

**Clark County Democrats**

# **BY-LAWS**

**Version 2022-02**

**Effective February 10, 2014  
Last Revision October 10, 2022**



**Clark County Democrats**

**VERSION 2022-02**

**Revised 10/10/2022**

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**Preamble**

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These bylaws are intended to provide direction to the Clark County Democratic Central Committee, and are consistent with state and federal laws, and the governing documents of the Washington State Democratic Central Committee and the Democratic National Committee.

## CCDCC BYLAWS VERSION 2022-02

### Article 1: Name

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The name of this organization is the Clark County Democratic Central Committee (CCDCC), also known as the Clark County Democrats.

### Article 2: Purpose

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- 2.1 The CCDCC shall function continuously for the growth and influence of the Democratic Party and for the following purposes:
  - 2.1.1 Recruit and promote the highest quality Democratic Party candidates for elective office
  - 2.1.2 Support vigorously the nominees and platforms of the Democratic Party in national, state, and local elections
  - 2.1.3 Build and maintain an effective grass-roots party organization that can help win elections and maximize the Democratic vote
  - 2.1.4 Recruit new members and encourage participation in the local, state, and national Democratic Party
  - 2.1.5 Foster and perpetuate the ideas and principles of the Democratic Party
  - 2.1.6 Acquaint voters with the issues and with Democratic candidates
  - 2.1.7 Coordinate Democratic campaign efforts in Clark County and cooperate with the National, State, Legislative District and County Democratic committees
  - 2.1.8 Be a truly representative party open to all who declare themselves to be Democrats
  - 2.1.9 Stimulate an active interest in governmental and community affairs

### Article 3: Membership

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- 3.1 All Clark County Washington residents who are registered voters and declare their affiliation with the Democratic Party are considered to be Democrats, and are eligible to become members of the CCDCC.
- 3.2 The CCDCC membership shall include:
  - 3.2.1 All duly elected, appointed, and acting Democratic Precinct Committee Officers (PCOs).
    - a) Elected PCOs are those elected in the primary or general elections in even-numbered years. They must be residents of the precinct in which they serve and meet all other qualifications as established by state and local statutes. They serve for two years starting December 1st in the year in which they are elected.
      - (i) Should an elected PCO change his/her residence to a different precinct during his/her elected term, he/she must notify the CCDCC and resign and may seek appointment into his/her new residing precinct, following the same approval procedures for acting and appointed PCO's.
    - b) Appointed PCOs are nominated by their respective Legislative District Democratic Central Committees (LD) and confirmed by the CCDCC to fill PCO positions in the precincts in which they reside. These PCOs shall serve until the end of the two-year term that would have been served by an elected PCO unless a subsequent nominee proposed by the LD and confirmed by the CCDCC replaces

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them. Appointed PCO's have the same privileges and responsibilities as Acting or Elected PCOs with the exception of voting in the county reorganization and voting to replace elected democratic office holders. Appointed PCOs may only vote if they have been appointed longer than 45 days or were appointed within the last 45 days transferring as an Acting or Elected PCO from another precinct, having been in total PCO service longer than 45 days.

- c) Acting PCOs are nominated by their respective Legislative District committees and confirmed by the CCDCC to act as PCOs in precincts other than the ones in which they reside. These PCOs shall serve until the end of a two-year term that would have been served by an elected PCO unless they are replaced by appointment of a qualified resident of the precinct by the LDDCC and confirmed by the CCDCC. Acting PCOs have the same privileges and responsibilities as Appointed or Elected PCOs with the exception of voting in the county reorganization and voting to replace elected democratic office holders.
- 3.2.2 The seven elected officers of the CCDCC: County Chair, First Vice-Chair (who shall be of the opposite gender of the chair), Second Vice-Chair (who can be any gender), Secretary, Treasurer, State Committeeman and State Committeewoman who serve for two-year terms. They are elected at the organizational meeting by the Elected and Appointed PCOs, which takes place following the general election in even-numbered years.
  - 3.2.3 The 14th, 17th, 18th, 20th & 49<sup>th</sup> Legislative District (LD) Chairs, or their duly appointed representatives, who reside in Clark County. The chairs are elected at their respective organizational meetings and serve for two years.
  - 3.2.4 Democratic elected officials for partisan offices who reside in Clark County, Washington State Democratic Central Committee (WSDCC) and Democratic National Committee (DNC) members who reside in Clark County.
  - 3.2.5 The 14th, 17th, 18th, 20th & 49<sup>th</sup> Chairs of Democratic Party clubs having 20 or more members that the CCDCC may recognize by resolution.
  - 3.2.6 Dues paying members are those individuals who pay an annual due of an amount to be determined by the CCDCC Executive Committee and approved by the CCDCC body. Dues paying members shall have the same voting privileges as Elected, Appointed, and Acting PCOs (3.2.1 a, b, c) with the exception of voting during reorganization meetings, voting to replace elected democratic officials, amendments to organizational bylaws, and in the replacement of CCDCC Executive Committee elected officers. Additionally, dues paying members are subject to voting eligibility guidelines in Article 8 of these bylaws.

### Article 4: Duties

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- 4.1 PCOs are expected to promote the Democratic Party in their precincts, assist in the election of Democrats, attend CCDCC and LD meetings, participate in the work of the Party, submit the names of persons in the precincts to work as CCDCC elections observers, and to contribute to the work of the party as defined in the latest version of the "Washington State Democrats PCO Handbook".
- 4.2 The County Chair shall be the presiding officer of the CCDCC and of the Executive Committee

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(EC). The Chair shall encourage participation; activate committees, delegate responsibilities, and exercise leadership to strengthen the party, consistent with the decisions and directions of the CCDCC. The Chair shall act as spokesperson for the CCDCC and direct the organization in a manner consistent with EC strategy and decisions. The Chair shall convene and conduct monthly CCDCC and EC meetings and other special meetings required to execute the functions of the CCDCC. The Chair shall convene the Clark County Democratic Convention in even-numbered years.

