

# SPECIAL RULES OF ORDER OF THE WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE

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## **SPECIAL RULE OF ORDER #1 - ORGANIZATIONAL MEETING**

1. The Organizational Meeting shall be chaired throughout the entire meeting by the most recent past Chair of the WCDCC who is available. In the event no past Chair is available, then a past Vice-Chair shall be selected by the outgoing Chair to preside. If neither a past Chair nor a past Vice-Chair is available, a temporary chair shall be elected at the meeting.
2. The Rules Committee members who are not candidates for an officer position shall manage the election process, including selecting tellers.
3. The Chair of the Organizational Meeting, in collaboration with the Rules Committee, shall nominate the following positions for the meeting:
  - a. Temporary Secretary
  - b. Parliamentarian
4. The meeting shall adopt and follow this agenda:
  - a. Call to Order
  - b. Appointment of Secretary Pro-Tem
  - c. Appointment of Parliamentarian
  - d. Introductions
  - e. Transfer of Property
  - f. Rules Chair, or their designee - Voting procedures and responsibilities
  - g. Credentials Report
  - h. Election of:
    - Chair

- First Vice-Chair
  - Second Vice-Chair
  - Secretary
  - Treasurer
  - Delegates & Alternates to the State Central Committee
  - Delegates & Alternates to the First Congressional District Central Committee
  - Delegates & Alternates to the Sixth Congressional District Central Committee
- i. Announcements
  - j. Adjournment
4. The Organizational Meeting shall observe the following rules:
- a. At the Organizational Meeting, the retiring WCDCC officers shall make available to the Central Committee the property, records and funds owned or controlled by the retiring WCDCC (ORS 248.035 (Transfer of Property)), including by giving the Rules Chair the key to the WCDCC's office. At adjournment of the Organizational Meeting the Rules Chair shall give the office key to the newly elected WCDCC Chair.
  - b. Officers and Delegates shall be elected in accordance with the relevant Special Rules of Order.
  - c. All candidates for officer positions may speak for two minutes about their qualifications for office and answer questions for three minutes. Candidates shall be given signals at 30 seconds and when time is up. If candidates are not able to attend, they may have someone speak for them for a maximum of two minutes.
  - d. The speaking order for officer candidates shall be randomly determined.
  - e. Only current elected PCPs may vote for officers.
  - f. All candidates for a delegation position may speak for one minute about their qualifications to serve. Candidates shall be given signals at 30 seconds and when time is up.
  - g. Candidates for Delegate positions shall speak in the order that they appear on the ballot.
  - h. PCPs shall have credentials that identify them as elected or appointed. Non-PCP attendees shall be indicated as guests.
  - i. Speeches regarding other issues shall be limited to two minutes per person. Each motion shall be allowed a maximum of five minutes for debate.
  - j. Individuals wishing to speak who are not PCP's must first be granted permission by a majority vote of the assembly.
  - k. Anyone disrupting the proceedings may be asked to leave.

## **SPECIAL RULE OF ORDER #2 - SINGLE SEAT VOTING PROCEDURE**

1. All single seat elections are ballot elections. Instant Runoff Voting shall be used for all single seat offices for which more than two candidates have been nominated. If there is only one nominee for an office, they may be elected by acclamation.
2. Ballots shall contain the names of all nominated candidates and provide space for those who are nominated from the floor.
3. Ballots shall contain a space wherein members indicate their voting preferences numerically.
4. If Instant Runoff Voting is used, each ballot confers one vote to the candidate it is currently assigned to, and the process is conducted as follows:
  - a. As soon as any candidate receives a majority of votes, they are declared the winner and no further rounds of voting occur.
  - b. All ballots are first assigned to the candidate marked as the first choice. The candidate who has the fewest ballots during the first count shall be eliminated and ballots previously assigned to that candidate shall be reassigned to the next highest ranked candidate on the ballot who has not previously been eliminated.
  - c. After all ballots have been counted again after reassignment of ballots under 4.b, if no candidate has a majority, the candidate who then currently is assigned the fewest ballots shall be eliminated, and the ballots previously assigned to that candidate shall be reassigned to the next highest ranked candidate on the ballot who has not previously been eliminated. This process shall continue until one candidate has a majority or until only two candidates remain.
  - d. If a ballot is to be reassigned and all ranked candidates on the ballot have been eliminated, the ballot shall be considered “exhausted” and shall be counted the same as an abstention.
  - e. If there is a tie for the candidate with the fewest ballots, all candidates tied shall be eliminated simultaneously. If the final two candidates are tied, the tie shall be broken in favor of the candidate who received the highest number of first-choice votes. If there is still a tie, it shall be broken by a coin flip.
  - f. The final report of vote counts shall include the number of votes each candidate received and the number of exhausted ballots in each round of voting, presented in a table.

## **SPECIAL RULE OF ORDER #3 - ELECTION PROCESS FOR DELEGATIONS**

### **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 (CD) are held separately.
2. All candidates are placed on a single ballot, and voted on at the same time. 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. This process is repeated until there are no more delegate slots remaining or selecting any remaining candidate would violate Section 2.
5. Step 3 and 4 of this Section 3 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.
8. If there is a tie in the number of votes, rank order shall be decided by a game of chance.

