

# WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE

## STANDING RULES

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#### REGULAR MEETING DATES: Adopted 10/25/2006

Regular meetings shall be held on the fourth Wednesday of the month, January through October. The November meeting shall be held on the third Wednesday. No regular meeting will be held during the month of December.

#### MEETING AGENDAS

#### REGULAR MEETINGS OF THE CENTRAL COMMITTEE: Adopted 10/25/2006

This is the standard agenda:

- Call to Order
- Pledge of Allegiance
- Introductions
- Approval of the Agenda
- Approval of Minutes of the Previous Meeting
- The Treasurer's Report
- Committee Reports
- Delegate Reports
- Elected Office-holder Reports
- Unfinished Business
- New Business
- Program/Guest Speaker(s), if any
- Selection of new PCP's
- Announcements

## Adjournment

### SPECIAL MEETINGS OF THE CENTRAL COMMITTEE: Adopted 10/25/2006

1. Shall consider only the topic(s) which created the need for the Special Meeting. No business, other than that named in the calling of the Special Meeting, may be brought before the Committee.
2. Shall follow this agenda:
  - Call to Order
  - Pledge of Allegiance
  - Introductions
  - Declaration of the Purpose of the Meeting
  - Discussion of the Purpose
  - Solution
  - Adjournment

### ORGANIZATIONAL MEETING OF THE CENTRAL COMMITTEE: Adopted 10/25/2006

1. Shall be chaired throughout the entire meeting by the most recent Past-Chair of the Central Committee who is available. In the event no Past-Chair is available, the Parliamentarian shall preside.
2. The Parliamentarian and other Rules Committee members shall conduct the election process.
3. Shall adopt and follow this agenda:
  - Call to Order
  - Appointment of Secretary Pro-Tem
  - Pledge of Allegiance
  - Introductions
  - Transfer of Property
  - Election of:
    - Chair
    - Vice-Chair
    - Secretary
    - Treasurer
  - Delegates & Alternates to the Democratic Party of Oregon & to the First Congressional District Committee
  - Adjournment

### CENTRAL COMMITTEE MEETING MINUTES: Adopted 10/25/2006

1. To ensure accuracy in the official minutes of Central Committee meetings, the Secretary shall use one of the following methods to promote careful reading of the draft minutes:
  - A. Draft minutes shall be posted on the Members section of the website at least 5 days before the Central Committee meeting at which they are to be adopted.
  - B. A committee of at least two PCP's shall preview all draft minutes and communicate proposed additions, deletions and corrections to the Secretary at least 3 days before the Central Committee meeting at which they are to be adopted.
2. Minutes which have been revised based upon the input received via either method above shall be available in print format at the Central Committee meeting at which they are to be adopted.

## FINANCE

### BUDGET: Adopted 10/25/2006

1. The fiscal year shall be January 1 - December 31.
2. An annual budget shall be drafted by the Budget Committee, in consultation with the Treasurer, and shall be adopted by the Central Committee at its February meeting. The Executive Committee may review and make recommendations on each proposed annual budget prior to its adoption. Print and online copies of the proposed budget shall be made available to all voting members at least 7 days prior to the proposed date of adoption.
3. An annual audit of the accounts shall be conducted by at least 2 members of the Budget Committee each October; the results of that audit shall be reported to the Executive Committee at its November meeting. The Central Committee Chair shall announce the audit results to the Central Committee at its November meeting.

### INCOMING FUNDS: Adopted 10/25/2006

1. A second key to the WCDCC Post Office Box (POB) shall be held by the Director listed on SOS/ED form SEL 221. If there is more than one Director listed on form SEL 221, the POB key shall be held by the Director most likely to be able to access the POB on a regular basis. Any Director who uses the second key must to be able to effectively perform all of the duties, except filing the required campaign finance reports, of the Treasurer in his absence.
2. Deposits shall not be made other than by the Treasurer's direction. The Treasurer shall write all checks, except that, in the absence of the Treasurer, the Chair may write checks.

### TURNOVER OF TREASURER AND/OR OTHER DIRECTOR POSITIONS:

Adopted 10/25/2006

1. An outside audit shall be performed 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 at least one other Committee director 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.]

### SELECTION OF PRECINCT COMMITTEEPERSONS (PCP): Adopted 10/25/2006

1. Vacancies in the office of PCP may be filled at any regular meeting of the Central Committee.
2. Applicants must complete the form established by the Organization Committee, indicating their eligibility and willingness to serve.
3. Applicants must be present and introduced at the Central Committee meeting in which the selection will occur.
4. Applicants must receive a simple majority of the votes cast.