- 4.3 The First Vice Chair shall perform those responsibilities delegated by the Chair and shall preside at meetings in the absence of the Chair
- 4.3.1 The Second Vice Chair shall perform those responsibilities delegated by the Chair and shall preside at meetings in the absence of the Chair and First Vice Chair
- 4.4 The Secretary shall keep minutes and maintain a sign-in attendance record of all CCDCC meetings and CCDCC EC meetings. The Secretary shall have readily available upon request such papers as meeting minutes, lists of CCDCC members (including current PCOs) and EC members, a roster of Election Observers, Bylaws, Charter, Caucus and Convention Rules, and copies of precinct maps. The Secretary shall provide an electronic draft of the minutes to committee members within 14 days of the meeting. The secretary shall maintain and update the CCDCC Policies & Procedures Manual after board or committee actions adding, deleting or modifying the content.
- 4.5 The Treasurer shall keep complete books of accounts, which accurately reflect the receipts, expenditures, assets and liabilities of the CCDCC and shall comply with Public Disclosure Commission laws and regulations. The Treasurer shall receipt for all funds coming into the custody of the CCDCC or designate how they will be receipted. The Treasurer shall deposit funds in financial institutions as ~~are~~ approved by the EC within the time period required by law.
  - 4.5.1 Disbursements by check or electronic means shall be signed/approved by one of the following authorized officers: Treasurer, Chair, First Vice-Chair or a “deputy treasurer”
    - a) Disbursements of \$1000 or more shall require the signatures or approvals of two of the following officers: Treasurer, Chair, First Vice-Chair or a “deputy treasurer”.
    - b) If a disbursement exceeding \$1000 dollars is considered “time sensitive” or an “emergency expense” and the treasurer or chair is unable to obtain a second approval or signature in the required timeframe (e.g., as in a campaign expense the day before an election, etc.), the disbursing officer of the funds may do so with only one signature or approval but must send full documentation via email to each CCDCC board members as well as account for the expense at the next regularly scheduled EC meeting.
  - 4.5.2 All CCDCC expenditures exempt and non-exempt must be approved by the CCDCC body either in the form of an annual budget or by special request as needed for items not addressed in the budget. All targeted non-exempt expenditures for candidates shall be approved by the Target Fund Committee
  - 4.5.3 There shall be separate accounts for the exempt expenditures and for the non-exempt expenditures which may include separate financial institutions.
  - 4.5.4 The Treasurer shall be prepared to report the financial status of the CCDCC at any

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meeting of the CCDCC or EC. Projects such as fundraisers shall be separately reported with details of income or expense by category, and net gain or loss. An annual written statement at the end of the year shall reflect the year's financial transactions.

- 4.5.5 A "Financial Review" shall be performed on the Treasurer's books at the end of each biennium, or upon the resignation, removal or death the Treasurer. Financial Reviews shall be overseen by a Financial Review Committee per the requirements in Section 7.12 of these bylaws
- 4.5.6 If the Treasurer determines that it is beneficial to appoint a Deputy Treasurer, then the Treasurer shall appoint an individual, to be approved by the EC. Any or all duties of the Deputy Treasurer shall be determined by the Treasurer. The Deputy Treasurer shall report directly to The Treasurer.
- 4.6 The State Committeeman and State Committeewoman shall represent the CCDCC at the WSDCC meetings, being cognizant of the wishes and instructions of the CCDCC, and shall apprise the CCDCC on the activities of the State organization.
- 4.7 The LD organizations and the CCDCC will work together to recruit and elect Democrats to the State Legislature and county partisan offices, and to coordinate campaign efforts across county lines that exist within any district.

### **Article 5: Executive Committee and CCDCC Operations**

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- 5.1 The Executive Committee shall formulate policies, authorize expenditures, plan activities, and make recommendations independently to the extent the CCDCC has authorized in advance by resolution, but otherwise subject to final approval by the CCDCC.
- 5.2 The Executive Committee (EC) shall be comprised of the following elected and appointed voting members:
- 5.2.1 The elected officers of the CCDCC: Chair, First Vice Chair, Second Vice Chair, Treasurer, Secretary, State Committeeman, State Committeewoman.
- 5.2.2 Chairs of the 14th, 17th, 18th, 20th & 49<sup>th</sup> LDs, or their duly appointed representatives who reside in Clark County.
- 5.2.3 The President/Chair or duly appointed representative of the 'Young Democrats of Clark County' and 'Clark County Democratic Women', provided that:
- They submit a copy of their bylaws
  - They provide a current list of officers
  - They are recognized by the state or national organization
- Requires the approval of the Executive Committee (EC), and seats may be suspended by a majority vote of the EC should the EC find reason to do so.
- 5.2.4 Up to four (4) members at large
- 5.2.5 Any other Clark County resident who serves on the WSDCC (e.g. State Executive Board) or the DNC.
- 5.3 Appointment of Chairs of standing committees and at-large Board members shall be made by the Chair subject to approval by the Executive Committee and the CCDCC body.
- 5.4 All Appointments to standing committees, open positions and other positions on the Executive

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Committee that are not elected by the membership shall be made taking into consideration fairness, equality and diversity of the appointees as in their home Legislative District, gender, race and other diversity factors.

- 5.5 The CCDCC bylaws provide the basic principles and goals of the CCDCC organization. To maintain operational efficiency of the CCDCC, member committees are responsible for creating, updating and maintaining operational policies and procedures for the purpose of enabling the CCDCC to conduct its day to day business and operations in a consistent and productive manner. Operational Policies and Procedures are intended to guarantee transparency and the retention of institutional knowledge through reorganizations and board and committee member transitions. Examples of Operational Policies & Procedures may include Password & Online Security for CCDCC Websites, Bank Account Management Procedures, etc. The EC secretary is responsible for maintaining the “CCDCC Operational Policies & Procedures Manual” (OPPM). Operational Policies & Procedures contained in the OPPM:
- 5.5.1 Are created and updated as necessary by member committees as defined in Section 7 and the EC for their specific areas of responsibility within the CCDCC and the EC.
  - 5.5.2 Remain in effect before, during and after reorganizations and individual member changes on committees
  - 5.5.3 May include or have attached procedures, rules and processes to achieve the goals of a policy
  - 5.5.4 The format of the CCDCC OPPM shall be set by the EC and maintained by the CCDCC Secretary.
- 5.6 The chair may appoint a Parliamentarian with majority vote of the Executive Committee who is a non-voting member of the Executive Committee and who will advise the chair on questions of procedure and Robert’s Rules of Order; bylaws interpretation during meetings and be available to assist with mediation of disputes between CCDCC members. The Parliamentarian is expected to regularly attend EC and general CCDCC meetings; have a thorough understanding of Robert’s Rules of Orders and CCDCC bylaws; and at his/her discretion appoint a deputy to serve in his/her absence or ad hoc committees as needed to help resolve bylaws disputes or other conflicts brought to his/her attention. The Parliamentarian may be removed by the EC by a 2/3 majority vote.

