

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

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

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20 **MEETING AGENDAS**

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22 **A. REGULAR AND SPEIAL MEETINGS OF THE CENTRAL COMMITTEE:**

23 Adopted 10/25/2006, Amended 1/23/2019

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25 1. The Chair shall prepare a proposed agenda for each regular and special
26 meeting.

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28 **B. ORGANIZATIONAL MEETING OF THE CENTRAL COMMITTEE:**

29 Adopted 10/25/2006

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31 1. Shall be chaired throughout the entire meeting by the most recent Past-Chair of
32 the Central Committee who is available. In the event no Past-Chair is available,
33 the Parliamentarian shall preside.
34 2. The Parliamentarian and other Rules Committee members shall conduct the
35 election process.
36 3. Shall adopt and follow this agenda:
37 Call to Order
38 Appointment of Secretary Pro-Tem
39 Pledge of Allegiance
40 Introductions
41 Transfer of Property
42 Election of:
43 Chair
44 Vice-Chair
45 Secretary
46 Treasurer
47 Delegates & Alternates to the Democratic Party of Oregon & to the First
48 Congressional District Central Committee

49 Adjournment
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52 **SPECIAL RULE OF ORDER #2:**

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

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

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

65 Adopted 4/25/2018
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- 67 A. The Washington County Democrats operate according to the adopted bylaws, special
68 rules of order, standing rules, and the current edition of Robert's Rules of Order
69 B. All members shall be credentialed in order to speak and vote.
70 C. Members shall follow decorum. Decorum will be enforced by the Chair, and includes at
71 least the following:
72 1. Address all remarks through the Chair, not to another member;
73 2. Confine all remarks to the merits of the pending motion;
74 3. Refrain from verbally attacking another member;
75 4. Avoid the use of members' names;
76 5. Refrain from speaking adversely on a prior action not pending;
77 6. Refrain from speaking against one's own motion; and
78 7. Refrain from disturbing the assembly.
79 i. Taking side conversations outside of the room is encouraged.
80 D. All members of the Central Committee are encouraged to read the information provided,
81 research and ask questions in order to understand each issue prior to the meeting.
82 E. Committee reports to the CC shall include their recent activities and will indicate any
83 motions that will follow in the new business section of the agenda. The Resolutions
84 report may include introduction of new Resolutions to be voted on in a future meeting.
85 F. Discussion/debate will only be in order once a motion is before the body. Exceptions
86 include Q&A with an invited speaker or during forums.
87 G. A member shall move to a microphone to make a motion or to speak in debate and wait
88 to be recognized by the Chair, with the exception of those motions which are in order
89 when another has the floor.
90 H. Main motions and any amendments thereto must be in writing and turned in to the Chair
91 with a copy for the Secretary, with exceptions allowed by the Chair or body for simple
92 motions. Motions will not be turned away due to lack of time to write them down.
93 I. Once a second has been made, if needed, the Chair shall state the motion clearly before
94 debate begins.

- 95 J. All debatable motions shall be given proper pause to allow for any debate or allowable
96 secondary motions.
- 97 K. Speeches in debate shall be limited to 120 seconds per speech.
- 98 L. A motion to call the question is out of order until after both 3 speakers for and 3
99 speakers against have spoken, or when one side no longer has anyone wishing to
100 speak.
- 101 M. The motion will be read once more prior to voting on the motion.
- 102 N. Voting cards may be used to vote on a motion.
- 103 O. After voting, the chair will announce the results of the vote and its effect. If a counted
104 vote is taken the number will be announced.
- 105 P. A question/point of privilege is generally for the purpose of fixing something which is
106 causing the member difficulty in participating in the meeting, such as requesting the
107 temperature be turned up, or a door closed as there is too much noise in the hall, etc. It
108 does not provide license to simply speak one's mind.
- 109 Q. If a member is unsure of proper procedure, how to make or phrase a motion, or has
110 some other pertinent question of the Chair, they may interject with a "Point of
111 Information" and ask the Chair their question.
- 112
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114 **SPECIAL RULE OF ORDER #4:**

