

BYLAWS OF THE WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE

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ARTICLE 1 - NAME

The name of this organization shall be the Washington County Democratic Central

Committee, hereinafter referred to primarily as “**WCDCC.**” WCDCC, outside of these Bylaws, is also referred to as “Democratic Party of Washington County”, “Washington County Democrats”, “WashCoDems”, “Central Committee”, or any variation of the above. Herein, “**Central Committee**” refers to the PCPs in aggregate who comprise the WCDCC’s governing body.

ARTICLE 2 - PURPOSE

The purpose of the WCDCC shall be to:

1. Support the election of candidates who are registered Democrats and who will best work to advocate for the WCDCC Platform legislative action items (“LAIs”), and adopted public policy resolutions of the WCDCC;
2. Formulate and adopt its Platform, LAIs, and public policy resolutions and work to ensure that they are carried into law;
3. Provide a link between Democrats in Washington County, the Congressional District Central Committees, and the Democratic Party of Oregon;
4. Maximize Get Out the Vote (“GOTV”) efforts;
5. Engage, activate, and maximize the membership of the WCDCC and the Democratic Party; and
6. Coordinate the efforts of Democrats and allies in Washington County.

ARTICLE 3 - AUTHORITY

The WCDCC is empowered by state law (ORS 248.002-248.045), the National Democratic Party Charter, and the Democratic Party of Oregon Bylaws to manage its affairs and transact its business. The Central Committee is the governing body of the WCDCC and it may delegate its powers.

ARTICLE 4 - PARTICIPATION AND AFFIRMATIVE ACTION

The WCDCC shall:

1. By “rule insure the widest and fairest representation of party members in the party organization and activities.” (ORS 248.005);
2. Adopt rules by procedures that assure the fair and open participation of all interested party members (ORS 248.005);
3. Ensure all Central Committee meetings are open to the public, with the exception of any meetings or portions of meetings which are held in executive session;
4. Treat all people with respect, including recognizing people by their gender identity or lack thereof and the pronouns they identify by;

5. Ensure that discrimination in the conduct of WCDCC affairs based on sex, race, age, religious affiliation or lack thereof, creed, economic status, disability, ethnicity, nationality, sexual orientation, gender identity or lack thereof, color, age, parental status or marital status, or any other status protected by law is prohibited.
6. Provide reasonable accommodation to those unable to comply with any part of the Bylaws and rules of WCDCC.
7. Create a safe and inclusive environment by expecting members to treat all persons with courtesy and respect in speech and behavior.

ARTICLE 5 - CENTRAL COMMITTEE MEMBERSHIP

Section 1: Members

1. PCPs - Members of the Central Committee shall consist of all Democratic Precinct Committeepersons ("PCPs") elected and certified in Washington County, Oregon (ORS 248.015, 248.031, and 248.045(2) and (3)), or appointed to fill a vacancy (ORS 248.026).
2. Associate Members - Members of the Executive Board, Members of a Delegation as defined in Article VII, Section 1, and registered Democrats who hold elective public office (partisan and nonpartisan) are "Associate Members." Unless they are otherwise entitled to vote, they are not counted in a quorum for a Central Committee meeting, and are neither eligible to make motions nor to vote on business brought before the Central Committee. Associate Members are otherwise entitled to speak at the Central Committee in the same manner as PCPs. Associate Members shall be encouraged to become PCPs.

Section 2: Appointed PCPs

1. The Central Committee may appoint any person registered as a Democrat for at least 180 days and currently registered in the precinct in which the vacancy exists, in a directly neighboring precinct, or in a precinct within the same house district, to fill a vacancy in the office of PCP (ORS 248.026 (1) and (2)). A person who has turned 18 within the last six (6) months may be appointed, so long as that person is a registered Democrat in the precinct in which the vacancy exists or in a directly neighboring precinct or in a precinct within the same house district.
2. The newly appointed PCP's tenure, along with the ability to vote regarding Central Committee matters, shall begin as soon as the County Elections Official enters the appointment on the county election records pursuant to ORS 248.026(2). Appointed PCPs shall hold the office for the unexpired term and shall have the powers, duties and privileges of an elected PCP except that they may not vote for officers at the "Organizational Meeting" described in Article 9, Section 2 (ORS 248.026(3) and (4)).

Section 3: Resignation of PCPs

A PCP may resign by written notice to the Washington County Elections Official and such resignation shall be effective when the Washington County Elections Official declares the office vacant with a notice to the Central Committee (ORS 248.024). Then the WCDCC Secretary shall immediately notify the Central Committee Chair.

