

1 **WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE**
2 **STANDING RULES**
3 **TABLE OF CONTENTS**

- 4
5 1. Meeting dates
6 2. Finance
7 A. Budget
8 B. Audit
9 C. Turnover of Treasurer and/or Other Positions
10 D. Incoming Funds
11 3. Selection of PCP's
12 4. Delegates & Alternates
13 A. Election of Delegates to the State Central Committee (SCC)
14 B. Election of Delegates to the First Congressional District Democratic Central
15 Committee (CD1CC)
16 5. Responsibilities of Delegates, Alternates, and Delegation Chairs to the State Central
17 Committee and the First Congressional District Democratic Central Committee
18 6. Website management
19 7. Endorsement of candidates for nonpartisan offices
20 8. Contributions Recommendation Procedure
21 9. County Caucuses
22 10. Credentials Committee
23 11. Karen Schouten Fund
24 12. Authorization of Signage at Events and Swag Sales
25 13. Distribution of PCP Confidential Contact Information
26

27
28 **STANDING RULE #1:**

29
30 **REGULAR MEETING DATES:**

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

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

39
40 **STANDING RULE #2:**

41
42 **FINANCE**

43
44 **A. BUDGET:**

45 Adopted 10/25/2006, Amended 1/22/2014 Amended 10/25/2018
46

- 47 1. The fiscal year shall be January 1 – December 31.
48 2. An annual budget shall be compiled by the Budget Committee from standing
49 committee budgets and from estimates of ongoing Central Committee activities.
50 The Executive Board may review and make recommendations on each proposed
51 annual budget prior to its adoption. Online copies of the proposed budget shall
52 be made available to all PCPs at least 7 days prior to the proposed date of
53 adoption, in the PCP section of the website.
54

55 **B. AUDIT**

56 Adopted 10/25/2018
57

- 58 1. An annual financial review of the accounts shall be conducted by at least 3
59 members of the Audit Ad-Hoc Committee each January (unless Section c below
60 applies); the results of that review shall be reported to the Executive Board at its
61 February meeting. The Central Committee Chair shall announce the review
62 results to the Central Committee at its February meeting.
63

64 **C. TURNOVER OF TREASURER AND/OR OTHER DIRECTOR POSITIONS:**

65 Adopted 10/25/2006, Amended 11/20/2013 Amended 10/25/2018
66

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

76 **D. INCOMING FUNDS:**

77 Adopted 10/25/2006, Amended 1/22/2014
78

- 79 1. Deposits shall not be made other than by the Treasurer's direction.
80
81

82 **STANDING RULE #3:**

83
84 **SELECTION OF PRECINCT COMMITTEEPERSONS (PCP):**

85 Adopted 10/25/2006, Amended 1/22/2014, Amended 9/27/2017, Corrected 7/4/2018
86

- 87 A. Vacancies in the office of PCP may be filled at any regular meeting of the Central
88 Committee.
89 B. Applicants must complete the PCP application form indicating their eligibility and
90 willingness to serve.

- 91 C. Applicants must be present and introduced at the Central Committee meeting in which
92 the selection will occur; or have met with a District Leader who will nominate them; or the
93 application may be submitted in person at the office and reviewed by an office volunteer.
94 D. Applicants must receive a simple majority of the votes cast. All applicants will be voted
95 on as a group unless there is objection.
96 E. The PCP application form is to be maintained by the Secretary and all changes must be
97 approved by the Central Committee.
98 F. A District Leader will follow-up with each newly appointed PCP.
99 G. If the Central Committee simultaneously elects multiple people to fill vacancies from the
100 same precinct as PCP's, but the number of vacancies is smaller than the number of
101 people elected, the Secretary shall randomly select which applicants are assigned to fill
102 the vacancies in such a precinct, and shall then assign the other applicants to vacancies
103 in adjacent precincts. An exception to random selection is allowed if it would keep all
104 members of a household in the same precinct.
105 H. If a precinct is full, and it is therefore necessary to assign potential PCP's to adjacent
106 precincts, the Secretary shall inform them of their potential choices and allow them to
107 select which precinct they wish to be assigned to. If a response is not received within six
108 days, the Secretary shall assign them to the one that appears nearest to where they are
109 registered to vote. Priority will be given to keeping the potential PCP within the house
110 district where they are registered to vote.
111
112
113
114

115 **STANDING RULE #4:**

116
117 **DELEGATES AND ALTERNATES**

118
119 **A. DELEGATES TO THE STATE CENTRAL COMMITTEE (SCC):**

120 Adopted 10/25/2006, Amended 1/22/2014, Amended 4/26/2017, Amended
121 8/23/2017, Corrected 8/30/2018, Amended 9/26/2018
122

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

- 134
135
136
137
138
139
140
141
142
5. 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 gender and election rank order.
 6. Vote totals, by candidate, must be maintained and recorded in the minutes of the meeting.
 7. At the first Central Committee meeting following the organizational meeting, only the delegates-elect, and not the alternates, shall meet and select a Chair from among the delegate members. The Rules Committee will run this election.

