

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

5 ARTICLE I NAME
6

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

10 ARTICLE II PURPOSE
11

12 The purposes of the Central Committee shall be to:

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

20 ARTICLE III AUTHORITY
21

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

27 ARTICLE IV AFFIRMATIVE ACTION
28

29 The Central Committee shall ensure the widest and fairest representation of its members in its
30 organization and activities. All rules shall be adopted by procedures that assure the fair and
31 open participation of all interested Central Committee members. Discrimination in the conduct of
32 Central Committee affairs on the basis of sex, race, age, religion, economic status, disability,
33 ethnic origin, sexual orientation, gender identity, color, creed, parenthood or marital status is
34 prohibited.
35

36 ARTICLE V MEMBERSHIP
37

38 Section 1: Members

39 Members of the Central Committee shall consist of all Democratic precinct committee persons
40 (PCPs) elected and certified in Washington County (ORS 248.015, 248.031, and 248.045(2)
41 and (3)), appointed to fill a vacancy (ORS 248.043), or elected to fill a vacancy (ORS 248.026);
42 the Executive Committee of the Central Committee; and registered Democrats who hold elective
43 public office (partisan and non-partisan) and represent a jurisdiction in Washington County. A
44 precinct committee person is a representative of the party in the precinct and a voting member of
45 the Central Committee.
46

1 Section 2: Resignation of Precinct Committeepersons (PCPs)

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

6
7 Section 3: Removal

8 a. A precinct committeeperson elected in a Primary Election may be recalled only by the 10
9 voters in that precinct, and in accordance with ORS 248.029(2). Said election shall be
10 paid for by the Central Committee (ORS 248.029(3)).

11 b. An appointed precinct committeeperson is subject to the rules for recall specified for
12 Officers and Elected Officials of this Central Committee. (ORS 248.026 (3) and Article
13 VI, Section 5 of these bylaws).

14
15 Section 4: Vacancies

16 a. The Central Committee may elect any person registered as a Democrat for at least 180
17 days and currently registered in the precinct in which the vacancy exists, or in a precinct
18 which has a common boundary with the precinct in which the vacancy exists, to fill a
19 vacancy in the office of precinct committeeperson (ORS 248.026 (1) and (2)). A person
20 who has turned 18 within the last six months may be elected, so long as that person is a
21 registered Democrat and currently registered in the precinct in which the vacancy exists.

22 b. Said election to fill vacancies shall be the last order of business at a Central Committee
23 meeting.

24 c. The newly elected committeeperson's tenure, with the ability to vote in regard to Central
25 Committee matters, shall begin as soon as the County Clerk enters the appointment on
26 the county election records pursuant to ORS 248.026(2)and(3). The term of such
27 committeeperson shall terminate at the same time as those elected in a primary election;
28 that is, 24 days after the next succeeding primary election. (ORS 248.015 (6))

29
30 Section 5: House District Leaders

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

39
40 ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE

41
42 Section I: Officers

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

47
48 Section 2: Eligibility

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

1
2 Section 3: Nomination and Election

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

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

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

15
16 Section 4: Term of Office

- 17 a. Central Committee officers shall be elected for a term of two (2) years. The term shall
18 begin at the close of the organizational meeting at which they are elected and end at the
19 close of the next succeeding organizational meeting.
- 20 b. Delegates to the State Central Committee (SCC) and the First Congressional District
21 Committee (1st CD) shall be elected for a term of two (2) years. The term for SCC
22 delegates shall begin on the date they are elected. The term for 1st CD delegates shall
23 begin with the organizational meeting of the 1st CD Committee.

24
25 Section 5: Recall

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

29
30 Section 6: Vacancies

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

36
37 Section 7: Duties

- 38 a. The Chair shall have the overall responsibility for the day-to-day operation of the Central
39 and Executive Committees; supervise paid staff; appoint a Parliamentarian and all
40 Committee Chairs, with the approval of a majority of the elected officers; be an ex-officio
41 member of all standing committees, except the Nominating Committee; and execute,
42 with the Secretary, all contracts on behalf of the Central Committee; and be an alternate
43 signer of checks with the Treasurer. The Chair shall ensure that notice of all regular and
44 special meetings is sent to all members of the Central Committee not later than the sixth
45 day before each meeting (ORS 248.012)
- 46 b. The First Vice-Chair shall perform all of the duties of the Chair in the absence or
47 disability of the Chair; may coordinate the work of standing committees, as assigned by
48 the Chair; and be an alternate signer of checks with the Treasurer. The First Vice-Chair
49 shall be the opposite gender of the Chair.
- 50 c. The Second Vice-Chair shall perform all the duties of the Chair in the absence or
51 disability of the Chair and First Vice-Chair; and may coordinate the work of standing

1 committees, as assigned by the Chair. The Second Vice-Chair shall be the opposite
2 gender of the First Vice-Chair.

