the Democratic Party.

ARTICLE 3: MEMBERSHIP

- 3.1 All 18th Legislative District (18LD) residents who are registered voters or who are under the age of 18 and intend to register when eligible; and who declare themselves to be a Democrat are considered to be members of the 18th Legislative District Democratic Party and are eligible to become voting members of the 18LDCC.
- 3.2 Voting members (Members), of the 18LDCC include:
 - 3.2.1 Elected, Appointed and Acting Precinct Committee Officers (PCOs);
 - 3.2.2 Elected officers of the 18LDCC Executive Board as defined in Article 7 of these Bylaws;
 - 3.2.3 Democratic elected officials for partisan offices who reside in the 18LD;
 - 3.2.4 General members who are in good standing with dues or have received a "Dues Waiver" in accordance with Article 4 of these Bylaws;
 - 3.2.5 Persons meeting qualifications the 18LDCC may establish by resolution or amendment to these Bylaws.
- 3.3 18LDCC members shall be listed on the "Official Sign-In Document" (OSID)
 - 3.3.1 Members are responsible for keeping their OSID information correct.
 - 3.3.2 Changes to a member's OSID record are to be submitted to the Secretary.

ARTICLE 4: DUES

- 4.1 Annual membership dues are determined by 18LDCC vote at the first meeting of the calendar year for that calendar year. Dues are not pro-rated.
- 4.2 Members who have a financial hardship may petition the Chairperson for an annual “Dues Waiver” which expires at the end of the calendar year it was granted.
- 4.3 Current dues status will be indicated for each member on the OSID.

ARTICLE 5: MEETINGS

- 5.1 Regular Meetings for the 18LDCC are held monthly.
 - 5.1.1 Members will be given reasonable notice of meeting times and places through e-mail and 18LDCC online sites.
 - 5.1.2 Regular meetings are open to the public.
- 5.2 Executive Board Meetings are held at the request of the 18LDCC Chairperson.
 - 5.2.1 Executive board meetings are open to the public but may enter into closed session by majority vote of the Executive board members present .
- 5.3 Biennial Reorganization Meetings shall be held prior to the first regular meeting after the November general election in even numbered years, in compliance with the State of Washington Democratic Party State Charter and Bylaws, and applicable WA state statutes.
- 5.4 For Regular meetings, 20% of the membership shall constitute a quorum and for board meetings, 60% of the Executive Board shall constitute a quorum.
- 5.5 For matters not covered expressly by these Bylaws or standing rules adopted by the 18LDCC, “Roberts Rules of Order, Newly Revised” will prevail at all 18LDCC meetings

ARTICLE 6: VOTING PROCEDURES

- 6.1 Biennial Reorganization Meetings voting procedures shall be in compliance with the State of Washington Democratic Party State Charter and Bylaws, and applicable WA state statutes.
- 6.2 Members as defined in Article 3.2 of these Bylaws are entitled to one vote each.
 - 6.2.1 Proxy and absentee voting are not allowed.
- 6.3 A “50% plus one” simple majority vote shall prevail unless otherwise specified in these Bylaws. A coin toss will decide tie votes.
- 6.4 The voting procedure shall be by verbal vote.
 - 6.4.1 Voting by secret written ballot on a specific issue shall be allowed if two or more Members petition the Chairperson before the vote is taken.

ARTICLE 7: EXECUTIVE OFFICERS AND DUTIES

- 7.1 The Executive Officers of the 18LDCC shall be elected for a two year term at the first Regular Meeting after each biennial Reorganization Meeting. The Executive Officers listed in this article comprise the 18LDCC Executive Board (Board).
- 7.2 Executive officer positions and duties include:
- 7.2.01 Chairperson
- a) Directs the affairs of the 18LDCC as it's chief executive officer
 - b) Ex-officio member of all 18LDCC committees
 - c) Serves as the presiding officer at all 18LDCC Meetings
 - d) Represents the 18LDCC on the Clark County DCC Executive Board
- 7.2.02 Vice Chairperson
- a) Must be of opposite gender as the Chairperson
 - b) In absence of Chairperson, serves as presiding officer and assumes any required duties of the Chairperson
- 7.2.03 Secretary
- a) Keeps a record of all 18LDCC Meetings
 - b) Sends meeting and event notifications in timely manner
 - c) Maintains the 18LDCC membership roll on the OSID
- 7.2.04 Treasurer
- a) Supervises 18LDCC financial affairs and maintains financial records
 - b) Prepares and files Public Disclosure Commission (PDC) reports, as required by law; and keeps current with PDC regulations and requirements.
 - c) Collects and disburses funds and provides a financial accounting report to the membership at Regular meetings
- 7.2.05 State Committeeman and Committeewoman
- a) Represent the 18LDCC at State Central Committee meetings
- 7.2.06 Communications Officer
- a) Coordinates with Chairperson and Board to create and maintain an online presence for the 18LDCC
 - b) Publicizes 18LDCC activities and events to the members and media
- 7.2.08 PCO Coordination Officer
- a) Recruits, trains and assists 18LDCC PCOs
 - b) Notifies the Clark County Elections office of PCO status changes.
 - c) Develops and coordinates PCO training programs for the 18LDCC
- 7.2.09 Community Affairs Officer
- a) Coordinates with the 18LDCC to recruit qualified nominees for office
 - b) Helps develop and coordinate events and community outreach to pursue 18LDCC goals and priorities
 - c) Maintains the 18LDCC Meetings and Events Calendar

