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BYLAWS OF THE WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE

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ARTICLE I NAME

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The name of this organization shall be the Washington County Democratic Central Committee (Central Committee).

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ARTICLE II PURPOSE

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The purposes of the Central Committee shall be to:

- 30 a. Elect Democratic candidates;
- 31 b. Adopt a platform and work to ensure that it is carried into law;
- 32 c. Provide a link between Washington County Democrats and the First Congressional District and the State Central Committee;
- 33 d. Inform voters about Democratic Party principles; and
- 34 e. Maximize the membership of the Central Committee and the Democratic Party.

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ARTICLE III AUTHORITY

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The Central Committee shall have all powers to manage its affairs and transact its business that are consistent with the Constitution and laws of the United States, the Constitution and laws of Oregon, the National Charter of the Democratic Party, the Bylaws of the Democratic Party of Oregon and these Bylaws.

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ARTICLE IV AFFIRMATIVE ACTION

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The Central Committee shall ensure the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested Central Committee members. Discrimination in the conduct of Central Committee affairs on the basis of sex, race, age, religion, economic status, disability, ethnic origin, sexual orientation, gender identity, color, creed, parenthood or marital status is prohibited.

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ARTICLE V MEMBERSHIP

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Section 1: Members

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Members of the Central Committee shall consist of all Democratic precinct committeepersons (PCPs) elected and certified in Washington County (ORS 248.015, 248.031, and 248.045(2) and (3)), appointed to fill a vacancy (ORS 248.043), or elected to fill a vacancy (ORS 248.026); the Executive Committee of the Central Committee; and registered Democrats who hold elective public office (partisan and non-partisan) and represent a jurisdiction in Washington County. A precinct committeeperson is a representative of the party in the precinct and a voting member of the Central Committee.

1 Section 2: Resignation of Precinct Committeepersons (PCPs)

2 A Precinct committeeperson may resign by written notice to the County Clerk and such
3 resignations shall be effective when the County Clerk declares the office vacant with a notice to
4 the Central Committee. Then the Secretary shall immediately notify the Central Committee
5 Chair, and the State and First District Chairs of the resignation. (ORS 248.024)

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7 Section 3: Removal

- 8 a. A precinct committeeperson elected in a Primary Election may be recalled only by the 10
9 voters in that precinct, and in accordance with ORS 248.029(2). Said election shall be
10 paid for by the Central Committee (ORS 248.029(3)).
11 b. An appointed precinct committeeperson is subject to the rules for recall specified for
12 Officers and Elected Officials of this Central Committee. (ORS 248.026 (3) and Article
13 VI, Section 5 of these bylaws).

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15 Section 4: Vacancies

- 16 a. The Central Committee may elect any person registered as a Democrat for at least 180
17 days and currently registered in the precinct in which the vacancy exists, or in a precinct
18 which has a common boundary with the precinct in which the vacancy exists, to fill a
19 vacancy in the office of precinct committeeperson (ORS 248.026 (1) and (2)). A person
20 who has turned 18 within the last six months may be elected, so long as that person is a
21 registered Democrat and currently registered in the precinct in which the vacancy exists.
22 b. Said election to fill vacancies shall be the last order of business at a Central Committee
23 meeting.
24 c. The newly elected committeeperson's tenure, with the ability to vote in regard to Central
25 Committee matters, shall begin as soon as the County Clerk enters the appointment on
26 the county election records pursuant to ORS 248.026(2)and(3). The term of such
27 committeeperson shall terminate at the same time as those elected in a primary election;
28 that is, 24 days after the next succeeding primary election. (ORS 248.015 (6))
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30 Section 5: House District Leaders

31 Up to four (4) leaders for each House District shall be appointed by the Chair for each Oregon
32 House of Representatives District, or portion thereof, in Washington County. House District
33 leaders' appointments may be rescinded by written, or e-mail, notice from the Chair. House
34 District leaders shall: provide leadership and encouragement to the precinct committeepersons
35 of their district; recruit and offer in nomination persons willing to serve as precinct
36 committeepersons; coordinate, within their districts, voter registration drives, "get out the vote"
37 efforts, and distribution of sample ballots and candidates literature; and be members of the
38 Campaign Committee.
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40 ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE

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42 Section I: Officers

43 Officers of the Central Committee shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a
44 Secretary and a Treasurer. These officers shall perform the duties prescribed by these Bylaws,
45 the Central Committee's Standing Rules and the parliamentary authority adopted by the Central
46 Committee.
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48 Section 2: Eligibility

49 Any person legally registered as a Democrat in Washington County shall be eligible to hold any
50 office in this Committee.

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2 Section 3: Nomination and Election

3 Candidates for office of the Central Committee shall be selected by a Nominating Committee.
4 The Nominating Committee shall be formed at the regular business meeting two months prior to
5 the reorganization meeting. The Nominating Committee shall consist of:

- 6 a. A past Central Committee Chair appointed by the current Chair;
- 7 b. Chair of the Rules Committee or his or her designee; and
- 8 c. Two persons elected by the Central Committee, except that no current officer of the
9 Central Committee shall be elected to the Nominating Committee.

10 The Nominating Committee shall announce a slate list of candidates for officers and delegates
11 no later than the Monday following the general election, and shall present the list of candidates
12 at the organizational meeting. Additional nominations from the floor will be taken. Only elected
13 PCPs who were elected during the most recent Primary Election may vote on the election of
14 Central Committee officers. (ORS 248.035(1)(B)).

15
16 Section 4: Term of Office

- 17 a. Central Committee officers shall be elected for a term of two (2) years. The term shall
18 begin at the close of the organizational meeting at which they are elected and end at the
19 close of the next succeeding organizational meeting.
- 20 b. Delegates to the State Central Committee and the First Congressional District
21 Committee shall be elected for a term of two (2) years. The term for SCC delegates shall
22 begin with the organizational meeting of the Democratic Party of Oregon. The term for
23 1st CD delegates shall begin with the organizational meeting of the 1st CD.

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25 Section 5: Recall

26 Officers may be recalled for cause by a majority vote at a regular meeting of the Central
27 Committee provided that the recall request and Executive Committee's recommendation have
28 been provided to all Central Committee members at least fourteen days prior to such action.

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30 Section 6: Vacancies

- 31 a. If the office of Chair should become vacant, the First Vice-Chair shall become Chair for
32 the unexpired portion of the term.
- 33 b. When vacancies occur in the other offices, positions shall be filled by majority vote at the
34 first possible regular meeting of the Central Committee. Persons so elected shall serve
35 the unexpired portion of the term of the vacancy that is being filled.

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37 Section 7: Duties

- 38 a. The Chair shall have the overall responsibility for the day-to-day operation of the Central
39 and Executive Committees; supervise paid staff; appoint a Parliamentarian and all
40 Committee Chairs; be an ex-officio member of all standing committees, except the
41 Nominating Committee; and execute, with the Secretary, all contracts on behalf of the
42 Central Committee; and be an alternate signer of checks with the Treasurer. The Chair
43 shall ensure that notice of all regular and special meetings is sent to all members of the
44 Central Committee not later than the sixth day before each meeting (ORS 248.012)
- 45 b. The First Vice-Chair shall perform all of the duties of the Chair in the absence or
46 disability of the Chair; may coordinate the work of standing committees, as assigned by
47 the Chair; and be an alternate signer of checks with the Treasurer. The First Vice-Chair
48 shall be the opposite gender of the Chair.
- 49 c. The Second Vice-Chair shall perform all the duties of the Chair in the absence or
50 disability of the Chair and First Vice-Chair; and may coordinate the work of standing

1 committees, as assigned by the Chair. The Second Vice-Chair shall be the opposite
2 gender of the First Vice-Chair.

