

1           **WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE**  
2                                   **SPECIAL RULES OF ORDER**

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20   **SPECIAL RULE OF ORDER #1:**

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22   **MEETING AGENDAS**

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24      **a. REGULAR MEETINGS OF THE CENTRAL COMMITTEE:**

25   Adopted 10/25/2006  
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27   This is the standard agenda:

- 28       Call to Order  
29       Pledge of Allegiance  
30       Introductions  
31       Approval of the Agenda  
32       Approval of Minutes of the Previous Meeting  
33       The Treasurer’s Report  
34       Committee Reports  
35       Delegate Reports  
36       Elected Office-holder Reports  
37       Unfinished Business  
38       New Business Program/Guest Speaker(s), if any  
39       Selection of new PCP’s  
40       Announcements  
41       Adjournment  
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44      **b. SPECIAL MEETINGS OF THE CENTRAL COMMITTEE:**

Adopted 10/25/2006

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

**c. ORGANIZATIONAL MEETING OF THE CENTRAL COMMITTEE:**

Adopted 10/25/2006

1. Shall be chaired throughout the entire meeting by the most recent Past-Chair of the Central Committee who is available. In the event no Past-Chair is available, the Parliamentarian shall preside.
2. The Parliamentarian and other Rules Committee members shall conduct the election process.
3. Shall adopt and follow this agenda:
  - Call to Order
  - Appointment of Secretary Pro-Tem
  - Pledge of Allegiance
  - Introductions
  - Transfer of Property
  - Election of:
    - Chair
    - Vice-Chair
    - Secretary
    - Treasurer
  - Delegates & Alternates to the Democratic Party of Oregon & to the First Congressional District Committee
  - Adjournment

**SPECIAL RULE OF ORDER #2:**

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

Adopted 1/ 22/2014

89 Only Officers, PCPs and Democrats who hold elective office and are members of the  
90 Central Committee may speak to issues raised during the business portion of the CC  
91 meeting. This includes proposed resolutions and platform items.  
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94 **SPECIAL RULE OF ORDER #3:**

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96 **GENERAL MEETING PROCEDURES FOR THE CENTRAL COMMITTEE:**

97 Adopted 4/25/2018

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99 1. The Washington County Democrats operate according to the adopted bylaws,  
100 special rules of order, standing rules, and the current edition of Robert's Rules of  
101 Order  
102 2. All members shall be credentialed in order to speak and vote.  
103 3. Members shall follow decorum. Decorum will be enforced by the Chair, and  
104 includes at least the following:  
105 a. Address all remarks through the Chair, not to another member;  
106 b. Confine all remarks to the merits of the pending motion;  
107 c. Refrain from verbally attacking another member;  
108 d. Avoid the use of members' names;  
109 e. Refrain from speaking adversely on a prior action not pending;  
110 f. Refrain from speaking against one's own motion; and  
111 g. Refrain from disturbing the assembly.  
112 i. Taking side conversations outside of the room is encouraged.  
113 4. All members of the Central Committee are encouraged to read the information  
114 provided, research and ask questions in order to understand each issue prior to  
115 the meeting.  
116 5. Committee reports to the CC shall include their recent activities and will indicate  
117 any motions that will follow in the new business section of the agenda. The  
118 Resolutions report may include introduction of new Resolutions to be voted on in  
119 a future meeting.  
120 6. Discussion/debate will only be in order once a motion is before the body.  
121 Exceptions include Q&A with an invited speaker or during forums.  
122 7. A member shall move to a microphone to make a motion or to speak in debate  
123 and wait to be recognized by the Chair, with the exception of those motions  
124 which are in order when another has the floor.  
125 8. Main motions and any amendments thereto must be in writing and turned in to  
126 the Chair with a copy for the Secretary, with exceptions allowed by the Chair or  
127 body for simple motions. Motions will not be turned away due to lack of time to  
128 write them down.

- 129 9. Once a second has been made, if needed, the Chair shall state the motion  
130 clearly before debate begins.
- 131 10. All debatable motions shall be given proper pause to allow for any debate or  
132 allowable secondary motions.
- 133 11. Speeches in debate shall be limited to 120 seconds per speech.
- 134 12. A motion to call the question is out of order until after both 3 speakers for and 3  
135 speakers against have spoken, or when one side no longer has anyone wishing  
136 to speak.
- 137 13. The motion will be read once more prior to voting on the motion.
- 138 14. Voting cards may be used to vote on a motion.
- 139 15. After voting, the chair will announce the results of the vote and its effect. If a  
140 counted vote is taken the number will be announced.
- 141 16. A question/point of privilege is generally for the purpose of fixing something  
142 which is causing the member difficulty in participating in the meeting, such as  
143 requesting the temperature be turned up, or a door closed as there is too much  
144 noise in the hall, etc. It does not provide license to simply speak one's mind.
- 145 17. If a member is unsure of proper procedure, how to make or phrase a motion, or  
146 has some other pertinent question of the Chair, they may interject with a "Point of  
147 Information" and ask the Chair their question.