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116 **ELECTION PROCESS FOR DELEGATES TO THE SCC AND CD1CC**

117 Adopted 9/26/2018

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

122

- 123 A. Voters may cast a number of votes up to the number of delegate or alternate delegate
124 positions being elected.
- 125 B. The maximum number of votes a voter may cast will be distributed as evenly as possible
126 across the three gender categories: female, male, and non-binary. If one or more gender
127 categories have fewer candidates running than one-third of the available positions, the
128 maximum number of votes which can be cast for the other gender category or categories
129 will be commensurately higher.
- 130 C. Voters will be clearly told the maximum number of votes they may cast in each of the
131 three gender categories.
- 132 D. The ballot will identify candidates with the gender category they have chosen.
- 133 E. After the votes have been tallied, those elected shall be determined as follows:
- 134 1. Two columns will be created with the total number of positions divided as equally
135 as possible between the two columns.
- 136 2. In one column, the female candidates receiving the most votes will be placed in
137 order of votes received. In the other column, the same shall be done for male
138 candidates.

- 139 3. The column with more positions will be chosen first. If both columns have the
140 same number of positions, one of the two columns will be chosen randomly.
141 4. The non-binary candidate who received the most votes who has not yet been
142 assigned to a column will have the number of votes they received compared to
143 the number of votes received by the lowest binary gender candidate in the
144 column chosen. If the non-binary candidate received more votes, their name will
145 replace the binary gender candidate's name in the column.
146 5. Step (4) shall be repeated while alternating the column chosen until there is no
147 longer a non-binary candidate who satisfies the requirement.
148 6. The final list of candidates in the two columns shall be the list of candidates
149 elected.
150 F. Ties shall be broken by a coin flip.

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

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

156 Adopted 10/25/2006

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158 A. Action shall originate by petition, signed by at least twenty-five percent (25%) of the
159 PCPs of the Central Committee, stating the specific acts which the petitioners assert
160 constitute gross misconduct or neglect of duty.
161 B. Notice of the recall request, a copy of the petition, and the Executive Board's
162 recommendation must be sent to all PCPs at least fourteen (14) days prior to the
163 meeting at which the petition will be considered. Special election of a successor to the
164 Office shall be part of the agenda, should the recall prevail.
165 C. A motion to grant the petition to recall the Officer shall pass on a majority vote of the
166 PCPs of the Central Committee present and voting.
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169 **SPECIAL RULE OF ORDER #6:**

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171 **EXECUTIVE BOARD RULES:**

172 Adopted April 18, 2018

- 173
174 A. Motions
175 1. Speeches during debate shall be limited to 120 seconds.
176 2. Debate or discussion is not permitted without a pending debatable motion
177 except:
178 a. When a member gives their report and debate or discussion on a
179 particular subject is required.
180 b. Presentation of a motion to have informal discussion on a particular issue
181 with a maximum time limit proposed for such discussion, and approved by
182 2/3 vote.

183 c. During the agenda item “Good of the Order”.

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185 B. Obtaining the Floor

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

189 2. The Chair will keep a “stack” with the order in which members have raised their
190 hands.

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

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

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198 **SPECIAL RULE OF ORDER #7:**

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200 **BALLOT VOTING PROCEDURE - SINGLE SEAT**

201 Adopted July 25, 2018

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

206 1. If ballots contain the names of all nominated candidates, the ballot shall include
207 space for candidates’ names who have not been nominated in advance;

208 2. Ballots will contain a space wherein members may indicate their voting
209 preferences numerically;

210 3. Ballots will be given to all credentialed PCPs; a PCP is allowed to refuse their
211 ballot if they so choose.

212 4. A member may indicate more than one preference for the office on their ballot in
213 ranked order;

214 5. After all ballots have been counted if no candidate has a majority of members’
215 first-choice votes the process of determining a winner via simulated instant runoff
216 elections will take place as follows;

217 a. The candidate with the least first-choice votes indicated on members’
218 ballots will be removed from consideration and members’ votes previously
219 assigned to that candidate will be assigned to the second or next highest
220 choice indicated on their ballots should one exist, and if there are no other
221 choices indicated on the ballot those votes will be eliminated;

222 b. After all ballots have been counted again if no candidate has a majority of
223 members’ votes the process of eliminating the candidate with the least
224 votes from consideration and re-assigning those members’ votes to their

225 next choice or removing them when no other choice is given will continue
226 until a candidate has a majority of votes.

