

# STANDING RULES OF THE WASHINGTON COUNTY DEMOCRATIC CENTRAL COMMITTEE

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## STANDING RULE #1 - REGULAR MEETING DATES:

1. Regular meetings shall be held on the fourth Wednesday of the month, January through October.
2. In odd-numbered years, the November meeting shall be held on the third Wednesday. In even-numbered years, the Organizational Meeting shall occur in November.
3. A regular meeting need not be held during the month of December.

## STANDING RULE #2 - FINANCE

1. Budget:
  - a. The fiscal year shall be January 1 – December 31.
  - b. Creation of a budget shall be the duty of the Budget Committee.

- c. The Budget Committee shall prepare a preliminary budget for the next year which shall be presented to the Central Committee no later than the September meeting and it must be approved by the Central Committee no later than December.
  - d. 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.
  - e. In January of the budget year, the Budget Committee shall consider the final actual income and expenditures for the prior year, and, in consultation with the committee and workgroup chairs regarding expected activities for the year, shall revise the preliminary budget to reflect the information received after the approval of the preliminary budget. The final budget shall be presented to the Central Committee no later than the February meeting of the Central Committee for their approval.
  - f. If, during the course of the year, circumstances require a change to the final budget, changes to the budget may be made either by the Executive Committee by majority vote or by the Central Committee by majority vote.
2. Audit:
- a. An annual financial review of the accounts shall be conducted by the Audit Ad-Hoc Committee by the end of each February (unless Section 3 below applies); the results of that review shall be reported to the Executive Board by its March meeting. The WCDCC Chair shall announce the review results to the Central Committee for acceptance by its March meeting.
3. Turnover of Treasurer:
- a. Whenever a person serving as Treasurer leaves the position, the Chair shall convene a meeting consisting of the Audit Ad-Hoc Committee, the outgoing Treasurer and the incoming Treasurer, to perform a review of the accounts. The WCDCC Chair shall announce the review results to the Central Committee for acceptance at its next meeting.
4. Incoming Funds:
- a. Deposits shall not be made other than by the Treasurer's direction.

### STANDING RULE #3 - APPOINTMENT OF PRECINCT COMMITTEEPERSONS (PCP):

- 1. Vacancies in the office of PCP may be filled at any regular meeting of the Central Committee.
- 2. Applicants must complete the PCP application form indicating their eligibility and willingness to serve.

3. Applicants must be present and introduced at the Central Committee meeting in which the selection shall occur; or have met with a House District Leader who shall nominate them; or the application may be submitted in person at the office and reviewed by an office volunteer.
4. Applicants are appointed by majority vote. All applicants shall be voted on as a group unless there is objection.
5. The PCP application form is to be maintained by the Secretary, or their designee, and all changes must be approved by the Leadership Team.
6. House District Leaders shall be notified of appointed PCPs in their district, and shall follow up with each newly appointed PCP.
7. If the Central Committee simultaneously elects multiple people to fill vacancies from the same precinct as PCPs, 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 other precincts. An exception to random selection is allowed if it would keep all members of a household in the same precinct.
8. If a precinct is full, and it is therefore necessary to assign potential PCPs to other precincts, the Secretary, or their designee, 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 shall be given to keeping the potential PCP within the house district where they are registered to vote.

#### STANDING RULE #4 - DELEGATES TO THE STATE CENTRAL COMMITTEE (SCC) AND CONGRESSIONAL DISTRICT DEMOCRATIC CENTRAL COMMITTEES :

1. Delegates and alternate delegates shall be elected to the SCC and each of the Congressional District Delegations at the Organizational Meeting.
  - a. All members of the delegation may vote to elect their Delegation Chair.
  - b. All members, alternates and delegates, may run for their respective Delegation Chair.
2. The number of delegates elected shall 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 7,500, one additional delegate shall be elected. An equal number of alternates shall be elected.
3. Vote totals, by candidate, must be maintained and recorded in the minutes of the meeting.
4. The Chair of the WCDCC is an automatic member of the SCC delegation, filling one of the delegate positions.

