

1 **WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE**
2 **STANDING RULES**
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25 **STANDING RULE #1:**

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27 **REGULAR MEETING DATES:**

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

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30 1. Regular meetings shall be held on the fourth Wednesday of the month, January
31 through October.
32 2. The November meeting shall be held on the third Wednesday. In General
33 Election years, the Organizational Meeting replaces the regular November
34 meeting.
35 3. No regular meeting will be held during the month of December.
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38 **STANDING RULE #2:**

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40 **FINANCE**

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42 a. **BUDGET:**

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

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- 45 1. The fiscal year shall be January 1 – December 31.
 - 46 2. An annual budget shall be compiled by the Treasurer from standing committee
47 budgets and from estimates of ongoing Central Committee activities. The draft
48 budget will be reviewed by the Budget Committee prior to presentation to the
49 Executive Board. The Executive Board may review and make recommendations
50 on each proposed annual budget prior to its adoption. Online copies of the
51 proposed budget shall be made available to all PCPs at least 7 days prior to the
52 proposed date of adoption, in the PCP section of the website.
 - 53 3. An annual financial review of the accounts shall be conducted by at least 2
54 members of the Budget Committee each January; the results of that review shall
55 be reported to the Executive Board at its February meeting. The Central
56 Committee Chair shall announce the review results to the Central Committee at
57 its February meeting.

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60 **b. INCOMING FUNDS:**

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

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

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66 **c. TURNOVER OF TREASURER AND/OR OTHER DIRECTOR POSITIONS:**

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

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- 69 1. The Chair will convene a meeting of the Budget Committee, the out-going
70 Treasurer and the in-coming Treasurer to perform a review of the accounts
71 whenever a Treasurer leaves the position.
 - 72 2. Oregon laws and administrative rules must be followed regarding the reporting of
73 the name, personal contact, and occupational information of the incoming
74 Treasurer and the Chair in a timely manner. [Currently, form SEL 221 must be
75 filed within 10 days of any change in the information on file with the Secretary of
76 State Elections Division.]

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79 **STANDING RULE #4**

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81 **SELECTION OF PRECINCT COMMITTEEPERSONS (PCP):**

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

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

STANDING RULE #5:

DELEGATES AND ALTERNATES

- a. **ELECTION OF DELEGATES TO THE STATE CENTRAL COMMITTEE (SCC):**
Adopted 10/25/2006, Amended 1/22/2014, Amended 4/26/2017, Amended 8/23/2017
 1. Delegates and alternate delegates will be elected to the SCC at the organizational meeting.
 2. The number of delegates elected will be equal to the number of Democrats in Washington County registered on the day of the primary election, divided by 15,000. If the remaining number exceeds 7500, one additional delegate shall be elected. An equal number of alternates shall be elected.
 3. The Chair of the Washington County Central Committee is an automatic member of the delegation, filling one of the delegate positions.
 4. Delegates, or in case of an odd number, the delegates and the first alternate, shall consist of an equal number of men and women.
 5. Remaining alternates shall be listed in rank order of replacement preference with each successive two alternates consisting of one man and one woman.
 6. Voting will be accomplished by either the single ballot method or the proportional voting method. If the number of PCPs sufficient to elect a delegate requests proportional voting, the proportional voting method shall be used.
 7. Vacancies in the delegation will be filled from the alternate's list, first by gender followed by rank order. The gender of the position vacated will determine which alternate delegate assumes the position.

- 121 8. Vacancies on the list of alternates will be filled by elections at subsequent
122 meetings. Existing alternates will move up by gender to fill openings in the pairing
123 of alternates, with vacancies created filled by election rank order and gender.
124 9. Vote totals, by candidate, must be maintained and recorded in the minutes of the
125 meeting.
126 10. At the first Central Committee meeting following the organizational meeting, only
127 the delegates-elect, and not the alternates, shall meet and select a Chair from
128 among the delegate members. The Rules Committee will run this election.

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131 **b. ELECTION OF DELEGATES TO THE FIRST CONGRESSIONAL DISTRICT**

132 **DEMOCRATIC COMMITTEE (CD1)**: Adopted 10/25/2006, Amended 1/22/2014,
133 Amended 4/26/2017, Amended 8/23/2017

- 134
135 1. Delegates and alternate delegates will be elected to CD1 at the organizational
136 meeting.
137 2. The number of delegates elected will be equal to the number of Democrats in
138 Washington County registered on the day of the primary election, divided by
139 15,000. If the remaining number exceeds 7500, one additional delegate shall be
140 elected. An equal number of alternates shall be elected.
141 3. Voting will be accomplished by either the single ballot method or the proportional
142 voting method. If the number of PCPs sufficient to elect a delegate requests
143 proportional voting, the proportional voting method shall be used. (Note: There
144 are no gender requirements in the CD1 bylaws).
145 4. Vacancies in the delegation will be filled from the alternate's list, first by gender
146 followed by rank order. The gender of the position vacated will determine which
147 alternate delegate assumes the position.
148 5. Vacancies on the list of alternates will be filled by elections at subsequent
149 meetings. Existing alternates will move up to fill openings, with vacancies created
150 filled by election rank order.
151 6. Vote totals, by candidate, must be maintained and recorded in the minutes of the
152 meeting.
153 7. At the first Central Committee meeting following the organizational meeting only
154 the delegates-elect, and not the alternates, shall meet and select a Chair from
155 among the delegate members. The Rules Committee will run this election.

