

1                   **WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE**  
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28       **STANDING RULE #1:**

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30                                   **REGULAR MEETING DATES:**

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

- 32  
33       1. Regular meetings shall be held on the fourth Wednesday of the month, January through  
34           October.  
35       2. The November meeting shall be held on the third Wednesday. In General Election years,  
36           the Organizational Meeting replaces the regular November meeting.  
37       3. No regular meeting will be held during the month of December.  
38

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40       **STANDING RULE #2:**

41                                   **FINANCE**

42  
43  
44       a. **BUDGET:**

45                                   Adopted 10/25/2006, Amended 1/22/2014  
46

- 47 1. The fiscal year shall be January 1 – December 31.  
48 2. An annual budget shall be compiled by the Treasurer from standing committee budgets  
49 and from estimates of ongoing Central Committee activities. The draft budget will be  
50 reviewed by the Budget Committee prior to presentation to the Executive Board. The  
51 Executive Board may review and make recommendations on each proposed annual  
52 budget prior to its adoption. Online copies of the proposed budget shall be made  
53 available to all PCPs at least 7 days prior to the proposed date of adoption, in the PCP  
54 section of the website.  
55 3. An annual financial review of the accounts shall be conducted by at least 2 members of  
56 the Budget Committee each January; the results of that review shall be reported to the  
57 Executive Board at its February meeting. The Central Committee Chair shall announce  
58 the review results to the Central Committee at its February meeting.  
59

60  
61 **b. INCOMING FUNDS:**

62 Adopted 10/25/2006, Amended 1/22/2014  
63

64 Deposits shall not be made other than by the Treasurer's direction.  
65  
66

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

68 Adopted 10/25/2006, Amended 11/20/2013  
69

- 70 1. The Chair will convene a meeting of the Budget Committee, the out-going Treasurer and  
71 the in-coming Treasurer to perform a review of the accounts whenever a Treasurer  
72 leaves the position.  
73 2. Oregon laws and administrative rules must be followed regarding the reporting of the  
74 name, personal contact, and occupational information of the incoming Treasurer and the  
75 Chair in a timely manner. [Currently, form SEL 221 must be filed within 10 days of any  
76 change in the information on file with the Secretary of State Elections Division.  
77

78  
79 **STANDING RULE #4**

80  
81 **SELECTION OF PRECINCT COMMITTEEPERSONS (PCP):**

82 Adopted 10/25/2006, Amended 1/22/2014, Amended 9/27/2017, Corrected 7/4/2018  
83

- 84 1. Vacancies in the office of PCP may be filled at any regular meeting of the Central  
85 Committee.  
86 2. Applicants must complete the PCP application form indicating their eligibility and  
87 willingness to serve.  
88 3. Applicants must be present and introduced at the Central Committee meeting in which  
89 the selection will occur; or have met with a District Leader who will nominate them; or the  
90 application may be submitted in person at the office and reviewed by an office volunteer.

- 91 4. Applicants must receive a simple majority of the votes cast. All applicants will be voted  
92 on as a group unless there is objection.
- 93 5. The PCP application form is to be maintained by the Secretary and all changes must be  
94 approved by the Central Committee.
- 95 6. A District Leader will follow-up with each newly appointed PCP.
- 96 7. If the Central Committee simultaneously elects multiple people to fill vacancies from the  
97 same precinct as PCP's, but the number of vacancies is smaller than the number of  
98 people elected, the Secretary shall randomly select which applicants are assigned to fill  
99 the vacancies in such a precinct, and shall then assign the other applicants to vacancies  
100 in adjacent precincts. An exception to random selection is allowed if it would keep all  
101 members of a household in the same precinct.
- 102 8. If a precinct is full, and it is therefore necessary to assign potential PCP's to adjacent  
103 precincts, the Secretary shall inform them of their potential choices and allow them to  
104 select which precinct they wish to be assigned to. If a response is not received within six  
105 days, the Secretary shall assign them to the one that appears nearest to where they are  
106 registered to vote. Priority will be given to keeping the potential PCP within the house  
107 district where they are registered to vote.
- 108
- 109
- 110
- 111

