

Hello Washington County Democrats,

Due to the number of proposals adopted by the Rules Committee recently, we are going to use a method of adoption in our Central Committee meeting that may be new to many of you. This method is called a "Consent Calendar" as described in Robert's Rules of Order, Newly Revised, which reads in part: *"establishing a consent calendar may provide that, when the matters on the calendar are called up, they may be considered in gross or without debate or amendment. Otherwise, they are considered under the rules just as any other business, in which case the "consent" relates only to permitting the matter to be on the calendar for consideration without conforming to the usual, more onerous, rules for reaching measures in the body."*

This means that if a member has a question, debate or amendment an item cannot be considered on the consent calendar and will be removed from the consent calendar and addressed during regular business. If there are no questions, debate or amendments requested, all those items will remain on the consent calendar and be adopted in gross by unanimous consent.

Therefore, if anyone has any questions about any of the following proposals, please email [rules@washcodems.org](mailto:rules@washcodems.org) or call 503-490-3528 and we will strive to resolve those questions or concerns.

The proposals to be considered are:

## **SR 2018-030 PCP List Requests**

**Rationale:** The Organizational meeting for our Central Committee is rapidly approaching. Numerous people have or will be requesting contact information about our members. This proposal will help assure confidentiality and provide a record of who has received personal contact information.

New: **STANDING RULE # --**

### **DISTRIBUTION OF PCP CONFIDENTIAL CONTACT INFORMATION**

The name and physical address of PCP's is public information. Email addresses and phone numbers for PCP's that have been collected in party databases may be requested from the party for legitimate purposes related to internal party business.

Email addresses and phone numbers of PCP's shall be provided to all declared and eligible candidates for internal party elections at least two months prior to such elections.

Any person requesting this contact information shall submit a request form to the party secretary. Considering whether the use is legitimate, the secretary shall approve the request and provide the information or deny the request. The secretary shall inform the executive board

of approved and denied requests. If a request is denied, the executive board may vote to overturn the decision of the secretary.

Instead of providing individual email addresses to persons approved under the above procedure, the secretary may provide a listserv for communication with all party-collected PCP email addresses.

A statement shall be included on party forms requesting email addresses and phone numbers from party members advising them that their information may be shared in these ways.

[form on page 2]



## REQUEST FOR PCP CONTACT INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Please Print)

Position: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date when list is needed: \_\_\_\_\_

**By signing this form, I attest that I will not share the PCP list or give any contact information contained thereon to anyone. All contact information is confidential.**

Requestee Signature: \_\_\_\_\_

Please submit request form to [Secretary@washcodems.org](mailto:Secretary@washcodems.org)

**Approved**       **Denied**

\_\_\_\_\_ Date: \_\_\_\_\_

Secretary

**If Denied, explain:**

\_\_\_\_\_ Date: \_\_\_\_\_

Executive Board Override

## **SR, & SRO 2018-039 Election of Delegates and Alternates**

**Rationale:** An Oregon circuit court ruled in June, 2016 that non-binary is a legal gender. Three gender categories, female, male and non-binary are now prominent in our Schools, Courts and the Democratic Party of Oregon. At the 2018 third quarter SCC meeting in Eugene, the SCC voted to include non-binary as a gender category. Therefore, the County Central Committee needs to amend our rules to conform with the State Bylaws and change our elections process accordingly. This process needs to be amended prior to our November Organizational Meeting.

**Red indicates the changes to the DPO bylaws:**

DPO ARTICLE IV                      SCC MEMBERSHIP

Section 1 Membership

D. Election of Members - County central committees will elect delegates and alternate delegates to the SCC at their organizational meetings. Vacancies may be filled by county central committee elections at subsequent meetings. **County SCC delegate and alternate delegate positions shall be elected by a process that recognizes three gender categories: female, male and non-binary, and that assures that no gender category shall have greater representation than 50 percent or, in the case of an odd number, 50 percent plus one. Non-binary delegate positions shall reduce the male and female delegate positions as evenly as possible. Replacement preference for alternate delegates will utilize gender category first.**