### Article 6: Meetings & Quorums

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- 6.1 The biennial organizational meeting shall be held in compliance with state law RCW 29(A).80.30 which reads in part that authorized officers of the retiring committee shall cause notice of the time and place of such meeting to be mailed to each PCO, and that the meeting shall be held at an easily accessible location within the county. The organizational meeting shall elect officers and shall appoint a committee to review and propose amendments to these Bylaws.
- 6.2 Regular meetings shall be held on the second Monday of each month. The County Chair shall be responsible for setting the time and place.
- 6.3 EC meetings shall be held monthly at a time and place established by the Chair and made known to CCDCC members.

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- 6.4 Special meetings of the CCDCC and/or the EC shall be held at the order of the Chair or by written request to the Chair of five (5) EC Members. The Chair shall set the meeting date, which must be within fifteen (15) days of such a request.
- 6.5 The members present shall constitute a quorum at any regularly scheduled CCDCC or EC meeting of which proper notice has been given. For other meetings of which proper notice has been given, twenty percent (20%) of the membership shall constitute a quorum of the CCDCC. Sixty percent (60%) of officers shall constitute a quorum of the EC.
- 6.6 Except as otherwise provided in these bylaws, Virtual meetings can take two-forms: (1) a virtual-only meeting (default mode) or (2) a hybrid meeting.
- Virtual meetings may be held at times and places if hybrid set by the Chair, pursuant to guidelines established by the Clark County Democratic Central Committee (CCDCC) or its Executive board, with proper notice to the members by electronic media or postal mail at least five days in advance of the meeting.
- The Board and/or body virtual meetings may be conducted through use of Internet meeting services designated by the Chair that support votes that are limited to PCOs (elections of officers, bylaws amendments) and non-PCO when voting. And that support visible displays identifying those participating, identifying those seeking recognition to speak, showing or permitting the retrieval of the text of pending motions, and showing the results of votes. When voting is restricted to elected and appointed PCOs, open ballots must be used as required by the Charter of the Democratic Party of Washington, Article VII.G.
- PCO and/or non-PCOs votes conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.
- These virtual meetings of the Board and/or body shall be subject to all rules adopted by the Board, or by the body, to govern them, which may include any reasonable limitations on, and requirements for Board and body members participation. Any such rules adopted by the Board and body shall supersede any conflicting rules in the parliamentary authority, may not otherwise conflict with the Bylaws or alter any rule or decision of the body.

### **Article 7: Recommended Standing Committees**

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- 7.01 Target Fund Committee – A committee composed of the elected officers of the CCDCC.
- 7.02 Labor Relations Committee (LRC)  
The LRC optimizes coordination and communication between organized labor and the CCDCC.
- 7.04 Election Observer Committee (EOC)  
The EOC oversees the Democrat Party’s participation in Clark County Election Observation Activities; establishes relevant policies and procedures and makes recommendations to the EC.
- 7.05 Issues and Resolutions Committee (IRC)  
The IRC reviews and makes recommendations to the CCDCC and EC on issues and party resolutions
- 7.06 Budget Committee (BDC)  
The BC establishes policies and procedures on the financial management of the CCDCC and



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makes recommendations to the CCDCC and EC on the CCDCC annual budget and expenditures.

### 7.07 Bylaws Committee (BYC)

The BYC reviews proposed bylaws changes and makes recommendations to the CCDCC and EC for approval or rejection of proposed changes.

### 7.08 Affirmative Action and Outreach Committee (AOC)

### 7.09 County Candidate Development Committee (CAD)

The County Candidate Development Committee shall work to identify, mentor, recruit, vet and encourage candidates for Clark County elected offices.

### 7.10 Communications and Technology Committee (CTC)

The Communications & Technology Committee (CTC) shall work to develop and maintain effective, efficient and comprehensive technology & electronic communications strategies in coordination with the CCDCC Chair to best present the CCDCC message to Clark County voters

7.10.1 The CTC shall be responsible for maintaining the Internet presence of the CCDCC

### 7.11 Volunteer Support Committee (VSC)

The VSC shall establish policies and procedures for recruiting, retaining and training volunteers for CCDCC activities and events and coordinate efforts with the LD PCO Coordinators

### 7.12 Financial Review Committee (FRC)

The FRC shall establish policies and procedures for Financial Reviews and oversee Financial Reviews of the CCDCC as described in section 4.5.5 of these bylaws. This committee will be created biennially in odd years

7.12.1 The FRR Committee shall consist of the following members appointed by the CCDCC Chair:

Two current members of the CCDCC EC (excluding the treasurer)

Two general CCDCC members in good standing, preferably with a background and/or education/expertise in finance

No members of the Budget Committee may serve on the Financial Review Committee

The Committee will construct the review based on existing policies and procedures and general best practices related to financial review.

### 7.13 Other Committees

The County Chair, subject to the approval by the EC, may appoint chairs of other standing or temporary committees to report to the EC as need may arise.

7.13.1 These committees include:

- a) Annual Fundraiser Dinner & Event
- b) Clark County Fair booth
- c) Special events
- d) Election Campaign headquarters
- e) Presidential Election and other caucuses
- f) County convention

7.14 Committee Chairs and/or members who fail to perform shall be dismissed by the County Chair upon vote of the EC.

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- 7.15 Committees as defined in Section 7 of these bylaws and the EC are responsible for establishing and maintaining operational policies and procedures to further their goals and retain institutional knowledge through organizational transitions. Operational policies are approved by the EC but specific procedures to carry out specific policies may be added by Committees directly to their policies to the CCDCC OPPM (Office Policies and Procedures Manual). Contact information for committee chairs, and a list of committee members, will be made available to the membership.