143
144

B. DELEGATES TO THE FIRST CONGRESSIONAL DISTRICT DEMOCRATIC CENTRAL COMMITTEE (CD1CC):

145
146
147

Adopted 10/25/2006, Amended 1/22/2014, Amended 4/26/2017, Amended 8/23/2017, Corrected 8/30/2018, Amended 9/26/2018, Corrected 1/2/2019

- 148
149
150
151
152
153
154
155
156
157
158
159
160
161
1. Delegates and alternate delegates will be elected to CD1CC 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. Vacancies in the delegation will be filled from the alternate's list, first by gender followed by rank order. The gender of the position vacated will determine which alternate delegate assumes the position.
 4. 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 gender and election rank order.

162
163

STANDING RULE #5:

164
165
166

RESPONSIBILITIES OF DELEGATES, ALTERNATES, AND DELEGATION CHAIRS TO THE STATE CENTRAL COMMITTEE (SCC) AND THE FIRST CONGRESSIONAL DISTRICT DEMOCRATIC CENTRAL COMMITTEE (CD1CC)

167
168
169

Adopted 10/25/2006, Amended 8/23/2017 Amended 7/25/2018, Corrected 1/2/2019

- 170
171
172
173
174
175
176
- A. Delegates are expected and alternates are encouraged to attend all meetings of the SCC or CD1CC, as appropriate.
 - B. Delegates who cannot attend a regularly scheduled meeting shall notify the Delegation Chair with a reason for not attending as soon as possible, in order that an alternate may attend.
 - C. The Delegation Chair shall send a minimum of 2 meeting notifications via email to all delegation members of their respective body. The first notice shall be sent no less than 3

- 177 weeks prior to the meeting. Delegates and alternates shall be asked, and expected, to
178 notify the Delegation Chair whether they will be able to attend as soon as practical.
- 179 D. In the event delegates and alternates do not respond with a definitive commitment to
180 attend by two weeks prior to the start of a meeting, the Delegation Chair shall assign an
181 alternate who has indicated that they will attend.
- 182 E. Alternates shall be called by gender, and then by rank order, as possible.
- 183 F. If non-responsive delegates respond in the affirmative less than two weeks prior to the
184 start of the meeting or if non-responsive delegates attend the meeting without
185 confirmation notice, they will be assigned an alternate position unless there are
186 additional or unexpected absences at the delegate level.
- 187 G. Delegates who do not respond to the Delegation Chair who attend the meeting will
188 receive credit for attending but will not be able to vote.
- 189 H. This Standing Rule shall be referenced in all meeting notifications sent by the Delegation
190 Chair.
- 191 I. Resignation and Removal of Delegates
- 192 1. A delegate may resign by written notice to the Chair of their body or the County
193 Chair.
- 194 2. SCC Delegates who have two unexcused absences, at the discretion of their
195 delegation chair, or three total absences have effectively resigned, and may be
196 replaced.
- 197 3. CD1CC Delegates who have three consecutive absences or four total absences
198 have effectively resigned, and may be replaced.
- 199 J. If a Delegation Chair is unable to attend their respective meeting, the Delegation Chair
200 shall appoint a temporary replacement for that meeting from the list of delegates
201 attending.
- 202 K. Delegation Chairs will keep an up to date list of all delegates and alternates in gender
203 and rank order. Delegation Chairs will assure the delegation lists on the website are
204 correct and up to date and advise the webmaster of any changes as soon as possible.
- 205 L. Delegation Chairs are members of the Executive Committee. Delegation Chairs will
206 advise both the Central Committee and the Executive Board of upcoming meetings and
207 report on attendance, substantive discussions and actions taken by those bodies at the
208 next regularly scheduled Central Committee and Executive Board meeting.
- 209 M. Delegation Chairs will provide the Credentials Chair of their respective bodies the list of
210 delegates for each meeting 48 hours in advance.
- 211 N. Persons who choose to become a candidate for an SCC or CD1CC Delegate or
212 Alternate Delegate position will sign a copy of this Standing Rule to acknowledge they
213 have read and understand this rule.