Section 4: Removal

1. A PCP elected in a Primary Election may be recalled only by the voters in that precinct, initiated by a petition which requires a minimum of 25% of the Democrats who voted in the last primary in that precinct, and in accordance with ORS 248.029(2).
2. Said election shall be paid for by the Central Committee (ORS 248.029(3)).
3. Recall of Appointed PCPs may be initiated by a petition signed by a number of PCPs equal to 25% or more of the number of PCPs elected in the most recent Primary Election. A minimum of 21 days notice must be given prior to holding a vote of the WCDCC on such recall. A majority vote is required for removal.

Section 5: Limitations

Any person who has been recalled as a PCP or has been denied membership by the WCDCC:

1. Shall be ineligible to hold any position within the county party and shall forfeit any positions they currently hold, including volunteer positions and membership in committees, caucuses, or delegations.
2. May not become an appointed PCP.
3. Shall not be allowed to attend any WCDCC meetings or events.
4. These restrictions shall be in effect until the next Primary Election.

ARTICLE 6 - OFFICERS OF THE CENTRAL COMMITTEE

Section 1: Officers

Officers of the WCDCC shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary and a Treasurer. This is also the order of ranking for these officers.

Section 2: Eligibility

1. Any person legally registered as a Democrat in Washington County shall be eligible to be an officer of WCDCC.
2. The First Vice-Chair must be of a different gender than the Chair.
3. No person who has been recalled within the preceding four (4) years from any elected position, other than PCP, shall be eligible to run for any officer role.

Section 3: Nominations

1. A Nominating Committee shall be formed at a Central Committee meeting at least ninety (90) days prior to the Organizational Meeting.
2. 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. Three persons elected by the Central Committee, except that no current officer of the Central Committee shall be elected to the Nominating Committee.
3. The Nominating Committee shall elect their own chair.

4. The Nominating Committee shall seek as many qualified candidates as possible for each position. It shall strive for the maximum diversity possible in pools of candidates for each position.
5. The Nominating Committee shall announce a list of candidates for officers and delegates no later than two (2) weeks prior to the Organizational Meeting by posting the list on the WCDCC website and emailing it to all PCPs.
6. The Nominating Committee shall also present the list of candidates at the Organizational Meeting, and;
7. Additional nominations shall be accepted from the floor.

Section 4: Term of Office

1. Central Committee officers shall be elected for a term of approximately two (2) years and until their successors are elected. 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.
2. If an officer moves out of Washington County during their term, the WCDCC may waive the residency requirement for the remainder of that officer's term.

Section 5: Recall

1. An officer of WCDCC may be recalled. To initiate the recall process, a petition signed by a number of PCPs equivalent to 25% or more of the number of PCPs elected in the most recent Primary Election must specify the complaint that is grounds for the recall.
2. The highest ranking officer not being sought for recall shall call and chair the special meeting. Petitioners shall be empowered to call a special meeting of the Central Committee if that officer will not accept the petition and call a special meeting. The special meeting shall be limited to the recall of the officer(s) specified by petition and an election to fill any vacancies created. The portion of the meeting pertaining to the petition and recall must be held in executive session, and any other portions must be held openly.
3. A copy of the petition shall be included in the notice of the meeting, which the highest ranking officer not being sought for recall shall send by email and/or postal mail in order to be received at least 21 days prior to the special meeting by each PCP.
4. Officers may be recalled by a majority vote.

Section 6: Vacancies

1. If the office of Chair should become vacant, the First Vice-Chair shall become Chair for the unexpired portion of the term and shall resign their workgroup chair position, if any.
2. When vacancies occur in the other officer positions, the positions shall be filled by a majority vote at the first possible regular meeting of the Central Committee for which 14-day notice can be provided. Persons so elected shall serve the unexpired portion of the term of the vacancy that is being filled.

Section 7: Duties

1. The Chair shall:

- a. Work to inspire the membership to enthusiastically advance the principles and interests of the WCDCC;
 - b. Call and chair all meetings of the Central Committee, the Executive Board, and the Leadership Team;
 - c. Prepare an agenda for each meeting of the Central Committee, the Executive Board, and the Leadership Team;
 - d. With the advice of the Leadership Team, have the overall responsibility for the day-to-day operation of WCDCC, supervise paid staff, and write and present annual performance reviews;
 - e. Be the chief spokesperson for the WCDCC;
 - f. Appoint a Parliamentarian;
 - g. Appoint Interim Chairs for Standing or Ad-hoc Committees as needed;
 - h. Be an ex-officio member of all standing committees;
 - i. Help facilitate collaboration between the standing committees;
 - j. Execute, with the Secretary, all contracts on behalf of the Central Committee;
 - k. Be an alternate signer of checks with the Treasurer; and
 - l. Ensure that notice of all regular and special meetings is sent to all PCPs in order to be received not later than the sixth day before each meeting (ORS 248.012).
2. The First Vice-Chair shall:
 - a. Perform all of the duties of the Chair in the absence or disability of the Chair;
 - b. May be a workgroup chair;
 - c. Help facilitate collaboration between the standing committees, as assigned by the Chair; and
 - d. Be an alternate signer of checks with the Treasurer.
 3. The Second Vice-Chair shall:
 - a. Perform all the duties of the Chair in the absence or disability of the Chair and First Vice-Chair;
 - b. Be a workgroup chair;
 - c. Help facilitate collaboration between the standing committees, as assigned by the Chair.
 4. The Secretary shall:
 - a. Keep 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 proceedings and actions taken;
 - b. Make copies of the Central Committee minutes available to all PCPs by posting them on the WCDCC website within 14 days of the meeting for which they were taken and by making copies of the previous meeting's unapproved minutes available at the subsequent meeting;
 - c. Keep a book of adopted Central Committee minutes and a book of adopted Executive Board minutes to be maintained at the WCDCC office;
 - d. Maintain, in cooperation with the Membership Workgroup Chair, accurate and up-to-date membership records of all PCPs including phone numbers and email addresses;
 - e. Receive PCP Updates from the county election office in cooperation with