### ELECTION OF DELEGATES TO THE

#### STATE CENTRAL COMMITTEE (State CC): Adopted 10/25/2006

1. Delegates and alternate delegates will be elected to the State CC at the organizational meeting.

2. The number of delegates elected will be equal to the number of Democrats in Washington County registered on the day of the primary election, divided by 15,000. If the remaining number exceeds 7500, one additional delegate shall be elected. An equal number of alternates shall be elected.
3. The Chair of the Washington County CC is an automatic member of the delegation, filling one of the delegate positions.
4. Delegates, or in case of an odd number, the delegates and the first alternate, shall consist of an equal number of men and women.
5. Remaining alternates shall be listed in rank order of replacement preference with each successive two alternates consisting of one man and one woman.
6. Voting will be accomplished by either the single ballot method or the proportional voting method. If the number of voting members sufficient to elect a delegate requests proportional voting, the proportional voting method shall be used.
7. Vacancies in the delegation will be filled from the alternate's list, by gender and rank order. If an odd number of delegates exist - the first alternate will assume the delegate position and the remaining list of alternates will be re-ordered to insure that the 1<sup>st</sup> alternate maintains the gender balance. If an even number of delegates exist, the gender of the position vacated will determine which alternate from the first pair assumes the position (i.e. if a man vacates the position on the State CC, the first man on the list of alternates will assume the position.)
8. Vacancies on the list of alternates will be filled by elections at subsequent meetings. Existing alternates will move up by gender to fill openings in the pairing of alternates, with vacancies created filled by election rank order and gender.
9. Vote totals, by candidate, must be maintained and recorded in the minutes of the meeting.
10. At the conclusion of the organizational meeting, the delegates shall meet and select a Chair from among their members.

ELECTION OF DELEGATES TO THE FIRST CONGRESSIONAL  
DISTRICT DEMOCRATIC COMMITTEE (1<sup>ST</sup> CD): Adopted 10/25/2006

1. Delegates and alternate delegates will be elected to the 1<sup>st</sup> CD at the organizational meeting.
2. The number of delegates elected will be equal to the number of Democrats in Washington County registered on the day of the primary election, divided by 15,000. If the remaining number exceeds 7500, one additional delegate shall be elected. An equal number of alternates shall be elected.
3. Voting will be accomplished by either the single ballot method or the proportional voting method. If the number of voting members sufficient to elect a delegate requests proportional voting, the proportional voting method shall be used. (Note: There are no gender requirements in the 1<sup>st</sup> CD bylaws).
4. Vacancies in the delegation will be filled from the alternate's list, by rank order.
5. Vacancies on the list of alternates will be filled by elections at subsequent meetings. Existing alternates will move up to fill openings, with vacancies created filled by election rank order.
6. Vote totals, by candidate, must be maintained and recorded in the minutes of the meeting.
7. At the conclusion of the organizational meeting, the delegates shall meet and select a Chair from among their members.

PROPORTIONAL VOTING METHOD: Adopted 10/25/2006

A candidate needs to win a certain proportion of the votes to be elected. This winning fraction of the votes is referred to as "threshold". The threshold is determined by dividing the total number of valid ballots cast by the number of positions to be elected plus one and then adding one to the resulting dividend.

The ballots are counted in the following manner:

- The count begins with the sorting of ballots by the first choice shown on each valid ballot. That is the NUMBER 1 vote on each ballot. This is known as the "First Count".
- Any candidates who reach the necessary threshold with Number 1 votes are declared elected. Any extra ballots they receive beyond the threshold are redistributed to the candidates marked next in choice (the number 2 choice) on those surplus ballots.
- The count continues with the elimination of those candidates receiving the least votes in the redistributed count. Their ballots are redistributed to the other candidates according to the next choice marked. After each distribution, the candidate now having the lowest number of votes is eliminated and his/her ballots redistributed to the next indicated choice (number 2, 3, 4 etc.)
- As candidates reach the threshold through the addition of redistributed ballots to their totals, they are declared elected and no further ballots are transferred to them.
- This process continues until all candidates have been eliminated except the required winners.
- In the case of a tie for the last position, the decision will be made with a coin toss.
- In the case of alternate elections, the order of elevation will be based on the order they were declared elected and the votes counted in the election round. In the case of a tie, the order will be determined by a coin toss.

SINGLE BALLOT VOTING METHOD: Adopted 10/25/2006

1. Each voting delegate will be given a ballot with a space for each of the allowed delegate or alternate positions. A name of a candidate may be written in each of the spaces provide, however a candidate's name can appear only once on a ballot. The ballot can have fewer names than the number of delegate or alternate positions.
2. The tally is recorded based on the number of votes and the top vote getters are elected for the available positions.
3. In the case of the alternates, the order of listing will be based on the vote count.

RESPONSIBILITIES OF DELEGATES  
TO THE STATE CENTRAL COMMITTEE AND THE  
FIRST CONGRESSIONAL DISTRICT DEMOCRATIC COMMITTEE: Adopted 10/25/2006

1. Delegates are expected to attend the quarterly meetings of the State CC or 1<sup>st</sup> CD, as

appropriate.

2. The Chair of the delegation will report on delegate attendance, the agenda and outcomes of the meeting at the next regularly scheduled meeting of the Washington County CC.
3. Delegates who cannot attend a regularly scheduled meeting should notify the delegation Chair as soon as possible, in order that an alternate may attend.
4. Alternates should be called, by rank order and gender, as appropriate.

WEBSITE MANAGEMENT: Adopted 10/25/2006

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

RECALL PROCEDURES: CENTRAL COMMITTEE OFFICERS: Adopted 10/25/2006

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

CONTRIBUTION RECOMMENDATION PROCEDURE: Adopted 10/25/2006

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 Committee), appointed by the County Chair and approved by the Executive Committee. 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 Committee.
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.

ENDORSEMENT OF CANDIDATES FOR NON-PARTISAN OFFICES: Adopted, 03/25/2009

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

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

COUNTY CAUCUSES: Adopted 04/23/08

The Central Committee has approved the following Caucuses:  
 Latino Outreach

Faith Initiative

Gay, Lesbian, Bisexual, Transgender [GLBT] - established 01/23/2008