214
215
216 **STANDING RULE #6:**

217
218 **WEBSITE MANAGEMENT:**

219 Adopted 10/25/2006

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

226
227 **STANDING RULE #7:**
228

229 **ENDORSEMENT OF CANDIDATES FOR NONPARTISAN OFFICES:**

230 Adopted, 03/25/2009
231

- 232 A. Any candidate for a local nonpartisan office who has been registered in
233 Washington County as a Democrat for no less than 180 days and who will be
234 listed on the ballot in the coming election shall be eligible for endorsement by the
235 Central Committee. Candidates for statewide nonpartisan offices who have been
236 registered in Oregon as a Democrat for no less than 180 days are also eligible
237 for endorsement by the Central Committee.
- 238 B. Only candidates for a nonpartisan office who request Central Committee
239 endorsement by the ad-hoc Contribution Recommendation and Endorsement
240 Committee’s announced application deadline shall be considered.
- 241 C. All endorsement requests will be vetted by the Central Committee’s ad-hoc
242 Contribution Recommendation and Endorsement Committee before presentation
243 to the full Central Committee for action. In addition, the Committee will report to
244 the Executive Board prior to presentation before the Central Committee.
- 245 D. Candidates requesting endorsement shall be offered time to speak to the Central
246 Committee before the endorsement vote is taken.
- 247 E. Endorsement of a candidate for a nonpartisan office in a primary election will
248 automatically follow any successful candidate to the related general election
249 unless new information which requires reconsideration is brought to the Central
250 Committee’s attention.
- 251 F. Dual/multiple endorsements may be made for the same nonpartisan office race.
252 When more than one candidate for the same nonpartisan office is endorsed by
253 the Central Committee, all use by the candidates of the endorsement must
254 include the term “shared endorsement”.
- 255 G. Candidates for nonpartisan office who have been endorsed by the Central
256 Committee may provide copies of their campaign literature for distribution
257 through the Central Committee office and its door-to-door activities.
258

259
260 **STANDING RULE #8:**
261

262 **CONTRIBUTION RECOMMENDATION PROCEDURE:**

263 Adopted 10/25/2006

- 264
- 265 A. Description – Each Contribution Recommendation and Endorsement Ad Hoc Committee
- 266 shall be comprised of 5 members. The members shall be made up of PCPs (who do not
- 267 sit on the Executive Board), appointed by the County Chair and approved by the
- 268 Executive Board. A Committee shall be appointed no later than January 1st for the
- 269 Primary Elections, June 1st for the General Elections, and 50 days prior to a special
- 270 election. The chair shall be named by the County Chair and approved by the Executive
- 271 Board.
- 272 B. Duties – The Contribution Recommendation and Endorsement Committee shall:
- 273 1. Set a timeline for completing the contribution recommendation procedure.
- 274 2. Only consider making contributions to those who request them.
- 275 3. Mail contribution request forms and questionnaires to all eligible candidates. An
- 276 explanation of the contribution process, as well as a timeline (including the date
- 277 the vote will take place), shall be included with every invitation.
- 278 4. Plan contribution recommendations for a regularly scheduled WCDCC meeting.
- 279 At this meeting, a report, in writing, is to be made available to the WCDCC on its
- 280 findings concerning the candidates in the coming election. The report shall
- 281 include:
- 282 i. A description of responses from each candidate seeking contributions to
- 283 prepared questions submitted by the Committee;
- 284 ii. A recommendation to give a contribution, and the amount, together with a
- 285 brief rationale for the recommendation;
- 286 iii. In rendering its recommendations on candidates, the Committee shall
- 287 consider at least the candidate’s experience, ability, integrity, views
- 288 concerning positions contained in the County Platform and Legislative
- 289 Agenda, and participation in Democratic Party activities.
- 290 5. Factors to be considered include, but are not limited to the overall budget for
- 291 campaign contributions, the financial need of the campaigns, the importance of
- 292 the race, and the candidate’s previous participation in Democratic Party activities.
- 293 6. In the event of multiple recommended candidates for a position, financial
- 294 contributions may still be awarded, provided that each candidate in the race
- 295 receives the exact same contribution.
- 296 7. Funds are to be distributed to campaigns no later than 10 days after contributions
- 297 are approved by the WCDCC.
- 298
- 299