- the Membership Workgroup Chair;
 - f. Maintain, in cooperation with the Outreach Chair, the list of active caucuses;
 - g. Have the highest level Voter File administrator access to maintain accurate and up-to-date membership records; and
 - h. Carry out WCDCC correspondence and all legal notifications at the request of the Chair (ORS 248.012 and 248.043).
5. The Treasurer shall:
- a. Prepare adequate and accurate records and reports on all WCDCC operational and fundraising financial transactions;
 - b. Meet all campaign finance reporting requirements (ORS Chapter 260; OAR Chapter 165, Division 12; current Campaign Finance Manual);
 - c. Provide for the custody and safekeeping of all Central Committee funds;
 - d. Maintain online and physical contribution processes with the assistance of the Finance Workgroup Chair;
 - e. Maintain financial records ready for inspection and review;
 - f. Issue checks in accordance with the WCDCC-approved budget, with the Chair or First Vice-Chair as alternate signer;
 - g. Serve as a non-voting ex-officio member of Audit Committees to assist the committees with all documents and questions that may arise; and
 - h. Serve as a non-voting ex-officio member of the Budget Committee.
6. All officers shall also carry out such other duties as applicable to the office as prescribed by the parliamentary authority adopted by the WCDCC and which do not conflict with these Bylaws.

ARTICLE 7 - DELEGATES

Section 1: Delegations

There is one elected delegation for the DPO's State Central Committee ("SCC") and one elected delegation for each Congressional District Committee in Washington County (each a "Delegation").

Section 2: Eligibility

Any person legally registered as a Democrat in Washington County shall be eligible to be a delegate of WCDCC.

No person who has been recalled within the preceding four (4) years from any elected position, other than PCP, shall be eligible to run for any delegate role.

Section 3: Nomination and Election to a Delegation

1. Delegates and alternates to a Delegation 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.
2. All delegates and alternates to each Delegation shall be elected at the WCDCC Organizational Meeting.
3. Vacancies may be filled at subsequent WCDCC meetings and those elected shall serve for the unexpired term.

4. All delegates and alternates elected to each Delegation shall also serve according to the bylaws of the respective bodies.

Section 4: Resignation and Removal of Delegates

1. A delegate may resign by written notice to their delegation chair or the WCDCC Chair.
2. Delegates who have two (2) unexcused absences, at the discretion of their delegation chair, or three (3) total absences have effectively resigned, and may be replaced.
3. A delegate of WCDCC may be recalled at a meeting of the Central Committee. To initiate the recall process, a petition must be submitted to the WCDCC Chair signed by a number of PCPs equivalent to 10% or more of the number of PCPs elected in the most recent Primary Election, and must specify the complaint that is grounds for the recall.
4. A copy of the petition shall be included in the notice of the meeting at which the recall will be considered.
5. Delegates may be recalled by a majority vote in the meeting that the recall is considered. The portions of the meeting pertaining to the recall must be held in executive session.

Section 5: Delegation Chairs

1. Each Delegation, consisting of all delegates and alternates to the respective body, shall each meet separately to elect their delegation chair. These meetings shall be facilitated by the WCDCC Chair or the Rules Chair and held within two (2) months of an Organizational Meeting. At least seven (7) days notice shall be provided to the delegation for these meetings.
2. A delegation chair must be a member of the delegation they are chairing.
3. The delegation chairs shall have such duties as provided in these Bylaws and other rules adopted by the WCDCC.
4. At the request of 25% of a given delegation, that delegation shall meet to consider the removal of the delegation chair and the selection of a successor. The delegation chair may be removed by majority vote of the delegation.
5. Selection or removal of a delegation chair shall only be permitted at meetings attended by at least two-thirds of the delegation.
6. Each delegation chair shall serve until their successor is elected.