**Article VII Section 1 of the WCDCC bylaws has been changed as follows to concur with the DPO Bylaws:**

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## ARTICLE VII

## ELECTED POSITIONS

### Section 1: Eligibility

Delegates and alternates to the State Democratic Central Committee and to the First Congressional District Democratic Committee shall be ~~PCPs~~ **Washington County residents and registered as Democrats for no less than 180 days, except any person whose 18th birthday falls within the period of 180 days.**

## SR 2018-039 Election of Delegates and Alternates

### 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.
8. Vacancies on the list of alternates will be filled by elections at subsequent meetings. Existing alternates will move up by gender to fill openings in the pairing of alternates, with vacancies created filled by gender and election rank order.
9. Vote totals, by candidate, must be maintained and recorded in the minutes of the meeting.

10. At the first Central Committee meeting following the organizational meeting, only the delegates-elect, and not the alternates, shall meet and select a Chair from among the delegate members. The Rules Committee will run this election.

**b. ELECTION OF DELEGATES TO THE FIRST CONGRESSIONAL DISTRICT  
DEMOCRATIC COMMITTEE (CD1):**

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 CD1 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. ~~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. (Note: There are no gender requirements in the CD1 bylaws).~~
4. 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.
5. Vacancies on the list of alternates will be filled by elections at subsequent meetings. Existing alternates will move up by gender to fill openings in the pairing of alternates, with vacancies created filled by gender and election rank order.
6. Vote totals, by candidate, must be maintained and recorded in the minutes of the meeting.
7. At the first Central Committee meeting following the organizational meeting only the delegates-elect, and not the alternates, shall meet and select a Chair from among the delegate members. The Rules Committee will run this election.

## **SRO 2018-039 Election of Delegates and Alternates**

### **Remove Existing Special Rule of Order #4:**

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

#### **VOTING METHODS FOR ELECTING DELEGATES**

##### **~~a. PROPORTIONAL VOTING METHOD:~~**

~~Adopted 10/25/2006~~

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

~~The ballots are counted in the following manner:~~

- ~~1. The count begins with the sorting of ballots by the first choice shown on each valid ballot. That is the NUMBER 1 vote on each ballot. This is known as the "First Count".~~
- ~~2. Any candidates who reach the necessary threshold with Number 1 votes are declared elected. Any extra ballots they receive beyond the threshold are redistributed to the candidates marked next in choice (the number 2 choice) on those surplus ballots.~~
- ~~3. The count continues with the elimination of those candidates receiving the least votes in the redistributed count. Their ballots are redistributed to the other candidates according to the next choice marked. After each distribution, the candidate now having the lowest number of votes is eliminated and his/her ballots redistributed to the next indicated choice (number 2, 3, 4 etc.)~~
- ~~4. As candidates reach the threshold through the addition of redistributed ballots to their totals, they are declared elected and no further ballots are transferred to them.~~
- ~~5. This process continues until all candidates have been eliminated except the required winners.~~
- ~~6. In the case of a tie for the last position, the decision will be made with a coin toss.~~
- ~~7. In the case of alternate elections, the order of elevation will be based on the order they were declared elected and the votes counted in the election round. In the case of a tie, the order will be determined by a coin toss.~~

~~\_\_\_\_\_ b. SINGLE BALLOT VOTING METHOD:~~

~~Adopted 10/25/2006~~

- ~~1. Each voting delegate will be given a ballot with a space for each of the allowed delegate or alternate positions. A name of a candidate may be written in each of the spaces provide, however a candidate's name can appear only once on a ballot. The ballot can have fewer names than the number of delegate or alternate positions.~~
- ~~2. The tally is recorded based on the number of votes and the top vote getters are elected for the available positions.~~
- ~~3. In the case of the alternates, the order of listing will be based on the vote count.~~

**Add New Special Rule of Order #4:**

**ELECTION PROCESS FOR DELEGATES TO THE SCC AND CD1**

The process for electing SCC delegates, SCC alternate delegates, Congressional District Committee delegates, and Congressional District Committee alternate delegates, shall each be as follows:

