

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

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**SPECIAL RULE OF ORDER #1:**

**MEETING AGENDAS**

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

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

1. The Chair shall prepare a proposed agenda for each regular and special meeting.

**B. ORGANIZATIONAL MEETING OF THE CENTRAL COMMITTEE:**

Adopted 10/25/2006

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

Treasurer  
Delegates & Alternates to the Democratic Party of Oregon & to the First Congressional  
District Central Committee  
Adjournment

**SPECIAL RULE OF ORDER #2:**

**PARTICIPATION IN THE CENTRAL COMMITTEE BUSINESS MEETING:**

Adopted 1/ 22/2014

Only Officers, PCPs and Democrats who hold elective office and are members of the Central Committee may speak to issues raised during the business portion of the CC meeting. This includes proposed resolutions and platform items.

**SPECIAL RULE OF ORDER #3:**

**GENERAL MEETING PROCEDURES FOR THE CENTRAL COMMITTEE:**

Adopted 4/25/2018

- A. The Washington County Democrats operate according to the adopted bylaws, special rules of order, standing rules, and the current edition of Robert's Rules of Order
- B. All members shall be credentialed in order to speak and vote.
- C. Members shall follow decorum. Decorum will be enforced by the Chair, and includes at least the following:
  - 1. Address all remarks through the Chair, not to another member;
  - 2. Confine all remarks to the merits of the pending motion;
  - 3. Refrain from verbally attacking another member;
  - 4. Avoid the use of members' names;
  - 5. Refrain from speaking adversely on a prior action not pending;
  - 6. Refrain from speaking against one's own motion; and
  - 7. Refrain from disturbing the assembly.
    - i. Taking side conversations outside of the room is encouraged.
- D. All members of the Central Committee are encouraged to read the information provided, research and ask questions in order to understand each issue prior to the meeting.
- E. Committee reports to the CC shall include their recent activities and will indicate any motions that will follow in the new business section of the agenda. The Resolutions report may include introduction of new Resolutions to be voted on in a future meeting.
- F. Discussion/debate will only be in order once a motion is before the body. Exceptions include Q&A with an invited speaker or during forums.
- G. A member shall move to a microphone to make a motion or to speak in debate and wait to be recognized by the Chair, with the exception of those motions which are in order when another has the floor.

- H. Main motions and any amendments thereto must be in writing and turned in to the Chair with a copy for the Secretary, with exceptions allowed by the Chair or body for simple motions. Motions will not be turned away due to lack of time to write them down.
- I. Once a second has been made, if needed, the Chair shall state the motion clearly before debate begins.
- J. All debatable motions shall be given proper pause to allow for any debate or allowable secondary motions.
- K. Speeches in debate shall be limited to 120 seconds per speech.
- L. A motion to call the question is out of order until after both 3 speakers for and 3 speakers against have spoken, or when one side no longer has anyone wishing to speak.
- M. The motion will be read once more prior to voting on the motion.
- N. Voting cards may be used to vote on a motion.
- O. After voting, the chair will announce the results of the vote and its effect. If a counted vote is taken the number will be announced.
- P. A question/point of privilege is generally for the purpose of fixing something which is causing the member difficulty in participating in the meeting, such as requesting the temperature be turned up, or a door closed as there is too much noise in the hall, etc. It does not provide license to simply speak one's mind.
- Q. If a member is unsure of proper procedure, how to make or phrase a motion, or has some other pertinent question of the Chair, they may interject with a "Point of Information" and ask the Chair their question.

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

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

Adopted 9/26/2018

#### **Section 1 - Eligibility**

A Candidate is eligible to be a delegate if they are eligible to be a Democratic PCP in Washington County.

#### **Section 2 - Gender Balance**

Delegate and alternate positions shall be elected by a process that recognizes three gender categories: female, male, and non-binary.

Elections shall ensure that no Gender category shall have greater representation than 50 percent minus one or, in the case of an odd number of delegates, 50 percent. The gender category that is least represented in the Washington County population shall reduce the delegate positions of the other two categories as evenly as possible.

Gender balance shall apply separately for delegates and alternates.

### **Section 3 - Elections for SCC and CD Delegates and Alternates**

1. Elections for delegates and alternates to the SCC and each Congressional District are held separately.
2. All candidates are placed on a single ballot, and voters cast a number of votes less than or equal to the number of open positions. Candidates are ordered by total votes.
3. The candidate who received the most votes and whose election would not violate section 2 is removed from the vote list and placed on the delegate list at the highest remaining rank order.
4. Repeat this process until there are no more delegate slots remaining or selecting any remaining candidate would violate section 2.
5. #3-4 shall then be repeated for the creation of the list of alternates.
6. Any candidate who is elected to be a Delegate who wishes to be an Alternate may declare their intent to only be an alternate and the list of delegates will be created accordingly.
7. The Chair of the WCDCC shall be the highest ranked SCC Delegate.

