

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

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

20 **MEETING AGENDAS**

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

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

- 25
26 1. The Chair shall prepare a proposed agenda for each regular and special 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 the
32 Central Committee who is available. In the event no Past-Chair is available, the
33 Parliamentarian shall preside.
34 2. The Parliamentarian and other Rules Committee members shall conduct the election
35 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 Congressional
48 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 Committee
58 may speak to issues raised during the business portion of the CC meeting. This includes proposed
59 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 rules of
68 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 least the
71 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, research
81 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 motions
83 that will follow in the new business section of the agenda. The Resolutions report may include
84 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 include
86 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 to be
88 recognized by the Chair, with the exception of those motions which are in order when another has
89 the floor.
90 H. Main motions and any amendments thereto must be in writing and turned in to the Chair with a
91 copy for the Secretary, with exceptions allowed by the Chair or body for simple motions. Motions
92 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 debate
94 begins.

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

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

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

116 Adopted 9/26/2018

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

- 120
- 121 A. Voters may cast a number of votes up to the number of delegate or alternate delegate positions
122 being elected.
- 123 B. The maximum number of votes a voter may cast will be distributed as evenly as possible across
124 the three gender categories: female, male, and non-binary. If one or more gender categories have
125 fewer candidates running than one-third of the available positions, the maximum number of votes
126 which can be cast for the other gender category or categories will be commensurately higher.
- 127 C. Voters will be clearly told the maximum number of votes they may cast in each of the three
128 gender categories.
- 129 D. The ballot will identify candidates with the gender category they have chosen.
- 130 E. After the votes have been tallied, those elected shall be determined as follows:
- 131 1. Two columns will be created with the total number of positions divided as equally as
132 possible between the two columns.
- 133 2. In one column, the female candidates receiving the most votes will be placed in order of
134 votes received. In the other column, the same shall be done for male candidates.
- 135 3. The column with more positions will be chosen first. If both columns have the same
136 number of positions, one of the two columns will be chosen randomly.
- 137 4. The non-binary candidate who received the most votes who has not yet been assigned to
138 a column will have the number of votes they received compared to the number of votes

139 received by the lowest binary gender candidate in the column chosen. If the non-binary
140 candidate received more votes, their name will replace the binary gender candidate's
141 name in the column.

142 5. Step (4) shall be repeated while alternating the column chosen until there is no longer a
143 non-binary candidate who satisfies the requirement.

144 6. The final list of candidates in the two columns shall be the list of candidates elected.

145 F. Ties shall be broken by a coin flip.

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

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

151 Adopted 10/25/2006

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153 A. Action shall originate by petition, signed by at least twenty-five percent (25%) of the PCPs of the
154 Central Committee, stating the specific acts which the petitioners assert constitute gross
155 misconduct or neglect of duty.

156 B. Notice of the recall request, a copy of the petition, and the Executive Board's recommendation
157 must be sent to all PCPs at least fourteen (14) days prior to the meeting at which the petition will
158 be considered. Special election of a successor to the Office shall be part of the agenda, should the
159 recall prevail.

160 C. A motion to grant the petition to recall the Officer shall pass on a majority vote of the PCPs of the
161 Central Committee present and voting.

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

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166 **EXECUTIVE BOARD RULES:**

167 Adopted April 18, 2018

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169 A. Motions

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

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

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

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

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

177

178 B. Obtaining the Floor

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

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

- 183 3. Order for speaking will then follow the stack to the degree to which it conforms with all
184 other rules for determining priority (e.g. maker of a motion, first time speaking, pro/con,
185 only 2x speeches).
186 4. Any member may ask for the list of names on the stack with a Point of Information.
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189 **SPECIAL RULE OF ORDER #7:**
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191 **BALLOT VOTING PROCEDURE - SINGLE SEAT**