## STANDING RULE #5 - RESPONSIBILITIES OF DELEGATES, ALTERNATES, AND DELEGATION CHAIRS

1. Delegates and alternates shall act as liaisons between WCDCC and the body to which they are a delegate and report on substantive discussions and actions taken by those bodies at the first possible Central Committee meeting.
2. Delegates are expected, and alternates are encouraged, to attend all meetings of the SCC or the Congressional District Committee, as appropriate.
3. 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.
4. The Delegation Chair shall send a minimum of two meeting notifications via email to all delegation members of their respective body. The first notice shall be sent no less than three weeks prior to the meeting; except in the case of newly elected delegation members, who shall be sent notice as soon as possible. Delegates and alternates shall be asked, and are expected, to notify the Delegation Chair whether they shall be able to attend as soon as practical.
5. 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 shall attend.
6. 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 shall be assigned an alternate position unless there are additional or unexpected absences at the delegate level.
7. Delegates who do not respond to the Delegation Chair but who do attend the meeting shall receive credit for attending but shall not be able to vote.
8. 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.
9. Delegation Chairs shall provide the Credentials Chair of their respective body the list of delegates for each meeting 48 hours in advance, or earlier if required by their respective bodies.
10. Persons who choose to become a candidate for an SCC or a Congressional District Delegate or Alternate Delegate position shall sign a copy of this Standing Rule to acknowledge they have read and understand this rule.

## STANDING RULE #6 - 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 a report containing the recommendations for endorsement; all vetted candidates for that election will be allowed time to speak.
6. The Chair of the WCDCC or the Chair of the Endorsements Committee shall ask any member who is an elected official, associated with a campaign, or has any association with a county or city board or commission to recuse themselves from any election where there appears to be a conflict of interest. All recusals must be noted in the committee report.
7. The Chair of the WCDCC may appoint alternate members to the Endorsement Committee to serve for the endorsement process instead of any recused members.

#### 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. At the start of the special meeting, the Endorsements Committee may present a consent calendar containing each recommended endorsement in which there is only one Democrat running for that election and seeking an endorsement. Each candidate seeking an endorsement on this consent calendar shall still be granted time to speak.
4. 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 who have been vetted to date for that endorsement on the day of the 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 #7 - KAREN SCHOUTEN FUND:

1. The Karen Schouten fund shall provide free or reduced price tickets for certain event volunteers to attend party fundraising events.
2. Eligibility requirements are that the applicant:
  - a. Be a Washington County Democrat in good standing;
  - b. Volunteer for the specific event (Springfest, Summer Picnic, Neuberger Banquet). Preference shall be given to on-site volunteers; and
  - c. Timely submit the application to the Finance Chair at [finance\\_chair@washcodems.org](mailto:finance_chair@washcodems.org).
3. The Finance Chair or the Treasurer, in collaboration with those coordinating the event, shall make all decisions regarding recipients.

#### STANDING RULE # 8 - DISTRIBUTION OF PARTY COLLECTED CONTACT INFORMATION

1. The names and contact information of PCPs are available to the public via the Washington County Elections Office.
2. Any other collected information in WCDCC databases is protected by the WCDCC.

3. Members of the WCDCC may request information collected by the party for the following reasons:
  - a. For internal party elections; or
  - b. For legitimate internal party business.
4. Any member requesting this contact information shall submit a request form to the Secretary. After considering whether the use is legitimate, the Secretary shall approve the request and provide the information or deny the request.
  - a. If the request is denied, it can be appealed to the Executive Board
5. Email Addresses will be provided to the requester as a listserv, which will only be available for the duration of the event identified in the approved request and limited to only that request.
  - a. Once a listserv is granted, the recipients of the listserv may be modified at any time by request to the IT Chair or Secretary.
  - b. New members may be automatically added to a listserv.
  - c. The email addresses may be provided as a raw list on request. If requested, the requester must sign an agreement only to use the list for the intended approved purpose. If this condition is violated, the requester may be denied access to the mailing list in the future.
6. 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 #9 - AD-HOC NOMINATING COMMITTEE

