

1 **WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE**
2 **STANDING RULES**

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20
21 **MEETING DATES**

22
23 **REGULAR MEETING DATES:**

24 Adopted 10/25/2006, Amended 1/22/2014

- 25
26 1. Regular meetings shall be held on the fourth Wednesday of the month, January
27 through October.
28 2. The November meeting shall be held on the third Wednesday. In General
29 Election years, the Organizational Meeting replaces the regular November
30 meeting.
31 3. No regular meeting will be held during the month of December.

32
33 **MEETING AGENDAS**

34
35 **REGULAR MEETINGS OF THE CENTRAL COMMITTEE:**

36 Adopted 10/25/2006

37
38 This is the standard agenda:

39 Call to Order

40 Pledge of Allegiance

- 41 Introductions
- 42 Approval of the Agenda
- 43 Approval of Minutes of the Previous Meeting
- 44 The Treasurer's Report
- 45 Committee Reports
- 46 Delegate Reports
- 47 Elected Office-holder Reports
- 48 Unfinished Business
- 49 New Business Program/Guest Speaker(s), if any
- 50 Selection of new PCP's
- 51 Announcements
- 52 Adjournment

53

54 **SPECIAL MEETINGS OF THE CENTRAL COMMITTEE:**

55 Adopted 10/25/2006

56

57 Special Rule of Order

- 58
- 59 1. Shall consider only the topic(s) which created the need for the Special Meeting.
60 No business, other than that named in the calling of the Special Meeting, may be
61 brought before the Committee.
 - 62 2. Shall follow this agenda:
63 Call to Order
64 Pledge of Allegiance
65 Introductions
66 Declaration of the Purpose of the Meeting
67 Discussion of the Purpose
68 Solution
69 Adjournment

70

71 **ORGANIZATIONAL MEETING OF THE CENTRAL COMMITTEE:**

72 Adopted 10/25/2006

- 73
- 74 1. Shall be chaired throughout the entire meeting by the most recent Past-Chair of
75 the Central Committee who is available. In the event no Past-Chair is available,
76 the Parliamentarian shall preside.
 - 77 2. The Parliamentarian and other Rules Committee members shall conduct the
78 election process.
 - 79 3. Shall adopt and follow this agenda:
80 Call to Order

81 Appointment of Secretary Pro-Tem
82 Pledge of Allegiance
83 Introductions
84 Transfer of Property
85 Election of:
86 Chair
87 Vice-Chair
88 Secretary
89 Treasurer
90 Delegates & Alternates to the Democratic Party of Oregon & to the First
91 Congressional District Committee
92 Adjournment
93

94 **PARTICIPATION IN THE CENTRAL COMMITTEE BUSINESS MEETING:**

95 Adopted 1/ 22/2014
96

97 Only Officers, PCPs and Democrats who hold elective office and are members of the
98 Central Committee may speak to issues raised during the business portion of the CC
99 meeting. This includes proposed resolutions and platform items.
100

101 **CENTRAL COMMITTEE MEETING MINUTES:**

102 Adopted 10/25/2006, Amended 1/22/2014, 4/25/2018
103

- 104 1. To ensure accuracy in the official minutes of Central Committee meetings, the Secretary
105 shall promote careful reading of the draft minutes by posting the draft minutes on the
106 PCP section of the website at least 6 days before the Central Committee meeting at
107 which they are to be adopted.
- 108 2. Minutes which have been revised based upon the input received shall be available at
109 the Central Committee meeting at which they are to be adopted.
- 110 3. Approved minutes must be publically available on the website and in a book of minutes
111 in the office.
112

113 **FINANCE**

114 **BUDGET:**

115 Adopted 10/25/2006, Amended 1/22/2014
116
117

- 118 1. The fiscal year shall be January 1 – December 31.
- 119 2. An annual budget shall be compiled by the Treasurer from standing committee
120 budgets and from estimates of ongoing Central Committee activities. The draft
121 budget will be reviewed by the Budget Committee prior to presentation to the

122 Executive Board. The Executive Board may review and make recommendations
123 on each proposed annual budget prior to its adoption. Online copies of the
124 proposed budget shall be made available to all PCPs at least 7 days prior to the
125 proposed date of adoption, in the PCP section of the website.

- 126 3. An annual financial review of the accounts shall be conducted by at least 2
127 members of the Budget Committee each January; the results of that review shall
128 be reported to the Executive Board at its February meeting. The Central
129 Committee Chair shall announce the review results to the Central Committee at
130 its February meeting.