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158 **STANDING RULE #6:**
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160 **RESPONSIBILITIES OF DELEGATES TO THE STATE CENTRAL COMMITTEE AND**
161 **THE FIRST CONGRESSIONAL DISTRICT DEMOCRATIC COMMITTEE:**

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

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- 164 1. Delegates are expected to attend the quarterly meetings of the State CC or 1st
 - 165 CD, as appropriate.
 - 166 2. The Chair of the delegation will report on delegate attendance, the agenda and
 - 167 outcomes of the meeting at the next regularly scheduled meeting of the
 - 168 Washington County CC.
 - 169 3. Delegates who cannot attend a regularly scheduled meeting should notify the
 - 170 delegation Chair as soon as possible, in order that an alternate may attend.
 - 171 4. Alternates should be called by gender, and then by rank order, as appropriate.
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174 **STANDING RULE #7:**

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176 **WEBSITE MANAGEMENT:**

177 Adopted 10/25/2006

178 Day-to-day management of the Central Committee's website will be handled by

179 Information Technology and Communication Committee members. The policies

180 under which the website is managed shall be set by the Executive Board. Current

181 policies relating to the content and personal privacy concerns shall be

182 prominently posted on the website at all times.

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185 **STANDING RULE #8:**

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

188 Adopted, 03/25/2009

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190 Any candidate for a local nonpartisan office who has been registered in Washington

191 County as a Democrat for no less than 180 days and who will be listed on the

192 ballot in the coming election shall be eligible for endorsement by the Central

193 Committee. Candidates for statewide nonpartisan offices who have been

194 registered in Oregon as a Democrat for no less than 180 days are also eligible

195 for endorsement by the Central Committee.

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- 197 1. Only candidates for a nonpartisan office who request Central Committee
- 198 endorsement by the ad-hoc Contribution Recommendation and Endorsement
- 199 Committee's announced application deadline shall be considered.

- 200 2. All endorsement requests will be vetted by the Central Committee's ad-hoc
201 Contribution Recommendation and Endorsement Committee before presentation
202 to the full Central Committee for action. In addition, the Committee will report to
203 the Executive Board prior to presentation before the Central Committee.
- 204 3. Candidates requesting endorsement shall be offered time to speak to the Central
205 Committee before the endorsement vote is taken.
- 206 4. Endorsement of a candidate for a nonpartisan office in a primary election will
207 automatically follow any successful candidate to the related general election
208 unless new information which requires reconsideration is brought to the Central
209 Committee's attention.
- 210 5. Dual/multiple endorsements may be made for the same nonpartisan office race.
211 When more than one candidate for the same nonpartisan office is endorsed by
212 the Central Committee, all use by the candidates of the endorsement must
213 include the term "shared endorsement".
- 214 6. Candidates for nonpartisan office who have been endorsed by the Central
215 Committee may provide copies of their campaign literature for distribution
216 through the Central Committee office and its door-to-door activities.
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219 **STANDING RULE #9**

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221 **CONTRIBUTION RECOMMENDATION PROCEDURE:**

222 Adopted 10/25/2006

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- 224 1. Description – Each Contribution Recommendation and Endorsement Ad Hoc
225 Committee shall be comprised of 5 members. The members shall be made up of
226 PCPs (who do not sit on the Executive Board), appointed by the County Chair
227 and approved by the Executive Board. A Committee shall be appointed no later
228 than January 1st for the Primary Elections, June 1st for the General Elections,
229 and 50 days prior to a special election. The chair shall be named by the County
230 Chair and approved by the Executive Board.
- 231 2. Duties – The Contribution Recommendation and Endorsement Committee shall:
- 232 a. Set a timeline for completing the contribution recommendation procedure.
- 233 b. Only consider making contributions to those who request them.
- 234 c. Mail contribution request forms and questionnaires to all eligible
235 candidates. An explanation of the contribution process, as well as a
236 timeline (including the date the vote will take place), shall be included with
237 every invitation.
- 238 d. Plan contribution recommendations for a regularly scheduled WCDCC
239 meeting. At this meeting, a report, in writing, is to be made available to the

- 240 WCDCC on its findings concerning the candidates in the coming election.
241 The report shall include:
- 242 i. A description of responses from each candidate seeking
243 contributions to prepared questions submitted by the Committee;
 - 244 ii. A recommendation to give a contribution, and the amount, together
245 with a brief rationale for the recommendation;
 - 246 iii. In rendering its recommendations on candidates, the Committee
247 shall consider at least the candidate's experience, ability, integrity,
248 views concerning positions contained in the County Platform and
249 Legislative Agenda, and participation in Democratic Party activities.
- 250 e. Factors to be considered include, but are not limited to the overall budget
251 for campaign contributions, the financial need of the campaigns, the
252 importance of the race, and the candidate's previous participation in
253 Democratic Party activities.
- 254 f. In the event of multiple recommended candidates for a position, financial
255 contributions may still be awarded, provided that each candidate in the
256 race receives the exact same contribution.
- 257 g. Funds are to be distributed to campaigns no later than 10 days after
258 contributions are approved by the WCDCC.

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261 **STANDING RULE #10:**

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263 **COUNTY CAUCUSES:**

264 Adopted 04/23/08, Amended 4/26/2017, 5/23/2018

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266 The Central Committee has approved the following Caucuses:

267 Faith Initiative

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

269 Black American Caucus – established 01/25/2017

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

271 Progressive Caucus – established 07/26/2017

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274 **STANDING RULE #11:**

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276 **CREDENTIALS COMMITTEE**

277 Adopted 05/23/2018

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

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

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

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STANDING RULE #12

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KAREN SCHOUTEN FUND:

Adopted 05/24/2017

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

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310 Updated June 6, 2018 by Dan Jensen, Rules Chair