192 Adopted July 25, 2018
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- 194 A. During single seat elections for which more than two candidates have been nominated,
195 wherein voting by ballot is the method chosen by the Central Committee, ballots will be
196 created and distributed in the following manner:
- 197 1. If ballots contain the names of all nominated candidates, the ballot shall include space for
198 candidates' names who have not been nominated in advance;
 - 199 2. Ballots will contain a space wherein members may indicate their voting preferences
200 numerically;
 - 201 3. Ballots will be given to all credentialed PCPs; a PCP is allowed to refuse their ballot if
202 they so choose.
 - 203 4. A member may indicate more than one preference for the office on their ballot in ranked
204 order;
 - 205 5. After all ballots have been counted if no candidate has a majority of members' first-
206 choice votes the process of determining a winner via simulated instant runoff elections
207 will take place as follows:
 - 208 a. The candidate with the least first-choice votes indicated on members' ballots will
209 be removed from consideration and members' votes previously assigned to that
210 candidate will be assigned to the second or next highest choice indicated on their
211 ballots should one exist, and if there are no other choices indicated on the ballot
212 those votes will be eliminated;
 - 213 b. After all ballots have been counted again if no candidate has a majority of
214 members' votes the process of eliminating the candidate with the least votes from
215 consideration and re-assigning those members' votes to their next choice or
216 removing them when no other choice is given will continue until a candidate has
217 a majority of votes.
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220 **SPECIAL RULE OF ORDER #8:**
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222 **VOTER FILE AUTHORIZATION FOR LOCAL CAMPAIGNS**

223 Amended 10/17/2018
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225 **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.

B. Requirements

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.
2. The Executive Board of the Washington County Central Committee may grant access to the Voter File to a local candidate when:
 - a. At least 75% of the eligible voters for the election district live within the authorizing county, and
 - b. The candidate is a registered Democrat in good standing with the party, and
 - 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).
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 electronic method (not via email) immediately upon the completion of the 24-hour waiting period. Response to the call for the vote must be completed within 24 Hours.
4. The Executive Board reserves the authority to remove Voter File access to any candidate found ineligible according to a – c above.
5. Within 24 hours of meeting the above requirements, the Chair of the Executive Board, or Vice Chair acting on the Chair’s behalf, will inform the DPO that the candidate has qualified for Voter File access.
6. The Washington County Central Committee Executive Board will offer access equally to all registered Democrats running for local office, including challengers to Democratic

270 incumbents, according to the criteria in items a – c above, in accordance with the DPO
271 contract.

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

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

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279 **C. Access Fees**

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281 1. The DPO has set the base level access fee for local candidate Voter File access at \$500
282 per election cycle. In accordance with the DPO’s Voter File Database Authorization
283 Policy for Local Candidates, the Washington County Democratic Central Committee has
284 agreed to the following fee schedule:

- 285
286 a. County Commissioner: \$500 access charge (\$0 in-kind)
287 b. City Mayor: \$450 access charge (\$50 in-kind)
288 c. City Council Member: \$350 access charge (\$150 in-kind)
289 d. All other districts: \$250 access charge (\$250 in-kind)

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291 **VERSION 5.2 - 2018**

292
293 Voter file application can be found here: [https://washcodems.org/wp-content/uploads/2019/01/WCD-](https://washcodems.org/wp-content/uploads/2019/01/WCD-Voter-File-Access-Application_1.pdf)
294 [Voter-File-Access-Application_1.pdf](https://washcodems.org/wp-content/uploads/2019/01/WCD-Voter-File-Access-Application_1.pdf)

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296 **Special Rule of Order #9**

297 **COUNTY PLATFORM CONVENTIONS**

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299 **Section 1 - About the Convention**

- 300 1. Purpose
- 301 a. The purpose of the county’s Platform Convention (This Convention) is to adopt a
302 Platform and Legislative Action Items (LAIs) for the Central Committee and to perform
303 other functions assigned to it by these Special Rules of Order.
- 304 b. This Convention may take place across different days.
- 305 c. This Convention shall be open for the public to attend as guests.
- 306 2. Delegates
- 307 a. Only delegates shall be eligible to vote during This Convention.
- 308 b. Any person legally registered as a Democrat in Washington County shall be eligible to be
309 delegates to This Convention.
- 310 c. There shall be no more than 50 Delegates per state House District.
- 311 d. Delegates shall be chosen by self-nomination and upon verification of their party
312 affiliation.
- 313 e. Registered Delegates must be self-nominated at least 30 days prior to This Convention.