ARTICLE 8 - OTHER WCDCC POSITIONS

Section 1: Parliamentarian

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

Section 2: House District Leaders

1. Up to four (4) leaders for each House District may be appointed by the Chair for each House District, or portion thereof, in the county.
2. House District leaders' appointments may be rescinded by written or email notice from the Chair.
3. House District Leaders shall:
 - a. Coordinate, within their districts, voter registration drives, GOTV efforts, and distribution of slate cards and candidate literature;
 - b. Recruit, train, coordinate & mentor Neighborhood Leaders;
 - c. Be members of the Campaign Committee; and
 - d. Recruit, sign applications, and nominate persons willing to serve as a PCP.

Section 3: Paid Staff

1. Paid staff shall be paid a living wage.
2. Performance Reviews for staff members who have been employed for more than 6 months must be conducted by the Chair within 90 days of the hiring anniversary each year, and must be reported to the Executive Board at its next meeting.
3. Paid staff shall not be permitted to hold any non-PCP position of the WCDCC or take any vote in any meeting that relates to their position, except as noted in these Bylaws.

Section 4: Assistant Treasurer

1. At the request of the Treasurer, the Chair may appoint an Assistant Treasurer.
2. The Assistant Treasurer may be given access to the reporting and bookkeeping to assist the Treasurer in day-to-day activities.
3. If not already a voting member, is a non-voting member of the Budget Committee.

ARTICLE 9 - CENTRAL COMMITTEE MEETINGS

Section 1: Public Meetings

All meetings of the Central Committee shall be open to the public, with the exception of any meetings or portions of meetings which are held in executive session.

Any meeting to conduct business of the WCDCC may be held online, and must be conducted in a way that verifies the identity of every PCP in attendance.

Section 2: Organizational Meeting

1. The Organizational Meeting shall be the first meeting of the Central Committee held following a General Election. It shall be held no sooner than 60 days following the sending of the notice of the Organizational Meeting and no later than 50 days after the election. Those present shall constitute a quorum (ORS 248.033 – 248.043).
2. The meeting shall be called by the retiring Chair, who shall give notice by email and/or postal mail of time, date, and location of such meeting not later than 60 days prior to the General Election to each newly elected or appointed PCP (ORS 248.033).

3. The retiring Chair shall prepare a written notice designating the time, date and place of the meeting and file a copy of the notice with the county elections official not later than the 40th day before the date of the meeting. The retiring Chair also shall mail or email a copy of the notice to the SCC (ORS 248.033).
4. In the event that the foregoing procedures are not materially complied with, the organization meeting shall occur in accordance with ORS 248.033.
5. Only elected PCPs who were elected during the most recent Primary Election may vote on the election of Central Committee officers at the Organizational Meeting. (ORS 248.035(3) and 248.026(4)).
6. PCPs who are elected during the most recent Primary Election or were appointed may vote on SCC or CD Delegates.

Section 3: Regular Meetings

1. Regular meetings shall be monthly, with exceptions allowed for November and December.
2. A regular meeting may be canceled by a two-thirds vote, with notice, of the WCDCC.
3. A regular meeting held in person may be canceled by the WCDCC Chair, or other officer chairing the meeting, due to extreme weather, pandemic, or other event which threatens the safety of people traveling and attending a meeting in person, with as much advance notice given as possible. If 15 day notice can be given for such a cancellation, a meeting that would be canceled this way shall instead be held online.
4. A number of PCPs equivalent to 10% of the PCPs elected in the most recent Primary Election shall constitute a quorum.

Section 4: Special Meetings

Special meetings shall be called by the highest ranking officer who is not absent or incapacitated; or by a number of PCPs equivalent to 5% of the PCPs elected in the most recent Primary Election. The meeting shall be solely for the transaction of business as stated in the call for the meeting. Quorum shall be the same as for a regular meeting.

Section 5: Notice of Meetings

Notice containing the date, time, and location or means shall be sent to all members of the Central Committee in order to be received not later than the sixth day in advance of each meeting. Except for the notice of an Organizational Meeting of the Central Committee, failure to give timely notice of the time, date and place of a meeting shall invalidate the business of the meeting (ORS 248.012).

Section 6: Prohibition of Proxies

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

ARTICLE 10 - EXECUTIVE BOARD

Section 1: Membership

The membership of the Executive Board shall consist of the officers, workgroup chairs, the chairs of WCDCC's delegations, the chairs of all standing committees, and a representative from each caucus.

Section 2: Authority

The Executive Board shall:

1. Provide a space for members to discuss their activities and seek input from other members;
2. Approve expenditures of WCDCC funds of \$200 or more not contained in the approved budget;
3. Perform such other duties as directed by the Central Committee or as specified in these Bylaws.