### **Article 8: Eligibility to Vote**

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- 8.1 Elected PCO's certified by the Clark County Auditor, whose term starts on December 1 of each even numbered year, provided that the PCO maintains their primary residence and voting address in the precinct to which they were elected, shall have full voting rights on all matters brought before the CCDCC.
- 8.2 Each of the following types of members shall have full voting rights on all matters brought before the CCDCC except where Washington state law, WSDCC/DNC bylaws and charter, or these bylaws and/or disciplinary action restrict such rights.
- (a) Acting and Appointed PCOs appointed by the CCDCC after each biennial reorganization meeting, but before November 30 of the following even numbered year and have been appointed longer than 45 days or were appointed within the last 45 days transferring as an Acting, Appointed, or Elected PCO from another precinct, having been in total PCO service longer than 45 days.
  - (b) Any resident registered to vote in Clark County who asserts themselves to be a Democrat and is in good standing for no less than 45 days. 'Good standing' shall be defined as having paid membership dues or having been granted a financial hardship waiver by the Chair.
  - (c) Any person currently elected as a Democrat to a partisan office who resides in Clark County.
  - (d) Elected members of the CCDCC Executive Committee (Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, and the elected State Committee Members)
  - (e) Any registered voter residing in Clark County that is currently elected to a position in the WSDCC or DNC.
- 8.3 The amount of dues required for dues paying members to be in good standing shall be established by the CCDCC Executive Committee and confirmed by the body at the first meeting following reorganization, or at the earliest meeting that is practical. The Chair, at their discretion, may issue a financial hardship waiver for members at their request.
- 8.4 In no case, shall any member have more than one vote each.
- 8.5 Only Elected or Appointed PCOs may designate proxies to vote at a specific meeting. To be recognized and credentialed, a PCO's proxy must be carried by a resident of that PCO's precinct, show the proxy's name, the meeting date for which the proxy is to be used, the PCO's signature, and shall be presented to the Chair and/or Secretary before voting commences. Proxies shall not be allowed for other members, officers, or Democratic Officials who are not Elected or Appointed PCOs.

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### Article 9: Organizational Meetings and Replacement of Elected Public Officers

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- 9.1 Organizational meetings and meetings for filling the unexpired term of an elected Democratic official where only elected PCOs are allowed by statute to vote will follow the rules set out by the state (refer to party documents, which can be found on the Washington State Democrats web page).

### Article 10: Rules of Procedure

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- 10.01 Notices – At least ten (10) days prior notice of the time and place shall be given of all organizational meetings, regular meetings of the CCDCC and the EC, and special meetings. The notice shall so state if the business will include removing or replacing a CCDCC officer or the nomination of candidates to fill a vacant public partisan elective office. If the business will include considering proposed amendments to these Bylaws, the notice shall include the current and proposed text. Timely notification on the CCDCC website shall suffice for regular meetings. Notice of special meetings must be given to each member by email, phone, or mail, whichever is necessary to ensure receipt. Notice to PCOs of organization meetings and notice that nomination of candidates to fill a vacant public partisan elective office will occur shall be provided by email, phone, or mail whichever is necessary to ensure receipt.
- 10.02 Endorsement
- 10.02.1 In a partisan primary election in which two (2) or more Democrats are running, the CCDCC may endorse the candidacy of any person for public office. Individual members may also do so, but shall not state or imply that this is in their capacity as elected party officers.
- 10.02.2 CCDCC endorsement of a partisan candidate shall be made by a formal motion of endorsement approved by a majority vote at a regularly scheduled meeting. The allocation by the Target Fund Committee of funds, which are contributed for the support of Democratic candidates, shall not constitute an endorsement nor shall the decisions by the Target Fund Committee be limited by the endorsement procedure.
- 10.02.3 Endorsements in Non-Partisan elections or for ballot measures and referendums may be made in accordance with the current Non-Partisan Endorsements Policies approved by the CCDCC.
- 10.03 Vacancy in an elected office of the CCDCC – The elected office shall be filled at a regular or special meeting following notification of members, not to exceed 45 days after resignation. The candidate must receive a majority vote of all members present. In contests where three or more candidates are nominated, if no person has a majority, the candidate receiving the least votes shall be dropped and balloting shall be repeated using the remaining names. This process shall be repeated until a candidate receives a majority. Vote shall be by written, signed ballot except, when there is no opposition, a voice vote casting a unanimous ballot shall be permitted.

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- 10.04 Resignation of elected CCDCC officers – An elected CCDCC officer must resign upon filing for or publicly announcing candidacy for a paid elective public office, or being elected to another elective office in the CCDCC. Notice of resignation must be presented to the EC in writing. An elected CCDCC officer will be considered to have resigned upon missing three consecutive EC meetings without submitting written notification.
- 10.05 Vacant Precincts – The LD Chair may personally undertake or delegate the responsibility for solicitation of a resignation from an appointed or acting PCO who has become inactive. Upon receipt of the resignation, the LD Chair shall declare that precinct vacant and appoint a new PCO in that precinct. A precinct shall also be declared vacant when the PCO moves out of the precinct or dies.  
All PCO appointments shall be referred to the CCDCC for confirmation.
- 10.06 Rights of non-members – At meetings, the Chair shall recognize members of the CCDCC first, but the Chair may, at his or her discretion, then recognize any non-member who may then be heard.
- 10.07 Resolutions for presentation to the CCDCC shall be in written form and received by the Issues and Resolutions Committee 30 days prior to the date of the next general meeting. Resolutions must comply with rules of considerations and adoptions of resolutions by the WSDCC, which can be found on the Washington State Democrats website under ‘Documents’. The committee will make recommendations to the EC who, after consideration, will bring the resolution forward to the CCDCC with the Board’s recommendations. Alternatively, the resolution must be signed by ten (10) PCOs, and receive a two-thirds vote of a quorum to be considered.
- 10.08 Changes to these bylaws may be made in one of the following methods:
- 10.08.01 Bylaws Committee (BYC) on its own initiative
- a) BYC reports its proposed change to the EC with its recommendations and justification;
  - b) The proposed change is announced at the next regularly scheduled CCDCC meeting;
  - c) The proposed change is made available on the CCDCC website with an announcement that a vote will be taken at the next scheduled general meeting;
  - d) Where a 2/3rds vote of a quorum is required to approve the proposed change
- 10.08.02 Member Sponsored Change via Committee
- a) Proposed change is submitted to the BYC or EC in written form and signed by 10 CCDCC PCOs;
  - b) BYC considers change and reports its recommendation to the EC and PCOs who submitted the change;
  - c) Proposed change with the EC recommendation is announced at the next regularly scheduled CCDCC meeting.
  - d) The proposed change is made available on the CCDCC website with an announcement that a vote will be taken at the next scheduled general meeting;
  - e) Where a 2/3rds vote of a quorum is required to approve the