- 3 d. The Secretary shall keep a book of minutes of all meetings of the Central and Executive
4 Committees, showing the time and place of the meeting, the names of those present,
5 and the proceeding and actions taken. A book of approved Central Committee minutes
6 and a book of approved Executive Committee minutes will be maintained at the WCDCC
7 office. Copies of the Central Committee minutes will be made available to all Central
8 Committee members by having copies of the previous unapproved minutes available at
9 the meeting and posting them on the Central Committee website. The Secretary shall
10 maintain all the membership records of the Central Committee and carry out Central
11 Committee correspondence and all legal notifications at the request of the Chair (ORS
12 18 248.012 and 248.043).
- 13 e. The Treasurer shall prepare adequate records and reports on all Central Committee
14 operational and fundraising financial transactions; meet all campaign finance reporting
15 requirements; provide for the custody and safekeeping of all Central Committee funds;
16 maintain open financial books ready for inspection and review at all times; issue checks
17 in accordance with the Central Committee-approved budget, with the Chair or First Vice-
18 Chair as alternate signer; serve as non-voting member of the Contributions
19 Recommendation Ad-hoc Committee. (ORS Chapter 260; OAR 165-012; current
20 Campaign Finance Manual)
- 21 f. The Parliamentarian shall insure that all proceedings of the Central Committee and the
22 Executive Committee of the Central Committee are conducted in accordance with the
23 By-laws, the Standing Rules and Roberts Rules of Order; conduct all election processes,
24 including those for Central Committee officers, resolutions, and changes to the By-laws.
25 The Parliamentarian shall be an ex-officio member of the Rules Committee.

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27 **ARTICLE VII ELECTED POSITIONS**

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29 **Section 1: Eligibility**

30 Delegates and alternates to the State Democratic Central Committee and to the First
31 Congressional District Democratic Committee shall be members of the Central Committee.

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33 **Section 2: Responsibilities**

34 Delegates and alternates shall act as liaisons between the Central Committee and the
35 Committees to which they are elected, voting as directed by the Central Committee and
36 reporting on substantive discussions and actions taken by those Committees at the first possible
37 Central Committee meeting.

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39 **Section 3: Nominations and Elections** 45 All delegates and alternates to the following
40 committees shall be selected and serve according to the 46 bylaws of the respective
41 Committees.

- 42 a. Oregon Revised Statutes (ORS) 248.075(1) and Democratic Party of Oregon (DPO)
43 Bylaws, Article 4 (State Central Committee Membership), set the requirements for
44 electing and removing its delegates and alternates, as well as their duties.
- 45 b. Oregon Revised Statutes (ORS) 248.075(1) and First Congressional District Democratic
46 Committee Bylaws, Article II (Membership), set the requirements for electing and
47 removing its delegates and alternates, as well as their duties.
- 48 c. All delegates and alternates to the State Democratic Central Committee and the First
49 Congressional District Democratic Committees shall be elected by plurality vote at the
50 Organizational Meeting of the Washington County Democratic Central Committee.

- d. DPO Bylaws, Article 7 (Conventions), set the requirements for electing delegates and alternates to the State Democratic Conventions held in each election year.
- 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.

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; 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 member of the Executive Committee shall hold more than one position on the Central Committee, with the exception of the Treasurer who is chair of the Budget Committee. No one person shall be entitled to more than one vote in Executive Committee 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 Committee, 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 3: Standing Committee Members

- a. All precinct committee persons may be appointed as a member of any standing committee by the Chair of the standing committee.
- b. Any member of a standing committee may be removed by written or e-mail notice from the Chair of the standing committee.
- c. A committee member's term shall begin after the organizational meeting and end at the close of the next organizational meeting.

Section 4: Standing Committees' Duties

- a. The Community Outreach Committee: Shall develop and strengthen the Central Committee by sponsoring and participating in community events to include Fairs, Parades, Values in Action events and other activities for PCPs and volunteers; perform credentials/registration duties for the Central Committee; reach out and serve as liaison to other organizations with Democratic views in the county.
- b. The Communications Committee: Shall promote the welfare and principles of the Democratic Party and publicize meetings, conventions, fundraising events, and resolutions passed by the Central Committee in local news media; publish all necessary platform convention materials; and coordinate letters to the Editor.
- 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.