1. Voters may cast a number of votes up to the number of delegate or alternate delegate positions being elected.
2. The maximum number of votes a voter may cast will be distributed as evenly as possible across the three gender categories: female, male, and non-binary. If one or more gender categories have fewer candidates running than one-third of the available positions, the maximum number of votes which can be cast for the other gender category or categories will be commensurately higher.
3. Voters will be clearly told the maximum number of votes they may cast in each of the three gender categories.
4. The ballot will identify candidates with the gender category they have chosen.
5. After the votes have been tallied, those elected shall be determined as follows:
  - a. Two columns will be created with the total number of positions divided as equally as possible between the two columns.
  - b. In one column, the female candidates receiving the most votes will be placed in order of votes received. In the other column, the same shall be done for male candidates.
  - c. The column with more positions will be chosen first. If both columns have the same number of positions, one of the two columns will be chosen randomly.
  - d. The non-binary candidate who received the most votes who has not yet been assigned to a column will have the number of votes they received compared to the number of votes received by the lowest binary gender candidate in the column chosen. If the non-binary candidate received more votes, their name will replace the binary gender candidate's name in the column.
  - e. Step (d) shall be repeated while alternating the column chosen until there is no longer a non-binary candidate who satisfies the requirement.
  - f. The final list of candidates in the two columns shall be the list of candidates elected.
6. Ties shall be broken by a coin flip.

## **BL 2018-033 Calling Special Meetings of the Executive Board**

Rationale: [The Executive Board currently does not have a procedure allowing for the call of special meetings. This amendment rectifies that issue.](#)

### **Amend Article VIII, Section 1**

ARTICLE VIII

COMMITTEES & CAUCUSES

Section 1: The Executive Board:

Shall consist of the current elected officers, the Chair of the State Democratic Central Committee delegates, the Chair of the First Congressional District delegates and the chairs of all standing committees; hold monthly meetings and special meetings as needed; have a quorum when a majority of its members are present; review and make recommendations on all Central Committee officer recall petitions prior to action by the Central Committee; hire paid staff; and conduct all necessary business required between regular meetings of the Central Committee. No officer may be chair of a standing committee. No person shall simultaneously hold more than one officer position, nor chair more than one standing committee, with the exception of the Treasurer who is chair of the Budget Committee and the Second Vice-Chair who is chair of the Credentials Committee. No one person shall be entitled to more than one vote in Executive Board meetings. Where a committee is represented by co-chairs, only one vote may be cast. **Meetings shall be called by the Chair or in their absence or incapacity, by a Vice Chair. Special meetings may be called in the same manner or by five (5) Executive Board Members.**

## **SR 2018-021 Assigning Appointed PCPs**

Rationale: When a precinct has reached the maximum number of PCPs allowed in a precinct, appointed PCPs should be assigned in an adjacent precinct nearest to where they are registered to vote. The addition to this standing rule will clarify that procedure.

### **Addition to: STANDING RULE #4**

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

**Adopted 10/25/2006, Amended 1/22/2014, Amended 9/27/2017, Corrected 7/4/2018**

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.



7. If the Central Committee simultaneously elects multiple people to fill vacancies from the same precinct as PCP's, but the number of vacancies is smaller than the number of people elected, the Secretary shall randomly select which applicants are assigned to fill the vacancies in such a precinct, and shall then assign the other applicants to vacancies in adjacent precincts. An exception to random selection is allowed if it would keep all members of a household in the same precinct.
8. If a precinct is full, and it is therefore necessary to assign potential PCP's to adjacent precincts, the Secretary shall inform them of their potential choices and allow them to select which precinct they wish to be assigned to. If a response is not received within six days, the Secretary shall assign them to the one that appears nearest to where they are registered to vote. Priority will be given to keeping the potential PCP within the house district where they are registered to vote.

## **BL 2018-035 Parliamentarian**

Rationale: The Parliamentarian is an appointed position and not an officer of the Central Committee. Therefore, it should be moved to a new article in the bylaws for appointed positions.

