

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, Corrected 7/4/2018

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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. All applicants will be voted on as a group unless there is objection.
5. The PCP application form is to be maintained by the Secretary and all changes must be approved by the Central Committee.
6. A District Leader will follow-up with each newly appointed PCP.

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.

- 121 6. Voting will be accomplished by either the single ballot method or the proportional
122 voting method. If the number of PCPs sufficient to elect a delegate requests
123 proportional voting, the proportional voting method shall be used.
- 124 7. Vacancies in the delegation will be filled from the alternate's list, first by gender
125 followed by rank order. The gender of the position vacated will determine which
126 alternate delegate assumes the position.
- 127 8. Vacancies on the list of alternates will be filled by elections at subsequent
128 meetings. Existing alternates will move up by gender to fill openings in the pairing
129 of alternates, with vacancies created filled by election rank order and gender.
- 130 9. Vote totals, by candidate, must be maintained and recorded in the minutes of the
131 meeting.
- 132 10. At the first Central Committee meeting following the organizational meeting, only
133 the delegates-elect, and not the alternates, shall meet and select a Chair from
134 among the delegate members. The Rules Committee will run this election.

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

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

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- 141 1. Delegates and alternate delegates will be elected to CD1 at the organizational
142 meeting.
- 143 2. The number of delegates elected will be equal to the number of Democrats in
144 Washington County registered on the day of the primary election, divided by
145 15,000. If the remaining number exceeds 7500, one additional delegate shall be
146 elected. An equal number of alternates shall be elected.
- 147 3. Voting will be accomplished by either the single ballot method or the proportional
148 voting method. If the number of PCPs sufficient to elect a delegate requests
149 proportional voting, the proportional voting method shall be used. (Note: There
150 are no gender requirements in the CD1 bylaws).
- 151 4. Vacancies in the delegation will be filled from the alternate's list, first by gender
152 followed by rank order. The gender of the position vacated will determine which
153 alternate delegate assumes the position.
- 154 5. Vacancies on the list of alternates will be filled by elections at subsequent
155 meetings. Existing alternates will move up to fill openings, with vacancies created
156 filled by election rank order.
- 157 6. Vote totals, by candidate, must be maintained and recorded in the minutes of the
158 meeting.

- 159 7. At the first Central Committee meeting following the organizational meeting only
160 the delegates-elect, and not the alternates, shall meet and select a Chair from
161 among the delegate members. The Rules Committee will run this election.
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164 **STANDING RULE #6:**

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166 **RESPONSIBILITIES OF DELEGATES TO THE STATE CENTRAL COMMITTEE AND**
167 **THE FIRST CONGRESSIONAL DISTRICT DEMOCRATIC COMMITTEE:**

168 Adopted 10/ 25/2006, Amended 8/23/2017
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- 170 1. Delegates are expected to attend the quarterly meetings of the State CC or 1st
171 CD, as appropriate.
172 2. The Chair of the delegation will report on delegate attendance, the agenda and
173 outcomes of the meeting at the next regularly scheduled meeting of the
174 Washington County CC.
175 3. Delegates who cannot attend a regularly scheduled meeting should notify the
176 delegation Chair as soon as possible, in order that an alternate may attend.
177 4. Alternates should be called by gender, and then by rank order, as appropriate.
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180 **STANDING RULE #7:**

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182 **WEBSITE MANAGEMENT:**

183 Adopted 10/25/2006

184 Day-to-day management of the Central Committee's website will be handled by
185 Information Technology and Communication Committee members. The policies
186 under which the website is managed shall be set by the Executive Board. Current
187 policies relating to the content and personal privacy concerns shall be
188 prominently posted on the website at all times.
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191 **STANDING RULE #8:**

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

194 Adopted, 03/25/2009
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196 Any candidate for a local nonpartisan office who has been registered in Washington
197 County as a Democrat for no less than 180 days and who will be listed on the
198 ballot in the coming election shall be eligible for endorsement by the Central

199 Committee. Candidates for statewide nonpartisan offices who have been
200 registered in Oregon as a Democrat for no less than 180 days are also eligible
201 for endorsement by the Central Committee.

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

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225 **STANDING RULE #9**

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CONTRIBUTION RECOMMENDATION PROCEDURE:

228 Adopted 10/25/2006

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- 230 1. Description – Each Contribution Recommendation and Endorsement Ad Hoc
231 Committee shall be comprised of 5 members. The members shall be made up of
232 PCPs (who do not sit on the Executive Board), appointed by the County Chair
233 and approved by the Executive Board. A Committee shall be appointed no later
234 than January 1st for the Primary Elections, June 1st for the General Elections,
235 and 50 days prior to a special election. The chair shall be named by the County
236 Chair and approved by the Executive Board.
- 237 2. Duties – The Contribution Recommendation and Endorsement Committee shall:
238 a. Set a timeline for completing the contribution recommendation procedure.

- 239 b. Only consider making contributions to those who request them.
240 c. Mail contribution request forms and questionnaires to all eligible
241 candidates. An explanation of the contribution process, as well as a
242 timeline (including the date the vote will take place), shall be included with
243 every invitation.
244 d. Plan contribution recommendations for a regularly scheduled WCDCC
245 meeting. At this meeting, a report, in writing, is to be made available to the
246 WCDCC on its findings concerning the candidates in the coming election.
247 The report shall include:
248 i. A description of responses from each candidate seeking
249 contributions to prepared questions submitted by the Committee;
250 ii. A recommendation to give a contribution, and the amount, together
251 with a brief rationale for the recommendation;
252 iii. In rendering its recommendations on candidates, the Committee
253 shall consider at least the candidate's experience, ability, integrity,
254 views concerning positions contained in the County Platform and
255 Legislative Agenda, and participation in Democratic Party activities.
256 e. Factors to be considered include, but are not limited to the overall budget
257 for campaign contributions, the financial need of the campaigns, the
258 importance of the race, and the candidate's previous participation in
259 Democratic Party activities.
260 f. In the event of multiple recommended candidates for a position, financial
261 contributions may still be awarded, provided that each candidate in the
262 race receives the exact same contribution.
263 g. Funds are to be distributed to campaigns no later than 10 days after
264 contributions are approved by the WCDCC.
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267 **STANDING RULE #10:**

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269 **COUNTY CAUCUSES:**

270 Adopted 04/23/08, Amended 4/26/2017, 5/23/2018
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272 The Central Committee has approved the following Caucuses:

273 Faith Initiative

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

275 Black American Caucus – established 01/25/2017

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

277 Progressive Caucus – established 07/26/2017
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STANDING RULE #11:

CREDENTIALS COMMITTEE

Adopted 05/23/2018

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

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

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

STANDING RULE #12

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.