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- proposed change
- 10.08.03 Member Sponsored Change Direct to CCDCC
- a) Proposed change in written form and signed by 20 PCOs;
  - b) The proposed change is announced at the next regularly scheduled CCDCC meeting;
  - c) The proposed change is made available on the CCDCC website with an announcement that a vote will be taken at the next scheduled general meeting;
  - d) Where a 2/3rds vote of a quorum is required to approve the proposed change
- 10.09 Request for Funds – All budget requests shall be presented in writing to the EC who may direct the request to the Budget and Finance Committee if appropriate for review and recommendation.
- 10.10 The bylaws govern how the CCDCC functions; Robert Rules of Orders Newly Revised governs how meetings are conducted. Invoking suspension of the rules only applies to Robert Rules of Orders Newly Revised, not the bylaws.

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----- END OF BY-LAWS-----

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## REVISION HISTORY

DATE	#	ORIGINAL	CHANGE	VER
02/10/2014	Document	See Version 2014-01	Complete Document	2014-01
02/10/2014	Add 5.2.8	Non-Existent	Add PCO Coordinator as a member of the EC	2014-02
	4.5.1	Required double signatures on expenses over \$1000	Changed to \$500 or higher	
	6.1	RCW 29.80.30	RCW 29(A).80.30	
	4.2	Delete word "Board"	Struck	
	4.5.1	Removing wording allowing a treasurer to appoint a Deputy Treasurer	Struck	
05/12/2014	10.03	REMOVED: If no candidate receives A majority of the vote, there shall Be a run-off between the top two (2) (or three (3) vote getters if there is a tie) vote getters	In contests where 3 or more Candidates are nominated, if No person has a majority, The candidate receiving the Least votes shall be dropped	2014-03

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			And balloting shall be Repeated using the remaining Names. This process shall be Repeated until a candidate receives a majority.	
07/14/2014	3.2.1.c	Removed: Acting PCO's may only vote in those cases (vacancy replacement election & reorg) if they have been appointed longer than 90 days	Reconciles CCDCC bylaws with State bylaws and previous rulings on this situation that Acting PCO's cannot vote in these cases	<b>2014-04</b>
07/14/2014	3.2.1.d	Appointed PCOs may only vote in those cases if they have been appointed longer than 90 days.	Appointed PCOs may only vote in those cases if they have been appointed longer than 90 days or were appointed within the last 90 days transferring as an Acting or Elected PCO from another precinct, having been in total PCO service longer than 90 days.	<b>2014-04</b>
07/14/2014	6.1	The biennial organizational meeting shall be held in compliance with state law RCW 29(A).80.30 which reads in part that authorized officers of the retiring committee shall cause notice of the time and place of such meeting to be mailed, or communicated electronically, to each PCO, and that the meeting shall be held at an easily accessible location within the county. The organizational meeting shall elect officers and shall appoint a committee to review and propose amendments to these Bylaws.	The biennial organizational meeting shall be held in compliance with state law RCW 29(A).80.30 which reads in part that authorized officers of the retiring committee shall cause notice of the time and place of such meeting to be mailed, or <del>communicated electronically</del> , to each PCO, and that the meeting shall be held at an easily accessible location within the county. The organizational meeting shall elect officers and shall appoint a committee to review and propose amendments to these Bylaws.	<b>2014-04</b>
7/14/2014	5.6	The chair may appoint a Parliamentarian with majority vote of the Executive Committee who is a non-voting member of the Executive Committee and who will advise the chair on questions of procedure and Robert's Rules of Order; bylaws interpretation during meetings and be available to assist with mediation of disputes between CCDCC members. The Parliamentarian is expected to regularly attend EC and general CCDCC meetings; have a thorough understanding of Robert's Rules of Orders and CCDCC bylaws; and at his/her discretion appoint a deputy to serve in his/her absence or ad hoc committees as needed to help resolve bylaws disputes or other conflicts brought to his/her attention. The Parliamentarian may be removed by the EC by a 2/3 majority vote.	New.	<b>2014-04</b>

**CCDCC BYLAWS VERSION 2022-02**

2/9/2015	1.0	The name of this organization is the Clark County Democratic Central Committee (CCDCC).	The name of this organization is the Clark County Democratic Central Committee (CCDCC), also known as the Clark County Democrats.	2015-01
2/9/2015	5.3	Appointment of Chairs of standing and temporary committees and at-large Board members shall be made by the Chair subject to approval by the CCDCC.	Appointment of Chairs of standing committees and at-large Board members shall be made by the Chair subject to approval by the Executive Committee and the CCDCC body	2015-01
7/13/2015	10.2.1	In a <u>contested primary election</u> , the CCDCC shall not endorse the candidacy of any person for public office. Individual members, however, may do so, but shall not state or imply that this is in their capacity as elected party officers.	In a partisan primary election in which two (2) or more Democrats are running, the CCDCC shall not endorse the candidacy of any person for public office. Individual members, however, may do so, but shall not state or imply that this is in their capacity as elected party officers.	2015-02
9/12/2016		Grammar and spelling corrections and formatting not listed individually here made throughout document		2016-03
9/12/2016	4.5.1 a) b)	Disbursements of \$500 or more If a disbursements exceeding one thousand	Disbursements of \$1000 or more If a disbursement exceeding \$1000	2016-03
9/12/2016	4.5.2	All CCDCC exempt expenditures (soft money) must be approved by the EC. There shall be separate accounts for the exempt expenditures (soft money) and for the non-exempt expenditures (hard money) which may include separate financial institutions. All targeted non-exempt expenditures (hard money) for candidates shall be approved by the Target Fund Committee.	All CCDCC expenditures exempt and non-exempt must be approved by the CCDCC body either in the form of an annual budget or by special request as needed for items not addressed in the budget. All targeted non-exempt expenditures for candidates shall be approved by the Target Fund Committee	
9/12/2016	4.5.3	Split 2nd sentence of above out and updated. Remaining numbering adjusted accordingly	There shall be separate accounts for the exempt expenditures and for the non-exempt expenditures which may include separate financial institutions.	2016-03
9/12/2016	4.5.6	New	If the Treasurer determines that it is beneficial to appoint a Deputy Treasurer, then the Treasurer shall appoint an individual, to be approved by the EC. Any or all duties of the Deputy Treasurer shall be determined by the Treasurer. The Deputy Treasurer shall report directly to The Treasurer.	2016-03
9/12/2016	4.7	Inserted 'and county partisan offices'	The LD organizations and the CCDCC will work together to recruit and elect Democrats to the State Legislature <i>and county partisan offices</i> , and to coordinate	2016-03