**Remove Article VI, Section 7, f. and add new Article VIII, Appointed Positions.**

Article VI                    OFFICERS OF THE CENTRAL COMMITTEE

Section 7

~~f. The Parliamentarian shall advise the Chair, to ensure that all proceedings of the Central Committee and the Executive Board of the Central Committee are conducted in accordance with the Bylaws, the Standing Rules and Roberts Rules of Order; The Parliamentarian shall be an ex-officio member of the Rules Committee.~~

**New Article VIII                    APPOINTED POSITIONS**

1. The Parliamentarian shall advise the Chair, to ensure that all proceedings of the Central Committee and the Executive Board of the Central Committee are conducted in accordance with the Bylaws, the Standing Rules and Roberts Rules of Order; The Parliamentarian shall be an ex-officio member of the Rules Committee.

**(The old Article VIII shall become Article IX and all subsequent articles shall be advanced by one number)**

## BL 2018-028 SCC & CD1 Delegates & Alternates

Rationale: The term of office for SCC and CD1 delegates and alternate delegates does not belong in ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE, but instead belongs in ARTICLE VII ELECTED POSITIONS. This subsection also needs amendment to be clear that no matter when a delegate or alternate is elected during a cycle, their term expires at the same time as all other delegates and alternates elected during that cycle.

**Proposal: Remove Article VI Section 4, b and add to Article VII, Section 3 with amendments to the new section**

### ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE

#### Section 4: Term of Office

- a. Central Committee officers shall be elected for a term of two (2) years. The term shall begin at the close of the organizational meeting at which they are elected and end at the close of the next succeeding organizational meeting.
- ~~b. Delegates to the State Central Committee (SCC) and the First Congressional District Committee (1st CD) shall be elected for a term of two (2) years. The term for SCC delegates shall begin on the date they are elected. The term for 1st CD delegates shall begin with the organizational meeting of the 1st CD Committee.~~

### Article VII ELECTED DELEGATE POSITIONS

#### Section 3: Nominations and Elections

All delegates and alternates elected to the State Central Committee (SCC) and/or First Congressional District Democratic Committee (CD1) delegations to the following committees shall be selected and serve according to the bylaws of the respective Committees.

- ~~a. Oregon Revised Statutes (ORS) 248.075(1) and Democratic Party of Oregon (DPO) Bylaws, Article 4 (State Central Committee Membership), set the requirements for electing and removing its delegates and alternates, as well as their duties.~~
- b. Delegates and alternates to the State Central Committee (SCC) and the First Congressional District Committee (1st CD **CD1**) shall be elected for a term of no more than two (2) years. The term for SCC delegates shall begin on the date they are elected and end at the next Organizational Meeting. The term for 1st CD CD1 delegates shall begin with at the beginning of the CD1 Organizational Meeting and end at the beginning of the next CD1 Organizational Meeting. Vacancies may be filled at subsequent meetings.

- ~~c.~~ b. Oregon Revised Statutes (ORS) 248.075(1) and First Congressional District Democratic Committee Bylaws, Article II (Membership), set the requirements for electing and removing its delegates and alternates, as well as their duties.
- d. ~~c.~~ All delegates and alternates to the State Democratic Central Committee **SCC** and the First Congressional District Democratic Committees **CD1** shall be elected by plurality vote at the Organizational Meeting of the Washington County Democratic Central Committee.
- e. ~~d.~~ DPO Bylaws, Article 7 (Conventions), set the requirements for electing delegates and alternates to the state Democratic conventions held in each election year.
- f. ~~e.~~ Article II (National Convention) of the Democratic National Committee Charter, its Call to the Convention, and its Delegate Selection Rules set the basis for the election of delegates to presidential elections year National Conventions.

## **BL 2018-024 Treasurer and Budget Committee Chair Separation**

**Rational:** The Budget Committee has the responsibility of reviewing the Treasurer's accounting, as well as reviewing the budget presented by the Treasurer. The Budget Committee is meant to act as a check and review of the Treasurer's work. The Budget Committee is charged with reviewing all expenditures both within and outside of the budget, which makes it an important internal control. With the Treasurer also chairing the Budget Committee the system of checks fails, and our Bylaws and Standing Rules become contradictory.