7.2.10 Community Affairs Officer

- a) Contacts and qualifies volunteers for service with the 18LDD
- b) Maintains the 18LDD Volunteer Contact List
- c) Coordinates with the Chairperson and Board to schedule volunteers for 18LD sponsored or related events and activities

ARTICLE 8: PRECINCT COMMITTEE OFFICER (PCO)

- 8.1 The responsibility of the PCO is to deliver the Democratic vote in his/her precinct. How that is accomplished depends on the needs of the precinct. Activities may include but are not limited to:
 - 8.1.1 Canvassing and phone banking their precinct in coordination with 18LDCC and Democratic Party goals
 - 8.1.2 Coordinating with campaigns in educating voters and generating interest in elections
 - 8.1.3 Attending 18LDCC, PCO and Clark County DCC meetings, events and training
 - 8.1.4 Assisting with 18LDCC voter registration, identification and related initiatives and campaigns
- 8.2 Additional expectations and applicable legal requirements set by WA state statute are included in the Bylaws Addendum.

ARTICLE 9: OFFICER VACANCY AND REMOVAL

- 9.1 Should a PCO vacancy occur or exist in any 18LDCC precinct, the Chairperson may fill the vacancy by nominating a candidate who must then be affirmed by the 18LDCC and the Clark County CDCC.
- 9.2 Executive Officer Vacancy and Removal
 - 9.2.1 The Vice Chairperson becomes the Chairperson if there is a permanent vacancy in the office.
 - 9.2.2 If there is a vacancy in any of the other Executive Officer positions, the Chairperson may appoint a replacement to complete the term of office.
 - 9.2.3 The Chairperson may temporarily suspend a Board Member from his position and duties until the next Board Meeting if the Chairperson believes such an action is necessary to protect the best interest and finances of the 18LDCC
 - 9.2.3 Board Members may be removed per the following procedure
 - (1) A written request for removal, stating reasons for the request, signed and dated by two Members in good standing shall be submitted to the Chairperson or Vice-Chairperson.
 - (2) The Board member will be given at least 10 days notice of the Board's intention to hear the request and make a recommendation to the general membership.
 - (3) At the first Board meeting following the 10 days notice, the Board will vote to "Support" or "Not Support" the request for removal.

- (4) At the next general meeting, the request for removal is placed on the agenda with notice of the Board’s recommendation. The removal must be moved and seconded, and passed by the membership.

ARTICLE 10 NOMINEES FOR PUBLIC OFFICES IN THE 18LD

- 10.1 A nominating convention shall be called each election year to nominate candidates for the 18th LD state office positions.
- 10.2 The nominating convention shall be called no later than 14 days prior to the date filing for office commences and the nomination shall comply with the state party *“Rules for the Selection of Candidates and Nominees for Public Office”* and other resources included the Bylaws Addendum

ARTICLE 11 FINANCES

- 11.1 Funds contributed to, or raised by the 18LDCC for targeted distribution for a specific event, cause or candidate must be voted on by the Board. The vote will be by e-mail, with a majority vote of Board Members responding within 7 days of notice by e-mail.
- 11.2 Distribution of funds over the amount of \$200 must be voted on by the membership. All funds distributed over \$200 must be co-signed or co-documented by the Treasurer and one other Board member
- 11.3 The Board may order a financial audit anytime by majority vote.
 - 11.3.1 When ordering an audit, the Chair will appoint the following members to the Audit Committee: a Board member and two general members
 - 11.3.2 The Audit Committee will organize and oversee the audit and report the results to the board and general membership within 3 months of the audit being ordered.

ARTICLE 12 ENDORSEMENTS

- 12.1 The 18LDCC is permitted to endorse by majority vote:
 - 12.1.1 Individuals running as Democrats for elected office in partisan races.
 - 12.1.2 Individuals running for elected office in non-partisan races
 - 12.1.3 State, County, City and local Initiatives and ballot measures

ARTICLE 13 AMENDING THE BYLAWS

- 13.1 Amendments and modifications to these Bylaws are permitted by 18LDCC Members who follow the procedure defined in Article 14.2.
- 13.2 Procedure for amending the 18DCC Bylaws:
 - 13.2.1 The proposed change shall be submitted in writing at a regularly scheduled meeting by an 18LDCC Member.
 - 13.2.2 The proposed change shall be published in the meeting minutes and distributed to the 18LDCC at least 10 days prior to the next Regular meeting.
 - 13.2.3 At the next Regular Meeting, the 18LDCC shall vote on the change with a

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50% plus one majority required for ratification.

- 13.2.4 The Secretary will make the necessary changes in the 18LDCC Bylaws, update the Bylaws version number and revision and post the new version of the Bylaws as the current and active version.

ADDENDUM AND REFERENCE

This section contains documents and Internet links which are referenced in the Bylaws and/or provide additional background information and resources for Bylaws topics.

CONTENTS

Previous Version of Bylaws

State Statutes referenced for LDCC administration

State Statutes referenced for Precinct Committee Officer

WA State Rules on Reorg Meetings

WA State Rules on Nominating Conventions

WA State Rules on Endorsements

PCO Handbook published by the State Party

WA State party Charter

WA State party Bylaws

Clark County CDCC Bylaws