131
132 **INCOMING FUNDS:**

133 Adopted 10/25/2006, Amended 1/22/2014

134
135 Deposits shall not be made other than by the Treasurer's direction.

136
137 **TURNOVER OF TREASURER AND/OR OTHER DIRECTOR POSITIONS:**

138 Adopted 10/25/2006, Amended 11/20/2013

- 139
140 1. The Chair will convene a meeting of the Budget Committee, the out-going
141 Treasurer and the in-coming Treasurer to perform a review of the accounts
142 whenever a Treasurer leaves the position.
- 143 2. Oregon laws and administrative rules must be followed regarding the reporting of
144 the name, personal contact, and occupational information of the incoming
145 Treasurer and the Chair in a timely manner. [Currently, form SEL 221 must be
146 filed within 10 days of any change in the information on file with the Secretary of
147 State Elections Division.]

148
149 **SELECTION OF PRECINCT COMMITTEEPERSONS (PCP):**

150 Adopted 10/25/2006, Amended 1/22/2014, Amended 9/27/2017, Edited 3/11/2018

- 151
152 1. Vacancies in the office of PCP may be filled at any regular meeting of the Central
153 Committee.
- 154 2. Applicants must complete the PCP application form indicating their eligibility and
155 willingness to serve.
- 156 3. Applicants must be present and introduced at the Central Committee meeting in
157 which the selection will occur; or have met with a District Leader who will
158 nominate them; or the application may be submitted in person at the office and
159 reviewed by an office volunteer.
- 160 4. Applicants must receive a simple majority of the votes cast.
- 161

162 **ELECTION OF DELEGATES TO THE STATE CENTRAL COMMITTEE (SCC):**

163 Adopted 10/25/2006, Amended 1/22/2014, Amended 4/26/2017, Amended 8/23/2017

- 164
- 165 1. Delegates and alternate delegates will be elected to the SCC at the
 - 166 organizational meeting.
 - 167 2. The number of delegates elected will be equal to the number of Democrats in
 - 168 Washington County registered on the day of the primary election, divided by
 - 169 15,000. If the remaining number exceeds 7500, one additional delegate shall be
 - 170 elected. An equal number of alternates shall be elected.
 - 171 3. The Chair of the Washington County Central Committee is an automatic member
 - 172 of the delegation, filling one of the delegate positions.
 - 173 4. Delegates, or in case of an odd number, the delegates and the first alternate,
 - 174 shall consist of an equal number of men and women.
 - 175 5. Remaining alternates shall be listed in rank order of replacement preference with
 - 176 each successive two alternates consisting of one man and one woman.
 - 177 6. Voting will be accomplished by either the single ballot method or the proportional
 - 178 voting method. If the number of PCPs sufficient to elect a delegate requests
 - 179 proportional voting, the proportional voting method shall be used.
 - 180 7. Vacancies in the delegation will be filled from the alternate's list, first by gender
 - 181 followed by rank order. The gender of the position vacated will determine which
 - 182 alternate delegate assumes the position.
 - 183 8. Vacancies on the list of alternates will be filled by elections at subsequent
 - 184 meetings. Existing alternates will move up by gender to fill openings in the pairing
 - 185 of alternates, with vacancies created filled by election rank order and gender.
 - 186 9. Vote totals, by candidate, must be maintained and recorded in the minutes of the
 - 187 meeting.
 - 188 10. At the first Central Committee meeting following the organizational meeting, only
 - 189 the delegates-elect, and not the alternates, shall meet and select a Chair from
 - 190 among the delegate members. The Rules Committee will run this election.

191

192 **ELECTION OF DELEGATES TO THE FIRST CONGRESSIONAL DISTRICT**

193 **DEMOCRATIC COMMITTEE (CD1):** Adopted 10/25/2006, Amended 1/22/2014,

194 Amended 4/26/2017, Amended 8/23/2017

- 195
- 196 1. Delegates and alternate delegates will be elected to CD1 at the organizational
 - 197 meeting.
 - 198 2. The number of delegates elected will be equal to the number of Democrats in
 - 199 Washington County registered on the day of the primary election, divided by
 - 200 15,000. If the remaining number exceeds 7500, one additional delegate shall be
 - 201 elected. An equal number of alternates shall be elected.