- 3 d. The Secretary shall keep a book of minutes of all meetings of the Central and Executive
4 Committees, showing the time and place of the meeting, the names of those present,
5 and the proceeding and actions taken. A book of approved Central Committee minutes
6 and a book of approved Executive Committee minutes will be maintained at the WCDCC
7 office. Copies of the Central Committee minutes will be made available to all Central
8 Committee members by having copies of the previous unapproved minutes available at
9 the meeting and posting them on the Central Committee website. The Secretary shall
10 maintain all the membership records of the Central Committee and carry out Central
11 Committee correspondence and all legal notifications at the request of the Chair (ORS
12 18 248.012 and 248.043).
- 13 e. The Treasurer shall prepare adequate records and reports on all Central Committee
14 operational and fundraising financial transactions; meet all campaign finance reporting
15 requirements; provide for the custody and safekeeping of all Central Committee funds;
16 maintain open financial books ready for inspection and review at all times; issue checks
17 in accordance with the Central Committee-approved budget, with the Chair or First Vice-
18 Chair as alternate signer; serve as non-voting member of the Contributions
19 Recommendation Ad-hoc Committee. (ORS Chapter 260; OAR 165-012; current
20 Campaign Finance Manual)
- 21 f. The Parliamentarian shall insure that all proceedings of the Central Committee and the
22 Executive Committee of the Central Committee are conducted in accordance with the
23 By-laws, the Standing Rules and Roberts Rules of Order; conduct all election processes,
24 including those for Central Committee officers, resolutions, and changes to the By-laws.
25 The Parliamentarian shall be an ex-officio member of the Rules Committee.

26
27 **ARTICLE VII ELECTED POSITIONS**

28
29 **Section 1: Eligibility**

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

32
33 **Section 2: Responsibilities**

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

38
39 **Section 3: Nominations and Elections** 45 All delegates and alternates to the following
40 committees shall be selected and serve according to the 46 bylaws of the respective
41 Committees.

- 42 a. Oregon Revised Statutes (ORS) 248.075(1) and Democratic Party of Oregon (DPO)
43 Bylaws, Article 4 (State Central Committee Membership), set the requirements for
44 electing and removing its delegates and alternates, as well as their duties.
- 45 b. Oregon Revised Statutes (ORS) 248.075(1) and First Congressional District Democratic
46 Committee Bylaws, Article II (Membership), set the requirements for electing and
47 removing its delegates and alternates, as well as their duties.
- 48 c. All delegates and alternates to the State Democratic Central Committee and the First
49 Congressional District Democratic Committees shall be elected by plurality vote at the
50 Organizational Meeting of the Washington County Democratic Central Committee.

- d. DPO Bylaws, Article 7 (Conventions), set the requirements for electing delegates and alternates to the State Democratic Conventions held in each election year.
- e. Article II (National Convention) of the Democratic National Committee Charter, its Call to the Convention, and its Delegate Selection Rules set the basis for the election of delegates to presidential elections year National Conventions.

ARTICLE VIII COMMITTEES & CAUCUSES

Section 1: The Executive Committee:

Shall consist of the current elected officers, the Chair of the State Democratic Central Committee delegates, the Chair of the First Congressional District delegates and the chairs of all standing committees; hold monthly meetings; have a quorum when a majority of its members are present; review and make recommendations on all Central Committee officer recall petitions prior to action by the Central Committee; hire paid staff; and conduct all necessary business required between regular meetings of the Central Committee. No member of the Executive Committee shall hold more than one position on the Central Committee, with the exception of the Treasurer who is chair of the Budget Committee. No one person shall be entitled to more than one vote in Executive Committee meetings. Where a committee is represented by co-chairs, only one vote may be cast.

Section 2: Financial Accountability

No single member or group of members can expend, or make any promises or commitments regarding a future expenditure of, Central Committee funds without a vote of the Executive Committee, subject to the following exceptions:

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

Section 3: Electronic Meetings

- a. The Executive Committee, Standing Committees, and Ad-hoc Committees may conduct electronic teleconference meetings.
- b. Hybrid in-person/teleconference meetings may occur at the discretion of the committee chair, only when the need arises.
- c. Electronic meetings require the same notice as other committee meetings.
- d. Electronic meetings must be run as follows:
 - 1. Identities of committee members will be verified after calling in. Verification may be done visually or aurally by the committee chair or another person designated by the committee chair.
 - 2. A roll call of the verified committee members will take place before the agenda is adopted.
 - 3. The committee chair will explain the teleconference process to all committee members.
 - 4. The conference call will allow for bidirectional aural communication while the meeting is in session.
 - 5. All committee members must have the ability to unmute themselves at their own discretion. Committee members will self-mute, except when speaking or raising a privileged motion, or raising a point of order.
 - 6. Other than privileged motions or incidental motions, the committee chair will recognize, to the best of their ability, committee members by digitally “raised hands” in the order raised, when possible.

