

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

**REGULAR MEETING DATES:**

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

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

**STANDING RULE #2:**

**FINANCE**

A. **BUDGET:**

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

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

**STANDING RULE #4:**

**DELEGATES AND ALTERNATES**

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

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

- 1. Delegates and alternate delegates will be elected to the SCC 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. The Chair of the Washington County Central Committee is an automatic member of the delegation, filling one of the delegate positions.
4. 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.

**B. DELEGATES TO THE FIRST CONGRESSIONAL DISTRICT DEMOCRATIC CENTRAL COMMITTEE (CD1CC) AND SIXTH CONGRESSIONAL DISTRICT DEMOCRATIC CENTRAL COMMITTEE (CD6CC):**

1. Delegates and alternate delegates will be elected to CD1CC and CD6CC 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.

**STANDING RULE #5:**

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

- A. Delegates are expected and alternates are encouraged to attend all meetings of the SCC, CD1CC or CD6CC, as appropriate.
- B. Delegates who cannot attend a regularly scheduled meeting shall notify the Delegation Chair with a reason for not attending as soon as possible, in order that an alternate may attend.
- C. The Delegation Chair shall send a minimum of 2 meeting notifications via email to all delegation members of their respective body. The first notice shall be sent no less than 3 weeks prior to the meeting. Delegates and alternates shall be asked, and expected, to notify the Delegation Chair whether they will be able to attend as soon as practical.
- D. In the event delegates and alternates do not respond with a definitive commitment to attend by two weeks prior to the start of a meeting, the Delegation Chair shall assign an alternate who has indicated that they will attend.
- E. If non-responsive delegates respond in the affirmative less than two weeks prior to the start of the meeting or if non-responsive delegates attend the meeting without confirmation notice, they will be assigned an alternate position unless there are additional or unexpected absences at the delegate level.
- F. Delegates who do not respond to the Delegation Chair who attend the meeting will receive credit for attending but will not be able to vote.

- G. This Standing Rule shall be referenced in all meeting notifications sent by the Delegation Chair.
- H. Resignation and Removal of Delegates
  - 1. A delegate may resign by written notice to the Chair of their body or the County Chair.
  - 2. SCC Delegates who have two unexcused absences, at the discretion of their delegation chair, or three total absences have effectively resigned, and may be replaced.
  - 3. CD1CC or CD6CC Delegates who have three consecutive absences or four total absences have effectively resigned, and may be replaced.
- I. If a Delegation Chair is unable to attend their respective meeting, the Delegation Chair shall appoint a temporary replacement for that meeting from the list of delegates attending.
- J. Delegation Chairs will keep an up to date list of all delegates and alternates in rank order. Delegation Chairs will assure the delegation lists on the website are correct and up to date and advise the webmaster of any changes as soon as possible.
- K. Delegation Chairs are members of the Executive Committee. Delegation Chairs will advise both the Central Committee and the Executive Board of upcoming meetings and report on attendance, substantive discussions and actions taken by those bodies at the next regularly scheduled Central Committee and Executive Board meeting.
- L. Delegation Chairs will provide the Credentials Chair of their respective bodies the list of delegates for each meeting 48 hours in advance.
- M. Persons who choose to become a candidate for an SCC, CD1CC, or CD6CC Delegate or Alternate Delegate position will sign a copy of this Standing Rule to acknowledge they have read and understand this rule.

**STANDING RULE #6:**

**WEBSITE MANAGEMENT:**

Adopted 10/25/2006

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

**STANDING RULE #7 - ENDORSEMENTS BY THE WCDCC**

Section 1 - Eligibility for Endorsement

1. Any candidate for a local nonpartisan office who has been registered in Washington County as a Democrat for no less than 180 days and who will be listed on the ballot in the coming election shall be eligible for endorsement by the Central Committee.
2. Candidates for statewide nonpartisan offices who have been registered in Oregon as a Democrat for no less than 180 days are also eligible for endorsement by the Central Committee.
3. Only candidates who have been vetted by the Endorsement Committee may be eligible for endorsement by the Central Committee

