

1 **WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE**
2 **STANDING RULES**
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29 **STANDING RULE #1:**

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31 **REGULAR MEETING DATES:**

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

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34 A. Regular meetings shall be held on the fourth Wednesday of the month, January through
35 October.
36 B. The November meeting shall be held on the third Wednesday. In General Election years,
37 the Organizational Meeting replaces the regular November meeting.
38 C. No regular meeting will be held during the month of December.
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41 **STANDING RULE #2:**

42 **FINANCE**

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45 **A. BUDGET:**

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

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

B. AUDIT

Adopted 10/25/2018

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

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

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

1. The Chair will convene a meeting of the Audit Ad-Hoc Committee, the out-going Treasurer and the in-coming Treasurer to perform a review of the accounts 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 the Chair 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.

D. INCOMING FUNDS:

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

1. Deposits shall not be made other than by the Treasurer's direction.

STANDING RULE #3:

SELECTION OF PRECINCT COMMITTEEPERSONS (PCP):

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

- A. Vacancies in the office of PCP may be filled at any regular meeting of the Central Committee.

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

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116 **STANDING RULE #4:**

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118 **DELEGATES AND ALTERNATES**

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

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

- 123
124 1. Delegates and alternate delegates will be elected to the SCC at the
125 organizational meeting.
- 126 2. The number of delegates elected will be equal to the number of Democrats in
127 Washington County registered on the day of the primary election, divided by
128 15,000. If the remaining number exceeds 7500, one additional delegate shall be
129 elected. An equal number of alternates shall be elected.
- 130 3. The Chair of the Washington County Central Committee is an automatic member
131 of the delegation, filling one of the delegate positions.

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4. 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.
 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.

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

146 Adopted 10/25/2006, Amended 1/22/2014, Amended 4/26/2017, Amended
147 8/23/2017, Corrected 8/30/2018, Amended 9/26/2018, Corrected 1/2/2019
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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.

163 **STANDING RULE #5:**

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

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

- 176 C. The Delegation Chair shall send a minimum of 2 meeting notifications via email to all
177 delegation members of their respective body. The first notice shall be sent no less than 3
178 weeks prior to the meeting. Delegates and alternates shall be asked, and expected, to
179 notify the Delegation Chair whether they will be able to attend as soon as practical.
- 180 D. In the event delegates and alternates do not respond with a definitive commitment to
181 attend by two weeks prior to the start of a meeting, the Delegation Chair shall assign an
182 alternate who has indicated that they will attend.
- 183 E. Alternates shall be called by gender, and then by rank order, as possible.
- 184 F. If non-responsive delegates respond in the affirmative less than two weeks prior to the
185 start of the meeting or if non-responsive delegates attend the meeting without
186 confirmation notice, they will be assigned an alternate position unless there are
187 additional or unexpected absences at the delegate level.
- 188 G. Delegates who do not respond to the Delegation Chair who attend the meeting will
189 receive credit for attending but will not be able to vote.
- 190 H. This Standing Rule shall be referenced in all meeting notifications sent by the Delegation
191 Chair.
- 192 I. Resignation and Removal of Delegates
- 193 1. A delegate may resign by written notice to the Chair of their body or the County
194 Chair.
- 195 2. SCC Delegates who have two unexcused absences, at the discretion of their
196 delegation chair, or three total absences have effectively resigned, and may be
197 replaced.
- 198 3. CD1CC Delegates who have three consecutive absences or four total absences
199 have effectively resigned, and may be replaced.
- 200 J. If a Delegation Chair is unable to attend their respective meeting, the Delegation Chair
201 shall appoint a temporary replacement for that meeting from the list of delegates
202 attending.
- 203 K. Delegation Chairs will keep an up to date list of all delegates and alternates in gender
204 and rank order. Delegation Chairs will assure the delegation lists on the website are
205 correct and up to date and advise the webmaster of any changes as soon as possible.
- 206 L. Delegation Chairs are members of the Executive Committee. Delegation Chairs will
207 advise both the Central Committee and the Executive Board of upcoming meetings and
208 report on attendance, substantive discussions and actions taken by those bodies at the
209 next regularly scheduled Central Committee and Executive Board meeting.
- 210 M. Delegation Chairs will provide the Credentials Chair of their respective bodies the list of
211 delegates for each meeting 48 hours in advance.
- 212 N. Persons who choose to become a candidate for an SCC or CD1CC Delegate or
213 Alternate Delegate position will sign a copy of this Standing Rule to acknowledge they
214 have read and understand this rule.

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217 **STANDING RULE #6:**

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219 **WEBSITE MANAGEMENT:**

220 Adopted 10/25/2006

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

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228 **STANDING RULE #7:**

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

231 Adopted, 03/25/2009

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

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261 **STANDING RULE #8:**

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263 **CONTRIBUTION RECOMMENDATION PROCEDURE:**