112 **STANDING RULE #5:**

113

114 **DELEGATES AND ALTERNATES**

115

116 **a. DELEGATES TO THE STATE CENTRAL COMMITTEE (SCC):**

- 117 **b.** Adopted 10/25/2006, Amended 1/22/2014, Amended 4/26/2017, Amended 8/23/2017,  
118 Corrected 8/30/2018, Amended 9/26/2018
- 119

- 120 1. Delegates and alternate delegates will be elected to the SCC at the organizational  
121 meeting.
- 122 2. The number of delegates elected will be equal to the number of Democrats in  
123 Washington County registered on the day of the primary election, divided by 15,000. If  
124 the remaining number exceeds 7500, one additional delegate shall be elected. An equal  
125 number of alternates shall be elected.
- 126 3. The Chair of the Washington County Central Committee is an automatic member of the  
127 delegation, filling one of the delegate positions. .
- 128 4. Vacancies in the delegation will be filled from the alternate's list, first by gender followed  
129 by rank order. The gender of the position vacated will determine which alternate  
130 delegate assumes the position.
- 131 5. Vacancies on the list of alternates will be filled by elections at subsequent meetings.  
132 Existing alternates will move up by gender to fill openings in the pairing of alternates,  
133 with vacancies created filled by gender and election rank order.

- 134 6. Vote totals, by candidate, must be maintained and recorded in the minutes of the  
135 meeting.  
136 7. At the first Central Committee meeting following the organizational meeting, only the  
137 delegates-elect, and not the alternates, shall meet and select a Chair from among the  
138 delegate members. The Rules Committee will run this election.  
139

140  
141 **b. DELEGATES TO THE FIRST CONGRESSIONAL DISTRICT**

142 **DEMOCRATIC COMMITTEE (CD1)**: Adopted 10/25/2006, Amended 1/22/2014,  
143 Amended 4/26/2017, Amended 8/23/2017, Corrected 8/30/2018, Amended  
144 9/26/2018  
145

- 146 1. Delegates and alternate delegates will be elected to CD1 at the organizational meeting.  
147 2. The number of delegates elected will be equal to the number of Democrats in  
148 Washington County registered on the day of the primary election, divided by 15,000. If  
149 the remaining number exceeds 7500, one additional delegate shall be elected. An equal  
150 number of alternates shall be elected.  
151 3. Vacancies in the delegation will be filled from the alternate's list, first by gender followed  
152 by rank order. The gender of the position vacated will determine which alternate  
153 delegate assumes the position.  
154 4. Vacancies on the list of alternates will be filled by elections at subsequent meetings.  
155 Existing alternates will move up by gender to fill openings in the pairing of alternates,  
156 with vacancies created filled by gender and election rank order.  
157 5. Vote totals, by candidate, must be maintained and recorded in the minutes of the  
158 meeting.  
159 6. At the first Central Committee meeting following the organizational meeting only the  
160 delegates-elect, and not the alternates, shall meet and select a Chair from among the  
161 delegate members. The Rules Committee will run this election.  
162  
163

164 **STANDING RULE #6:**

165  
166 **RESPONSIBILITIES OF DELEGATES, ALTERNATES, AND DELEGATION CHAIRS TO THE**  
167 **STATE CENTRAL COMMITTEE (SCC) AND THE FIRST CONGRESSIONAL DISTRICT**  
168 **DEMOCRATIC COMMITTEE (CD1)**

169 Adopted 10/25/2006, Amended 8/23/2017 Amended 7/25/2018  
170  
171

- 172 1. Delegates are expected and alternates are encouraged to attend all meetings of the  
173 SCC or CD1, as appropriate.  
174 2. Delegates who cannot attend a regularly scheduled meeting shall notify the Delegation  
175 Chair with a reason for not attending as soon as possible, in order that an alternate may  
176 attend.

