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2  
3 BYLAWS OF THE  
4 WASHINGTON COUNTY DEMOCRATIC  
5 CENTRAL COMMITTEE

6 ARTICLE I NAME

7  
8 The name of this organization shall be the Washington County Democratic Central Committee  
9 (Central Committee).

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11 ARTICLE II PURPOSE

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13 The purposes of the Central Committee shall be to:

- 14 a. Elect Democratic candidates;  
15 b. Adopt a platform and work to ensure that it is carried into law;  
16 c. Provide a link between Washington County Democrats and the First Congressional  
17 District and the State Central Committee;  
18 d. Inform voters about Democratic Party principles; and  
19 e. Maximize the membership of the Central Committee and the Democratic Party.

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21 ARTICLE III AUTHORITY

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23 The Central Committee shall have all powers to manage its affairs and transact its business that are  
24 consistent with the Constitution and laws of the United States, the Constitution and laws of Oregon,  
25 the National Charter of the Democratic Party, the Bylaws of the Democratic Party of Oregon and  
26 these Bylaws.

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28 ARTICLE IV AFFIRMATIVE ACTION

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30 The Central Committee shall ensure the widest and fairest representation of its members in its  
31 organization and activities. All rules shall be adopted by procedures that assure the fair and open  
32 participation of all interested Central Committee members. Discrimination in the conduct of  
33 Central Committee affairs on the basis of sex, race, age, religion, economic status, disability, ethnic  
34 origin, sexual orientation, gender identity, color, creed, parenthood or marital status is prohibited.

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36 ARTICLE V MEMBERSHIP

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38 Section 1: Members

39 Members of the Central Committee shall consist of all Democratic precinct committeepersons  
40 (PCPs) elected and certified in Washington County (ORS 248.015, 248.031, and 248.045(2) and  
41 (3)), appointed to fill a vacancy (ORS 248.043), or elected to fill a vacancy (ORS 248.026); the  
42 Executive Committee of the Central Committee; and registered Democrats who hold elective public  
43 office (partisan and non-partisan) and represent a jurisdiction in Washington County. A precinct  
44 committeeperson is a representative of the party in the precinct and a voting member of the Central  
45 Committee.

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Section 2: Resignation of Precinct Committeepersons (PCPs)

A Precinct committeeperson may resign by written notice to the County Clerk and such resignations shall be effective when the County Clerk declares the office vacant with a notice to the Central Committee. Then the Secretary shall immediately notify the Central Committee Chair, and the State and First District Chairs of the resignation. (ORS 248.024)

Section 3: Removal

- a. A precinct committeeperson elected in a Primary Election may be recalled only by the voters in that precinct, and in accordance with ORS 248.029(2). Said election shall be paid for by the Central Committee (ORS 248.029(3)).
- b. An appointed precinct committeeperson is subject to the rules for recall specified for Officers and Elected Officials of this Central Committee. (ORS 248.026 (3) and Article VI, Section 5 of these bylaws).

Section 4: Vacancies

- a. The Central Committee may elect any person registered as a Democrat for at least 180 days and currently registered in the precinct in which the vacancy exists, or in a precinct which has a common boundary with the precinct in which the vacancy exists, to fill a vacancy in the office of precinct committeeperson (ORS 248.026 (1) and (2)). A person who has turned 18 within the last six months may be elected, so long as that person is a registered Democrat and currently registered in the precinct in which the vacancy exists.
- b. Said election to fill vacancies shall be the last order of business at a Central Committee meeting.
- c. The newly elected committeeperson's tenure, with the ability to vote in regard to Central Committee matters, shall begin as soon as the County Clerk enters the appointment on the county election records pursuant to ORS 248.026(2)and(3). The term of such committeeperson shall terminate at the same time as those elected in a primary election; that is, 24 days after the next succeeding primary election. (ORS 248.015 (6))

Section 5: House District Leaders

Up to four (4) leaders for each House District shall be appointed by the Chair for each Oregon House of Representatives District, or portion thereof, in Washington County. House District leaders' appointments may be rescinded by written, or e-mail, notice from the Chair. House District leaders shall: provide leadership and encouragement to the precinct committeepersons of their district; recruit and offer in nomination persons willing to serve as precinct committeepersons; coordinate, within their districts, voter registration drives, "get out the vote" efforts, and distribution of sample ballots and candidates literature; and be members of the Campaign Committee.

ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE

Section I: Officers

Officers of the Central Committee shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary and a Treasurer. These officers shall perform the duties prescribed by these Bylaws, the Central Committee's Standing Rules and the parliamentary authority adopted by the Central Committee.

1 Section 2: Eligibility

2 Any person legally registered as a Democrat in Washington County shall be eligible to hold any  
3 office in this Committee.  
4

5 Section 3: Nomination and Election

6 Candidates for office of the Central Committee shall be selected by a Nominating Committee. The  
7 Nominating Committee shall be formed at the regular business meeting two months prior to the  
8 reorganization meeting. The Nominating Committee shall consist of:

- 9 a. A past Central Committee Chair appointed by the current Chair;
- 10 b. Chair of the Rules Committee or his or her designee; and
- 11 c. Two persons elected by the Central Committee, except that no current officer of the  
12 Central Committee shall be elected to the Nominating Committee.

13 The Nominating Committee shall announce a slate list of candidates for officers and delegates no  
14 later than the Monday following the general election, and shall present the list of candidates at the  
15 organizational meeting. Additional nominations from the floor will be taken. Only elected PCPs  
16 who were elected during the most recent Primary Election may vote on the election of Central  
17 Committee officers. (ORS 248.035(1)(B)).  
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19 Section 4: Term of Office

- 20 a. Central Committee officers shall be elected for a term of two (2) years. The term shall begin  
21 at the close of the organizational meeting at which they are elected and end at the close of  
22 the next succeeding organizational meeting.
- 23 b. Delegates to the State Central Committee and the First Congressional District Committee  
24 shall be elected for a term of two (2) years. The term shall begin on January 1 of the  
25 following year.  
26

27 Section 5: Recall

28 Officers may be recalled for cause by a majority vote at a regular meeting of the Central Committee  
29 provided that the recall request and Executive Committee's recommendation have been provided to  
30 all Central Committee members at least fourteen days prior to such action.  
31

32 Section 6: Vacancies

- 33 a. If the office of Chair should become vacant, the First Vice Chair shall become Chair for  
34 the unexpired portion of the term.
- 35 b. When vacancies occur in the other offices, positions shall be filled by majority vote at  
36 the first possible regular meeting of the Central Committee. Persons so elected shall  
37 serve the unexpired portion of the term of the vacancy that is being filled.  
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39 Section 7: Duties

- 40 a. The Chair shall have the overall responsibility for the day-to-day operation of the  
41 Central and Executive Committees; supervise paid staff; appoint a Parliamentarian and  
42 all Committee Chairs; be an ex-officio member of all standing committees, except the  
43 Nominating Committee; and execute, with the Secretary, all contracts on behalf of the  
44 Central Committee; and be an alternate signer of checks with the Treasurer. The Chair  
45 shall ensure that notice of all regular and special meetings is sent to all members of the  
46 Central Committee not later than the sixth day before each meeting (ORS 248.012).  
47

- b. The First Vice-Chair shall perform all of the duties of the Chair in the absence or disability of the Chair; may coordinate the work of standing committees, as assigned by the Chair; and be an alternate signer of checks with the Treasurer. The First Vice-Chair shall be the opposite gender of the Chair.
- c. The Second Vice-Chair shall perform all the duties of the Chair in the absence or disability of the Chair and First Vice-Chair; and may coordinate the work of standing committees, as assigned by the Chair. The Second Vice-Chair shall be the opposite gender of the First Vice-Chair.
- d. The Secretary shall keep a book of minutes of all meetings of the Central and Executive Committees, showing the time and place of the meeting, the names of those present, and the proceeding and actions taken. A book of approved Central Committee minutes and a book of approved Executive Committee minutes will be maintained at the WCDCC office. Copies of the Central Committee minutes will be made available to all Central Committee members by having copies of the previous unapproved minutes available at the meeting and posting them on the Central Committee website. The Secretary shall maintain all the membership records of the Central Committee and carry out Central Committee correspondence and all legal notifications at the request of the Chair (ORS 248.012 and 248.043).
- e. The Treasurer shall prepare adequate records and reports on all Central Committee operational and fundraising financial transactions; meet all campaign finance reporting requirements; provide for the custody and safekeeping of all Central Committee funds; maintain open financial books ready for inspection and review at all times; issue checks in accordance with the Central Committee-approved budget, with the Chair or First Vice-Chair as alternate signer; serve as non-voting member of the Contributions Recommendation Ad-hoc Committee. (ORS Chapter 260; OAR 165-012; current Campaign Finance Manual)
- f. The Parliamentarian shall insure that all proceedings of the Central Committee and the Executive Committee of the Central Committee are conducted in accordance with the By-laws, the Standing Rules and Roberts Rules of Order; conduct all election processes, including those for Central Committee officers, resolutions, and changes to the By-laws. The Parliamentarian shall be an ex-officio member of the Rules Committee.

