

1 **WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE**
2 **SPECIAL RULES OF ORDER**

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19 **SPECIAL RULE OF ORDER #1:**

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21 **MEETING AGENDAS**

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23 **A. REGULAR MEETINGS OF THE CENTRAL COMMITTEE:**

24 Adopted 10/25/2006

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26 This is the standard agenda:

- 27 Call to Order
28 Pledge of Allegiance
29 Introductions
30 Approval of the Agenda
31 Approval of Minutes of the Previous Meeting
32 The Treasurer's Report
33 Committee Reports
34 Delegate Reports
35 Elected Office-holder Reports
36 Unfinished Business
37 New Business Program/Guest Speaker(s), if any
38 Selection of new PCP's
39 Announcements
40 Adjournment

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43 **B. SPECIAL MEETINGS OF THE CENTRAL COMMITTEE:**

44 Adopted 10/25/2006

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46 1. Shall consider only the topic(s) which created the need for the Special Meeting. No
47 business, other than that named in the calling of the Special Meeting, may be brought
48 before the Committee.

- 49 2. Shall follow this agenda:
50 Call to Order
51 Pledge of Allegiance
52 Introductions
53 Declaration of the Purpose of the Meeting
54 Discussion of the Purpose
55 Solution
56 Adjournment
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59 **C. ORGANIZATIONAL MEETING OF THE CENTRAL COMMITTEE:**

60 Adopted 10/25/2006
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- 62 1. Shall be chaired throughout the entire meeting by the most recent Past-Chair of the
63 Central Committee who is available. In the event no Past-Chair is available, the
64 Parliamentarian shall preside.
65 2. The Parliamentarian and other Rules Committee members shall conduct the election
66 process.
67 3. Shall adopt and follow this agenda:
68 Call to Order
69 Appointment of Secretary Pro-Tem
70 Pledge of Allegiance
71 Introductions
72 Transfer of Property
73 Election of:
74 Chair
75 Vice-Chair
76 Secretary
77 Treasurer
78 Delegates & Alternates to the Democratic Party of Oregon & to the First Congressional
79 District Central Committee
80 Adjournment
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82

83 **SPECIAL RULE OF ORDER #2:**

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85 **PARTICIPATION IN THE CENTRAL COMMITTEE BUSINESS MEETING:**

86 Adopted 1/ 22/2014
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88 Only Officers, PCPs and Democrats who hold elective office and are members of the Central
89 Committee may speak to issues raised during the business portion of the CC meeting. This
90 includes proposed resolutions and platform items.
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93 **SPECIAL RULE OF ORDER #3:**

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95 **GENERAL MEETING PROCEDURES FOR THE CENTRAL COMMITTEE:**

96 Adopted 4/25/2018
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- 98 A. The Washington County Democrats operate according to the adopted bylaws, special
99 rules of order, standing rules, and the current edition of Robert's Rules of Order
- 100 B. All members shall be credentialed in order to speak and vote.
- 101 C. Members shall follow decorum. Decorum will be enforced by the Chair, and includes at
102 least the following:
- 103 1. Address all remarks through the Chair, not to another member;
 - 104 2. Confine all remarks to the merits of the pending motion;
 - 105 3. Refrain from verbally attacking another member;
 - 106 4. Avoid the use of members' names;
 - 107 5. Refrain from speaking adversely on a prior action not pending;
 - 108 6. Refrain from speaking against one's own motion; and
 - 109 7. Refrain from disturbing the assembly.
 - 110 i. Taking side conversations outside of the room is encouraged.
- 111 D. All members of the Central Committee are encouraged to read the information provided,
112 research and ask questions in order to understand each issue prior to the meeting.
- 113 E. Committee reports to the CC shall include their recent activities and will indicate any
114 motions that will follow in the new business section of the agenda. The Resolutions
115 report may include introduction of new Resolutions to be voted on in a future meeting.
- 116 F. Discussion/debate will only be in order once a motion is before the body. Exceptions
117 include Q&A with an invited speaker or during forums.
- 118 G. A member shall move to a microphone to make a motion or to speak in debate and wait
119 to be recognized by the Chair, with the exception of those motions which are in order
120 when another has the floor.
- 121 H. Main motions and any amendments thereto must be in writing and turned in to the Chair
122 with a copy for the Secretary, with exceptions allowed by the Chair or body for simple
123 motions. Motions will not be turned away due to lack of time to write them down.
- 124 I. Once a second has been made, if needed, the Chair shall state the motion clearly before
125 debate begins.
- 126 J. All debatable motions shall be given proper pause to allow for any debate or allowable
127 secondary motions.
- 128 K. Speeches in debate shall be limited to 120 seconds per speech.
- 129 L. A motion to call the question is out of order until after both 3 speakers for and 3
130 speakers against have spoken, or when one side no longer has anyone wishing to
131 speak.
- 132 M. The motion will be read once more prior to voting on the motion.
- 133 N. Voting cards may be used to vote on a motion.
- 134 O. After voting, the chair will announce the results of the vote and its effect. If a counted
135 vote is taken the number will be announced.
- 136 P. A question/point of privilege is generally for the purpose of fixing something which is
137 causing the member difficulty in participating in the meeting, such as requesting the
138 temperature be turned up, or a door closed as there is too much noise in the hall, etc. It
139 does not provide license to simply speak one's mind.