### **Section 4 - Vacancies due to Resignation or Removal of Delegates**

In the event of a Delegate resigning or being removed, the Delegation Chair shall:

1. Move all delegates ranked lower than the vacancy up in rank order so that the vacancy is at the lowest possible rank order,
2. Next, remove the highest ranking alternate that would not violate the gender balance conditions from section 2 from the alternate list and place them at the highest ranked delegate position that is available.

If no alternate can be selected, the position shall remain vacant until a candidate whose election would not violate section 2 is elected.

### **Section 5 - Elevation of Alternates for SCC or CD Meetings**

At an SCC or CD Meeting, if a Delegate cannot attend that meeting, leaves that meeting early, or a delegate position is vacant, the Delegation Chair shall select an alternate using the highest ranked possible procedure below:

1. The highest ranked available Alternate of the same gender category as the vacancy.
2. The highest ranked available Alternate whose selection would not violate the gender balance conditions from Section 2.
3. The highest ranked available Alternate.

**SPECIAL RULE OF ORDER #5:**

**RECALL PROCEDURES - CENTRAL COMMITTEE OFFICERS:**

Adopted 10/25/2006

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

**SPECIAL RULE OF ORDER #6:**

**EXECUTIVE BOARD RULES:**

Adopted April 18, 2018

- A. Motions
  1. Speeches during debate shall be limited to 120 seconds.
  2. Debate or discussion is not permitted without a pending debatable motion except:
    - a. When a member gives their report and debate or discussion on a particular subject is required.
    - b. Presentation of a motion to have informal discussion on a particular issue with a maximum time limit proposed for such discussion, and approved by 2/3 vote.
    - c. During the agenda item "Good of the Order".
- B. Obtaining the Floor
  1. A member may raise their hand to claim priority for the floor. This may be done while another member is speaking, but the member must lower their hand upon receiving a visual or aural cue that they have been added to the stack.
  2. The Chair will keep a "stack" with the order in which members have raised their hands.
  3. Order for speaking will then follow the stack to the degree to which it conforms with all other rules for determining priority (e.g. maker of a motion, first time speaking, pro/con, only 2x speeches).
  4. Any member may ask for the list of names on the stack with a Point of Information.

**SPECIAL RULE OF ORDER #7:**

**BALLOT VOTING PROCEDURE - SINGLE SEAT**

Adopted July 25, 2018

- A. During single seat elections for which more than two candidates have been nominated, wherein voting by ballot is the method chosen by the Central Committee, ballots will be created and distributed in the following manner:
1. If ballots contain the names of all nominated candidates, the ballot shall include space for candidates' names who have not been nominated in advance;
  2. Ballots will contain a space wherein members may indicate their voting preferences numerically;
  3. Ballots will be given to all credentialed PCPs; a PCP is allowed to refuse their ballot if they so choose.
  4. A member may indicate more than one preference for the office on their ballot in ranked order;
  5. After all ballots have been counted if no candidate has a majority of members' first-choice votes the process of determining a winner via simulated instant runoff elections will take place as follows;
    - a. The candidate with the least first-choice votes indicated on members' ballots will be removed from consideration and members' votes previously assigned to that candidate will be assigned to the second or next highest choice indicated on their ballots should one exist, and if there are no other choices indicated on the ballot those votes will be eliminated;
    - b. After all ballots have been counted again if no candidate has a majority of members' votes the process of eliminating the candidate with the least votes from consideration and re-assigning those members' votes to their next choice or removing them when no other choice is given will continue until a candidate has a majority of votes.

**SPECIAL RULE OF ORDER #8:**

**VOTER FILE AUTHORIZATION FOR LOCAL CAMPAIGNS**

Amended 10/17/2018

**A. County Party Authorization**

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

7. Candidates denied authorization to access the Voter File may appeal to the DPO's Administration Committee via an appeal submitted to the DPO's Executive Director.
8. Authorization to access the Voter File does not constitute endorsement by the Washington County Central Committee or the DPO

### **C. Access Fees**

1. The DPO has set the base level access fee for local candidate Voter File access at \$500 per election cycle. In accordance with the DPO's Voter File Database Authorization Policy for Local Candidates, the Washington County Democratic Central Committee has agreed to the following fee schedule:
  - a. County Commissioner: \$500 access charge (\$0 in-kind)
  - b. City Mayor: \$450 access charge (\$50 in-kind)
  - c. City Council Member: \$350 access charge (\$150 in-kind)
  - d. All other districts: \$250 access charge (\$250 in-kind)

#### **VERSION 5.2 - 2018**

Voter file application can be found here:

[https://washcodems.org/wp-content/uploads/2019/01/WCD-Voter-File-Access-Application\\_1.pdf](https://washcodems.org/wp-content/uploads/2019/01/WCD-Voter-File-Access-Application_1.pdf)

## **Special Rule of Order #9**

### **COUNTY PLATFORM CONVENTIONS**

#### **Section 1 - About the Convention**

1. Purpose
  - a. The purpose of the county's Platform Convention (This Convention) is to adopt a Platform and Legislative Action Items (LAIs) for the Central Committee and to perform other functions assigned to it by these Special Rules of Order.
  - b. This Convention may take place across different days.
  - c. This Convention shall be open for the public to attend as guests.
2. Delegates
  - a. Only delegates shall be eligible to vote during This Convention.
  - b. Any person legally registered as a Democrat in Washington County shall be eligible to be delegates to This Convention.
  - c. There shall be no more than 50 Delegates per state House District.
  - d. Delegates shall be chosen by self-nomination and upon verification of their party affiliation.
3. Guests
  - a. Guests are not eligible to vote during This Convention.

