

**BYLAWS OF THE
WASHINGTON COUNTY DEMOCRATIC
CENTRAL COMMITTEE**

ARTICLE I NAME

The name of this organization shall be the Washington County Democratic Central Committee (Central Committee).

ARTICLE II PURPOSE

The purposes of the Central Committee shall be to:

- A. Elect Democratic candidates;
- B. Adopt a platform and work to ensure that it is carried into law;
- C. Provide a link between Washington County Democrats and the First Congressional District Central Committee and the State Central Committee;
- D. Inform voters about Democratic Party principles; and
- E. Maximize the membership of the Central Committee and the Democratic Party.

ARTICLE III AUTHORITY

The Central Committee shall have all powers to manage its affairs and transact its business that are consistent with the Constitution and laws of the United States, the Constitution and laws of Oregon, the National Charter of the Democratic Party, the Bylaws of the Democratic Party of Oregon and these Bylaws.

ARTICLE IV AFFIRMATIVE ACTION

The Central Committee shall ensure the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested Precinct Committeepersons (PCPs). Discrimination in the conduct of Central Committee affairs on the basis of sex, race, age, religion, economic status, disability, ethnic origin, sexual orientation, gender identity, color, creed, parenthood or marital status is prohibited.

ARTICLE V MEMBERSHIP

Section 1: Members

Members of the Central Committee shall consist of all Democratic PCPs elected and certified in Washington County (ORS 248.015, 248.031, and 248.045(2) and (3)), appointed to fill a vacancy (ORS 248.043), or elected to fill a vacancy (ORS 248.026). A PCP is a representative of the party in the precinct

and a voting member of the Central Committee. Registered Democrats who hold elective public office (partisan and nonpartisan) and represent a jurisdiction in Washington County must be explicitly elected or appointed as PCPs in order to be voting members. Except for PCPs, non-voting members of the Central Committee shall include the Executive Board of the Central Committee; registered Democrats who hold elective public office (partisan and nonpartisan) and represent a jurisdiction in Washington County; and youth voted to be honorary members. Non-PCP members will be encouraged to become PCPs.

Section 2: Resignation of Precinct Committeepersons (PCPs)

A Precinct committeeperson may resign by written notice to the County Clerk and such resignations shall be effective when the County Clerk declares the office vacant with a notice to the Central Committee.

Then the Secretary shall immediately notify the Central Committee Chair, and the State and First District Chairs of the resignation. (ORS 248.024)

Section 3: Removal

- A. A precinct committeeperson elected in a Primary Election may be recalled only by the 10 voters in that precinct, and in accordance with ORS 248.029(2). Said election shall be paid for by the Central Committee (ORS 248.029(3)).
- B. An appointed precinct committeeperson is subject to the rules for recall specified for Officers and Elected Officials of this Central Committee. (ORS 248.026 (3) and Article VI, Section 5 of these bylaws).

Section 4: Vacancies

- A. The Central Committee may elect any person registered as a Democrat for at least 180 days and currently registered in the precinct in which the vacancy exists, or in a precinct which has a common boundary with the precinct in which the vacancy exists, to fill a vacancy in the office of precinct committeeperson (ORS 248.026 (1) and (2)). A person who has turned 18 within the last six months may be elected, so long as that person is a registered Democrat and currently registered in the precinct in which the vacancy exists.
- B. The newly elected committeepersons' tenure, with the ability to vote in regard to Central Committee matters, shall begin as soon as the County Clerk enters the appointment on the county election records pursuant to ORS 248.026(2)and(3). The term of such committeeperson shall terminate at the same time as those elected in a primary election; that is, 24 days after the next succeeding primary election. (ORS 248.015 (6))

Section 5: House District Leaders

Up to four (4) leaders for each House District shall be appointed by the Chair for each Oregon House of Representatives District, or portion thereof, in Washington County. House District leaders' appointments may be rescinded by written, or e-mail, notice from the Chair. House District leaders shall: provide leadership and encouragement to the precinct committeepersons of their district; recruit and offer in nomination persons willing to serve as precinct committeepersons; coordinate, within their districts, voter registration drives, "get out the vote" efforts, and distribution of sample ballots and candidates literature; and be members of the Campaign Committee.