**Amend Bylaws:** [add, ~~remove~~]

### ARTICLE VIII COMMITTEES & CAUCUSES

#### Section 1: The Executive Committee

Shall consist of the current elected officers, the Chair of the State Democratic Central Committee delegates, the Chair of the First Congressional District delegates and the chairs of all standing committees; hold monthly meetings and special meetings as needed; have a quorum when a majority of its members are present; review and make recommendations on all Central Committee officer recall petitions prior to action by the Central Committee; hire paid staff; and conduct all necessary business required between regular meetings of the Central Committee. No officer may be chair of a standing committee. No person shall simultaneously hold more than one officer position, nor chair more than one standing committee, with the exception of the Treasurer who is chair of the Budget Committee and the Second Vice-Chair who is chair of the Credentials Committee. No one person shall be entitled to more than one vote in Executive Board meetings. Where a committee is represented by co-chairs, only one vote may be cast.

## References

### Bylaws

#### ARTICLE VIII COMMITTEES & CAUCUSES

##### Section 4: Standing Committee Duties

c. The Budget Committee: Shall prepare an annual budget for adoption by the Central Committee and conduct an annual review of all Central Committee financial records. The Budget Committee Chair shall review any expenditure not contained in the adopted budget.

##### Standing Rules

**BUDGET:** Adopted 10/25/2006, Amended 1/22/2014

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 Committee. The Executive Committee 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 voting members 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 Committee at its February meeting. The Central Committee Chair shall announce the review results to the Central Committee at its February meeting.

## **SR 2018-029 Authorization of Signage at Events and Swag Sales**

Rationale: There have recently been issues concerning outside organizations attempt to take part in official Washington County Democratic Party events and waving signs promoting their agenda without receiving approval, thus causing concern. There has also been concern raised about items offered for sale at the office that are undesirable or offensive to some. A policy concerning what is acceptable or an approval process for these issues is warranted.

### **NEW STANDING RULE # --**

#### **AUTHORIZATION OF SIGNAGE AT EVENTS AND SWAG SALES**

1. Participation of all persons is encouraged. All persons and outside organizations wishing to participate in an event or activity of this organization and display any form of signage in favor of their candidate, measure, organization, cause, or issue must receive authorization.

- a. Endorsement of the specific candidate, measure, or organization shall be considered authorization.
  - b. Authorization is granted for all signage in favor of any elected Democrat or anyone filed and running as a Democrat in a primary or general election. Efforts shall be made to ensure all filed candidates are represented.
  - c. Endorsement of a cause or issue shall be considered authorization for general signage in favor of the cause or issue, but not a specific candidate, measure, or organization.
  - d. Authorization may also be attained by approval of the Central Committee.
  - e. If the event is to be held prior to the next Central Committee meeting, one-time authorization may be attained by approval of the the Executive Board.
  - f. Notwithstanding the above rules, authorization for specific signage may be restricted by the Community Outreach Committee in extraordinary circumstances for specific cause including offensive language. Any restrictions will be reported to the Central Committee.
2. Swag, buttons, bumper stickers and T-shirts or any item offered for sale by the Office must receive authorization.
- a. Endorsement of the specific candidate, measure, or organization shall be considered authorization.
  - b. Authorization is granted for all swag in favor of any elected Democrat or anyone filed and running as a Democrat in a primary or general election. Efforts shall be made to ensure all filed candidates are represented.
  - c. Endorsement of a cause or issue shall be considered authorization for general swag in favor of the cause or issue, but not a specific candidate, measure, or organization.
  - d. Authorization may also be attained by approval of the Office Committee Chair and must be ratified by the Executive Board.
  - e. Notwithstanding the above rules, authorization for specific signage may be restricted by the Office Committee in extraordinary circumstances for specific cause including offensive language. Any restrictions will be reported to the Central Committee.