Section 3: Multiple Positions

1. No officer may be a workgroup chair or chair of a standing committee or delegation, except as specified in these Bylaws.
2. No person shall simultaneously hold more than one officer position, nor hold more than one chairpersonship among standing committees and delegations.
3. No one person shall be entitled to more than one vote in Executive Board meetings.
4. Where a committee is represented by co-chairs, only one vote may be cast.
5. In the event of a vacancy in a standing committee or workgroup chair, the WCDCC Chair may appoint an interim chair. An interim chair may only serve for a maximum of 6 months. An interim chair may be appointed even if the appointment violates 3.1 or 3.2.

Section 4: Meetings

1. Regular meetings shall be monthly, with exceptions allowed for November and December; and are called by the highest ranked officer who is not absent or incapacitated.
2. Special meetings may be called by the highest ranked officer who is not absent or incapacitated or by a quorum of Executive Board Members.
3. Quorum is one-third of the members including at least two(2) elected officers.
4. Executive Board regular or special meetings may be conducted by teleconference or have some members who are connected via teleconference.
5. Notice shall be sent to all members of the Executive Board in order to be received at least six (6) days before the meeting. Notice includes time, date, place, and agenda for the meeting.

ARTICLE 11 - LEADERSHIP TEAM

Section 1: Membership

The Leadership Team shall consist solely of the officers of the WCDCC.

Section 2: Authority

The Leadership Team shall:

1. Have the general supervision of the WCDCC between Central Committee meetings. The Leadership Team shall provide regular reports to the Executive Board on its actions;
2. Provide advice to the Chair on the management of day-to-day operations of the WCDCC;
3. Have authority to hire, furlough, terminate, and approve or modify contracts with any paid staff; and
4. Perform other such duties as the Central Committee may direct or as specified in these Bylaws.

Section 3: Meetings

The Leadership Team shall meet upon the call of the Chair, or any two (2) members, at such times and such places as it may decide, and may meet in person, by conference call, electronically in a manner determined by the Leadership Team, or by some combination of all, as it shall find appropriate.

1. No meeting shall be held without all officers being made aware of the meeting.
2. A quorum is three (3) members.
3. A vote of at least three (3) members is required to approve any action by the Leadership Team.

ARTICLE 12 - COMMITTEES

Section 1: Membership on Committees

1. Membership is open to residents living within Washington County.
2. Membership Policies may be created and changed at will by the committee chair and continue to be in effect until changed by that chair or a future chair. Membership Policies may be changed by the Leadership Team with the approval of the Executive Board.
3. Ad-hoc committee members shall be chosen in a manner as determined by the Central Committee when the committee is created or as specified in the Bylaws.

Section 2: Chairpersonship of Committees

1. Committee chairs must be Democrats who are residents of Washington County. No person shall chair more than one standing committee and no officer, workgroup chair, or delegation chair shall be chair of a standing committee, except as provided by these Bylaws.
2. Standing committee chairs shall be elected by committee members or appointed by the WCDCC Chair.
 - a. Elected: A committee may choose to elect their chair. The WCDCC Chair may reject that recommendation with notice to the committee, and the

committee may appeal to the Executive Board. A committee may choose to elect a chair in the meeting before the Organizational Meeting or immediately after the resignation of a chair.

- b. Appointed: If the committee does not choose to elect a chair, a chair is appointed by the WCDCC Chair and approved by the Leadership Team.
3. Committee Chairs shall strive to make their committee membership as diverse as possible.
4. The WCDCC Chair may appoint interim committee chairs to serve until their successors are chosen.
5. Ad-hoc committee chairs shall be chosen in a manner as determined by the Central Committee when the committee is created or as specified in the Bylaws.
6. A committee chair may be removed by a two-thirds vote of the Leadership Team, with an appeal to the Executive Board.

Section 3: Standing Committees

1. Budget
Shall prepare an annual budget for adoption by the Central Committee and review any expenditure not contained in the adopted budget, which shall be reported to the Executive Board.
2. Policy and Resolutions
Shall write, receive, review and make recommendations to proposed public policy resolutions; coordinate policy communications with the Communications Committee; and lobby elected officials on timely issues that are supported by the biennial Platform.
3. Rules
Shall be responsible for recommending rules and changes to the Bylaws, working with the Training Workgroup Chair to provide education and training on the rules; managing all elections processes; and being responsible for other matters regarding rules which are not already assigned within these Bylaws.

Section 4: Ad-hoc Committees

1. Audit Committees
 - a. This committee shall consist of the current Treasurer and four (4) additional members including at least one past treasurer as possible and shall elect their own chair.
 - b. This committee shall conduct an annual review of all Central Committee financial records and file a written report with the Executive Board.
 - c. Audit Committee members shall be nominated by the WCDCC Chair and approved by the Executive Board.
 - d. Quorum shall be three (3) of the members of the committee, including the Treasurer.
2. Endorsements Committee
 - a. Shall consist of at least five members
 - b. Shall make recommendations as to which candidate campaigns shall receive contributions from the WCDCC and which candidates for nonpartisan public office shall receive the endorsement of the WCDCC.