ARTICLE VI OFFICERS OF THE CENTRAL COMMITTEE

Section 1: Officers

Officers of the Central Committee shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary and a Treasurer. These officers shall perform the duties prescribed by these Bylaws, the Central Committee's Standing Rules and the parliamentary authority adopted by the Central Committee.

Section 2: Eligibility

Any person legally registered as a Democrat in Washington County shall be eligible to hold any office in this Committee.

Section 3: Nomination and Election

Candidates for office of the Central Committee shall be selected by a Nominating Committee. The Nominating Committee shall be formed at the regular business meeting two months prior to the Organizational meeting. The Nominating Committee shall consist of:

- A. A past Central Committee Chair appointed by the current Chair;
- B. Chair of the Rules Committee or his or her designee; and
- C. Two persons elected by the Central Committee, except that no current officer of the Central Committee shall be elected to the Nominating Committee.

The Nominating Committee shall announce a slate list of candidates for officers and delegates no later than the Monday following the general election, and shall present the list of candidates at the organizational meeting. Additional nominations from the floor will be taken. Only elected PCPs who were elected during the most recent Primary Election may vote on the election of Central Committee officers. (ORS 248.035(1)(B)).

Section 4: Term of Office

- A. Central Committee officers shall be elected for a term of two (2) years. The term shall begin at the close of the organizational meeting at which they are elected and end at the close of the next succeeding organizational meeting.

Section 5: Recall

Officers may be recalled for cause by a majority vote at a regular meeting of the Central Committee provided that the recall request and Executive Board's recommendation have been provided to all PCPs at least fourteen days prior to such action.

Section 6: Vacancies

- A. If the office of Chair should become vacant, the First Vice-Chair shall become Chair for the unexpired portion of the term.
- B. When vacancies occur in the other offices, positions shall be filled by majority vote at the first possible regular meeting of the Central Committee. Persons so elected shall serve the unexpired portion of the term of the vacancy that is being filled.

Section 7: Duties

- A. The Chair shall have the overall responsibility for the day-to-day operation of the Central Committee and Executive Board; supervise paid staff; appoint a Parliamentarian and all Committee Chairs except the Credentials Committee Chair, with the approval of a majority of the elected officers; be an ex-officio member of all standing committees, except the Nominating Committee; and execute, with the Secretary, all contracts on behalf of the Central Committee; and be an alternate signer of checks with the Treasurer. The Chair shall ensure that notice of all regular and special meetings is sent to all members of the Central Committee not later than the sixth day before each meeting (ORS 248.012)
- B. The First Vice-Chair shall perform all of the duties of the Chair in the absence or disability of the Chair; may coordinate the work of standing committees, as assigned by the Chair; and be an alternate signer of checks with the Treasurer. The First Vice-Chair shall be a different gender from the Chair.
- C. The Second Vice-Chair shall perform all the duties of the Chair in the absence or disability of the Chair and First Vice-Chair; Chair the Credentials Committee; and may coordinate the work of standing committees, as assigned by the Chair.
- D. The Secretary: Shall keep a book of minutes of all meetings of the Central Committee and Executive Board, showing the time and place of the meeting, the names of those present, and the proceeding and actions taken. A book of approved Central Committee minutes and a book of approved Executive Board minutes will be maintained at the WCDCC office. Copies of the Central Committee minutes will be made available to all Central Committee members by having copies of the previous unapproved minutes available at the meeting and posting them on the Central Committee website. The Secretary shall, in cooperation with the Credentials Committee, maintain accurate and up to date membership records of all PCPs including phone numbers and email addresses, and carry out Central Committee correspondence and all legal notifications at the request of the Chair (ORS 12 18 248.012 and 248.043). The Secretary is an ex-officio member of the Credentials Committee and will have the same Voter File Access as the Credentials Chair.
- E. The Treasurer shall prepare adequate records and reports on all Central Committee operational and fundraising financial transactions; meet all campaign finance reporting requirements; provide for the custody and safekeeping of all Central Committee funds; maintain open financial books ready for inspection and review at all times; issue checks in accordance with the Central Committee-approved budget, with the Chair or First Vice-Chair as alternate signer; serve as non-voting member of the Contributions Recommendation Ad-hoc Committee. (ORS Chapter 260; OAR 165-012; current Campaign Finance Manual)

ARTICLE VII

ELECTED DELEGATE POSITIONS

Section 1: Eligibility

Delegates and alternates to the State Democratic Central Committee and to the First Congressional District Democratic Central Committee shall be Washington County residents and registered as

Democrats for no less than 180 days, except any person whose 18th birthday falls within the period of 180 days.