- 314 f. All other persons legally registered as Democrats in Washington County wishing to be
315 Delegates must be elected at This Convention by the Registered Delegates by a majority
316 vote after verification of their party affiliation.
- 317 3. Guests
- 318 a. Guests are not eligible to vote during This Convention.
- 319 b. Guests may speak only with special permission of the Convention Chair or the Subject
320 Committee's Facilitator.
- 321 c. Guests will be allowed as space permits.
- 322 4. Call of the Convention
- 323 a. The Resolutions & Platform Committee shall call This Convention.
- 324 b. The Call must be made at least 90 days prior to This Convention.
- 325 5. Notification
- 326 a. Notification for selection of delegates to This Convention shall be given at least 60 days
327 prior to the convention.
- 328 b. Notification to all Delegates of the time and location of This Convention shall be given at
329 least 21 days prior to This Convention.
- 330

331 **Section 2 - Duties of Standing Committees Prior to and During This Convention**

332 A committee's duties may be assigned to another committee by the Executive Board as needed.

- 333 1. The Resolutions & Platform Committee shall:
- 334 a. Have primary responsibility for coordinating efforts prior to This Convention and will
335 ensure other committees have the information necessary to carry out their duties at least 7
336 days prior to their deadlines.
- 337 b. Create a Program for the duration of This Convention and ensure all Delegates are aware
338 of the Program.
- 339 c. Prepare a draft Platform at least 30 days prior to This Convention.
- 340 d. Establish the Subject Committees and their Interim Facilitators.
- 341 e. Reserve an appropriate venue for This Convention.
- 342 f. Provide for seating at This Convention. Guests shall have separate seating from
343 Delegates, as much as is possible.
- 344 g. Ensure there is at least one person present wishing to be nominated for every Officer of
345 This Convention, as defined by The Standing Rules of the Convention.
- 346 h. Alert This Convention of possible contradictions or redundancies in the Platform.
- 347 i. Assist This Convention's Chair in determining appropriate committee jurisdictions for
348 topics debated during This Convention, as defined by The Standing Rules of the
349 Convention.
- 350 j. Provide other assistance as requested by This Convention's Chair.
- 351 2. The Credentials Committee shall:
- 352 a. Be forwarded all self-nominations for Delegates.
- 353 b. Verify the nominees to be Registered Washington County Democrats.
- 354 c. Maintain a list of verified Delegates available to the Resolutions & Platform Committee
355 and the Communications Committee.
- 356 d. Credential Delegates at This Convention and provide verification for all other Registered
357 Washington County Democrats seeking to become Delegates at This Convention.

- 358 e. Draft a Credentials Report to be provided at the beginning of This Convention.
359
360 3. The Rules Committee shall:
361 a. Draft a group of rules known as “The Standing Rules of the Convention” at least 30 days
362 prior to This Convention in order to be publicly available and submit these rules to This
363 Convention.
364 b. Serve This Convention, at the request of This Convention’s Chair, on all questions
365 relating to This Convention’s rules.
366 c. Provide other assistance as requested by This Convention’s Chair.
367 4. The Communications Committee shall:
368 a. Provide notification for selection of delegates to This Convention which shall be given at
369 least 60 days prior to the convention.
370 b. Notify Delegates of time, location, draft rules, and draft platform of This Convention at
371 least 21 days prior to This Convention.
372 c. Publish all necessary platform convention materials for This Convention and distribute to
373 all Delegates with the notice of the time and location of This Convention.
374 d. Promote and publicize This Convention on social media and in local news media.