## ARTICLE VII ELECTED POSITIONS

### Section 1: Eligibility

Delegates and alternates to the State Democratic Central Committee and to the First Congressional District Democratic Committee shall be members of the Central Committee.

### Section 2: Responsibilities

Delegates and alternates shall act as liaisons between the Central Committee and the Committees to which they are elected, voting as directed by the Central Committee and reporting on substantive discussions and actions taken by those Committees at the first possible Central Committee meeting.

### Section 3: Nominations and Elections

All delegates and alternates to the following committees shall be selected and serve according to the bylaws of the respective Committees.

- 1 a. Oregon Revised Statutes (ORS) 248.075(1) and Democratic Party of Oregon (DPO)
- 2 Bylaws, Article 4 (State Central Committee Membership), set the requirements for
- 3 electing and removing its delegates and alternates, as well as their duties.
- 4 b. Oregon Revised Statutes (ORS) 248.075(1) and First Congressional District Democratic
- 5 Committee Bylaws, Article II (Membership), set the requirements for electing and
- 6 removing its delegates and alternates, as well as their duties.
- 7
- 8 c. All delegates and alternates to the State Democratic Central Committee and the First
- 9 Congressional District Democratic Committees shall be elected by plurality vote at the
- 10 Organizational Meeting of the Washington County Democratic Central Committee.
- 11 d. DPO Bylaws, Article 7 (Conventions), set the requirements for electing delegates and
- 12 alternates to the State Democratic Conventions held in each election year.
- 13 e. Article II (National Convention) of the Democratic National Committee Charter, its Call
- 14 to the Convention, and its Delegate Selection Rules set the basis for the election of
- 15 delegates to presidential elections year National Conventions.
- 16

17 ARTICLE VIII COMMITTEES & CAUCUSES

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19 Section 1: The Executive Committee:

20 Shall consist of the current elected officers, the Chair of the State Democratic Central Committee

21 delegates, the Chair of the First Congressional District delegates and the chairs of all standing

22 committees; hold monthly meetings; have a quorum when a majority of its members are present;

23 review and make recommendations on all Central Committee officer recall petitions prior to action

24 by the Central Committee; hire paid staff; and conduct all necessary business required between

25 regular meetings of the Central Committee. No member of the Executive Committee shall hold

26 more than one position on the Central Committee, with the exception of the Treasurer who is chair

27 of the Budget Committee. No one person shall be entitled to more than one vote in Executive

28 Committee meetings. Where a committee is represented by co-chairs, only one vote may be cast.

29

30 Section 2: Financial Accountability

31 No single member or group of members can expend, or make any promises or commitments

32 regarding a future expenditure of, Central Committee funds without a vote of the Executive

33 Committee, subject to the following exceptions:

- 34 a. Expenditures approved by the Central Committee in the annual budget process.
- 35 b. An expenditure, outside of the approved budget, of less than \$100 with approval of two
- 36 executive officers.
- 37

38 Section 3: Standing Committee Members

- 39 a. All precinct committee persons may be appointed as a member of any standing
- 40 committee by the Chair of the standing committee.
- 41 b. Any member of a standing committee may be removed by written or e-mail notice from
- 42 the Chair of the standing committee.
- 43 c. A committee member's term shall begin after the organizational meeting and end at the
- 44 close of the next organizational meeting.
- 45

46 Section 4: Standing Committees' Duties

- 47 a. The Community Outreach Committee: Shall develop and strengthen the Central