140 Q. If a member is unsure of proper procedure, how to make or phrase a motion, or has
141 some other pertinent question of the Chair, they may interject with a “Point of
142 Information” and ask the Chair their question.

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

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ELECTION PROCESS FOR DELEGATES TO THE SCC AND CD1CC

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Adopted 9/26/2018

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

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- 154 A. Voters may cast a number of votes up to the number of delegate or alternate delegate
155 positions being elected.
- 156 B. The maximum number of votes a voter may cast will be distributed as evenly as possible
157 across the three gender categories: female, male, and non-binary. If one or more gender
158 categories have fewer candidates running than one-third of the available positions, the
159 maximum number of votes which can be cast for the other gender category or categories
160 will be commensurately higher.
- 161 C. Voters will be clearly told the maximum number of votes they may cast in each of the
162 three gender categories.
- 163 D. The ballot will identify candidates with the gender category they have chosen.
- 164 E. After the votes have been tallied, those elected shall be determined as follows:
- 165 1. Two columns will be created with the total number of positions divided as equally
166 as possible between the two columns.
- 167 2. In one column, the female candidates receiving the most votes will be placed in
168 order of votes received. In the other column, the same shall be done for male
169 candidates.
- 170 3. The column with more positions will be chosen first. If both columns have the
171 same number of positions, one of the two columns will be chosen randomly.
- 172 4. The non-binary candidate who received the most votes who has not yet been
173 assigned to a column will have the number of votes they received compared to
174 the number of votes received by the lowest binary gender candidate in the
175 column chosen. If the non-binary candidate received more votes, their name will
176 replace the binary gender candidate’s name in the column.
- 177 5. Step (4) shall be repeated while alternating the column chosen until there is no
178 longer a non-binary candidate who satisfies the requirement.
- 179 6. The final list of candidates in the two columns shall be the list of candidates
180 elected.
- 181 F. Ties shall be broken by a coin flip.

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184 **SPECIAL RULE OF ORDER #5:**

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186 **RECALL PROCEDURES - CENTRAL COMMITTEE OFFICERS:**

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Adopted 10/25/2006

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- 189 A. Action shall originate by petition, signed by at least twenty-five percent (25%) of the
190 PCPs of the Central Committee, stating the specific acts which the petitioners assert
191 constitute gross misconduct or neglect of duty.
- 192 B. Notice of the recall request, a copy of the petition, and the Executive Board's
193 recommendation must be sent to all PCPs at least fourteen (14) days prior to the
194 meeting at which the petition will be considered. Special election of a successor to the
195 Office shall be part of the agenda, should the recall prevail.
- 196 C. A motion to grant the petition to recall the Officer shall pass on a majority vote of the
197 PCPs of the Central Committee present and voting.

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200 **SPECIAL RULE OF ORDER #6:**

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EXECUTIVE BOARD RULES:

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Adopted April 18, 2018

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A. Motions

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1. Speeches during debate shall be limited to 120 seconds.

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2. Debate or discussion is not permitted without a pending debatable motion
except:

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a. When a member gives their report and debate or discussion on a
particular subject is required.

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b. Presentation of a motion to have informal discussion on a particular issue
with a maximum time limit proposed for such discussion, and approved by
2/3 vote.

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c. During the agenda item "Good of the Order".

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B. Obtaining the Floor

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1. A member may raise their hand to claim priority for the floor. This may be done
while another member is speaking, but the member must lower their hand upon
receiving a visual or aural cue that they have been added to the stack.

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2. The Chair will keep a "stack" with the order in which members have raised their
hands.

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3. Order for speaking will then follow the stack to the degree to which it conforms
with all other rules for determining priority (e.g. maker of a motion, first time
speaking, pro/con, only 2x speeches).

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4. Any member may ask for the list of names on the stack with a Point of
Information.