Section 2: Responsibilities

Delegates and alternates shall act as liaisons between the Central Committee and the Committees to which they are elected, voting as directed by the Central Committee and reporting on substantive discussions and actions taken by those Committees at the first possible Central Committee meeting.

Section 3: Nominations and Elections

All delegates and alternates elected to the State Central Committee (SCC) and/or First Congressional District Democratic Central Committee (CD1CC) delegations shall serve according to the bylaws of the respective Committees.

- A. Delegates and alternates to the SCC and CD1CC shall be elected for a term of approximately two (2) years. Their term shall begin on the date they are elected and end at the next Organizational Meeting. Vacancies may be filled at subsequent meetings.
- B. All delegates and alternates to the SCC and CD1CC shall be elected by plurality vote at the Organizational Meeting of the Washington County Democratic Central Committee.
- C. DPO Bylaws, Article 7 (Conventions), set the requirements for electing delegates and alternates to the State Democratic Conventions held in each election year.
- D. Article II (National Convention) of the Democratic National Committee Charter, its Call to the Convention, and its Delegate Selection Rules set the basis for the election of delegates to presidential elections year National Conventions.

ARTICLE VIII ADVISORY POSITIONS

- A. The Parliamentarian shall advise the Chair, to ensure that all proceedings of the Central Committee and the Executive Board of the Central Committee are conducted in accordance with the Bylaws, the Standing Rules and Roberts Rules of Order; The Parliamentarian shall be an ex-officio member of the Rules Committee.

ARTICLE IX COMMITTEES & CAUCUSES

Section 1: The Executive Board:

Shall consist of the current elected officers, the Chair of the State Democratic Central Committee delegates, the Chair of the First Congressional District Central Committee delegates and the chairs of all standing committees; hold monthly meetings and special meetings as needed; have a quorum when a majority of its members are present; review and make recommendations on all Central Committee officer recall petitions prior to action by the Central Committee; hire paid staff; and conduct all necessary business required between regular meetings of the Central Committee. No officer may be chair of a standing committee. No person shall simultaneously hold more than one officer position, nor chair more than one standing committee, with the exception of the Second Vice-Chair who is chair of the Credentials

Committee. No one person shall be entitled to more than one vote in Executive Board meetings. Where a committee is represented by co-chairs, only one vote may be cast. Meetings shall be called by the Chair or in their absence or incapacity, by a Vice Chair. Special meetings may be called in the same manner or by five (5) Executive Board Members.

Section 2: Financial Accountability

No single member or group of members can expend, or make any promises or commitments regarding a future expenditure of, Central Committee funds without a vote of the Executive Board, subject to the following exceptions:

- A. Expenditures approved by the Central Committee in the annual budget process.
- B. An expenditure, outside of the approved budget, of less than \$100 with approval of two executive officers.

Section 3: Electronic Meetings

- A. The Executive Board, Standing Committees, and Ad-hoc Committees may conduct electronic teleconference meetings.
- B. Hybrid in-person/teleconference meetings may occur at the discretion of the committee chair, only when the need arises.
- C. Electronic meetings require the same notice as other committee meetings.
- D. Electronic meetings must be run as follows:
 - 1. Identities of committee members will be verified after calling in. Verification may be done visually or aurally by the committee chair or another person designated by the committee chair.
 - 2. A roll call of the verified committee members will take place before the agenda is adopted.
 - 3. The committee chair will explain the teleconference process to all committee members.
 - 4. The conference call will allow for bidirectional aural communication while the meeting is in session.
 - 5. All committee members must have the ability to unmute themselves at their own discretion. Committee members will self-mute, except when speaking or raising a privileged motion, or raising a point of order.
 - 6. Other than privileged motions or incidental motions, the committee chair will recognize, to the best of their ability, committee members by digitally “raised hands” in the order raised, when possible.
 - 7. Digitally “raising hands” within the teleconference software shall be used to ascertain vote totals. If this is not possible, roll call votes shall be used instead. A vote by unanimous consent is also acceptable.
 - 8. The votes cast by committee members will be recorded in the minutes.
 - 9. The language of all motions will be displayed for all committee members who are visually connected.
- E. A committee may approve a vote to be conducted by SurveyMonkey, or a similar service. Such votes will include all committee members, will have a set deadline, and be announced to all committee members via email. No votes shall be conducted by email.