- 1 Committee by sponsoring and participating in community events to include Fairs,  
2 Parades, Values in Action events and other activities for PCPs and volunteers; perform  
3 credentials/registration duties for the Central Committee; reach out and serve as liaison  
4 to other organizations with Democratic views in the county.
- 5 b. The Communications Committee: Shall promote the welfare and principles of the  
6 Democratic Party and publicize meetings, conventions, fundraising events, and  
7 resolutions passed by the Central Committee in local news media; publish all necessary  
8 platform convention materials; and coordinate letters to the Editor.
- 9 c. The Budget Committee: Shall prepare an annual budget for adoption by the Central  
10 Committee and conduct an annual review of all Central Committee financial records.  
11 The Budget Committee Chair shall review any expenditure not contained in the adopted  
12 budget.
- 13 d. The Finance Committee: Shall have the primary responsibility for planning and  
14 executing all fundraising activities to meet Central Committee-approved, budgeted  
15 expenses.
- 16 e. The Resolutions and Platform Committee: Shall receive, review and make  
17 recommendations on all proposed resolutions; submit proposed platform items, based  
18 upon major issues, to the Central Committee for its consideration; send the required  
19 number of copies of the County Platform to the Platform Committee of the State Central  
20 Committee so that it may be considered for inclusion in the State Democratic Platform.
- 21 f. The Rules Committee: Shall regularly review Central Committee bylaws and Standing  
22 Rules at least once every two years, making recommendations for amendments as  
23 needed, proposing amendments thereto, as needed, for adoption by the Central  
24 Committee; and shall conduct all elections.
- 25 g. Campaign Committee: Shall be composed of the House District Leaders; shall publicize  
26 opportunities for elective office; provide assistance to candidates; coordinate the  
27 Neighborhood Leader program and related voter registration drives, “get out the vote”  
28 efforts, distribution of slate cards and candidate literature; and assist with coordinated  
29 campaign activities for all general elections.
- 30 h. The Young Democrats Committee: Shall promote the Democratic Party among county  
31 young people and coordinate activities within the county.
- 32 i. Information Technology Committee: Shall develop and maintain the Central Committee  
33 website, databases, blogs and software, enforcing all Central Committee standing rules  
34 pertaining to access and permitted uses; respond to tech-support, user access, and rule  
35 violation issues within 24 hours; provide online research as requested by the Executive  
36 Board or the Central Committee; advise the Central Committee on matters related to  
37 information technology.
- 38 j. The Office Committee: Shall be responsible for overseeing the regular operation of the  
39 office, including staffing.
- 40 k. The Training and Education Committee: Shall have oversight of all training and shall  
41 coordinate all training presented on behalf of the Central Committee. The committee  
42 shall train House District Leaders and Precinct Committee Persons as to their duties and  
43 responsibilities in regard to the Central Committee. The committee shall also educate  
44 and train volunteers as to their opportunities to assist the Central Committee.
- 45 l. The Latino Outreach Committee: Shall focus on the Latino community by registering  
46 voters and engaging all Latino voters in the Democratic political process.
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1 Section 5: Ad-hoc Committee Duties

2 a. Contributions Recommendation and Endorsement Committee: Shall make  
3 recommendations as to which legislative candidate campaigns shall receive contributions  
4 from the Central Committee and as to which candidates for non-partisan office shall receive  
5 the endorsement of the Central Committee.

6 b. Nominating Committee: See Article VI, Section 3.  
7

8 Section 6: Caucuses

9 a. The Washington County Central Committee may grant official recognition to a caucus of the  
10 Washington County Democrats who share demographic or other similar identity. Such  
11 caucuses are meant to encourage people of similar interests to be active in supporting the  
12 Washington County Democratic Party. The purpose of granting official recognition is to  
13 enable the caucus to participate in the policy decisions and the outreach programs of the  
14 Washington County Central Committee.

15 b. To achieve official recognition, the Caucus must be approved by the Washington County  
16 Central Committee. A group of at least 3 Democrats must request that their caucus be  
17 recognized.