264 Adopted 10/25/2006

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266 A. Description – Each Contribution Recommendation and Endorsement Ad Hoc Committee
267 shall be comprised of 5 members. The members shall be made up of PCPs (who do not
268 sit on the Executive Board), appointed by the County Chair and approved by the
269 Executive Board. A Committee shall be appointed no later than January 1st for the
270 Primary Elections, June 1st for the General Elections, and 50 days prior to a special
271 election. The chair shall be named by the County Chair and approved by the Executive
272 Board.
- 273 B. Duties – The Contribution Recommendation and Endorsement Committee shall:
- 274 1. Set a timeline for completing the contribution recommendation procedure.
 - 275 2. Only consider making contributions to those who request them.
 - 276 3. Mail contribution request forms and questionnaires to all eligible candidates. An
277 explanation of the contribution process, as well as a timeline (including the date
278 the vote will take place), shall be included with every invitation.
 - 279 4. Plan contribution recommendations for a regularly scheduled WCDCC meeting.
280 At this meeting, a report, in writing, is to be made available to the WCDCC on its
281 findings concerning the candidates in the coming election. The report shall
282 include:
 - 283 i. A description of responses from each candidate seeking contributions to
284 prepared questions submitted by the Committee;
 - 285 ii. A recommendation to give a contribution, and the amount, together with a
286 brief rationale for the recommendation;
 - 287 iii. In rendering its recommendations on candidates, the Committee shall
288 consider at least the candidate’s experience, ability, integrity, views
289 concerning positions contained in the County Platform and Legislative
290 Agenda, and participation in Democratic Party activities.
 - 291 5. Factors to be considered include, but are not limited to the overall budget for
292 campaign contributions, the financial need of the campaigns, the importance of
293 the race, and the candidate’s previous participation in Democratic Party activities.
 - 294 6. In the event of multiple recommended candidates for a position, financial
295 contributions may still be awarded, provided that each candidate in the race
296 receives the exact same contribution.
 - 297 7. Funds are to be distributed to campaigns no later than 10 days after contributions
298 are approved by the WCDCC.
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301 **STANDING RULE #9:**

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303 **COUNTY CAUCUSES:**

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

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306 The Central Committee has approved the following Caucuses:
307 Faith Initiative
308 Gay, Lesbian, Bisexual, Transgender [GLBT] – established 01/23/2008
309 Black American Caucus – established 01/25/2017
310 Women’s Caucus – established 03/22/2017
311 Progressive Caucus – established 07/26/2017

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314 **STANDING RULE #10:**

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316 **CREDENTIALS COMMITTEE**

317 Adopted 05/23/2018

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

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332 **STANDING RULE #11:**

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334 **KAREN SCHOUTEN FUND:**

335 Adopted 05/24/2017

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

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348 **STANDING RULE # 12:**

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350 **AUTHORIZATION OF SIGNAGE AT EVENTS AND SWAG SALES**

351 Adopted 9/26/2018

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353 A. Participation of all persons is encouraged. All persons and outside organizations wishing
354 to participate in an event or activity of this organization and display any form of signage
355 in favor of their candidate, measure, organization, cause, or issue must receive
356 authorization.

- 357 1. Endorsement of the specific candidate, measure, or organization shall be
358 considered authorization.
- 359 2. Authorization is granted for all signage in favor of any elected Democrat or
360 anyone filed and running as a Democrat in a primary or general election. Efforts
361 shall be made to ensure all filed candidates are represented.
- 362 3. Endorsement of a cause or issue shall be considered authorization for general
363 signage in favor of the cause or issue, but not a specific candidate, measure, or
364 organization.
- 365 4. Authorization may also be attained by approval of the Central Committee.
- 366 5. If the event is to be held prior to the next Central Committee meeting, one-time
367 authorization may be attained by approval of the the Executive Board.
- 368 6. Notwithstanding the above rules, authorization for specific signage may be
369 restricted by the Community Outreach Committee in extraordinary circumstances
370 for specific cause including offensive language. Any restrictions will be reported
371 to the Central Committee.

372
373 B. Swag, buttons, bumper stickers and T-shirts or any item offered for sale by the Office
374 must receive authorization.

- 375 1. Endorsement of the specific candidate, measure, or organization shall be
376 considered authorization.
- 377 2. Authorization is granted for all swag in favor of any elected Democrat or anyone
378 filed and running as a Democrat in a primary or general election. Efforts shall be
379 made to ensure all filed candidates are represented.
- 380 3. Endorsement of a cause or issue shall be considered authorization for general
381 swag in favor of the cause or issue, but not a specific candidate, measure, or
382 organization.
- 383 4. Authorization may also be attained by approval of the Office Committee Chair
384 and must be ratified by the Executive Board.
- 385 5. Notwithstanding the above rules, authorization for specific signage may be
386 restricted by the Office Committee in extraordinary circumstances for specific
387 cause including offensive language. Any restrictions will be reported to the
388 Central Committee.

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391 **STANDING RULE # 13:**

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393 **DISTRIBUTION OF PCP CONFIDENTIAL CONTACT INFORMATION**

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

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

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

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

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

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416 **STANDING RULE #14**

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CALLS TO ACTION

Adopted 04/24/2019

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A. "Calls to Action" are requests for action related to previously adopted resolutions,
platform planks, LAIs, or Democratic Party values.

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B. The Communications Committee shall have a standardized intake process and policy for
swiftly evaluating and publishing calls to action.

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C. The goals of this process and policy will be to inform our membership regarding these
matters, and call on them to be mobilized to action.

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D. If the requester is unsatisfied with the Communications Committee's decision, the
requestor may bring their concern to the officers. The officers will come to a decision
within 3 days of the appeal.

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APPENDIX #1



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REQUEST FOR PCP CONTACT INFORMATION

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Date: _____

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Name: _____
(Please Print)

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Position: _____

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Reason for Request: _____

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Date when list is needed: _____

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

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Requestee Signature: _____

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Please submit request form to Secretary@washcodems.org

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Approved Denied

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Secretary Date: _____

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If Denied, explain:

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Executive Board Override Date: _____

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Standing Rules:

Updated July 4, 2018 by Dan Jensen, Rules Chair

Amended July 26, 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 May 4, 2019 by Jeremy Likens, 2nd Vice Chair