Section 4: Notice of Meetings for Committees

- A. The Executive Board and Standing Committees must provide notice to their committee members of meetings no later than the sixth (6th) day in advance of each meeting.
- B. Notice must be sent by email or postal mail.
- C. Notice requires time and location of meeting, agenda, and previous unapproved minutes.
- D. Notice must also include whether the meeting will be conducted electronically, and any applicable call-in number or registration link.
- E. All committee meetings must be placed on an electronic calendar accessible from the WashCo Dems website and can be seen at least by all PCPs, no later than the sixth (6th) day in advance of each meeting. Time and location must be included on the calendar.
- F. All committees should hold a monthly meeting at a recurring time and date, unless there are valid reasons for doing otherwise.
- G. All committees may hold additional meetings which must meet the same notice requirements and calendar posting as a standard meeting.
- H. Exceptions to rules (A)-(G) may be approved by the Executive Board.
- I. The Executive Board may not use (H) to make an exception for itself.
- J. Rules (A)-(G) do not apply to subcommittees or work groups of a committee.

Section 5: General Procedures for Committees

- A. All standing committee chairs shall familiarize themselves with Robert's Rules of Order, Newly Revised (RONR), regarding the procedure for business in their committee.
- B. New committee chairs must receive introductory training on RONR within 2 months of becoming committee chair.
- C. When a standing committee has more than 10 members:
 - 1. A motion to call the question shall be in order after four people have spoken in debate on a motion or amendment.
 - 2. Quorum is 25% of their members.
 - 3. Speeches shall be limited to 2 minutes. This may be changed for the duration of a topic or the meeting by a majority vote of the committee.
 - 4. Members may only speak to the same question twice per day.
- D. All committees shall record actions taken at their meetings
 - 1. All committee chairs shall report on the committee's interim activities at each regularly scheduled Executive Board meeting.
 - 2. Committee chairs or a designee shall submit a digital report to the Executive Board Chair prior to the meeting.
 - 3. Committee chairs or a designee shall post meeting minutes and reports on the WCDCC website.
- E. Exceptions to rules (A)-(D) may be approved by the Executive Board.

Section 6: Standing Committee Members

- A. All precinct committee persons may be appointed as a member of any standing committee by the Chair of the standing committee.
- B. Any member of a standing committee may be removed by written or e-mail notice from the Chair of the standing committee.
- C. A committee member's term shall begin after the organizational meeting and end at the close of the next organizational meeting.

Section 7: Standing Committees' Duties

- A. The Community Outreach Committee: Shall develop and strengthen the Central Committee by sponsoring and participating in community events to include Fairs, Parades, Values in Action events and other activities for PCPs and volunteers; reach out and serve as liaison to other organizations with Democratic views in the county.
- B. The Communications Committee: Shall promote the welfare and principles of the Democratic Party and publicize meetings, conventions, fundraising events, and resolutions passed by the Central Committee in local news media; publish all necessary platform convention materials; and coordinate letters to the Editor.
- C. The Budget Committee: Shall prepare an annual budget for adoption by the Central Committee. The Budget Committee Chair shall review any expenditure not contained in the adopted budget and shall report to the Executive Board.
- D. The Finance Committee: Shall have the primary responsibility for planning and executing all fundraising activities to meet Central Committee-approved, budgeted expenses.
- E. The Resolutions and Platform Committee: Shall receive, review and make recommendations on all proposed resolutions; submit proposed platform items, based upon major issues, to the Central Committee for its consideration; send the required number of copies of the County Platform to the Platform Committee of the State Central Committee so that it may be considered for inclusion in the State Democratic Platform.
- F. The Rules Committee: Shall regularly review Central Committee bylaws and Standing Rules at least once every two years, making recommendations for amendments as needed, proposing amendments thereto, as needed, for adoption by the Central Committee; and shall conduct all elections.
- G. Campaign Committee: Shall be composed of the House District Leaders; shall publicize opportunities for elective office; provide assistance to candidates; coordinate the Neighborhood Leader program and related voter registration drives, "get out the vote" efforts, distribution of slate cards and candidate literature; and assist with coordinated campaign activities for all general elections.
- H. The Young Democrats Committee: Shall promote the Democratic Party among county young people and coordinate activities within the county.
- I. Information Technology Committee: Shall develop and maintain the Central Committee website, databases, blogs and software, enforcing all Central Committee standing rules pertaining to access and permitted uses; respond to tech-support, user access, and rule violation issues within 24 hours; provide online research as requested by the Executive Board or the Central Committee; advise the Central Committee on matters related to information technology.