- c. The chair and each member of this committee shall be nominated by the WCDCC Chair and approved by the Executive Board.
 - d. Quorum shall be three (3) members of this committee.
3. Platform Convention Committee
 - a. Shall consist of the Policy and Resolutions Chair, the Rules Chair, and the Communications Workgroup Chair and at least two (2) additional members chosen by the WCDCC Chair.
 - b. Shall coordinate and implement the platform convention (“**Platform Convention**”) according to the standing rules and any additional duties as required by these Bylaws or rules.
 - c. Shall draft rules for the Platform Convention.
 - d. The chair of the committee shall be elected by the members of the committee and serve as the interim Platform Convention chair.
 - e. The WCDCC Chair shall form the committee before the Platform Convention is called.
 4. Nominating Committees
 - See Article VI, Section 3.
 5. Other Ad-hoc Committees
 - a. Other ad-hoc committees may be created by a motion adopted by majority vote of the Central Committee.
 - b. Membership and chairpersonship shall be determined by the Central Committee within its motion which creates the ad-hoc committee or by a directly subsequent motion.

Section 5: General Procedures for Committees

1. When a standing committee has more than ten (10) members:
 - a. A motion to call the question shall be in order after four (4) people have spoken in debate on a main motion or amendment.
 - b. Motions to limit/extend the limits of debate are permitted.
 - c. Quorum is 25% of their members.
 - d. Speeches shall be limited to two (2) minutes.
 - e. Members may only speak to the same question twice per day.
2. All committees shall record actions taken at their meetings:
 - a. Committee chairs or their designee shall report on their committee’s activities at each regularly scheduled Executive Board meeting.
 - b. Committee chairs are responsible for ensuring minutes of their meetings are taken and provided to the Secretary.
3. Exceptions to 5.1 and 5.2 may be approved by the Executive Board.
4. Committee Policies must be approved by the Leadership Team and posted on the WCDCC website.
5. Committee meetings may be conducted by teleconference or have some members who are connected via teleconference.
6. Regularly scheduled committee meetings shall be placed on the WCDCC Calendar. Notice shall be sent to all committee members at least 48 hours in advance of a regular meeting on the Calendar, or 6 days in advance for meetings not on the WCDCC Calendar.

ARTICLE 13 – WORKGROUP CHAIRS

Section 1: Workgroup Chairs

There shall be workgroup chairs of the WCDCC for Campaign, Communications, Finance, Membership, Office, Outreach, Technology, and Training.

Section 2: Eligibility and Appointment of Workgroup Chairs

1. Any person legally registered as a Democrat in Washington County shall be eligible to be a workgroup chair of WCDCC.
2. Workgroup chairs shall not serve as a standing committee chair or delegation chair.
3. Workgroup chairs shall be appointed by the Chair with the approval of the Leadership Team.
4. The WCDCC Chair will seek to create a diverse group of workgroup chairs.
5. Workgroup chairs shall serve for a period of approximately two (2) years or until their successors are appointed.

Section 3: Powers and Responsibilities

1. Workgroup chairs may add people to their workgroup as needed.
2. Work conducted by workgroups shall be reported by the workgroup chair to the Central Committee.
3. Workgroups are exempt from Article 18 (Parliamentary Authority) of these Bylaws, and shall operate as determined by the workgroup chair.
4. Workgroup chairs may appoint assistant workgroup chairs.
5. Workgroup chairs shall be members of the Executive Board.
6. Workgroup chairs shall ensure the duties described below, and additional duties as approved by the Central Committee, are performed by themselves or their workgroup.

Section 4: Duties

1. The Campaign Workgroup Chair shall:
 - a. Recruit and support House District Leaders; and
 - b. Work closely with paid campaign staff, if any.
2. The Communications Workgroup Chair shall:
 - a. Publicize the principles of the Democratic Party as directed by the Leadership Team;
 - b. Announce meetings, conventions, fundraising events, events of committees and caucuses, and public policy resolutions adopted by the Central Committee on the WCDCC website, social channels, and local news media, as appropriate;
 - c. Publish all necessary Platform Convention materials;
 - d. Oversee all social media content for the WCDCC;
 - e. Produce a newsletter and blog posts for the WCDCC, as needed; and
 - f. Conduct other useful external communications as directed by the Executive Board.
3. The Finance Workgroup Chair shall:
 - a. Plan all WCDCC fundraising activities;