- 202 3. Voting will be accomplished by either the single ballot method or the proportional
203 voting method. If the number of PCPs sufficient to elect a delegate requests
204 proportional voting, the proportional voting method shall be used. (Note: There
205 are no gender requirements in the CD1 bylaws).
- 206 4. Vacancies in the delegation will be filled from the alternate's list, first by gender
207 followed by rank order. The gender of the position vacated will determine which
208 alternate delegate assumes the position.
- 209 5. Vacancies on the list of alternates will be filled by elections at subsequent
210 meetings. Existing alternates will move up to fill openings, with vacancies created
211 filled by election rank order.
- 212 6. Vote totals, by candidate, must be maintained and recorded in the minutes of the
213 meeting.
- 214 7. At the first Central Committee meeting following the organizational meeting only
215 the delegates-elect, and not the alternates, shall meet and select a Chair from
216 among the delegate members. The Rules Committee will run this election.

217
218 **PROPORTIONAL VOTING METHOD:**

219 Adopted 10/25/2006

220

221 A candidate needs to win a certain proportion of the votes to be elected. This winning
222 fraction of the votes is referred to as "threshold". The threshold is determined by
223 dividing the total number of valid ballots cast by the number of positions to be elected
224 plus one and then adding one to the resulting dividend.

225

226 The ballots are counted in the following manner:

227

- 228 1. The count begins with the sorting of ballots by the first choice shown on each
229 valid ballot. That is the NUMBER 1 vote on each ballot. This is known as the
230 "First Count".
- 231 2. Any candidates who reach the necessary threshold with Number 1 votes are
232 declared elected. Any extra ballots they receive beyond the threshold are
233 redistributed to the candidates marked next in choice (the number 2 choice) on
234 those surplus ballots.
- 235 3. The count continues with the elimination of those candidates receiving the least
236 votes in the redistributed count. Their ballots are redistributed to the other
237 candidates according to the next choice marked. After each distribution, the
238 candidate now having the lowest number of votes is eliminated and his/her
239 ballots redistributed to the next indicated choice (number 2, 3, 4 etc.)

- 240 4. As candidates reach the threshold through the addition of redistributed ballots to
241 their totals, they are declared elected and no further ballots are transferred to
242 them.
- 243 5. This process continues until all candidates have been eliminated except the
244 required winners.
- 245 6. In the case of a tie for the last position, the decision will be made with a coin toss.
- 246 7. In the case of alternate elections, the order of elevation will be based on the
247 order they were declared elected and the votes counted in the election round. In
248 the case of a tie, the order will be determined by a coin toss.

249
250 **SINGLE BALLOT VOTING METHOD:**

251 Adopted 10/25/2006

- 252
- 253 1. Each voting delegate will be given a ballot with a space for each of the allowed
254 delegate or alternate positions. A name of a candidate may be written in each of
255 the spaces provide, however a candidate's name can appear only once on a
256 ballot. The ballot can have fewer names than the number of delegate or alternate
257 positions.
- 258 2. The tally is recorded based on the number of votes and the top vote getters are
259 elected for the available positions.
- 260 3. In the case of the alternates, the order of listing will be based on the vote count.

261

262 **RESPONSIBILITIES OF DELEGATES TO THE STATE CENTRAL COMMITTEE AND**
263 **THE FIRST CONGRESSIONAL DISTRICT DEMOCRATIC COMMITTEE:**

264 Adopted 10/ 25/2006, Amended 8/23/2018

- 265
- 266 1. Delegates are expected to attend the quarterly meetings of the State CC or 1st
267 CD, as appropriate.
- 268 2. The Chair of the delegation will report on delegate attendance, the agenda and
269 outcomes of the meeting at the next regularly scheduled meeting of the
270 Washington County CC.
- 271 3. Delegates who cannot attend a regularly scheduled meeting should notify the
272 delegation Chair as soon as possible, in order that an alternate may attend.
- 273 4. Alternates should be called by gender, and then by rank order, as appropriate.

274

275 **WEBSITE MANAGEMENT:**

276 Adopted 10/25/2006

277

278 Day-to-day management of the Central Committee's website will be handled by
279 Information Technology and Communication Committee members. The policies under
280 which the website is managed shall be set by the Executive Board. Current policies
281 relating to the content and personal privacy concerns shall be prominently posted on the
282 website at all times.