- J. The Office Committee: Shall be responsible for overseeing the regular operation of the office, including staffing.
- K. The Training and Education Committee: Shall have oversight of all training and shall coordinate all training presented on behalf of the Central Committee. The committee shall train House District Leaders and Precinct Committee Persons as to their duties and responsibilities in regard to the Central Committee. The committee shall also educate and train volunteers as to their opportunities to assist the Central Committee.
- L. The Latinx Outreach Committee: Shall focus on the Latinx community by registering voters and engaging all Latinx voters in the Democratic political process.
- M. The Credentials Committee: Shall be chaired by the 2nd Vice Chair. The committee shall determine the eligibility of every Central Committee member attending and certify their eligibility to vote at that meeting. The Credentials Committee Chair shall have Voter File administrator access to assist the Secretary in maintaining accurate and up to date membership records of all Precinct Committeepersons including phone numbers and email addresses. The Credentials Committee shall provide other credentialing services as approved by the Executive Board.

Section 8: Ad-hoc Committee Duties

- A. Contributions Recommendation and Endorsement Committee: Shall make recommendations as to which legislative candidate campaigns shall receive contributions from the Central Committee and as to which candidates for nonpartisan office shall receive the endorsement of the Central Committee.
- B. Nominating Committee: See Article VI, Section 3.
- C. The Audit Ad-Hoc Committee:
 - 1. The Treasurer will be a non-voting ex-officio member of this committee to assist this committee with all documents and questions that may arise.
 - 2. This committee will consist of the current Treasurer and four additional members including at least one past treasurer as possible and elect their own chair.
 - 3. Shall conduct an annual review of all Central Committee financial records and file a written report with the Executive Board.
 - 4. Audit Committee members will be nominated by the Central Committee Chair and approved by the Executive Board.

Section 9: Caucuses

- A. The Washington County Central Committee may grant official recognition to a caucus of the Washington County Democrats who share demographic or other similar identity. Such caucuses are meant to encourage people of similar interests to be active in supporting the Washington County Democratic Party. The purpose of granting official recognition is to enable the caucus to participate in the policy decisions and the outreach programs of the Washington County Central Committee.
- B. To achieve official recognition, the Caucus must be approved by the Washington County Central Committee. A group of at least 3 Democrats must request that their caucus be recognized.

- C. Each caucus is responsible for complying with the regulations and financial requirements of the Washington County Central Committee. The Central Committee is not required to provide financial support to any caucus.

ARTICLE X MEETINGS

Section 1:

All meetings of the Central Committee shall be open to the public.

Section 2: Organizational Meeting

- A. The organizational meeting of the Washington County Democratic Central Committee in Washington County shall be the first meeting of the Central Committee held following a General Election. It shall be held no sooner than ten (10) days following the sending of the notice of the organizational meeting and no later than fifty (50) days after the election. Those present shall constitute a quorum. (ORS 248.033 – 248.043)
- B. The meeting shall be called by the Chair of the retiring Central Committee, who shall give notice of time, date, place and agenda of such meeting not later than ten (10) days following the General Election to each newly elected or appointed PCP. At that time, a copy of this notice shall also be sent by the Chair of the retiring Central Committee to the retiring Chair of the State Central Committee and the Executive Director of the Democratic Central Committee of Oregon.
- C. In the event that the foregoing procedures are not materially complied with, the organization meeting shall occur in accordance with ORS 248.033.
- D. Pursuant to ORS 248.035, at the organizational meeting, and prior to the election of officers, the officers of the retiring Central Committee shall make available to the Central Committee all property, records and funds owned or controlled by the retiring Central Committee.