- b. Execute fundraising activities after receiving approval from the Central Committee;
 - c. Emphasize contributions under \$100 and recurring contributions; and
 - d. Assist the Treasurer in maintaining online and physical contribution processes as directed.
4. The Membership Workgroup Chair shall:
 - a. Provide credentialing at all Central Committee meetings;
 - b. Have the highest level Voter File administrator access to assist the Secretary in maintaining accurate and up-to-date membership records;
 - c. Assist the Secretary in maintaining accurate and up-to-date membership records of all PCPs including phone numbers and email addresses;
 - d. Receive PCP Updates from the county election office in cooperation with the Secretary;
 - e. Reach out to PCPs to acquire contact information and encourage participation;
 - f. Increase membership of the WCDCC; and
 - g. Provide other credentialing services as approved by the Executive Board.
 5. The Office Workgroup Chair shall:
 - a. Oversee the operation of the Office;
 - b. Manage Office volunteer staging;
 - c. Manage all volunteer intake and connect new volunteers with the appropriate committees, caucuses, or workgroup chairs;
 - d. Oversee the sale of Swag with the Finance Chair and Treasurer;
 - e. Keep inventory of the major physical assets of the WCDCC and audit annually; and
 - f. Maintain entries on Office use calendars.
 6. The Outreach Workgroup Chair shall:
 - a. Facilitate WCDCC caucuses by promoting and recruiting, helping develop goals and action plans, monitoring activity, helping coordinate events, and providing other help as needed;
 - b. Sponsor and participate in community events such as fairs, parades, Values in Action events;
 - c. Coordinate other events and activities for PCPs and volunteers; and
 - d. Reach out and serve as liaison to other organizations.
 7. The Technology Workgroup Chair shall:
 - a. Design and build technical solutions as requested by the WCDCC;
 - b. Maintain hardware and software as requested by the WCDCC;
 - c. Develop and enforce IT policies; and
 - d. Advise the WCDCC on matters related to technology.
 8. The Training Workgroup Chair shall:
 - a. Have all training materials approved by the Executive Board;
 - b. Conduct onboarding education for all new PCPs and volunteers and other training as requested.
 - c. Assist the Leadership Team, the executive committee, standing committees, and workgroups as requested in providing training for their groups.

9. All workgroup chairs shall also carry out such other duties as requested by the Central Committee.

ARTICLE 14 - CAUCUSES

Section 1: Intent

Caucuses are special interest groups within the WCDCC that are generally centered around a cultural identity, a common issue, or a shared interest, and can be temporary or long-term in their existence. Caucuses are part of the WCDCC and supported by the standing committees.

Section 2: Creation

The WCDCC may create a caucus in the following manner:

1. First, a proposal and a draft mission statement for a potential caucus shall be submitted for approval by the Executive Board.
2. Second, after initial approval by the Executive Board, the signatures of at least 15 PCPs must be submitted to the Executive Board.
3. After the signatures have been submitted to the Executive Board, at the next Executive Board meeting a vote shall be held to approve the creation of the Caucus.
4. After the creation of a caucus has been approved, the Outreach Committee shall coordinate the successful implementation of the caucus.

Section 3: Operations

1. Caucuses which are organized around race, color, religion, sex, gender, sexual orientation, national origin, age, and/or disability may choose a representative, with the consent of the Leadership Team, to serve as a member of the Executive Board. Caucus representatives need not be the same person at each Executive Board meeting.
2. Membership in a caucus is open to all residents in Washington County. The Outreach Workgroup Chair shall assist in recruiting members for each caucus.
3. Each caucus must meet at least every two (2) months.
4. If a caucus wishes to plan an event, the Outreach Workgroup Chair shall assist with reserving locations as needed by the caucus and taking care of needed paperwork.
5. A caucus may only use the county party's name in promotion of its activities with the approval of the Communications Workgroup Chair or the Leadership Team.
6. During the first quarter of every year, a caucus shall report to the Executive Board their active membership count and activities in the prior year, and an activity plan and goals for the current year.

Section 4: Funds

1. Each new caucus shall receive startup funds at a level determined by the Budget Committee for that year.
2. Each caucus is responsible for complying with the regulations and financial requirements of the WCDCC.

Section 5: Rules

1. Caucuses are exempt from Article 18 (Parliamentary Authority) of these Bylaws, provided they operate with respect for all members.
2. Caucuses need not create their own rules.
3. Caucuses may operate under rules of their choosing, as long as those rules do not conflict with these Bylaws and the Standing Rules of the WCDCC.
4. If a caucus wishes to create rules to aid in its function, the Rules Committee shall assist in their creation and review those rules. Updated rules for a caucus shall be sent to the Rules Committee annually.

Section 6: Continuation of a Caucus

1. A caucus may continue to exist so long as it annually meets the following standards:
 - a. The caucus shows it has at least three (3) members on average attending meetings;
 - b. The caucus meets at least every two (2) months; and
 - c. The caucus makes a report showing substantial activity in addition to its meetings.
2. If, after the yearly report to the Executive Board, the caucus is not meeting the requirements established above, the Executive Board may take one of the following actions:
 - a. Put the caucus on notice that they are not meeting minimum standards and may be disbanded in six (6) months if standards are not met; or
 - b. Disband the caucus.
3. The Executive Board may disband a caucus upon request from the caucus.
4. The WCDCC may disband a caucus with a two-thirds majority vote.