283
284 **RECALL PROCEDURES - CENTRAL COMMITTEE OFFICERS:**

285 Adopted 10/25/2006

- 286
287 1. Action shall originate by petition, signed by at least twenty-five percent (25%) of
288 the PCPs of the Central Committee, stating the specific acts which the petitioners
289 assert constitute gross misconduct or neglect of duty.
290 2. Notice of the recall request, a copy of the petition, and the Executive Board's
291 recommendation must be sent to all PCPs at least fourteen (14) days prior to the
292 meeting at which the petition will be considered. Special election of a successor
293 to the Office shall be part of the agenda, should the recall prevail.
294 3. A motion to grant the petition to recall the Officer shall pass on a majority vote of
295 the PCPs of the Central Committee present and voting.

296
297 **CONTRIBUTION RECOMMENDATION PROCEDURE:**

298 Adopted 10/25/2006

- 299
300 1. Description – Each Contribution Recommendation and Endorsement Ad Hoc
301 Committee shall be comprised of 5 members. The members shall be made up of
302 PCPs (who do not sit on the Executive Board), appointed by the County Chair
303 and approved by the Executive Board. A Committee shall be appointed no later
304 than January 1st for the Primary Elections, June 1st for the General Elections,
305 and 50 days prior to a special election. The chair shall be named by the County
306 Chair and approved by the Executive Board.
307 2. Duties – The Contribution Recommendation and Endorsement Committee shall:
308 a. Set a timeline for completing the contribution recommendation procedure.
309 b. Only consider making contributions to those who request them.
310 c. Mail contribution request forms and questionnaires to all eligible
311 candidates. An explanation of the contribution process, as well as a
312 timeline (including the date the vote will take place), shall be included with
313 every invitation.
314 d. Plan contribution recommendations for a regularly scheduled WCDCC
315 meeting. At this meeting, a report, in writing, is to be made available to the
316 WCDCC on its findings concerning the candidates in the coming election.
317 The report shall include:

- 318 i. A description of responses from each candidate seeking
319 contributions to prepared questions submitted by the Committee;
320 ii. A recommendation to give a contribution, and the amount, together
321 with a brief rationale for the recommendation;
322 iii. In rendering its recommendations on candidates, the Committee
323 shall consider at least the candidate's experience, ability, integrity,
324 views concerning positions contained in the County Platform and
325 Legislative Agenda, and participation in Democratic Party activities.
326 e. Factors to be considered include, but are not limited to the overall budget
327 for campaign contributions, the financial need of the campaigns, the
328 importance of the race, and the candidate's previous participation in
329 Democratic Party activities.
330 f. In the event of multiple recommended candidates for a position, financial
331 contributions may still be awarded, provided that each candidate in the
332 race receives the exact same contribution.
333 g. Funds are to be distributed to campaigns no later than 10 days after
334 contributions are approved by the WCDCC.
335

336 **ENDORSEMENT OF CANDIDATES FOR NONPARTISAN OFFICES:**

337 Adopted, 03/25/2009
338

339 Any candidate for a local nonpartisan office who has been registered in Washington
340 County as a Democrat for no less than 180 days and who will be listed on the ballot in
341 the coming election shall be eligible for endorsement by the Central Committee.
342 Candidates for statewide nonpartisan offices who have been registered in Oregon as a
343 Democrat for no less than 180 days are also eligible for endorsement by the Central
344 Committee.
345

- 346 1. Only candidates for a nonpartisan office who request Central Committee
347 endorsement by the ad-hoc Contribution Recommendation and Endorsement
348 Committee's announced application deadline shall be considered.
349 2. All endorsement requests will be vetted by the Central Committee's ad-hoc
350 Contribution Recommendation and Endorsement Committee before presentation
351 to the full Central Committee for action. In addition, the Committee will report to
352 the Executive Board prior to presentation before the Central Committee.
353 3. Candidates requesting endorsement shall be offered time to speak to the Central
354 Committee before the endorsement vote is taken.
355 4. Endorsement of a candidate for a nonpartisan office in a primary election will
356 automatically follow any successful candidate to the related general election

357 unless new information which requires reconsideration is brought to the Central
358 Committee's attention.

- 359 5. Dual/multiple endorsements may be made for the same nonpartisan office race.
360 When more than one candidate for the same nonpartisan office is endorsed by
361 the Central Committee, all use by the candidates of the endorsement must
362 include the term "shared endorsement".
- 363 6. Candidates for nonpartisan office who have been endorsed by the Central
364 Committee may provide copies of their campaign literature for distribution
365 through the Central Committee office and its door-to-door activities.