- 1 d. The Finance Committee: Shall have the primary responsibility for planning and executing
2 all fundraising activities to meet Central Committee-approved, budgeted expenses.
- 3 e. The Resolutions and Platform Committee: Shall receive, review and make
4 recommendations on all proposed resolutions; submit proposed platform items, based
5 upon major issues, to the Central Committee for its consideration; send the required
6 number of copies of the County Platform to the Platform Committee of the State Central
7 Committee so that it may be considered for inclusion in the State Democratic Platform.
- 8 f. The Rules Committee: Shall regularly review Central Committee bylaws and Standing
9 Rules at least once every two years, making recommendations for amendments as
10 needed, proposing amendments thereto, as needed, for adoption by the Central
11 Committee; and shall conduct all elections.
- 12 g. Campaign Committee: Shall be composed of the House District Leaders; shall publicize
13 opportunities for elective office; provide assistance to candidates; coordinate the
14 Neighborhood Leader program and related voter registration drives, “get out the vote”
15 efforts, distribution of slate cards and candidate literature; and assist with coordinated
16 campaign activities for all general elections.
- 17 h. The Young Democrats Committee: Shall promote the Democratic Party among young
18 people who reside within the County, and recruit them into the Party; Shall raise funds in
19 coordination with the Finance Committee and no less than one-half of the funds shall be
20 designated for the Young Democrats Committee; Shall host and sponsor events for
21 young people in coordination with the Community Outreach Chair.
- 22 i. Information Technology Committee: Shall develop and maintain the Central Committee
23 website, databases, blogs and software, enforcing all Central Committee standing rules
24 pertaining to access and permitted uses; respond to tech-support, user access, and rule
25 violation issues within 24 hours; provide online research as requested by the Executive
26 Board or the Central Committee; advise the Central Committee on matters related to
27 information technology.
- 28 j. The Office Committee: Shall be responsible for overseeing the regular operation of the
29 office, including staffing.
- 30 k. The Training and Education Committee: Shall have oversight of all training and shall
31 coordinate all training presented on behalf of the Central Committee. The committee
32 shall train House District Leaders and Precinct Committee Persons as to their duties and
33 responsibilities in regard to the Central Committee. The committee shall also educate
34 and train volunteers as to their opportunities to assist the Central Committee.
- 35 l. The Latino Outreach Committee: Shall focus on the Latino community by registering
36 voters and engaging all Latino voters in the Democratic political process.

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38 Section 5: Ad-hoc Committee Duties

- 39 a. Contributions Recommendation and Endorsement Committee: Shall make
40 recommendations as to which legislative candidate campaigns shall receive
41 contributions from the Central Committee and as to which candidates for non-partisan
42 office shall receive the endorsement of the Central Committee.
- 43 b. Nominating Committee: See Article VI, Section 3.

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45 Section 6: Caucuses

- 46 a. The Washington County Central Committee may grant official recognition to a caucus of
47 the Washington County Democrats who share demographic or other similar identity.
48 Such caucuses are meant to encourage people of similar interests to be active in
49 supporting the Washington County Democratic Party. The purpose of granting official
50 recognition is to enable the caucus to participate in the policy decisions and the outreach
51 programs of the Washington County Central Committee.

- b. To achieve official recognition, the Caucus must be approved by the Washington County Central Committee. A group of at least 3 Democrats must request that their caucus be recognized.
- c. Each caucus is responsible for complying with the regulations and financial requirements of the Washington County Central Committee. The Central Committee is not required to provide financial support to any caucus.

ARTICLE IX MEETINGS

Section 1:

All meetings of the Central Committee shall be open to the public.