300 **STANDING RULE #9:**

301

302 **COUNTY CAUCUSES:**

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

304

305 The Central Committee has approved the following Caucuses:

306 Faith Initiative
307 Gay, Lesbian, Bisexual, Transgender [GLBT] – established 01/23/2008
308 Black American Caucus – established 01/25/2017
309 Women’s Caucus – established 03/22/2017
310 Progressive Caucus – established 07/26/2017

311
312
313 **STANDING RULE #10:**

314
315 **CREDENTIALS COMMITTEE**

316 Adopted 05/23/2018

- 317
- 318 A. The Credentials Committee shall determine the eligibility of every PCP attending and
319 certify each person by their signature on a preprinted PCP list which includes phone and
320 email contact information. The PCP will verify their contact information when they sign,
321 the committee member will hand the PCP a name badge and voting card giving each
322 credentialed PCP the ability to vote on Central Committee business at that meeting.
 - 323 B. The credentialing process will be conducted prior to each Central Committee, Special,
324 and Organizational meeting. At Organizational meetings, elected and appointed PCPs
325 will be given different color badges for voting purposes.
 - 326 C. The only persons authorized to receive official PCP updates for the purpose of
327 credentialing from the county elections office are the Secretary and Credentials
328 Committee Chair.
- 329
330

331 **STANDING RULE #11:**

332
333 **KAREN SCHOUTEN FUND:**

334 Adopted 05/24/2017

- 335
- 336 A. Eligibility
 - 337 1. Washington County Democrat in good standing
 - 338 2. Volunteer for the specific event (Springfest, Summer Picnic, Neuberger
339 Banquet). Preference will be given to on-site volunteers.
 - 340 3. Timely submission of the application to the Finance Chair at
341 finance@washcodems.org
 - 342 B. The Finance Chair, in collaboration with the Event Chair(s), will make all decisions
343 regarding recipients.
 - 344 C. Successful applicants will be entitled to one reduced price or free ticket.
- 345
346

347 **STANDING RULE # 12:**

348
349 **AUTHORIZATION OF SIGNAGE AT EVENTS AND SWAG SALES**

A. 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.

1. Endorsement of the specific candidate, measure, or organization shall be considered authorization.
2. 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.
3. 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.
4. Authorization may also be attained by approval of the Central Committee.
5. 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.
6. 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.

B. Swag, buttons, bumper stickers and T-shirts or any item offered for sale by the Office must receive authorization.

1. Endorsement of the specific candidate, measure, or organization shall be considered authorization.
2. 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.
3. 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.
4. Authorization may also be attained by approval of the Office Committee Chair and must be ratified by the Executive Board.
5. 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 # 13:

DISTRIBUTION OF PCP CONFIDENTIAL CONTACT INFORMATION

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

397
398 Email addresses and phone numbers of PCP's shall be provided to all declared and eligible
399 candidates for internal party elections at least two months prior to such elections.

400
401 Any person requesting this contact information shall submit a request form to the party
402 secretary. Considering whether the use is legitimate, the secretary shall approve the request
403 and provide the information or deny the request. The secretary shall inform the executive board
404 of approved and denied requests. If a request is denied, the executive board may vote to
405 overturn the decision of the secretary.

406
407 Instead of providing individual email addresses to persons approved under the above
408 procedure, the secretary may provide a listserv for communication with all party-collected PCP
409 email addresses.

410
411 A statement shall be included on party forms requesting email addresses and phone numbers
412 from party members advising them that their information may be shared in these ways.

413
414



415

416 **REQUEST FOR PCP CONTACT INFORMATION**

417

418 Date: _____

419

420

421 Name: _____

422

(Please Print)

423

424 Position: _____

425

426

427 Reason for Request: _____

428

429

430

431

432 Date when list is needed: _____

433

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

436
437 Requestee Signature: _____
438

439 Please submit request form to Secretary@washcodems.org
440
441

442 **Approved** **Denied**

443 _____ Date: _____
444

445 Secretary

446 **If Denied, explain:**
447
448
449
450
451

452 _____ Date: _____
453

454 **Executive Board Override**
455

456 Standing Rules:

457 Updated July 4, 2018 by Dan Jensen, Rules Chair

458 Amended July 26, 2018 by Dan Jensen, Rules Chair

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

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

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