

## Rules Proposals for October 24 Central Committee Meeting

This month we have two rules proposals to present at the Central Committee meeting. The first one is a continuation of the rules change last month to include non-binary gender in our rules updating our gender equality beliefs.

The second one is a needed revision of the budget and audit committees and removes the Treasurer as Chair of the Budget Committee.

### BL 2018-045 Gender Distribution for Chair and Vice-Chairs

**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. We also need to change the gender distribution for our Chair and Vice Chairs as noted below.

#### ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE

##### Section 7: Duties

- b. The First Vice-Chair shall perform all of the duties of the Chair in the absence or disability of the Chair; may coordinate the work of standing committees, as assigned by the Chair; and be an alternate signer of checks with the Treasurer. The First Vice-Chair shall be ~~the opposite~~ **a different** gender of **than** the Chair.
- c. The Second Vice-Chair shall perform all the duties of the Chair in the absence or disability of the Chair and First Vice-Chair; Chair the Credentials Committee; and may coordinate the work of standing committees, as assigned by the Chair. ~~The Second Vice-Chair shall be the opposite gender of the First Vice-Chair.~~

### BL, SR, 2018-040 Treasurer / Audit & Budget Committees

**Rationale:** The Treasurer, Budget Committee and Audit Committee should be separate entities to provide checks and balances of the ever growing budget and cash flow of this Central

Committee. The Washington County Democratic Central Committee has been very fortunate over the years. The growth experienced by this committee over the last several years are requiring changes in our budget and audit process.

**This proposal is in two segments: 1) Bylaws and 2) Standing Rules.**

## **BL 2018-040 Treasurer / Audit / Budget**

Version 2

### ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE

#### Section 7: Duties

a. The Chair shall have the overall responsibility for the day-to-day operation of the Central Committee and Executive Board; supervise paid staff; appoint a Parliamentarian and all Committee Chairs except the ~~Budget~~ and Credentials Committee Chairs, with the approval of a majority of the elected officers; be an ex-officio member of all standing committees, except the Nominating Committee; and execute, with the Secretary, all contracts on behalf of the Central Committee; and be an alternate signer of checks with the Treasurer. The Chair shall ensure that notice of all regular and special meetings is sent to all members of the Central Committee not later than the sixth day before each meeting (ORS 248.012)

### ARTICLE IX 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.

#### Section 2: Financial Accountability

No single member or group of members can expend, or make any promises or commitments regarding a future expenditure of, Central Committee funds without a vote of the Executive Board, subject to the following exceptions:

- a. Expenditures approved by the Central Committee in the annual budget process.
- b. An expenditure, outside of the approved budget, of less than \$100 with approval of two executive officers.

**Section 7 c. Budget Committee**

Section 7: Standing Committees' 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.

**Add New: Section 8: Ad-hoc Committee Duties**

**c. The Audit Ad-Hoc Committee:**

- i. **The Treasurer will be a non-voting ex-officio member of this committee to assist this committee with all documents and questions that may arise.**
- ii. **This committee will consist of the current Treasurer and four additional members including at least one past treasurer as possible and elect their own chair.**
- iii. **Shall conduct an annual review of all Central Committee financial records and file a written report with the Executive Board.**
- iv. **Audit Committee members will be nominated by the Central Committee Chair and approved by the Executive Board.**

**SR 2018-040 Treasurer / Audit & Budget Committees**

**STANDING RULE #2:**

**FINANCE**

**a. 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 **Budget Committee 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.

**Remove Section 3 and add new Section b below:**

**b. Audit**

1. ~~3.~~ An annual financial review of the accounts shall be conducted by at least ~~2~~ **3** members of the ~~Budget~~ **Audit Ad-Hoc** Committee each January (unless Section c below applies); 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.

**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~~ **Audit Ad-Hoc** 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.