Section 2: Organizational Meeting

- a. The organizational meeting of the Washington County Democratic Central Committee in Washington County shall be the first meeting of the Central Committee held following a General Election. It shall be held no sooner than ten (10) days following the sending of the notice of the organizational meeting and no later than fifty (50) days after the election. Those present shall constitute a quorum. (ORS 248.033 – 248.043)
- b. The meeting shall be called by the Chair of the retiring Central Committee, who shall give notice of time, date, place and agenda of such meeting not later than ten (10) days following the General Election to each member of the newly elected Central Committee. At that time, a copy of this notice shall also be sent by the Chair of the retiring Central Committee to the retiring Chair of the State Central Committee and the Executive Director of the Democratic Central Committee of Oregon.
- c. In the event that the foregoing procedures are not materially complied with, the organization meeting shall occur in accordance with ORS 248.033.
- d. Pursuant to ORS 248.035, at the organization meeting, and prior to the election of officers, the officers of the retiring Central Committee shall make available to the Central Committee all property, records and funds owned or controlled by the retiring Central Committee.

Section 3: Regular Meetings

- a. Regular meetings will be monthly.
- b. Fifteen (15) members shall constitute a quorum for regular and special meetings.

Section 4: Special Meetings

Special meetings shall be called by the Chair; in his/her absence or incapacity, by a Vice-Chair; in the absence or incapacity of both, by an Officer of this Central Committee; or by ten (10) members. The meeting shall be solely for the transaction of business as stated in the call for the meeting.

Section 5: Notice of Meetings

Notice shall be sent to all members of this Central Committee not later than the sixth (6th) day in advance of each meeting (ORS 248.012).

Section 6: Prohibition of Proxies

Proxies in no instance shall be permitted to participate in any Central Committee meeting. (ORS 16 248.045)

1 ARTICLE X CONVENTIONS

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3 Section 1: Convention Delegates

- 4 a. At least ninety (90) days prior to the State Democratic Convention, the Washington
- 5 County Central Committee shall receive from the Democratic Party of Oregon a notice of
- 6 the number of delegates and alternate delegates to that Convention that it is entitled to
- 7 elect.
- 8 b. At least thirty (30) days before the Convention, the Washington County Central
- 9 Committee shall elect the delegates and alternates and notify the Chair of the State
- 10 Central Committee of the names and postal addresses of persons chosen.

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12 Section 2: Selection of Delegates and Alternates

13 Delegates and alternates shall be selected in a meeting of the Central Committee in which
14 voting shall be limited to its members.

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16 Section 3: County Platform Convention

17 A county-level Platform Convention may be held in advance of the State Democratic
18 Convention.

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20 ARTICLE XI BALLOT MEASURES AND RESOLUTIONS

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22 Section 1: Ballot Measures

23 The Central Committee may take a position on ballot measures.

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25 Section 2: Resolutions

- 26 a. The Central Committee may pass a substantive resolution on any subject provided that:
- 27 A standing committee, or 5 members-at-large, has presented the proposed text of the
- 28 resolution in writing to the Resolutions and Platform Committee for consideration at the
- 29 next meeting.
- 30 b. Notice has been sent to all Central Committee members, with the entire resolution text,
- 31 that the resolution will be considered at the meeting covered by the notice.

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33 ARTICLE XII PARLIAMENTARY AUTHORITY

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35 Rules of procedure in "Robert's Rules of Order, Newly Revised" (current edition) shall govern
36 the Central Committee in all cases not covered by these Bylaws, the Central Committee's
37 Standing Rules, or the Bylaws of the Democratic Party of Oregon.

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39 ARTICLE XIII AMENDMENT

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41 These By-laws may be amended at any meeting of the Central Committee provided that:

- 42 a. The proposed amendment has been reviewed and recommended for adoption by the
- 43 Rules Committee, and written copies of the proposed amendment made available with
- 44 the meeting notice;
- 45 b. Two-thirds of those present and voting vote to adopt the amendment. (ORS 248.045)

- 1 Adopted October 25, 2006
- 2 Revised November 22, 2008
- 3 Corrected March 22, 2009
- 4 Amended April 22, 2009
- 5 Amended February 22, 2012
- 6 Amended October 24, 2012
- 7 Amended April 24, 2013
- 8 Amended January 22, 2014
- 9 Amended May 27, 2015
- 10 Amended April 26, 2017