375 **Section 3 - At the Convention**

- 376 1. The Interim Chair
377 a. The Interim Chair for This Convention shall be the Resolutions & Platform Committee
378 Chair, or their designee.
379 b. They shall preside over This Convention’s Opening Plenary Session during adoption of
380 the Credentials Report and the adoption of The Standing Rules of the Convention and
381 until a Convention Chair is elected.
382 2. Credentials
383 a. The Credentials Report shall be the first order of business.
384 b. Directly after the Credentials Report has been approved, the Credentials Committee shall
385 also report any verified members wishing to be elected as Delegates at the Convention,
386 who were not already Registered Delegates.
387 c. These new verified Democrats may be added as Delegates by a majority vote.
388 d. A quorum for This Convention shall be twenty-five percent (25%) of Registered
389 Delegates.
390 3. The Standing Rules of the Convention
391 a. The first order of business after the Credentials Report and approval of new Delegates
392 shall be the approval of The Standing Rules of the Convention.
393 b. These Rules may be debated and amended from the floor.
394 c. After all debate and amendments, a single vote shall be taken to approve the Rules, which
395 will require a two-thirds vote to be adopted.
396 d. A separate vote on any single rule may be demanded by any delegate.
397 4. Election of This Convention’s Chair
398 a. The first order of business after the adoption of The Standing Rules of the Convention
399 shall be the election of a Chair for This Convention.
400 b. Nominations shall be taken from the floor and may only be closed upon confirmation
401 from the Body that no other Delegates wish to be nominated.

- 402 5. Election of the Editing Committee
403 a. The first order of business of the Chair for This Convention shall be to call for
404 nominations for the Editing Committee.
405 b. Nominations shall be taken from the floor and may only be closed upon confirmation
406 from the Body that no other Delegates wish to be nominated.
407 c. This Convention shall elect five members to prepare the final version of the Platform and
408 LAIs.
- 409 6. Remainder of Convention
410 a. The remainder of This Convention shall be governed by The Standing Rules of the
411 Convention as approved by its Delegates.
- 412 7. The Platform and LAIs adopted by This Convention is the draft final version and may be
413 amended by the Editing Committee and the Central Committee as provided in Section 4.
414

415 **Section 4 - After the Convention**

- 416 1. Editing Committee shall:
417 a. Elect their own chair.
418 b. Review the language of the Platform and LAIs, and make corrections, only if necessary
419 for grammar or clarity, but may not change the intent.
420 c. Prepare the edited final version of the adopted Platform and submit it to the Convention
421 Chair within 14 days of the end of This Convention.
- 422 2. The Convention Chair shall:
423 a. Coordinate with those necessary to post the adopted Platform on the WCDCC website
424 prior to the October Central Committee meeting for review by the membership.
425 b. Present the edited final version of the Platform and LAIs at the earliest opportunity to the
426 Central Committee.
- 427 3. The Central Committee to act as Interim Platform Convention
428 a. Starting 90 days after notice has been given of the new Platform and LAIs, the
429 membership may make amendments to the Platform or LAIs.
430 b. Amendments must originate by the same rules as other public policy resolutions and shall
431 be submitted to the Resolutions & Platform Committee, which will consider them using
432 the same process it uses for resolutions, and will pass them on to the membership with its
433 recommendation for or against the amendment.
434 c. Amendments that alter the Platform or LAIs require a 2/3 vote.
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438 Updated June 6, 2018 by Dan Jensen, Rules Chair
439 Amended August 2, 2018 by Dan Jensen, Rules Chair
440 Amended September 27, 2018 by Dan Jensen, Rules Chair
441 Amended October 25, 2018 by Dan Jensen, Rules Chair
442 Amended January 2, 2019 by Dan Jensen, Rules Chair
443 Amended January 23, 2019 by Dan Jensen, Rules Chair
444 Amended March 29, 2019 by Dan Jensen, Rules Chair