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SPECIAL RULE OF ORDER #7:

BALLOT VOTING PROCEDURE - SINGLE SEAT

Adopted July 25, 2018

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A. During single seat elections for which more than two candidates have been nominated, wherein voting by ballot is the method chosen by the Central Committee, ballots will be created and distributed in the following manner:

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1. If ballots contain the names of all nominated candidates, the ballot shall include space for candidates' names who have not been nominated in advance;
2. Ballots will contain a space wherein members may indicate their voting preferences numerically;
3. Ballots will be given to all credentialed PCPs; a PCP is allowed to refuse their ballot if they so choose.
4. A member may indicate more than one preference for the office on their ballot in ranked order;
5. After all ballots have been counted if no candidate has a majority of members' first-choice votes the process of determining a winner via simulated instant runoff elections will take place as follows;

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- a. The candidate with the least first-choice votes indicated on members' ballots will be removed from consideration and members' votes previously assigned to that candidate will be assigned to the second or next highest choice indicated on their ballots should one exist, and if there are no other choices indicated on the ballot those votes will be eliminated;
- b. After all ballots have been counted again if no candidate has a majority of members' votes the process of eliminating the candidate with the least votes from consideration and re-assigning those members' votes to their next choice or removing them when no other choice is given will continue until a candidate has a majority of votes.

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SPECIAL RULE OF ORDER #8:

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VOTER FILE AUTHORIZATION FOR LOCAL CAMPAIGNS

Amended 10/17/2018

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A. County Party Authorization

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1. The Executive Board of the Washington County Democratic Central Committee has been authorized to grant Voter File access to local candidates by the Democratic Party of Oregon (DPO) and has agreed to all policies, terms and conditions in the DPO's Voter File Database Authorization Policy for Local

271 Candidates. In accordance with this agreement the County Central Committees
272 has adopted the following standard policy for granting access to local candidates.
273

274 **B. Requirements**

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276 1. Requests for Voter File access will be reviewed by the Executive Board of the
277 Washington County Central Committee according to the requirements listed in
278 this document.
279
- 280 2. The Executive Board of the Washington County Central Committee may grant
281 access to the Voter File to a local candidate when:
 - 282 a. At least 75% of the eligible voters for the election district live within the
283 authorizing county, and
 - 284 b. The candidate is a registered Democrat in good standing with the party,
285 and
 - 286 c. Authority to grant access for the race is not specifically assigned to
287 another organization (County Central Committees may not grant access
288 for Statewide, State House, State Senate, Metro, or Portland Mayoral
289 races).
- 290
291 3. The Chair or in their absence or incapacity, a Vice Chair will email the Executive
292 Board when an application for voter file access has been received in order to
293 determine candidate eligibility. If, during the 24 hours following that email, any
294 member has requested further group discussion on the motion before voting
295 occurs, the Chair or Vice Chair shall arrange and facilitate a 48 hour time period
296 during which members may exchange electronic dialogue discussing their views
297 on the issue being considered before voting is initiated. If no member has
298 requested such group discussion or after the 48 hour discussion, the Chair may
299 initiate voting conducted via Survey Monkey, Google Forms or a similar
300 electronic method (not via email) immediately upon the completion of the 24-hour
301 waiting period. Response to the call for the vote must be completed within 24
302 Hours.
303
- 304 4. The Executive Board reserves the authority to remove Voter File access to any
305 candidate found ineligible according to a – c above.
306
- 307 5. Within 24 hours of meeting the above requirements, the Chair of the Executive
308 Board, or Vice Chair acting on the Chair's behalf, will inform the DPO that the
309 candidate has qualified for Voter File access.
310
- 311 6. The Washington County Central Committee Executive Board will offer access
312 equally to all registered Democrats running for local office, including challengers
313 to Democratic incumbents, according to the criteria in items a – c above, in
314 accordance with the DPO contract.

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- 7. Candidates denied authorization to access the Voter File may appeal to the DPO's Administration Committee via an appeal submitted to the DPO's Executive Director.

- 8. Authorization to access the Voter File does not constitute endorsement by the Washington County Central Committee or the DPO

C. Access Fees

- 1. The DPO has set the base level access fee for local candidate Voter File access at \$500 per election cycle. In accordance with the DPO's Voter File Database Authorization Policy for Local Candidates, the Washington County Democratic Central Committee has agreed to the following fee schedule:
 - a. County Commissioner: \$500 access charge (\$0 in-kind)
 - b. City Mayor: \$450 access charge (\$50 in-kind)
 - c. City Council Member: \$350 access charge (\$150 in-kind)
 - d. All other districts: \$250 access charge (\$250 in-kind)

VERSION 5.2 - 2018



Name _____

Address: _____

Phone: _____ Email: _____

Office for which you are running: _____

Date of Election: _____

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353 Do you require training on the Votebuilder Database: Yes___ No___

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DO NOT WRITE BELOW, FOR OFFICE USE ONLY

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360 Date of Application:_____ Processed by:_____

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PLACE COMPLETED FORMS IN THE CHAIR'S FOLDER

363

364 APPROVED / DENIED (CIRCLE ONE) DATE OF APPROVAL:_____

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368 Updated June 6, 2018 by Dan Jensen, Rules Chair

369 Amended August 2, 2018 by Dan Jensen, Rules Chair

370 Amended September 27, 2018 by Dan Jensen, Rules Chair

371 Amended October 25, 2018 by Dan Jensen, Rules Chair

372 Amended January 2, 2019 by Dan Jensen, Rules Chair