#### Section 2 - Committee Process

1. The Endorsement Committee shall maintain an Endorsement Application and Endorsement Questionnaire.
2. The Endorsement Committee shall vet each candidate submitting an Endorsement Application, providing to them the Endorsement Questionnaire
3. For each election that can be endorsed, the Endorsement Committee shall provide any of the following recommendations:
  - a. No Endorsement
  - b. Endorsement of a single candidate, or
  - c. Endorsement of multiple candidates.
4. The Endorsement Questionnaire shall be provided to the WCDCC before the meeting in which endorsement recommendations are considered
5. At the meeting in which the endorsements are considered, a member of the Endorsement Committee shall present the recommendations for endorsement, allowing time for all vetted candidates for that election to speak.
6. The Chair of the WCDCC may appoint additional members to the endorsement committee to replace members who have recused themselves from an endorsement recommendation vote.

#### Section 3 - Special Meeting of the WCDCC

1. The Chair of the WCDCC shall call a Special Meeting to consider the recommendations of the Endorsement Committee at least 7 days prior to the Voters Pamphlet Filing deadline in each election that has races that can be endorsed.
2. Only candidates who have been vetted by the Endorsement Committee shall be considered for endorsement at the special meeting.

3. The Endorsement Committee may make additional endorsement recommendations after the date of the Special Meeting, and those will be considered at the next Central Committee meeting.

#### Section 4 - Deadlines

1. Members of the Endorsements Committee must be appointed and the Endorsements Committee must begin accepting Endorsement Applications at least 90 days prior to the Voters Pamphlet Filing deadline in each election that has races that can be endorsed.
2. For each election that can have an endorsement made, the Endorsement Committee shall, if applicable, provide the Endorsement Questionnaire for all eligible candidates that have been vetted to date for that endorsement at least 6 days before the meeting in which the endorsement recommendations are considered.
3. For each election that can have an endorsement made the Endorsement Committee shall provide a written report including the recommended action, a rationale for that action, a minority report (if applicable), and any updates to the Endorsement Questionnaire for all eligible candidates that have been vetted for that endorsement on the day of meeting in which the endorsement recommendations are considered.

#### Section 5 - Usage

1. Endorsement of a candidate for a nonpartisan office in a primary election will automatically follow any successful candidate to the related general election unless new information which requires reconsideration is brought to the Central Committee's attention.
2. Candidates for nonpartisan office who have been endorsed by the Central Committee may provide copies of their campaign literature for distribution through the Central Committee office and its door-to-door activities.

#### **STANDING RULE #8:**

##### **CONTRIBUTION RECOMMENDATION PROCEDURE:**

Adopted 10/25/2006

- A. Description – Each Contribution Recommendation and Endorsement Ad Hoc Committee shall be comprised of 5 members. The members shall be made up of PCPs (who do not sit on the Executive Board), appointed by the County Chair and approved by the Executive Board. A Committee shall be appointed no later than January 1st for the

Primary Elections, June 1st for the General Elections, and 50 days prior to a special election. The chair shall be named by the County Chair and approved by the Executive Board.

- B. Duties – The Contribution Recommendation and Endorsement Committee shall:
1. Set a timeline for completing the contribution recommendation procedure.
  2. Only consider making contributions to those who request them.
  3. Mail contribution request forms and questionnaires to all eligible candidates. An explanation of the contribution process, as well as a timeline (including the date the vote will take place), shall be included with every invitation.
  4. Plan contribution recommendations for a regularly scheduled WCDCC meeting. At this meeting, a report, in writing, is to be made available to the WCDCC on its findings concerning the candidates in the coming election. The report shall include:
    - i. A description of responses from each candidate seeking contributions to prepared questions submitted by the Committee;
    - ii. A recommendation to give a contribution, and the amount, together with a brief rationale for the recommendation;
    - iii. In rendering its recommendations on candidates, the Committee shall consider at least the candidate's experience, ability, integrity, views concerning positions contained in the County Platform and Legislative Agenda, and participation in Democratic Party activities.
  5. Factors to be considered include, but are not limited to the overall budget for campaign contributions, the financial need of the campaigns, the importance of the race, and the candidate's previous participation in Democratic Party activities.
  6. In the event of multiple recommended candidates for a position, financial contributions may still be awarded, provided that each candidate in the race receives the exact same contribution.
  7. Funds are to be distributed to campaigns no later than 10 days after contributions are approved by the WCDCC.