Section 3: Regular Meetings

- A. Regular meetings will be monthly.
- B. Fifteen (15) PCPs shall constitute a quorum for regular and special meetings.

Section 4: Special Meetings

Special meetings shall be called by the Chair; in his/her absence or incapacity, by a Vice-Chair; in the absence or incapacity of both, by an Officer of this Central Committee; or by ten (10) PCPs. The meeting shall be solely for the transaction of business as stated in the call for the meeting.

Section 5: Notice of Meetings

Notice containing date, time, and location shall be sent by postal mail to all members of this Central Committee not later than the sixth (6th) day in advance of each meeting (ORS 248.012). Any supplemental materials may be sent by email or postal mail.

Section 6: Prohibition of Proxies

Proxies in no instance shall be permitted to participate in any Central Committee meeting. (ORS 248.045)

ARTICLE XI CONVENTIONS

Section 1: Convention Delegates

- A. At least ninety (90) days prior to the State Democratic Convention, the Washington County Central Committee shall receive from the Democratic Party of Oregon a notice of the number of delegates and alternate delegates to that Convention that it is entitled to elect.
- B. At least thirty (30) days before the Convention, the Washington County Central Committee shall elect the delegates and alternates and notify the Chair of the State Central Committee of the names and postal addresses of persons chosen.

Section 2: Selection of Delegates and Alternates

Delegates and alternates shall be selected in a meeting of the Central Committee in which voting shall be limited to its PCPs.

Section 3: County Platform Convention

The Platform Convention will be called in odd number years so the Platform and LAIs are completed and published prior to the October Central Committee Meeting. A quorum for the Platform Convention shall be twenty-five percent (25%) of Registered Delegates.

ARTICLE XII BALLOT MEASURES AND PUBLIC POLICY RESOLUTIONS

Section 1: Ballot Measures

The Central Committee may take a position on ballot measures.

Section 2: Public Policy Resolutions

- A. "Public policy" is defined in these bylaws as any issue of public concern that an outside organization can address.
- B. Public policy resolutions may only be presented to the Central Committee after either:
 1. The Resolutions and Platform Committee (RPC) has recommended that the resolution be adopted; or
 2. 15 PCPs, who are not RPC members, have provided the resolution in writing to the WCDCC Chair at least 21 days before a Central Committee meeting.
- C. The draft resolution shall be emailed to PCPs for review 15 days prior to being presented at the next Central Committee meeting for a first reading.
- D. At or before the next RPC committee meeting, written input will be solicited from PCPs for potential amendments prior to adoption at the Central Committee.

- E. The full text of the resolution and any changes since last presented shall be posted to the website and emailed to PCPs at least 15 days prior to the meeting that the public policy resolution shall be voted on.
- F. Emergency public policy resolutions may be brought to the Central Committee without proper notice with the approval of a majority of the elected officers and not subject to A-D above.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Rules of procedure in “Robert’s Rules of Order, Newly Revised” (current edition) shall govern the Central Committee in all cases not covered by these Bylaws, the Central Committee’s Standing Rules, or the Bylaws of the Democratic Party of Oregon.

ARTICLE XIV AMENDMENT

These Bylaws may be amended at any meeting of the Central Committee provided that:

- A. The proposed amendment has been reviewed and recommended for adoption by the Rules Committee;
- B. Copies of the proposed amendment are made available on the website not later than the fifteenth day in advance of the meeting;
- C. All PCPs are notified and provided either a link to the amendment and/or the text of the amendment by postal mail and/or email at least 15 days in advance;
- D. Two-thirds of those present and voting vote to adopt the amendment. (ORS 248.045)

Adopted October 25, 2006
 Revised November 22, 2008
 Corrected March 22, 2009
 Amended April 22, 2009
 Amended February 22, 2012
 Amended October 24, 2012
 Amended April 24, 2013
 Amended January 22, 2014
 Amended May 27, 2015
 Amended April 26, 2017
 Amended June 28, 2017
 Amended August 6, 2017 by action of the State Central Committee
 Amended March 28, 2018
 Amended May 23, 2018 by Dan Jensen, Rules Chair
 Amended July 26, 2018 by Dan Jensen, Rules Chair
 Amended August 30, 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 March 29, 2019 by Dan Jensen, Rules Chair