- 177 3. The Delegation Chair shall send a minimum of 2 meeting notifications via email to all  
178 delegation members of their respective body. The first notice shall be sent no less than 3  
179 weeks prior to the meeting. Delegates and alternates shall be asked, and expected, to  
180 notify the Delegation Chair whether they will be able to attend as soon as practical.
- 181 4. In the event delegates and alternates do not respond with a definitive commitment to  
182 attend by two weeks prior to the start of a meeting, the Delegation Chair shall assign an  
183 alternate who has indicated that they will attend.
- 184 5. Alternates shall be called by gender, and then by rank order, as possible.
- 185 6. If non-responsive delegates respond in the affirmative less than two weeks prior to the  
186 start of the meeting or if non-responsive delegates attend the meeting without  
187 confirmation notice, they will be assigned an alternate position unless there are  
188 additional or unexpected absences at the delegate level.
- 189 7. Delegates who do not respond to the Delegation Chair who attend the meeting will  
190 receive credit for attending but will not be able to vote.
- 191 8. This Standing Rule shall be referenced in all meeting notifications sent by the Delegation  
192 Chair.
- 193 9. Resignation and Removal of Delegates
- 194 a. A delegate may resign by written notice to the Chair of their body or the County  
195 Chair.
- 196 b. SCC Delegates who have two unexcused absences, at the discretion of their  
197 delegation chair, or three total absences have effectively resigned, and may be  
198 replaced.
- 199 c. CD1 Delegates who have three consecutive absences or four total absences  
200 have effectively resigned, and may be replaced.
- 201 10. If a Delegation Chair is unable to attend their respective meeting, the Delegation Chair  
202 shall appoint a temporary replacement for that meeting from the list of delegates  
203 attending.
- 204 11. Delegation Chairs will keep an up to date list of all delegates and alternates in gender  
205 and rank order. Delegation Chairs will assure the delegation lists on the website are  
206 correct and up to date and advise the webmaster of any changes as soon as possible.
- 207 12. Delegation Chairs are members of the Executive Committee. Delegation Chairs will  
208 advise both the Central Committee and the Executive Board of upcoming meetings and  
209 report on attendance, substantive discussions and actions taken by those bodies at the  
210 next regularly scheduled Central Committee and Executive Board meeting.
- 211 13. Delegation Chairs will provide the Credentials Chair of their respective bodies the list of  
212 delegates for each meeting 48 hours in advance.
- 213 14. Persons who choose to become a candidate for an SCC or CD1 Delegate or Alternate  
214 Delegate position will sign a copy of this Standing Rule to acknowledge they have read  
215 and understand this rule.

216  
217  
218 **STANDING RULE #7:**

219  
220 **WEBSITE MANAGEMENT:**

221 Adopted 10/25/2006

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

227  
228  
229 **STANDING RULE #8:**

230  
231 **ENDORSEMENT OF CANDIDATES FOR NONPARTISAN OFFICES:**

232 Adopted, 03/25/2009

233  
234 Any candidate for a local nonpartisan office who has been registered in Washington County  
235 as a Democrat for no less than 180 days and who will be listed on the ballot in the  
236 coming election shall be eligible for endorsement by the Central Committee. Candidates  
237 for statewide nonpartisan offices who have been registered in Oregon as a Democrat for  
238 no less than 180 days are also eligible for endorsement by the Central Committee.

- 239  
240 1. Only candidates for a nonpartisan office who request Central Committee endorsement  
241 by the ad-hoc Contribution Recommendation and Endorsement Committee's announced  
242 application deadline shall be considered.
- 243 2. All endorsement requests will be vetted by the Central Committee's ad-hoc Contribution  
244 Recommendation and Endorsement Committee before presentation to the full Central  
245 Committee for action. In addition, the Committee will report to the Executive Board prior  
246 to presentation before the Central Committee.
- 247 3. Candidates requesting endorsement shall be offered time to speak to the Central  
248 Committee before the endorsement vote is taken.
- 249 4. Endorsement of a candidate for a nonpartisan office in a primary election will  
250 automatically follow any successful candidate to the related general election unless new  
251 information which requires reconsideration is brought to the Central Committee's  
252 attention.
- 253 5. Dual/multiple endorsements may be made for the same nonpartisan office race. When  
254 more than one candidate for the same nonpartisan office is endorsed by the Central  
255 Committee, all use by the candidates of the endorsement must include the term "shared  
256 endorsement".
- 257 6. Candidates for nonpartisan office who have been endorsed by the Central Committee  
258 may provide copies of their campaign literature for distribution through the Central  
259 Committee office and its door-to-door activities.