18 c. Each caucus is responsible for complying with the regulations and financial requirements of  
19 the Washington County Central Committee. The Central Committee is not required to  
20 provide financial support to any caucus.  
21

22 ARTICLE IX MEETINGS

23  
24 Section 1:

25 All meetings of the Central Committee shall be open to the public.  
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27 Section 2: Organizational Meeting

28 a. The organizational meeting of the Washington County Democratic Central Committee in  
29 Washington County shall be the first meeting of the Central Committee held following a  
30 General Election. It shall be held no sooner than ten (10) days following the sending of  
31 the notice of the organizational meeting and no later than fifty (50) days after the  
32 election. Those present shall constitute a quorum. (ORS 248.033 – 248.043)

33 b. The meeting shall be called by the Chair of the retiring Central Committee, who shall  
34 give notice of time, date, place and agenda of such meeting not later than ten (10) days  
35 following the General Election to each member of the newly elected Central Committee.  
36 At that time, a copy of this notice shall also be sent by the Chair of the retiring Central  
37 Committee to the retiring Chair of the State Central Committee and the Executive  
38 Director of the Democratic Central Committee of Oregon.

39 c. In the event that the foregoing procedures are not materially complied with, the  
40 organization meeting shall occur in accordance with ORS 248.033.

41 d. Pursuant to ORS 248.035, at the organization meeting, and prior to the election of  
42 officers, the officers of the retiring Central Committee shall make available to the  
43 Central Committee all property, records and funds owned or controlled by the retiring  
44 Central Committee.  
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1 Section 3: Regular Meetings

- 2 a. Regular meetings will be monthly.
- 3 b. Fifteen (15) members shall constitute a quorum for regular and special meetings.

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5 Section 4: Special Meetings

6 Special meetings shall be called by the Chair; in his/her absence or incapacity, by a Vice-Chair; in  
7 the absence or incapacity of both, by an Officer of this Central Committee; or by ten (10) members.  
8 The meeting shall be solely for the transaction of business as stated in the call for the meeting.

9  
10 Section 5: Notice of Meetings

11 Notice shall be sent to all members of this Central Committee not later than the sixth (6<sup>th</sup>) day in  
12 advance of each meeting (ORS 248.012).

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14 Section 6: Prohibition of Proxies

15 Proxies in no instance shall be permitted to participate in any Central Committee meeting. (ORS  
16 248.045)

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18 ARTICLE X CONVENTIONS

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20 Section 1: Convention Delegates

- 21 a. At least ninety (90) days prior to the State Democratic Convention, the Washington  
22 County Central Committee shall receive from the Democratic Party of Oregon a notice  
23 of the number of delegates and alternate delegates to that Convention that it is entitled to  
24 elect.
- 25 b. At least thirty (30) days before the Convention, the Washington County Central  
26 Committee shall elect the delegates and alternates and notify the Chair of the State  
27 Central Committee of the names and postal addresses of persons chosen.

28  
29 Section 2: Selection of Delegates and Alternates

30 Delegates and alternates shall be selected in a meeting of the Central Committee in which voting  
31 shall be limited to its members.

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33 Section 3: County Platform Convention

34 A county-level Platform Convention may be held in advance of the State Democratic Convention.

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36 ARTICLE XI BALLOT MEASURES AND RESOLUTIONS

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38 Section 1: Ballot Measures

39 The Central Committee may take a position on ballot measures.

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41 Section 2: Resolutions

42 The Central Committee may pass a substantive resolution on any subject provided that:

- 43 a. A standing committee, or 5 members-at-large, has presented the proposed text of the  
44 resolution in writing to the Resolutions and Platform Committee for consideration at the  
45 next meeting.
- 46 b. Notice has been sent to all Central Committee members, with the entire resolution text,  
47 that the resolution will be considered at the meeting covered by the notice.

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2 ARTICLE XII PARLIAMENTARY AUTHORITY  
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4 Rules of procedure in “Robert’s Rules of Order, Newly Revised” (current edition) shall govern the  
5 Central Committee in all cases not covered by these Bylaws, the Central Committee’s Standing  
6 Rules, or the Bylaws of the Democratic Party of Oregon.

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8 ARTICLE XIII AMENDMENT  
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- 10 These By-laws may be amended at any meeting of the Central Committee provided that:
- 11 a. The proposed amendment has been reviewed and recommended for adoption by the
  - 12 Rules Committee, and written copies of the proposed amendment made available with
  - 13 the meeting notice;
  - 14 b. Two-thirds of those present and voting vote to adopt the amendment. (ORS 248.045)

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17 Adopted October 25, 2006  
18 Revised November 22, 2008  
19 Corrected March 22, 2009  
20 Amended April 22, 2009  
21 Amended February 22, 2012  
22 Amended October 24, 2012  
23 Amended April 24, 2013  
24 Amended January 22, 2014  
25 Amended May 27, 2015