**CCDCC BYLAWS VERSION 2022-02**

			campaign efforts across county lines that exist within any district	
9/12/2016	5.2.1	Listed what the elected officers are	Chair, Vice Chair, Treasurer, Secretary, Committeeman, State Committeewoman.	2016-03
9/12/2016	5.2.3	The President/Chair or duly appointed representative of each active and chartered Democratic club having a membership of at least twenty (20) members.	The President/Chair or duly appointed representative of the 'Young Democrats of Clark County' and 'Clark County Democratic Women', provided that <ul style="list-style-type: none"> <li>• They submit a copy of their bylaws</li> <li>• They provide a current list of members</li> <li>• They are recognized by the state or national organization</li> </ul> Requires the approval of the Executive Committee (EC), and seats may be suspended by a majority vote of the EC should the EC find reason to do so	2016-03
9/12/2016	5.2.4	Editor of the newspaper	Removed (no longer have a newspaper) and renumbered section accordingly	2016-03
9/12/2016	5.2.7	Chairs of standing committees as defined in section 7	Removed	2016-03
9/12/2016	5.2.8	PCO Coordinator	Removed	2016-03
9/12/2016	Article 7	Standing Committees	Recommended standing committees	2016-03
9/12/2016	7.01	Most language under target fund committee deleted: <u>Target Fund Committee</u> – A committee composed of the elected officers of the CCDCC and the Chair or duly-appointed representative of each LD located in whole or in part within Clark County will decide on the distribution of any targeted funds. Targeted funds (having money) are defined as monies to the committee for distribution to campaigns within county or legislative districts as defined above. Such monies, by law, cannot be directed by the entity giving the funds to any party as to the final recipient. 7.01.1 As a general rule, such distribution for any campaign should be made around an understanding of the need. When the meeting notice is given to each committee member at least five (5) days prior to the meeting then actions of those committee members present are binding. If circumstances require swifter action, the committee members may be	<u>Target Fund Committee</u> – A committee composed of the elected officers of the CCDCC.	2016-03



**CCDCC BYLAWS VERSION 2022-02**

		<p>informed of the meeting electronically or by phone and participate electronically or by phone, but a quorum of at least (5) members is required to take action on proposed fund distribution.</p> <p>7.01.2 A record of all the committee's deliberations and decisions shall be made, retained by the most senior committee member present, and maintained by the Secretary.</p>		
9/12/2016	7.0.3	Newsletter committee	Deleted, we no longer have a newsletter, rolled up into commtech.	2016-03
9/12/2016	7.0.8	<p>7.08 Affirmative Action and Outreach Committee (AOC)</p> <p>The AOC establishes policies and procedures to ensure CCDCC compliance with affirmative action goals and makes recommendations to the EC on effective affirmative action &amp; outreach initiatives and programs.</p>	<p>Left the committee but deleted the describing language beneath.</p> <p>7.08 Affirmative Action and Outreach Committee (AOC)</p>	2016-03
9/12/2016	7.12	Financial review committee. Added when it will be created.	This committee will be created biennially in odd years	2016-03
9/12/2016	7.13	Changed 'serve' to 'report to'	The County Chair, subject to the approval by the EC, may appoint chairs of other standing or temporary committees to <i>report to</i> the EC as need may arise	2016-03
9/12/2016	7.15	Inserted definition of OPPM, and that committee contact info will be made available to membership	(Office Policies and Procedures Manual). Contact information for committee chairs, and a list of committee members, will be made available to the membership.	2016-03
9/12/2016	Article 9	Rules for Organizational Meetings and Replacement of Elected Public Officers	Organizational Meetings and Replacement of Elected Public Officers	2016-03
9/12/2016	9.1	The following bylaws will be used for organizational meetings and meetings for filling the unexpired term of an elected Democratic official where only elected PCOs are allowed by statute to vote. An exception to these procedures is when there is no opposition for the slate of candidates presented at the organizational meeting, where a voice vote casting a unanimous ballot shall be permitted.	Organizational meetings and meetings for filling the unexpired term of an elected Democratic official where only elected PCOs are allowed by statute to vote will follow the rules set out by the state (refer to party documents, which can be found on the Washington State Democrats web page).	2016-03
9/12/2016	9.2 – 9.5	<p>9.2 Rules:</p> <p>9.2.1 A registration desk shall be available for registration of eligible voters.</p> <p>9.2.2 Eligible voters shall be seated in a section separate from observers</p>	Deleted	2016-03

**CCDCC BYLAWS VERSION 2022-02**

		<p>guests.</p> <p>9.2.3 Each candidate must be nominated and seconded by a voting member.</p> <p>9.2.4 Nominating speeches are not exceed one minute.</p> <p>9.2.5 No seconding speeches shall be allowed.</p> <p>9.2.6 Each candidate’s speech shall his or her nominating speech shall not exceed five (5) minutes.</p> <p>9.2.7 A question-and-answer period be permitted but shall not exceed fifteen minutes.</p> <p>9.3 Voting</p> <p>9.3.1 Each eligible voter shall cast one vote on the ballot provided.</p> <p>9.3.2 The ballot must be signed, dated the PCO’s name printed clearly.</p> <p>9.3.3 The votes shall be tabulated by Tally Committee appointed by the Chair.</p> <p>9.3.4 The ranking of candidates shall announced.</p> <p>9.3.5 The ranking shall be determined the number of votes received.</p> <p>9.3.6 If no candidate receives a majority votes cast, another signed ballot between candidates ranked one and two shall be taken.</p> <p>9.3.7 At the conclusion of the voting Secretary shall take custody of preserve the ballots. Unless challenged, the ballots shall be destroyed after ten (10) days.</p> <p>9.4 Challenges</p> <p>9.4.1 The ballots shall be available for challenge.</p> <p>9.4.2 To challenge the ballot count, nominee must notify the Chair writing within five days for a recount/inspection of the ballot.</p> <p>9.4.3 The Chair shall call the other nominees and the Tally Committee to set a time and place.</p> <p>9.5 Reporting</p> <p>9.5.1 Chair will report results to the County Commissioners when appropriate.</p>		
9/12/2016	10.01	Timely publication in the CCDCC newsletter and on the CCDCC website shall suffice for regular meetings. Notice of special meetings	Timely notification on the CCDCC website shall suffice for regular meetings. Notice of special meetings must be given to each	2016-03