- b. Guests may speak only with special permission of the Convention Chair or the Subject Committee's Facilitator.
  - c. Guests will be allowed as space permits.
4. Call of the Convention
- a. The Resolutions & Platform Committee shall call This Convention.
  - b. The Call must be made at least 90 days prior to This Convention.
5. Notification
- a. Notification for selection of delegates to This Convention shall be given at least 60 days prior to the convention.
  - b. Notification to all Delegates of the time and location of This Convention shall be given at least 21 days prior to This Convention.

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

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

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

- a. Draft a group of rules known as “The Standing Rules of the Convention” at least 30 days prior to This Convention in order to be publicly available and submit these rules to This Convention.
  - b. Serve This Convention, at the request of This Convention’s Chair, on all questions relating to This Convention’s rules.
  - c. Provide other assistance as requested by This Convention’s Chair.
4. The Communications Committee shall:
- a. Provide notification for selection of delegates to This Convention which shall be given at least 60 days prior to the convention.
  - b. Notify Delegates of time, location, draft rules, and draft platform of This Convention at least 21 days prior to This Convention.
  - c. Publish all necessary platform convention materials for This Convention and distribute to all Delegates with the notice of the time and location of This Convention.
  - d. Promote and publicize This Convention on social media and in local news media.

### **Section 3 - At the Convention**

- 1. The Interim Chair
  - a. The Interim Chair for This Convention shall be the Resolutions & Platform Committee Chair, or their designee.
  - b. They shall preside over This Convention’s Opening Plenary Session during adoption of the Credentials Report and the adoption of The Standing Rules of the Convention and until a Convention Chair is elected.
- 2. Credentials
  - a. The Credentials Report shall be the first order of business.
  - b. As part of the Credentials Report, the Credentials Committee shall report any verified members wishing to serve as delegates who had registered on the day of the Convention.
  - c. A quorum for This Convention shall be twenty-five percent (25%) of Registered Delegates.
- 3. The Standing Rules of the Convention
  - a. The first order of business after the Credentials Report and approval of new Delegates shall be the approval of The Standing Rules of the Convention.
  - b. These Rules may be debated and amended from the floor.
  - c. After all debate and amendments, a single vote shall be taken to approve the Rules, which will require a two-thirds vote to be adopted.
  - d. A separate vote on any single rule may be demanded by any delegate.
- 4. Election of This Convention’s Chair
  - a. The first order of business after the adoption of The Standing Rules of the Convention shall be the election of a Chair for This Convention.
  - b. Nominations shall be taken from the floor and may only be closed upon confirmation from the Body that no other Delegates wish to be nominated.
- 5. Election of the Editing Committee
  - a. The first order of business of the Chair for This Convention shall be to call for nominations for the Editing Committee.

- b. Nominations shall be taken from the floor and may only be closed upon confirmation from the Body that no other Delegates wish to be nominated.
  - c. This Convention shall elect five members to prepare the final version of the Platform and LAIs.
6. Remainder of Convention
- a. The remainder of This Convention shall be governed by The Standing Rules of the Convention as approved by its Delegates.
7. The Platform and LAIs adopted by This Convention is the draft final version and may be amended by the Editing Committee and the Central Committee as provided in Section 4.

#### **Section 4 - After the Convention**

1. Editing Committee shall:
- a. Elect their own chair.
  - b. Review the language of the Platform and LAIs, and make corrections, only if necessary for grammar or clarity, but may not change the intent.
  - c. Prepare the edited final version of the adopted Platform and submit it to the Convention Chair within 14 days of the end of This Convention.
2. The Convention Chair shall:
- a. Coordinate with those necessary to post the adopted Platform on the WCDCC website prior to the October Central Committee meeting for review by the membership.
  - b. Present the edited final version of the Platform and LAIs at the earliest opportunity to the Central Committee.
3. The Central Committee to act as Interim Platform Convention
- a. Starting 90 days after notice has been given of the new Platform and LAIs, the membership may make amendments to the Platform or LAIs.
  - b. Amendments must originate by the same rules as other public policy resolutions and shall be submitted to the Resolutions & Platform Committee, which will consider them using the same process it uses for resolutions, and will pass them on to the membership with its recommendation for or against the amendment.
  - c. Amendments that alter the Platform or LAIs require a 2/3 vote.

Updated June 6, 2018 by Dan Jensen, Rules Chair  
Amended August 2, 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 January 23, 2019 by Dan Jensen, Rules Chair  
Amended March 29, 2019 by Dan Jensen, Rules Chair  
Amended September 25, 2019 by Patrick Maguire, WCDCC Chair  
Amended September 9th 2020 by Garrett Fleenor, Rules Chair