## **BL 2018-031 House District Leaders**

v11 - June 30, 2018

### **Bylaws Changes for District Leaders**

Delete Article V, Section 5

Add Article VII (and increase the number of all subsequent Articles by 1)

#### ARTICLE VII House District Leaders

Section 1:

- a. Each House District shall hold a meeting within 60 days of newly elected PCPs taking office.
- b. The meeting shall be called by the HDL whose term is expiring; If the HDL fails to call the meeting, the meeting shall be called by the First Assistant District Leader (ADL), or in their absence the Chair or their designee. Notice shall be provided by email and/or postal mail to all District PCPs no less than 14 days before the meeting.
- c. At the meeting, the elected PCPs within that District in attendance, no less than three, shall constitute a quorum and elect an HDL and may elect ADLs, by majority vote. Their terms will start at the end of the meeting. ADLs will be ranked by order of election.
- d. The HDL and ADLs will be members of the Campaign Committee.
- e. Specific HDLs will be members of the Executive Board, as described in the Standing Rules.

Article IX (old Article VIII)

*(Executive Board members)*

Amend Section 1: add **“House District Leaders”** after “elected officers”

**SR 2018-032 House District Leaders**

v11 - June 30, 2018

**Add: Standing Rule #\_\_**

Duties and Recall Procedures for District Leaders and Assistant District Leaders

Section 1: Authority and Duties

- a. HDLs, or in the absence or upon the disability of the HDL, the first ADL, shall:
  1. Call and convene at least two District meetings per year.
  2. Set the agenda for and preside over all meetings of the District.
  3. Provide leadership, organization and encouragement to the Neighborhood Leaders and PCPs in their district.
  4. Coordinate the Neighborhood Leader Program within their District.
  5. 3 HDLs will serve on the Executive Board:
    - i. Each HDL on the Executive Board will be representing one to six of the twelve house districts in Washington County.
    - ii. The Campaign Committee will determine which HDLs are chosen and which house districts they are representing.
    - iii. This will be decided at the first Campaign Committee meeting after new HDLs are elected.
    - iv. Changes may be made at future Campaign Committee meetings.
    - v. The Campaign Committee may request changes to this standing rule as necessary.
- b. HDLs and ADLs shall:

1. Recruit people willing and able to serve as Neighborhood Leaders and/or PCPs.
  2. When the District is represented by a Democrat, involve and assist the state Representative and/or state Senator to whatever extent is reasonably possible and acceptable to the Legislator(s) in maintaining communication with PCPs and constituents, and in carrying out their legislative duties.
  3. Attend DPWC and DPO training programs and seminars.
  4. Be a member of the Campaign Committee.
- c. ADLs shall:**
1. Assist the HDL in coordinating their portion of the Neighborhood Leader Program.
  2. Work on other tasks as assigned by their HDL or as the result of a District meeting.

**Section 2: Recall and Vacancies**

**a. Recall**

1. At any time, a group of no less than 5 PCPs from a HDL's District, or a majority of the Executive Board, may file a petition with the Chair to recall a HDL for cause.
2. Within 30 days of receiving the recall petition, a special meeting to recall the HDL shall be called by the First ADL, or in their absence by the Chair or their designee.
3. Notice shall be provided by email and/or postal mail to all District PCPs of the meeting and its purpose no less than 14 days before the meeting.
4. 3 PCPs shall constitute a quorum. A majority vote of the District's PCPs present and voting is required to recall the HDL. If the HDL is recalled, a vote for a new HDL shall be conducted at that meeting, also requiring a majority vote.

**b. Vacancy**

1. If a HDL resigns or becomes unable to serve, the position shall be declared vacant by the Executive Board.

**c. Filling a Vacancy**

1. A special meeting to elect a new HDL shall be scheduled within 30 days of the position being declared vacant by the First ADL, or in their absence by the Chair or their designee.
2. The meeting to fill a vacancy will follow all other bylaws applicable to electing a HDL.
3. The Chair may appoint an interim HDL to serve until such vacancy has been filled.