- 1 7. Digitally “raising hands” within the teleconference software shall be used to
- 2 ascertain vote totals. If this is not possible, roll call votes shall be used instead. A
- 3 vote by unanimous consent is also acceptable.
- 4 8. The votes cast by committee members will be recorded in the minutes.
- 5 9. The language of all motions will be displayed for all committee members who are
- 6 visually connected.
- 7 e. A committee may approve a vote to be conducted by SurveyMonkey, or a similar
- 8 service. Such votes will include all committee members, will have a set deadline, and be
- 9 announced to all committee members via email. No votes shall be conducted by email.

10
11
12 Section 4: Standing Committee Members

- 13 a. All precinct committee persons may be appointed as a member of any standing
- 14 committee by the Chair of the standing committee.
- 15 b. Any member of a standing committee may be removed by written or e-mail notice from
- 16 the Chair of the standing committee.
- 17 c. A committee member’s term shall begin after the organizational meeting and end at the
- 18 close of the next organizational meeting.

19
20 Section 5: Standing Committees’ Duties

- 21 a. The Community Outreach Committee: Shall develop and strengthen the Central
- 22 Committee by sponsoring and participating in community events to include Fairs,
- 23 Parades, Values in Action events and other activities for PCPs and volunteers; perform
- 24 credentials/registration duties for the Central Committee; reach out and serve as liaison
- 25 to other organizations with Democratic views in the county.
- 26 b. The Communications Committee: Shall promote the welfare and principles of the
- 27 Democratic Party and publicize meetings, conventions, fundraising events, and
- 28 resolutions passed by the Central Committee in local news media; publish all necessary
- 29 platform convention materials; and coordinate letters to the Editor.
- 30 c. The Budget Committee: Shall prepare an annual budget for adoption by the Central
- 31 Committee and conduct an annual review of all Central Committee financial records. The
- 32 Budget Committee Chair shall review any expenditure not contained in the adopted
- 33 budget.
- 34 d. The Finance Committee: Shall have the primary responsibility for planning and executing
- 35 all fundraising activities to meet Central Committee-approved, budgeted expenses.
- 36 e. The Resolutions and Platform Committee: Shall receive, review and make
- 37 recommendations on all proposed resolutions; submit proposed platform items, based
- 38 upon major issues, to the Central Committee for its consideration; send the required
- 39 number of copies of the County Platform to the Platform Committee of the State Central
- 40 Committee so that it may be considered for inclusion in the State Democratic Platform.
- 41 f. The Rules Committee: Shall regularly review Central Committee bylaws and Standing
- 42 Rules at least once every two years, making recommendations for amendments as
- 43 needed, proposing amendments thereto, as needed, for adoption by the Central
- 44 Committee; and shall conduct all elections.
- 45 g. Campaign Committee: Shall be composed of the House District Leaders; shall publicize
- 46 opportunities for elective office; provide assistance to candidates; coordinate the
- 47 Neighborhood Leader program and related voter registration drives, “get out the vote”
- 48 efforts, distribution of slate cards and candidate literature; and assist with coordinated
- 49 campaign activities for all general elections.
- 50 h. The Young Democrats Committee: Shall promote the Democratic Party among county
- 51 young people and coordinate activities within the county.

- i. Information Technology Committee: Shall develop and maintain the Central Committee website, databases, blogs and software, enforcing all Central Committee standing rules pertaining to access and permitted uses; respond to tech-support, user access, and rule violation issues within 24 hours; provide online research as requested by the Executive Board or the Central Committee; advise the Central Committee on matters related to information technology.
- j. The Office Committee: Shall be responsible for overseeing the regular operation of the office, including staffing.
- k. The Training and Education Committee: Shall have oversight of all training and shall coordinate all training presented on behalf of the Central Committee. The committee shall train House District Leaders and Precinct Committee Persons as to their duties and responsibilities in regard to the Central Committee. The committee shall also educate and train volunteers as to their opportunities to assist the Central Committee.
- l. The Latino Outreach Committee: Shall focus on the Latino community by registering voters and engaging all Latino voters in the Democratic political process.

Section 6: Ad-hoc Committee Duties

- a. Contributions Recommendation and Endorsement Committee: Shall make recommendations as to which legislative candidate campaigns shall receive contributions from the Central Committee and as to which candidates for non-partisan office shall receive the endorsement of the Central Committee.
- b. Nominating Committee: See Article VI, Section 3.