## CCDCC BYLAWS VERSION 2022-02

		must be given to each member by email, phone, or mail, whichever is necessary to ensure receipt. Notice to PCOs of organization meetings and notice that nomination of candidates to fill a vacant public partisan elective office will occur shall be provided by mail.	member by email, phone, or mail, whichever is necessary to ensure receipt. Notice to PCOs of organization meetings and notice that nomination of candidates to fill a vacant public partisan elective office will occur shall be provided by email, phone, or mail whichever is necessary to ensure receipt.	
9/12/2016	10.05	Vacant precincts The CCDCC Chair may appoint PCOs after consideration for appointment by the LD Chair, but in no case shall consideration exceed a forty-day (40) period before referral to the CCDCC Chair.	Sentence deleted	2016-03
9/12/2016	10.07	Inserted language re: resolutions	Resolutions must comply with rules of considerations and adoptions of resolutions by the WSDCC, which can be found on the Washington State Democrats website under 'Documents'.	2016-03
9/12/2016	10.08	Published in the "Democrat" and	Deleted in 3 places	2016-03
9/12/2016	10.11	CCDCC Members are eligible to receive a free digital copy of the CCDCC newsletter "The Democrat" by email. Members wishing to receive a copy by US Mail -are asked to pay the current rate established by the EC to defray printing and mailing expenses.	deleted	2016-03
5/13/2019	3.2.1 (b)	...Appointed PCOs may only vote in those cases if they have been appointed longer than 90 days or were appointed within the last 90 days transferring as an Acting or Elected PCO from another precinct, having been in total PCO service longer than 90 days.	...Appointed PCOs may only vote <del>in these cases</del> if they have been appointed longer than <del>90</del> 45 days or were appointed within the last <del>90</del> 45 days transferring as an Acting or Elected PCO from another precinct, having been in total PCO service longer than <del>90</del> 45 days.	2019-01
5/13/2019	3.26	Added Section 3.2.6	Dues paying members are those individuals who pay an annual due of an amount to be determined by the CCDCC Executive Committee and approved by the CCDCC body. Dues paying members shall have the same voting privileges as Elected, Appointed, and Acting PCOs (3.2.1 a, b, c) with the exception of voting during reorganization meetings, voting to replace elected democratic officials, amendments to organizational bylaws, and in the replacement of CCDCC Executive Committee elected officers. Additionally, dues paying members are subject to voting eligibility guidelines in Article 8 of these bylaws	2019-01

## CCDCC BYLAWS VERSION 2022-02

5/13/2019	Article 8	<p>Complete rewrite of Article 8:</p> <p>8.1 - Voting rights in the CCDCC are reserved to elected and appointed PCOs or their proxies, elected officers, and chairs of the LDs or their duly-appointed representatives, who reside in Clark County. In addition, all elected Democratic officials at each county, state and national level who reside in Clark County shall have voting rights in the CCDCC on any issue which comes before the committee EXCEPT the organizational meeting and meetings for filling the unexpired term of an elected Democratic official, where only elected PCOs may vote. Proxies are not permitted at organizational meetings according to State party bylaws.</p> <p>8.2 - Only elected or appointed PCOs can designate proxies to vote at a specific meeting. To be recognized, a PCO's proxy must be carried by a resident of the PCO's precinct, show the proxy's name, the meeting date and the PCO's signature, and be presented to the Chair or Secretary before voting commences.</p> <p>Proxies shall not be allowed for officers or Democratic Officials who are not PCO's.</p>	<p>8.1 Elected PCO's certified by the Clark County Auditor, whose term starts on December 1 of each even numbered year, provided that the PCO maintains their primary residence and voting address in the precinct to which they were elected, shall have full voting rights on all matters brought before the CCDCC.</p> <p>8.2 Each of the following types of members shall have full voting rights on all matters brought before the CCDCC except where Washington state law, WSDCC/DNC bylaws and charter, or these bylaws and/or disciplinary action restrict such rights.</p> <p>(a) Acting and Appointed PCOs appointed by the CCDCC after each biennial reorganization meeting, but before November 30 of the following even numbered year and have been appointed longer than 45 days or were appointed within the last 45 days transferring as an Acting, Appointed, or Elected PCO from another precinct, having been in total PCO service longer than 45 days.</p> <p>(b) Any resident registered to vote in Clark County who asserts themselves to be a Democrat and is in good standing for no less than 45 days. 'Good standing' shall be defined as having paid membership dues or having been granted a financial hardship waiver by the Chair.</p> <p>(c) Any person currently elected as a Democrat to a partisan office who resides in Clark County.</p> <p>(d) Elected members of the CCDCC Executive Committee (Chair, Vice Chair, Secretary, Treasurer, and the elected State Committee Members)</p> <p>(e) Any registered voter residing in Clark County that is currently elected to a position in the WSDCC or DNC.</p> <p>8.3 The amount of dues required for dues paying members to be in good standing shall be established by the CCDCC Executive Committee and confirmed by the body at the first meeting following reorganization, or at the earliest meeting that is practical. The Chair, at their discretion, may issue a financial hardship waiver for members at their request.</p> <p>8.4 In no case, shall any member have more than one vote each.</p> <p>8.5 Only Elected or Appointed PCOs may designate proxies to vote at a specific meeting. To be recognized and credentialed, a PCO's proxy must be carried by a resident of that PCO's precinct, show the proxy's name, the meeting date for which the proxy is to be used, the PCO's signature, and shall be presented to the Chair and/or Secretary before voting commences. Proxies shall not be allowed for other members, officers, or Democratic Officials who are not Elected or Appointed PCOs.</p>	2019-0 1
2/14/2022	6.6	New	<p>Except as otherwise provided in these bylaws, Virtual meetings can take two-forms: (1) a virtual-only meeting (default mode) or (2) a hybrid meeting.</p> <p style="text-align: center;">Virtual meetings may be held at times and</p>	2022-0 1