### 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, the highest ranking alternate that would not violate the gender balance conditions from Section 2 is removed from the alternate list and placed 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 or leaves that meeting early, or a delegate position is vacant, the Delegation Chair shall select an alternate using the 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 #4 - CENTRAL COMMITTEE MEETING PROCEDURES**

1. 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.
2. All members shall be credentialed in order to speak and vote.
3. Members shall follow decorum. Decorum shall be enforced by the Chair, and includes at least the following:
  - a. Address all remarks through the Chair, not to another member;
  - b. Confine all remarks to the merits of the pending motion;
  - c. Refrain from verbally attacking another member;
  - d. Avoid the use of members' names;
  - e. Refrain from speaking adversely on a prior action not pending;
  - f. Refrain from speaking against one's own motion; and
  - g. Refrain from disturbing the assembly.
    - i. Taking side conversations outside of the room is encouraged.
4. All members are encouraged to read the information provided, research and ask questions in order to understand each issue prior to the meeting.
5. Committee reports shall include their recent activities and any motions to be voted on.
6. Discussion/debate shall only be in order once a motion is before the body. Exceptions include Q&A with an invited speaker or during forums.
7. A member shall move to a microphone to make a motion or to speak in debate and wait to be recognized by the Chair, except for those motions which are in order when another has the floor.
8. Members should allow other members who have not spoken at a meeting to have priority at a microphone for speaking. If this is not being followed, the chair may instead recognize the next member in line who has not yet spoken during the meeting.
9. 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 shall not be turned away due to lack of time to write them down.

10. Once a second has been made, if needed, the Chair shall state the motion clearly before debate.
11. All debatable motions shall be given proper pause to allow for any debate or secondary motions.
12. Speeches in debate shall be limited to two minutes per speech.
13. A motion to call the question is out of order until after both three speakers for and three speakers against have spoken, or when one side no longer has anyone wishing to speak.
14. The motion shall be read once more prior to voting on the motion.
15. Voting cards may be used to vote on a motion.
16. After voting, the chair shall announce the results of the vote and its effect. If a counted vote is taken the numbers shall be announced.
17. 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.
18. 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" or "Parliamentary Inquiry" and ask the Chair their question.
19. Members may make a motion to fix a minimum time of debate
  - a. A motion to fix a minimum time of debate requires a 2/3rds vote to adopt
  - b. During the minimum debate time, a motion to end debate, to limit debate to a time less than the minimum debate time, or to reduce the minimum debate time is out of order
  - c. If no member wishes to speak in debate during the minimum debate time, debate is closed
  - d. The minimum debate time may be added to the agenda for an item of business.

## **SPECIAL RULE OF ORDER #5 - ELECTRONIC MEETINGS**

1. The Executive Board, Standing Committees, and Ad-hoc Committees may conduct electronic teleconference meetings according to this Special Rule of Order.
2. Hybrid in-person/teleconference meetings may occur at the discretion of the relevant chair, only when the need arises.
3. Electronic meetings require the same notice as other WCDCC meetings.
4. Electronic meetings must be run as follows:
  - a. Identities of members shall be verified after calling in. Verification may be done visually or aurally by the Chair or another person designated by the Chair.
  - b. The Chair shall explain the teleconference process to all members.
  - c. The conference call shall allow for bidirectional aural communication while the meeting is in session.
  - d. All members must have the ability to unmute themselves at their own discretion. Members shall self-mute, except when speaking or raising a privileged motion, or raising a point of order.

- e. Other than privileged motions or incidental motions, the Chair shall recognize, to the best of their ability, members by digitally “raised hands” in the order raised, when possible.
  - f. Digitally “raising hands” within the teleconference software shall be used to ascertain vote totals. If this is not possible, roll call votes shall be used instead. A vote by unanimous consent is also acceptable.
  - g. The votes cast by members shall be recorded in the minutes.
  - h. The text of all motions shall be displayed for all members who are visually connected.
5. The bodies listed in item 1 above may approve a vote to be conducted by SurveyMonkey, or a similar service. Such votes shall include all members, shall have a set deadline, and be announced to all members via email. No votes shall be conducted by email.

## **SPECIAL RULE OF ORDER #6 - NOTICE OF MEETINGS FOR EXECUTIVE BOARD AND COMMITTEES**

1. The Executive Board and Committees must provide notice to their members of meetings no later than the sixth day in advance of each meeting.
2. Notice must be sent by email.
3. Notice requires time and location of meeting, agenda, and unapproved minutes for previous meetings.
4. Notice must also include whether the meeting shall be conducted electronically, and any applicable call-in number or registration link.
5. All committee meetings must be placed on an electronic calendar accessible from the WashCo Dems website and visible to at least all PCPs, no later than the sixth day in advance of each meeting. Time and location must be included on the calendar.
6. All Committees should hold a monthly meeting at a recurring time and date, unless there are valid reasons for doing otherwise.
7. All Committees may hold additional meetings which must meet the same notice requirements and calendar posting as a standard meeting.
8. Exceptions to parts (1)-(7) of this rule for Committees may be approved by the Executive Board.

## **SPECIAL RULE OF ORDER #7 - EXECUTIVE BOARD PROCEDURES**

1. Motions
  - a. Speeches during debate shall be limited to two minutes.
  - b. Debate or discussion is not permitted without a pending debatable motion except:

- i. When a member gives their report and debate or discussion on a particular subject is required.
  - ii. Presentation of a motion to have informal discussion on a particular issue with a maximum time limit proposed for such discussion, and approved by two-thirds vote.
  - iii. During the agenda item “Good of the Order”.
2. Obtaining the Floor
  - a. A member may raise their hand to claim priority for the floor.