366
367 **COUNTY CAUCUSES:**

368 Adopted 04/23/08, Amended 4/26/2017

369

370 The Central Committee has approved the following Caucuses:

371 Faith Initiative

372 Gay, Lesbian, Bisexual, Transgender [GLBT] – established 01/23/2008

373 Black American Caucus – established 01/25/2017

374 Women's Caucus – established 03/22/2017

375 Progressive Caucus – established 07/26/2017

376

377

378 **CREDENTIALS COMMITTEE**

379 Adopted 05/23/2018

380

381 The Credentials Committee shall determine the eligibility of every PCP attending and
382 certify each person by their signature on a preprinted PCP list which includes phone
383 and email contact information. The PCP will verify their contact information when they
384 sign, the committee member will hand the PCP a name badge and voting card giving
385 each credentialed PCP the ability to vote on Central Committee business at that
386 meeting.

387

388 The credentialing process will be conducted prior to each Central Committee, Special,
389 and Organizational meeting. At Organizational meetings, elected and appointed PCPs
390 will be given different color badges for voting purposes.

391

392 The only persons authorized to receive official PCP updates for the purpose of
393 credentialing from the county elections office are the Secretary and Credentials
394 Committee Chair.

395

396

KAREN SCHOUTEN FUND:

Adopted 05/24/2017

1. Eligibility
 - a. Washington County Democrat in good standing
 - b. Volunteer for the specific event (Springfest, Summer Picnic, Neuberger Banquet). Preference will be given to on-site volunteers.
 - c. Timely submission of the application to the Finance Chair at finance@washcodems.org
2. The Finance Chair, in collaboration with the Event Chair(s), will make all decisions regarding recipients.
3. Successful applicants will be entitled to one reduced price or free ticket.

GENERAL MEETING PROCEDURES FOR THE CENTRAL COMMITTEE:

Adopted 4/25/2018

Special Rule of Order:

1. The Washington County Democrats operate according to the adopted bylaws, special rules of order, standing rules, and the current edition of Robert's Rules of Order
2. All members shall be credentialed in order to speak and vote.
3. Members shall follow decorum. Decorum will be enforced by the Chair, and includes at least the following:
 - a. Address all remarks through the Chair, not to another member;
 - b. Confine all remarks to the merits of the pending motion;
 - c. Refrain from verbally attacking another member;
 - d. Avoid the use of members' names;
 - e. Refrain from speaking adversely on a prior action not pending;
 - f. Refrain from speaking against one's own motion; and
 - g. Refrain from disturbing the assembly.
 - i. Taking side conversations outside of the room is encouraged.
4. All members of the Central Committee are encouraged to read the information provided, research and ask questions in order to understand each issue prior to the meeting.
5. Committee reports to the CC shall include their recent activities and will indicate any motions that will follow in the new business section of the agenda. The Resolutions report may include introduction of new Resolutions to be voted on in a future meeting.
6. Discussion/debate will only be in order once a motion is before the body. Exceptions include Q&A with an invited speaker or during forums.

- 436 7. A member shall move to a microphone to make a motion or to speak in debate
437 and wait to be recognized by the Chair, with the exception of those motions
438 which are in order when another has the floor.
- 439 8. Main motions and any amendments thereto must be in writing and turned in to
440 the Chair with a copy for the Secretary, with exceptions allowed by the Chair or
441 body for simple motions. Motions will not be turned away due to lack of time to
442 write them down.
- 443 9. Once a second has been made, if needed, the Chair shall state the motion
444 clearly before debate begins.
- 445 10. All debatable motions shall be given proper pause to allow for any debate or
446 allowable secondary motions.
- 447 11. Speeches in debate shall be limited to 120 seconds per speech.
- 448 12. A motion to call the question is out of order until after both 3 speakers for and 3
449 speakers against have spoken, or when one side no longer has anyone wishing
450 to speak.
- 451 13. The motion will be read once more prior to voting on the motion.
- 452 14. Voting cards may be used to vote on a motion.
- 453 15. After voting, the chair will announce the results of the vote and its effect. If a
454 counted vote is taken the number will be announced.
- 455 16. A question/point of privilege is generally for the purpose of fixing something
456 which is causing the member difficulty in participating in the meeting, such as
457 requesting the temperature be turned up, or a door closed as there is too much
458 noise in the hall, etc. It does not provide license to simply speak one's mind.
- 459 17. If a member is unsure of proper procedure, how to make or phrase a motion, or
460 has some other pertinent question of the Chair, they may interject with a "Point of
461 Information" and ask the Chair their question.