ARTICLE 15 - CONVENTIONS

Section 1: WCDCC Platform Convention

The WCDCC Platform Convention shall be called in odd-numbered years so that the WCDCC “**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.

Section 2: State Platform Convention

At least 30 days before the State Platform Convention, the Central Committee shall elect delegates and alternates and notify the DPO Chair or their designee of the names and contact information of the persons chosen.

Section 3: Other Conventions

Delegates to other conventions shall be elected per the rules of that convention.

ARTICLE 16 - BALLOT MEASURES AND PUBLIC POLICY

Section 1: Ballot Measures

1. The Central Committee shall vote on what position to take on ballot measures at

least 30 days prior to each election.

2. Each measure, after debate, shall have a vote taken for each of “for”, “against”, and “no position”.
3. If “for” or “against” receives a two-thirds majority vote, that shall become the position of the WCDCC for that ballot measure. Otherwise, “No position” shall become the position of the WCDCC for that ballot measure.

Section 2: Public Policy Resolutions

1. “Public policy” is defined in these Bylaws as any issue of public concern that an outside organization or person can address.
2. Public policy resolutions may only be presented to the Central Committee after either:
 - a. The Policy & Resolutions (“P&R”) Committee has recommended that the resolution be adopted; or
 - b. 15 PCPs, who are not P&R members, have provided the resolution in writing to the WCDCC Chair at least 21 days before a Central Committee meeting.
3. The draft resolution shall be emailed to PCPs for review with the meeting notice prior to being presented at the next Central Committee meeting for a first reading.
4. At the Central Committee meeting where a resolution is presented for a first reading, the resolution may be adopted with unanimous consent. If any member has an objection to adoption, the resolution will be presented for a vote at the next Central Committee meeting.
5. At or before the next P&R committee meeting, written input will be solicited from PCPs for potential amendments prior to adoption at the Central Committee meeting.
6. The full text of the resolution and any changes since last presented shall be posted to the WCDCC website and emailed to PCPs with the meeting notice prior to the meeting that the public policy resolution shall be voted on.
7. Time-sensitive public policy resolutions may be brought to the Central Committee without proper notice with the approval of the Leadership Team and not subject to 2-6 above.

ARTICLE 17 - GENERAL PROVISIONS

Section 1: 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:

1. Expenditures approved by the Central Committee in the annual budget process.
2. An expenditure, outside of the approved budget, of less than \$200 with approval of the Leadership Team.

Section 2: Budget

1. Creation of a budget shall be the duty of the Budget Committee.
2. If all regular meetings of the Central Committee have concluded without adopting the preliminary budget for the following year, a special meeting shall be called prior to the end of December with a quorum made up of those present and adjournment

shall not be in order until a preliminary budget has been adopted.

Section 3: Publication of Resources

The current Bylaws, Standing Rules, Special Rules of Order, and past Central Committee minutes shall all be publicly available on the WCDCC website and shall be made available to any person upon request. These resources must be kept up to date within 30 days of any changes.

ARTICLE 18 – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order (Newly Revised) shall govern WCDCC in all cases to which they are applicable and not inconsistent with these Bylaws and any special rules of order WCDCC may adopt.

ARTICLE 19 – BYLAWS AMENDMENTS

These Bylaws may be amended by a two-thirds vote at any meeting of the Central Committee provided that:

1. The proposed amendment has been reviewed and recommended for adoption by the Rules Committee or by a petition signed by a number of PCPs equivalent to 10% or more of the PCPs elected in the most recent Primary Election
2. A copy of the proposed amendment is made available on the website not later than the 15th day in advance of the meeting;
3. All PCPs are notified and provided the text of the amendment with the meeting notice;
4. The proposed bylaws amendment can be amended during the meeting provided that any such amendment does not exceed the scope of the notice.

ARTICLE 20 – EMERGENCY OPERATIONS

Section 1: Condition for Activation

In the event of a declared local, state, or national emergency; or other event that prevents the safe in-person meeting of the Central Committee, this Article 20 automatically activates. This Article 20 is deactivated upon the termination of the event, or upon a vote of the WCDCC, whichever happens first.

If any provision of this Article 20 conflicts with any previous provision of the Bylaws, the provisions in this Article 20, when active, take precedence.

Section 2: General Provisions

These provisions are active when Article 20 is active.

1. The requirement to meet monthly is not in effect.
2. The Leadership Team shall have full power and authority over the affairs of the WCDCC when the WCDCC is unable to meet in person or electronically.