Section 7: Caucuses

- a. The Washington County Central Committee may grant official recognition to a caucus of the Washington County Democrats who share demographic or other similar identity. Such caucuses are meant to encourage people of similar interests to be active in supporting the Washington County Democratic Party. The purpose of granting official recognition is to enable the caucus to participate in the policy decisions and the outreach programs of the Washington County Central Committee.
- b. To achieve official recognition, the Caucus must be approved by the Washington County Central Committee. A group of at least 3 Democrats must request that their caucus be recognized.
- c. Each caucus is responsible for complying with the regulations and financial requirements of the Washington County Central Committee. The Central Committee is not required to provide financial support to any caucus.

ARTICLE IX MEETINGS

Section 1:

All meetings of the Central Committee shall be open to the public.

Section 2: Organizational Meeting

- a. The organizational meeting of the Washington County Democratic Central Committee in Washington County shall be the first meeting of the Central Committee held following a General Election. It shall be held no sooner than ten (10) days following the sending of the notice of the organizational meeting and no later than fifty (50) days after the election. Those present shall constitute a quorum. (ORS 248.033 – 248.043)
- b. The meeting shall be called by the Chair of the retiring Central Committee, who shall give notice of time, date, place and agenda of such meeting not later than ten (10) days

1 following the General Election to each member of the newly elected Central Committee.
2 At that time, a copy of this notice shall also be sent by the Chair of the retiring Central
3 Committee to the retiring Chair of the State Central Committee and the Executive
4 Director of the Democratic Central Committee of Oregon.

- 5 c. In the event that the foregoing procedures are not materially complied with, the
6 organization meeting shall occur in accordance with ORS 248.033.
- 7 d. Pursuant to ORS 248.035, at the organization meeting, and prior to the election of
8 officers, the officers of the retiring Central Committee shall make available to the Central
9 Committee all property, records and funds owned or controlled by the retiring Central
10 Committee.

11
12 Section 3: Regular Meetings

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

15
16 Section 4: Special Meetings

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

21
22 Section 5: Notice of Meetings

23 Notice containing date, time, and location shall be sent by postal mail to all members of this
24 Central Committee not later than the sixth (6th) day in advance of each meeting (ORS 248.012).
25 Any supplemental materials may be sent by email or postal mail.

26
27 Section 6: Prohibition of Proxies

28 Proxies in no instance shall be permitted to participate in any Central Committee meeting. (ORS
29 16 248.045)

1 ARTICLE X CONVENTIONS

2
3 Section 1: Convention Delegates

- 4 a. At least ninety (90) days prior to the State Democratic Convention, the Washington
- 5 County Central Committee shall receive from the Democratic Party of Oregon a notice of
- 6 the number of delegates and alternate delegates to that Convention that it is entitled to
- 7 elect.
- 8 b. At least thirty (30) days before the Convention, the Washington County Central
- 9 Committee shall elect the delegates and alternates and notify the Chair of the State
- 10 Central Committee of the names and postal addresses of persons chosen.

11
12 Section 2: Selection of Delegates and Alternates

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

15
16 Section 3: County Platform Convention

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

19
20 ARTICLE XI BALLOT MEASURES AND RESOLUTIONS

21
22 Section 1: Ballot Measures

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

24
25 Section 2: Resolutions

- 26 a. The Central Committee may pass a substantive resolution on any subject provided that:
- 27 A standing committee, or 5 members-at-large, has presented the proposed text of the
- 28 resolution in writing to the Resolutions and Platform Committee for consideration at the
- 29 next meeting.
- 30 b. Notice has been sent to all Central Committee members, with the entire resolution text,
- 31 that the resolution will be considered at the meeting covered by the notice.

32
33 ARTICLE XII PARLIAMENTARY AUTHORITY

34
35 Rules of procedure in "Robert's Rules of Order, Newly Revised" (current edition) shall govern
36 the Central Committee in all cases not covered by these Bylaws, the Central Committee's
37 Standing Rules, or the Bylaws of the Democratic Party of Oregon.

38
39 ARTICLE XIII AMENDMENT

40
41 These Bylaws may be amended at any meeting of the Central Committee provided that:

- 42 a. The proposed amendment has been reviewed and recommended for adoption by the
- 43 Rules Committee;
- 44 b. Copies of the proposed amendment are made available on the website not later than the
- 45 fifteenth day in advance of the meeting;
- 46 c. All members are notified and provided either a link to the amendment and/or the text of
- 47 the amendment by postal mail and/or email at least 15 days in advance;
- 48 d. Two-thirds of those present and voting vote to adopt the amendment. (ORS 248.045)

- 1 Adopted October 25, 2006
- 2 Revised November 22, 2008
- 3 Corrected March 22, 2009
- 4 Amended April 22, 2009
- 5 Amended February 22, 2012
- 6 Amended October 24, 2012
- 7 Amended April 24, 2013
- 8 Amended January 22, 2014
- 9 Amended May 27, 2015
- 10 Amended April 26, 2017
- 11 Amended June 28, 2017
- 12 Amended August 6, 2017 by action of the State Central Committee
- 13 Amended March 28, 2018