

SR 2018-011 Responsibilities of Delegates, Alternates, and Delegation Chairs

Rationale: While other Oregon Counties require delegates **and** alternates to attend all meetings, this proposal states “Delegates are expected and Alternates are encouraged to attend all meetings”. When Delegates and Alternates accept the nomination to be elected to a position on their respective committees, it was a known fact that this position involves travel. Most delegation members experience a conflict during their terms. Alternates should be able to anticipate when their services will be required in place of a delegate, especially when they need to plan rides and housing. This proposal clarifies the duties of the delegation chairs and each delegate and alternate of their responsibility of advising their respective chairs of their anticipated attendance or non-attendance at each meeting.

Standing Rule #6:

RESPONSIBILITIES OF DELEGATES, **ALTERNATES, AND DELEGATION CHAIRS**
TO THE STATE CENTRAL COMMITTEE (**SCC**) AND THE FIRST CONGRESSIONAL
DISTRICT DEMOCRATIC COMMITTEE (**CD1**)

Adopted 10/25/2006, Amended 8/23/2017

1. Delegates are expected **and alternates are encouraged** to attend **all** the quarterly meetings of the State **SCC** or 1st-CD **CD1**, as appropriate.
2. Delegates who cannot attend a regularly scheduled meeting ~~should~~ **shall** notify the Delegation Chair **with a reason for not attending** as soon as possible, in order that an alternate may attend.
3. **The Delegation Chair shall send a minimum of 2 meeting notifications via email to all delegation members of their respective body. The first notice shall be sent no less than 3 weeks prior to the meeting. Delegates and alternates shall be asked, and expected, to notify the Delegation Chair whether they will be able to attend as soon as practical.**
4. **In the event delegates and alternates do not respond with a definitive commitment to attend by two weeks prior to the start of a meeting, the Delegation Chair shall assign an alternate who has indicated that they will attend.**
5. Alternates ~~should~~ **shall** be called by gender, and then by rank order, as appropriate **possible**.
6. **If non-responsive delegates respond in the affirmative less than two weeks prior to the start of the meeting or if non-responsive delegates attend the**

meeting without confirmation notice, they will be assigned an alternate position unless there are additional or unexpected absences at the delegate level.

7. Delegates who do not respond to the Delegation Chair who attend the meeting will receive credit for attending but will not be able to vote.
8. This Standing Rule shall be referenced in all meeting notifications sent by the Delegation Chair.

~~2. The Chair of the delegation will report on delegate attendance, the agenda and outcomes of the meeting at the next regularly scheduled meeting of the~~

Washington

County CC.

~~3. Delegates who cannot attend a regularly scheduled meeting should notify the delegation Chair as soon as possible, in order that an alternate may attend.~~

9. Resignation and Removal of Delegates

- a. A delegate may resign by written notice to the Chair of their body or the County Chair.
 - b. SCC Delegates who have two unexcused absences at the discretion of the chair or three total absences have effectively resigned, and may be replaced.
 - c. CD1 Delegates who have three consecutive absences or four total absences have effectively resigned, and may be replaced.
10. If a Delegation Chair is unable to attend their respective meeting, the Delegation Chair shall appoint a temporary replacement for that meeting from the list of delegates attending.
 11. Delegation Chairs will keep an up to date list of all delegates and alternates in gender and rank order. Delegation Chairs will assure the delegation lists on the website are correct and up to date and advise the webmaster of any changes as soon as possible.
 12. Delegation Chairs are members of the Executive Committee. Delegation Chairs will advise both the Central Committee and the Executive Board of upcoming meetings and report on attendance, substantive discussions and actions taken by those bodies at the next regularly scheduled Central Committee and Executive Board meeting.
 13. Delegation Chairs will provide the Credentials Chair of their respective bodies the list of delegates for each meeting 48 hours in advance.
 14. PCPs who choose to become a candidate for an SCC or CD1 Delegate or Alternate Delegate position will sign a copy of this Standing Rule to acknowledge they have read and understand this rule.