**STANDING RULE #9:**

**COUNTY CAUCUSES:**

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

The Central Committee has approved the following Caucuses:

Faith Initiative

Gay, Lesbian, Bisexual, Transgender [GLBT] – established 01/23/2008

Black American Caucus – established 01/25/2017

Women's Caucus – established 03/22/2017

Progressive Caucus – established 07/26/2017



**STANDING RULE #10:**

**CREDENTIALS COMMITTEE**

Adopted 05/23/2018

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

**STANDING RULE #11:**

**KAREN SCHOUTEN FUND:**

Adopted 05/24/2017

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

**STANDING RULE # 12:**

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

Adopted 9/26/2018

- A. Participation of all persons is encouraged. All persons and outside organizations wishing to participate in an event or activity of this organization and display any form of signage

in favor of their candidate, measure, organization, cause, or issue must receive authorization.

1. Endorsement of the specific candidate, measure, or organization shall be considered authorization.
  2. Authorization is granted for all signage in favor of any elected Democrat or anyone filed and running as a Democrat in a primary or general election. Efforts shall be made to ensure all filed candidates are represented.
  3. Endorsement of a cause or issue shall be considered authorization for general signage in favor of the cause or issue, but not a specific candidate, measure, or organization.
  4. Authorization may also be attained by approval of the Central Committee.
  5. If the event is to be held prior to the next Central Committee meeting, one-time authorization may be attained by approval of the the Executive Board.
  6. Notwithstanding the above rules, authorization for specific signage may be restricted by the Community Outreach Committee in extraordinary circumstances for specific cause including offensive language. Any restrictions will be reported to the Central Committee.
- B. Swag, buttons, bumper stickers and T-shirts or any item offered for sale by the Office must receive authorization.
1. Endorsement of the specific candidate, measure, or organization shall be considered authorization.
  2. Authorization is granted for all swag in favor of any elected Democrat or anyone filed and running as a Democrat in a primary or general election. Efforts shall be made to ensure all filed candidates are represented.
  3. Endorsement of a cause or issue shall be considered authorization for general swag in favor of the cause or issue, but not a specific candidate, measure, or organization.
  4. Authorization may also be attained by approval of the Office Committee Chair and must be ratified by the Executive Board.
  5. Notwithstanding the above rules, authorization for specific signage may be restricted by the Office Committee in extraordinary circumstances for specific cause including offensive language. Any restrictions will be reported to the Central Committee.

### **STANDING RULE # 13:**

#### **DISTRIBUTION OF PCP CONFIDENTIAL CONTACT INFORMATION**

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

Email addresses and phone numbers of PCP's shall be provided to all declared and eligible candidates for internal party elections at least two months prior to such elections. Democratic candidates who are running for public office may also request this PCP information in the form of a listserv.

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

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

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

#### **STANDING RULE #14**

#### **CALLS TO ACTION**

Adopted 04/24/2019

- A. "Calls to Action" are requests for action related to previously adopted resolutions, platform planks, LAIs, or Democratic Party values.
- B. The Communications Committee shall have a standardized intake process and policy for swiftly evaluating and publishing calls to action.
- 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.
- 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.

#### **APPENDIX #1**



## REQUEST FOR PCP CONTACT INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Position: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date when list is needed: \_\_\_\_\_

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.

Requestee Signature: \_\_\_\_\_

Please submit request form to [Secretary@washcodems.org](mailto:Secretary@washcodems.org)

<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>
_____	Date: _____
<b>Secretary</b>	
<b>If Denied, explain:</b>	
_____	Date: _____
<b>Executive Board Override</b>	