1. Duties:
  - a. Provide a Call for nominations;
  - b. Confirm candidate eligibility;
  - c. Review and receive signatures of delegate candidates for delegate responsibilities listed in the Bylaws and Standing Rules;
  - d. Interview officer candidates;
  - e. Optionally host a candidate forum;
  - f. Optionally create and distribute a Voters Pamphlet; and
  - g. Provide reports as required elsewhere in these Rules and the WCDCC Bylaws.
2. Call for Nominations
  - a. Nominating Committee shall call for nominations as soon as possible after formation of such committee.
  - b. The Call shall include job descriptions and duties of each position.
  - c. The Call shall be sent to all Democrats in the WCDCC database.
  - d. The Call shall be advertised on the WCDCC website.
  - e. A second call for nominations shall be sent later with a deadline to be added to the printed candidate list and inclusion in the candidate forum.
3. Interviews for Officer Candidates

- a. It shall be confirmed that candidates know the duties of the positions they are seeking and have no issues that would prevent them from carrying out the essential duties of the respective role.
  - b. Each candidate's eligibility shall be reviewed, and additional qualifications discussed.
  - c. Each candidate shall be asked for their platform.
4. Optional Voters Pamphlet
- a. Inclusion in the Voters Pamphlet shall have a clear deadline for submissions.
  - b. All candidates shall receive a request for a Voters Pamphlet statement.
  - c. The completed pamphlet shall be posted on the WCDCC website and emailed to all PCPs.
5. Optional Candidate Forum
- a. The candidate forum shall be a moderator-led forum.
  - b. Questions for the forum shall be submitted to the Nominating Committee.
  - c. If hosted in person, the forum shall have a videographer and sound system. If hosted online, the forum shall be recorded.
  - d. Video shall be posted with a link on the WCDCC website and emailed to all PCPs.

## STANDING RULE #10 - VOTER FILE AUTHORIZATION FOR LOCAL CAMPAIGNS

1. County Party Authorization
- a. The Leadership Team is authorized to grant Voter File access to local candidates 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 WCDCC has adopted the following standard policy for granting access to local candidates.
2. Requirements
- a. Requests for Voter File access shall be reviewed by the Leadership Team according to the requirements listed in this document.
  - b. The Leadership Team may grant access to the Voter File to a local candidate when:
    - i. At least 75% of the eligible voters for the election district live within the authorizing county, and
    - ii. The candidate is a registered Democrat in good standing with the party, and
    - iii. 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).
  - c. Should the Leadership Team decline an application, the candidate may appeal to the Executive Board.



- d. Upon receipt of an appeal, the Chair or, in their absence or incapacity, a Vice-Chair shall 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 an electronic survey method (not via email) immediately upon the completion of the 24-hour waiting period. Responses to the call for the vote must be completed within 24 Hours.
  - e. The WCDCC reserves the authority to cancel Voter File access for any candidate found ineligible according to 2.b.i – iii above.
  - f. Within 24 hours of meeting the above requirements, the Chair, or Vice-Chair acting on the Chair's behalf, shall inform the DPO that the candidate has qualified for Voter File access.
  - g. Access shall be offered equally to all registered Democrats running for local office, including challengers to Democratic incumbents, according to the criteria in items I – iii above, in accordance with the DPO contract.
  - h. 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.
3. Authorization to access the Voter File does not constitute endorsement by the WCDCC or DPO.

## STANDING RULE #11 - CALLS TO ACTION

1. "Calls to Action" are requests for action related to previously adopted resolutions, platform planks, LAIs, or Democratic Party values.
2. The Communications Committee shall have a standardized intake process and policy for swiftly evaluating and publishing calls to action.
3. 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.
4. If the requester is unsatisfied with the Communications Committee's decision, the requestor may bring their concern to the officers. The Leadership Team will come to a decision within three (3) days of the appeal.