

1                   **WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE**  
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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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1. The fiscal year shall be January 1 – December 31.
2. An annual budget shall be compiled by the Treasurer from standing committee budgets and from estimates of ongoing Central Committee activities. The draft budget will be reviewed by the Budget Committee prior to presentation to the Executive Board. The Executive Board may review and make recommendations on each proposed annual budget prior to its adoption. Online copies of the proposed budget shall be made available to all PCPs at least 7 days prior to the proposed date of adoption, in the PCP section of the website.
3. An annual financial review of the accounts shall be conducted by at least 2 members of the Budget Committee each January; the results of that review shall be reported to the Executive Board at its February meeting. The Central Committee Chair shall announce the review results to the Central Committee at its February meeting.

**b. INCOMING FUNDS:**

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

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

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

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

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

**STANDING RULE #4**

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

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, ALTERNATES, AND DELEGATION CHAIRS**  
167 **TO THE STATE CENTRAL COMMITTEE (SCC) AND THE FIRST CONGRESSIONAL**  
168 **DISTRICT DEMOCRATIC COMMITTEE (CD1)**

169 Adopted 10/25/2006, Amended 8/23/2017 Amended 7/25/2018  
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172 1. Delegates are expected and alternates are encouraged to attend all meetings of  
173 the SCC or CD1, as appropriate.  
174 2. Delegates who cannot attend a regularly scheduled meeting shall notify the  
175 Delegation Chair with a reason for not attending as soon as possible, in order  
176 that an alternate may attend.  
177 3. The Delegation Chair shall send a minimum of 2 meeting notifications via email  
178 to all delegation members of their respective body. The first notice shall be sent  
179 no less than 3 weeks prior to the meeting. Delegates and alternates shall be  
180 asked, and expected, to notify the Delegation Chair whether they will be able to  
181 attend as soon as practical.  
182 4. In the event delegates and alternates do not respond with a definitive  
183 commitment to attend by two weeks prior to the start of a meeting, the Delegation  
184 Chair shall assign an alternate who has indicated that they will attend.  
185 5. Alternates shall be called by gender, and then by rank order, as possible.  
186 6. If non-responsive delegates respond in the affirmative less than two weeks prior  
187 to the start of the meeting or if non-responsive delegates attend the meeting  
188 without confirmation notice, they will be assigned an alternate position unless  
189 there are additional or unexpected absences at the delegate level.  
190 7. Delegates who do not respond to the Delegation Chair who attend the meeting  
191 will receive credit for attending but will not be able to vote.  
192 8. This Standing Rule shall be referenced in all meeting notifications sent by the  
193 Delegation Chair.  
194 9. Resignation and Removal of Delegates  
195 a. A delegate may resign by written notice to the Chair of their body or the  
196 County Chair.

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

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221 **STANDING RULE #7:**

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**WEBSITE MANAGEMENT:**

Adopted 10/25/2006

225 Day-to-day management of the Central Committee’s website will be handled by  
226 Information Technology and Communication Committee members. The policies  
227 under which the website is managed shall be set by the Executive Board. Current  
228 policies relating to the content and personal privacy concerns shall be  
229 prominently posted on the website at all times.