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150 **SPECIAL RULE OF ORDER #4:**

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152 **VOTING METHODS FOR ELECTING DELEGATES**

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154 **a. PROPORTIONAL VOTING METHOD:**

155 Adopted 10/25/2006

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

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162 **The ballots are counted in the following manner:**

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164 1. The count begins with the sorting of ballots by the first choice shown on each  
165 valid ballot. That is the NUMBER 1 vote on each ballot. This is known as the  
166 "First Count".
- 167 2. Any candidates who reach the necessary threshold with Number 1 votes are  
168 declared elected. Any extra ballots they receive beyond the threshold are

- 169 redistributed to the candidates marked next in choice (the number 2 choice) on  
170 those surplus ballots.
- 171 3. The count continues with the elimination of those candidates receiving the least  
172 votes in the redistributed count. Their ballots are redistributed to the other  
173 candidates according to the next choice marked. After each distribution, the  
174 candidate now having the lowest number of votes is eliminated and his/her  
175 ballots redistributed to the next indicated choice (number 2, 3, 4 etc.)
  - 176 4. As candidates reach the threshold through the addition of redistributed ballots to  
177 their totals, they are declared elected and no further ballots are transferred to  
178 them.
  - 179 5. This process continues until all candidates have been eliminated except the  
180 required winners.
  - 181 6. In the case of a tie for the last position, the decision will be made with a coin toss.
  - 182 7. In the case of alternate elections, the order of elevation will be based on the  
183 order they were declared elected and the votes counted in the election round. In  
184 the case of a tie, the order will be determined by a coin toss.

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187 **b. SINGLE BALLOT VOTING METHOD:**

188 Adopted 10/25/2006

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- 190 1. Each voting delegate will be given a ballot with a space for each of the allowed  
191 delegate or alternate positions. A name of a candidate may be written in each of  
192 the spaces provide, however a candidate's name can appear only once on a  
193 ballot. The ballot can have fewer names than the number of delegate or alternate  
194 positions.
  - 195 2. The tally is recorded based on the number of votes and the top vote getters are  
196 elected for the available positions.
  - 197 3. In the case of the alternates, the order of listing will be based on the vote count.
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200 **SPECIAL RULE OF ORDER #5:**

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202 **RECALL PROCEDURES - CENTRAL COMMITTEE OFFICERS:**

203 Adopted 10/25/2006

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- 205 1. Action shall originate by petition, signed by at least twenty-five percent (25%) of  
206 the PCPs of the Central Committee, stating the specific acts which the petitioners  
207 assert constitute gross misconduct or neglect of duty.

- 208 2. Notice of the recall request, a copy of the petition, and the Executive Board's  
209 recommendation must be sent to all PCPs at least fourteen (14) days prior to the  
210 meeting at which the petition will be considered. Special election of a successor  
211 to the Office shall be part of the agenda, should the recall prevail.  
212 3. A motion to grant the petition to recall the Officer shall pass on a majority vote of  
213 the PCPs of the Central Committee present and voting.

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216 **SPECIAL RULE OF ORDER #6:**

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**EXECUTIVE BOARD RULES:**

Adopted April 18, 2018

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221 1. Motions

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- 224 a. Speeches during debate shall be limited to 120 seconds.  
225 b. Debate or discussion is not permitted without a pending debatable motion  
226 except:  
227 i. When a member gives their report and debate or discussion on a  
228 particular subject is required.  
229 ii. Presentation of a motion to have informal discussion on a particular  
230 issue with a maximum time limit proposed for such discussion, and  
231 approved by 2/3 vote.  
232 iii. During the agenda item "Good of the Order".

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233 2. Obtaining the Floor

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- 236 a. A member may raise their hand to claim priority for the floor. This may be  
237 done while another member is speaking, but the member must lower their  
238 hand upon receiving a visual or aural cue that they have been added to  
239 the stack.  
240 b. The Chair will keep a "stack" with the order in which members have raised  
241 their hands.  
242 c. Order for speaking will then follow the stack to the degree to which it  
243 conforms with all other rules for determining priority (e.g. maker of a  
244 motion, first time speaking, pro/con, only 2x speeches).  
245 d. Any member may ask for the list of names on the stack with a Point of  
246 Information.

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247 **SPECIAL RULE OF ORDER #7:**

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**BALLOT VOTING PROCEDURE - SINGLE SEAT**

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During single seat elections for which more than two candidates have been nominated, wherein voting by ballot is the method chosen by the Central Committee, ballots will be created and distributed in the following manner:

1. If ballots contain the names of all nominated candidates, the ballot shall include space for candidates' names who have not been nominated in advance;
2. Ballots will contain a space wherein members may indicate their voting preferences numerically;
3. Ballots will be given to all credentialed PCPs; a PCP is allowed to refuse their ballot if they so choose.
4. A member may indicate more than one preference for the office on their ballot in ranked order;
5. After all ballots have been counted if no candidate has a majority of members' first-choice votes the process of determining a winner via simulated instant runoff elections will take place as follows;
  - a. The candidate with the least first-choice votes indicated on members' ballots will be removed from consideration and members' votes previously assigned to that candidate will be assigned to the second or next highest choice indicated on their ballots should one exist, and if there are no other choices indicated on the ballot those votes will be eliminated;
  - b. After all ballots have been counted again if no candidate has a majority of members' votes the process of eliminating the candidate with the least votes from consideration and re-assigning those members' votes to their next choice or removing them when no other choice is given will continue until a candidate has a majority of votes.