**CCDCC BYLAWS VERSION 2022-02**

			<p>places if hybrid set by the Chair, pursuant to guidelines established by the Clark County Democratic Central Committee (CCDCC) or its Executive board, with proper notice to the members by electronic media or postal mail at least five days in advance of the meeting.</p> <p>The Board and/or body virtual meetings may be conducted through use of Internet meeting services designated by the Chair that support votes that are limited to PCOs (elections of officers, bylaws amendments) and non-PCO when voting. And that support visible displays identifying those participating, identifying those seeking recognition to speak, showing or permitting the retrieval of the text of pending motions, and showing the results of votes.</p> <p>When voting is restricted to elected and appointed PCOs, open ballots must be used as required by the Charter of the Democratic Party of Washington, Article VII.G.</p> <p>PCO and/or non-PCOs votes conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.</p> <p>These virtual meetings of the Board and/or body shall be subject to all rules adopted by the Board, or by the body, to govern them, which may include any reasonable limitations on, and requirements for Board and body members participation. Any such rules adopted by the Board and body shall supersede any conflicting rules in the parliamentary authority, may not otherwise conflict with the Bylaws or alter any rule or decision of the body.</p>	
10/10/2022	<p>3.2.2</p> <p>4.3</p> <p>4.3.1</p> <p>4.5.1</p> <p>4.5.1 (a)</p> <p>5.2.1</p> <p>8.2 (d)</p>	<p>3.2.2 The six elected officers of the CCDCC: County Chair, Vice-Chair (who shall be of the opposite gender of the chair), Secretary, Treasurer, State Committeeman and State Committeewoman who serve for two-year terms. They are elected at the organizational meeting by the Elected and Appointed PCOs, which takes place following the general election in even-numbered years.</p> <p>4.3 The Vice Chair shall perform those responsibilities delegated by the Chair and shall preside at meetings in the absence of the Chair</p> <p>4.5.1</p> <p>Disbursements by check or electronic means shall be signed/approved by one of the following authorized officers: Treasurer, Chair, Vice-Chair or a “deputy treasurer”</p> <p>a)</p> <p>Disbursements of \$1000 or more shall require the signatures or approvals of two of the following officers: Treasurer, Chair, Vice-Chair or a “deputy treasurer”.</p> <p>5.2.1 The elected officers of the CCDCC: Chair, Vice Chair, Treasurer, Secretary, State Committeeman, State Committeewoman.</p>	<p>Change all references from the “Vice-Chair” to “First Vice-Chair” also add a Second Vice-Chair</p> <p>3.2.2 The seven elected officers of the CCDCC: County Chair, First Vice-Chair (who shall be of the opposite gender of the chair), Second Vice-Chair (who can be any gender), Secretary, Treasurer, State Committeeman and State Committeewoman who serve for two-year terms. They are elected at the organizational meeting by the Elected and Appointed PCOs, which takes place following the general election in even-numbered years.</p> <p>4.3 The First Vice Chair shall perform those responsibilities delegated by the Chair and shall preside at meetings in the absence of the Chair</p> <p>4.3.1 The Second Vice Chair shall perform those responsibilities delegated by the Chair and shall preside at meetings in the absence of the Chair and First Vice Chair</p> <p>4.5.1 Disbursements by check or electronic means shall be signed/approved by one of the following authorized officers: Treasurer, Chair, First Vice-Chair or a “deputy treasurer”</p> <p>a) Disbursements of \$1000 or more shall require the signatures or approvals of two of the following officers: Treasurer, Chair, First Vice-Chair</p>	2022-02

**CCDCC BYLAWS VERSION 2022-02**

	<p>8.2 Each of the following types of members shall have full voting rights on all matters brought before the CCDCC except where Washington state law, WSDCC/DNC bylaws and charter, or these bylaws and/or disciplinary action restrict such rights.</p> <p>(a) Acting and Appointed PCOs appointed by the CCDCC after each biennial reorganization meeting, but before November 30 of the following even numbered year and have been appointed longer than 45 days or were appointed within the last 45 days transferring as an Acting, Appointed, or Elected PCO from another precinct, having been in total PCO service longer than 45 days.</p> <p>(b) Any resident registered to vote in Clark County who asserts themselves to be a Democrat and is in good standing for no less than 45 days. 'Good standing' shall be defined as having paid membership dues or having been granted a financial hardship waiver by the Chair.</p> <p>(c) Any person currently elected as a Democrat to a partisan office who resides in Clark County.</p> <p>(d) Elected members of the CCDCC Executive Committee (Chair, Vice Chair, Secretary, Treasurer, and the elected State Committee Members)</p> <p>(e) Any registered voter residing in Clark County that is currently elected to a position in the WSDCC or DNC.</p>	<p>or a "deputy treasurer".</p> <p>5.2.1 The elected officers of the CCDCC: Chair, First Vice Chair, Second Vice Chair, Treasurer, Secretary, State Committeeman, State Committeewoman.</p> <p>8.2 Each of the following types of members shall have full voting rights on all matters brought before the CCDCC except where Washington state law, WSDCC/DNC bylaws and charter, or these bylaws and/or disciplinary action restrict such rights.</p> <p>(a) Acting and Appointed PCOs appointed by the CCDCC after each biennial reorganization meeting, but before November 30 of the following even numbered year and have been appointed longer than 45 days or were appointed within the last 45 days transferring as an Acting, Appointed, or Elected PCO from another precinct, having been in total PCO service longer than 45 days.</p> <p>(b) Any resident registered to vote in Clark County who asserts themselves to be a Democrat and is in good standing for no less than 45 days. 'Good standing' shall be defined as having paid membership dues or having been granted a financial hardship waiver by the Chair.</p> <p>(c) Any person currently elected as a Democrat to a partisan office who resides in Clark County.</p> <p>(d) Elected members of the CCDCC Executive Committee (Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, and the elected State Committee Members)</p> <p>(e) Any registered voter residing in Clark County that is currently elected to a position in the WSDCC or DNC.</p>	
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**ADDENDUM**