260  
261  
262 **STANDING RULE #9**

263  
264 **CONTRIBUTION RECOMMENDATION PROCEDURE:**

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

**STANDING RULE #10:**

**COUNTY CAUCUSES:**

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

The Central Committee has approved the following Caucuses:  
Faith Initiative

309 Gay, Lesbian, Bisexual, Transgender [GLBT] – established 01/23/2008  
310 Black American Caucus – established 01/25/2017  
311 Women’s Caucus – established 03/22/2017  
312 Progressive Caucus – established 07/26/2017  
313  
314

315 **STANDING RULE #11:**

316  
317 **CREDENTIALS COMMITTEE**

318 Adopted 05/23/2018  
319

320 The Credentials Committee shall determine the eligibility of every PCP attending and certify  
321 each person by their signature on a preprinted PCP list which includes phone and email  
322 contact information. The PCP will verify their contact information when they sign, the  
323 committee member will hand the PCP a name badge and voting card giving each  
324 credentialed PCP the ability to vote on Central Committee business at that meeting.  
325

326 The credentialing process will be conducted prior to each Central Committee, Special, and  
327 Organizational meeting. At Organizational meetings, elected and appointed PCPs will be  
328 given different color badges for voting purposes.  
329

330 The only persons authorized to receive official PCP updates for the purpose of credentialing  
331 from the county elections office are the Secretary and Credentials Committee Chair.  
332  
333

334 **STANDING RULE #12**

335  
336 **KAREN SCHOUTEN FUND:**

337 Adopted 05/24/2017  
338

- 339 1. Eligibility  
340 a. Washington County Democrat in good standing  
341 b. Volunteer for the specific event (Springfest, Summer Picnic, Neuberger  
342 Banquet). Preference will be given to on-site volunteers.  
343 c. Timely submission of the application to the Finance Chair at  
344 [finance@washcodems.org](mailto:finance@washcodems.org)  
345 2. The Finance Chair, in collaboration with the Event Chair(s), will make all decisions  
346 regarding recipients.  
347 3. Successful applicants will be entitled to one reduced price or free ticket.  
348  
349

350 **STANDING RULE # 13**

351  
352 **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.

**STANDING RULE # 14**

**DISTRIBUTION OF PCP CONFIDENTIAL CONTACT INFORMATION**

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

400  
401 Email addresses and phone numbers of PCP's shall be provided to all declared and eligible  
402 candidates for internal party elections at least two months prior to such elections.

403  
404 Any person requesting this contact information shall submit a request form to the party  
405 secretary. Considering whether the use is legitimate, the secretary shall approve the request  
406 and provide the information or deny the request. The secretary shall inform the executive board  
407 of approved and denied requests. If a request is denied, the executive board may vote to  
408 overturn the decision of the secretary.

409  
410 Instead of providing individual email addresses to persons approved under the above  
411 procedure, the secretary may provide a listserv for communication with all party-collected PCP  
412 email addresses.

413  
414 A statement shall be included on party forms requesting email addresses and phone numbers  
415 from party members advising them that their information may be shared in these ways.

416  
417



418

## 419 **REQUEST FOR PCP CONTACT INFORMATION**

420

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

422

423

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

(Please Print)

425

426

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

428

429

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

431 \_\_\_\_\_

432 \_\_\_\_\_

433 \_\_\_\_\_

434

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

436

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

439  
440 Requestee Signature: \_\_\_\_\_

441  
442 Please submit request form to [Secretary@washcodems.org](mailto:Secretary@washcodems.org)

443  
444

445  **Approved**  **Denied**

446  
447 \_\_\_\_\_ Date: \_\_\_\_\_  
448 **Secretary**

449 **If Denied, explain:**

450  
451  
452  
453  
454  
455 \_\_\_\_\_ Date: \_\_\_\_\_  
456 **Executive Board Override**

457  
458  
459 Standing Rules:  
460 Updated July 4, 2018 by Dan Jensen, Rules Chair  
461 Amended July 26, 2018 by Dan Jensen, Rules Chair  
462 Amended September 27, 2018 by Dan Jensen, Rules Chair