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229 **SPECIAL RULE OF ORDER #8:**

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VOTER FILE AUTHORIZATION FOR LOCAL CAMPAIGNS

Amended 10/17/2018

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

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243 **B. Requirements**

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1. Requests for Voter File access will be reviewed by the Executive Board of the Washington County Central Committee according to the requirements listed in this document.

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2. The Executive Board of the Washington County Central Committee may grant access to the Voter File to a local candidate when:

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- a. At least 75% of the eligible voters for the election district live within the authorizing county, and

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- b. The candidate is a registered Democrat in good standing with the party, and

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- c. Authority to grant access for the race is not specifically assigned to another organization (County Central Committees may not grant access for Statewide, State House, State Senate, Metro, or Portland Mayoral races).

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3. The Chair or in their absence or incapacity, a Vice Chair will email the Executive Board when an application for voter file access has been received in order to determine candidate eligibility. If, during the 24 hours following that email, any member has requested further group discussion on the motion before voting occurs, the Chair or Vice Chair shall arrange and facilitate a 48 hour time period during which members may exchange electronic dialogue discussing their views on the issue being considered before voting is initiated. If no member has requested such group discussion or after the 48 hour discussion, the Chair may initiate voting conducted via Survey Monkey, Google Forms or a similar

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269 electronic method (not via email) immediately upon the completion of the 24-hour
270 waiting period. Response to the call for the vote must be completed within 24
271 Hours.

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- 273 4. The Executive Board reserves the authority to remove Voter File access to any
274 candidate found ineligible according to a – c above.
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- 276 5. Within 24 hours of meeting the above requirements, the Chair of the Executive
277 Board, or Vice Chair acting on the Chair's behalf, will inform the DPO that the
278 candidate has qualified for Voter File access.
- 279
- 280 6. The Washington County Central Committee Executive Board will offer access
281 equally to all registered Democrats running for local office, including challengers
282 to Democratic incumbents, according to the criteria in items a – c above, in
283 accordance with the DPO contract.
- 284
- 285 7. Candidates denied authorization to access the Voter File may appeal to the
286 DPO's Administration Committee via an appeal submitted to the DPO's
287 Executive Director.
- 288
- 289 8. Authorization to access the Voter File does not constitute endorsement by the
290 Washington County Central Committee or the DPO

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292 **C. Access Fees**

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- 294 1. The DPO has set the base level access fee for local candidate Voter File access
295 at \$500 per election cycle. In accordance with the DPO's Voter File Database
296 Authorization Policy for Local Candidates, the Washington County Democratic
297 Central Committee has agreed to the following fee schedule:
- 298
- 299 a. County Commissioner: \$500 access charge (\$0 in-kind)
 - 300 b. City Mayor: \$450 access charge (\$50 in-kind)
 - 301 c. City Council Member: \$350 access charge (\$150 in-kind)
 - 302 d. All other districts: \$250 access charge (\$250 in-kind)

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304 VERSION 5.2 - 2018

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Name _____

Address: _____

Phone: _____ Email: _____

Office for which you are running: _____

Date of Election: _____

Do you require training on the Votebuilder Database: Yes ___ No ___

DO NOT WRITE BELOW, FOR OFFICE USE ONLY

Date of Application: _____ Processed by: _____

PLACE COMPLETED FORMS IN THE CHAIR'S FOLDER

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

Updated June 6, 2018 by Dan Jensen, Rules Chair
Amended August 2, 2018 by Dan Jensen, Rules Chair
Amended September 27, 2018 by Dan Jensen, Rules Chair
Amended October 25, 2018 by Dan Jensen, Rules Chair
Amended January 2, 2019 by Dan Jensen, Rules Chair
Amended January 23, 2019 by Dan Jensen, Rules Chair