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232 **STANDING RULE #8:**

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**ENDORSEMENT OF CANDIDATES FOR NONPARTISAN OFFICES:**

Adopted, 03/25/2009

237 Any candidate for a local nonpartisan office who has been registered in Washington  
238 County as a Democrat for no less than 180 days and who will be listed on the  
239 ballot in the coming election shall be eligible for endorsement by the Central  
240 Committee. Candidates for statewide nonpartisan offices who have been  
241 registered in Oregon as a Democrat for no less than 180 days are also eligible  
242 for endorsement by the Central Committee.  
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- 244 1. Only candidates for a nonpartisan office who request Central Committee  
245 endorsement by the ad-hoc Contribution Recommendation and Endorsement  
246 Committee's announced application deadline shall be considered.
- 247 2. All endorsement requests will be vetted by the Central Committee's ad-hoc  
248 Contribution Recommendation and Endorsement Committee before presentation  
249 to the full Central Committee for action. In addition, the Committee will report to  
250 the Executive Board prior to presentation before the Central Committee.
- 251 3. Candidates requesting endorsement shall be offered time to speak to the Central  
252 Committee before the endorsement vote is taken.
- 253 4. Endorsement of a candidate for a nonpartisan office in a primary election will  
254 automatically follow any successful candidate to the related general election  
255 unless new information which requires reconsideration is brought to the Central  
256 Committee's attention.
- 257 5. Dual/multiple endorsements may be made for the same nonpartisan office race.  
258 When more than one candidate for the same nonpartisan office is endorsed by  
259 the Central Committee, all use by the candidates of the endorsement must  
260 include the term "shared endorsement".
- 261 6. Candidates for nonpartisan office who have been endorsed by the Central  
262 Committee may provide copies of their campaign literature for distribution  
263 through the Central Committee office and its door-to-door activities.  
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## 266 **STANDING RULE #9**

### 267 **CONTRIBUTION RECOMMENDATION PROCEDURE:**

268 Adopted 10/25/2006

- 269 1. Description – Each Contribution Recommendation and Endorsement Ad Hoc  
270 Committee shall be comprised of 5 members. The members shall be made up of  
271 PCPs (who do not sit on the Executive Board), appointed by the County Chair  
272 and approved by the Executive Board. A Committee shall be appointed no later  
273 than January 1st for the Primary Elections, June 1st for the General Elections,  
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- 276 and 50 days prior to a special election. The chair shall be named by the County  
277 Chair and approved by the Executive Board.
- 278 2. Duties – The Contribution Recommendation and Endorsement Committee shall:  
279 a. Set a timeline for completing the contribution recommendation procedure.  
280 b. Only consider making contributions to those who request them.  
281 c. Mail contribution request forms and questionnaires to all eligible  
282 candidates. An explanation of the contribution process, as well as a  
283 timeline (including the date the vote will take place), shall be included with  
284 every invitation.  
285 d. Plan contribution recommendations for a regularly scheduled WCDCC  
286 meeting. At this meeting, a report, in writing, is to be made available to the  
287 WCDCC on its findings concerning the candidates in the coming election.  
288 The report shall include:  
289 i. A description of responses from each candidate seeking  
290 contributions to prepared questions submitted by the Committee;  
291 ii. A recommendation to give a contribution, and the amount, together  
292 with a brief rationale for the recommendation;  
293 iii. In rendering its recommendations on candidates, the Committee  
294 shall consider at least the candidate’s experience, ability, integrity,  
295 views concerning positions contained in the County Platform and  
296 Legislative Agenda, and participation in Democratic Party activities.  
297 e. Factors to be considered include, but are not limited to the overall budget  
298 for campaign contributions, the financial need of the campaigns, the  
299 importance of the race, and the candidate’s previous participation in  
300 Democratic Party activities.  
301 f. In the event of multiple recommended candidates for a position, financial  
302 contributions may still be awarded, provided that each candidate in the  
303 race receives the exact same contribution.  
304 g. Funds are to be distributed to campaigns no later than 10 days after  
305 contributions are approved by the WCDCC.  
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308 **STANDING RULE #10:**

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310 **COUNTY CAUCUSES:**

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

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313 The Central Committee has approved the following Caucuses:

314 Faith Initiative

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



316 Black American Caucus – established 01/25/2017  
317 Women’s Caucus – established 03/22/2017  
318 Progressive Caucus – established 07/26/2017

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**STANDING RULE #11:**

**CREDENTIALS COMMITTEE**

Adopted 05/23/2018

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

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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.

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

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**STANDING RULE #12**

**KAREN SCHOUTEN FUND:**

Adopted 05/24/2017

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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](mailto: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.

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Updated July 4, 2018 by Dan Jensen, Rules Chair  
Amended July 26, 2018 by Dan Jensen, Rules Chair