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## CCDCC OPERATIONAL POLICY #VSP-01

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**Title:** Use of CCDCC Offices by Outside Groups and Campaigns  
**Adopted:** November 2, 2015  
**By:** Volunteer & Support Committee  
**Subject:** Office Use  
**Authority:** Bylaws Section 7.12

### **1.0 Background & Purpose**

The CCDCC recognizes that access to meeting locations and venues is often critical to campaigns and causes when they are first launched or are forming. In keeping with the mission of the CCDCC to support and get Democrats elected the CCDCC sets forth this policy for use of CCDCC offices and resources by campaigns, political and community causes.

First and foremost, this policy is at the sole discretion of the CCDCC Executive board and Chairman and use of the CCDCC offices can be granted or revoked by the CCDCC Chairman or Executive Board at any time without cause or notice.

Use of the CCDCC offices does not constitute nor should it be interpreted or marketed as an endorsement or recommendation by the CCDCC. Priority will be given to those campaigns and/or organizations that are 1.) Democratic 2.) Support the mission or objectives of the Democratic Party and its philosophies.

### **2.0 Availability**

Use of office space is subject to availability with priority going to Democratic candidates in state and local offices. Availability is determined by the Executive Board and/or Chairman and approved by the CCDCC Office Manager.

This policy does not pertain to the coordinated office campaign that happens in conjunction with the Washington State Democrats during Presidential Election Years.

### **3.0 Access to Resources**

Use of the office space does not automatically entitle users to access CCDCC resources including, but not limited to office supplies, copier, computers, printers, phone system, wireless network access, secure Internet access or proprietary software programs. Use of CCDCC office equipment and resources must be approved by the CCDCC Executive Board and/or Chairman. Proper mechanisms will be in place as necessary and as required by the CCDCC Office Manager to monitor usage. Payment for use is at the discretion and approval of the CCDCC Executive Board and Chairman.

### **4.0 Multiple Candidates**

In instances where multiple Democratic Candidates are running for a specific office equal access to the offices will be granted as space allows with approval by the Executive Board and Chairman with recommendation by the Office Manager. However, after the primary election has been held narrowing state and local candidates or the national party has put forth its official nominee in a presidential election access and use of the office will be limited to those campaigns officially recognized by the CCDCC. All other campaigns will be asked to vacate the offices and will not have access or use of any office resources.

### **5.0 Limitations and Removal**

The CCDCC maintains the right to limit or cease use of its offices and resources if:

- 1.) Resources and space become limited and require prioritization. First consideration always goes to local, regional and state Democratic campaigns. AT NO TIME WILL THE CCDCC

GRANT ACCESS TO ANY REPUBLICAN OR KNOWN REPUBLICAN CANDIDATE OR CAMPAIGN.

- 2.) The hosted group, candidate or organization violates an established policy of the CCDCC
- 3.) The hosted group, candidate or organization violates a local, state or federal law.
- 4.) The Executive Board or Chairman determines that use of the CCDCC offices constitutes a conflict of interest with the CCDCC and its mission, policies, Board or membership.

#### **6.0 Payment for Use**

Payment for use of CCDCC offices and resources is at the discretion of the Executive Board and Chairman. Waiver of any fees or payment can only be approved by the Executive Board or Chairman. In the event a group is required to vacate the CCDCC offices, the CCDCC Executive Board and/or Chairman will make every attempt to provide as much notice as possible. Parties will be required to vacate the offices within 72 hours of primary election results. The CCDCC Executive Board and Chairman cannot and do not guarantee a minimum period for notification of need to vacate.

#### **7.0 Duration**

The time period for use of CCDCC offices and resources will be specifically defined. At the conclusion of the established timeframe an extension can be requested and is subject to the same guidelines and approvals by the Executive Board and or Chairman.

This policy and guidelines are subject to change by the Executive Board and Chairman at any time without notice.

Approved use of the CCDCC offices and/or resources does not in any way constitute a lease or legal agreement. As the leaseholder, the CCDCC has sole authority to grant or revoke these privileges at any time.

#### **8.0 Office Access**

The attached chart illustrates the level of approvals and access granted. Campaigns, groups and organizations with access to the CCDCC offices and/or resources will be subject to the policies and guidelines as set forth by the Executive Board, Chairman and Office Manager.

In instances where the campaign, group or organization does not have keys to access the offices, their access will be limited to when the Office Manager is on premises or a designated representative can be on hand to let them into and out of the office. Access is subject to the availability of the office manager or the designated representative. Every effort will be made to grant reasonable access.

	Approval	Issue Key	Meetings	Leave Material	Copier Code	Internet Use	Computers & Printers	Website Calendar	Online Promotion
CCDCC Committees	None	Committee Chair (1)	Y	N/A	Y	Y	Y	Y	Y
"Democrat" Editor/Team	None	Editor (1)	Y	N/A	Y	Y	Y	Y	Y
Democratic Candidates filed for Partisan Races	OM	Candidate (2)	Y	YES	Y	Y	Y	Y	Y
Democratic Clubs & Organizations	EC	Club Chair (1)	Y	YES	Approval OM	YES	Approval OM	Approval CT	Approval CT
Community/Non-Profit groups - Fee	CCD Chair & Treasurer	None	Y	Approval OM	N	Free Public	N	Approval CT	Approval CT
Community/Non-Profit groups - Free	CCD Chair	None	Y	Approval OM	N	Free Public	N	Approval CT	Approval CT
Non-Partisan Candidates officially recommended by CCDCC	OM	None	N	Y	Approval OM	Y	N	Y	Y
Non-Candidate (Initiative) Campaigns endorsed by CCDCC	OM	Responsible Person (1)	Y	Y	Y	Y	Y	Y	Y
State & Federal Campaigns for Democratic candidates (pre-caucus)	EC	Assign EC Member	Y	Y	N	Y	N	Y	Y

**OM** = Office Manager

**EC** = Executive Committee

**CT** = ComTech Chair

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**Revision Notes:**