

CLARK COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

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CLARK COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

These bylaws are intended to provide direction to the Clark County Democratic Central Committee, and are consistent with state and federal laws, and the governing documents of the State and National Democratic Party.

Article I – Name

The name of this organization is the Clark County Democratic Central Committee (CCDCC).

Article II – Purpose

The CCDCC shall function continuously for the growth and influence of the Democratic Party and for the following purposes:

- Recruit and promote the highest quality Democratic Party candidates for elective office
- Support vigorously the nominees and platforms of the Democratic Party in national, state, and local elections
- Build and maintain an effective grass-roots party organization that can help win elections and maximize the Democratic vote
- Recruit new members and encourage participation in the local, state, and national Democratic Party
- Foster and perpetuate the ideas and principles of the Democratic Party
- Acquaint voters with the issues and with Democratic candidates
- Coordinate Democratic campaign efforts in Clark County and cooperate with the National, State, Legislative District and County Democratic committees
- Be a truly representative party open to all who declare themselves to be Democrats
- Stimulate an active interest in governmental and community affairs

Article III – Membership

All Clark County residents who are registered voters and declare themselves affiliated with the Democratic Party are considered to be members of the Clark County Democratic Party, and are eligible to become members of the CCDCC. The CCDCC membership shall include:

- A. All duly elected, appointed, and acting Democratic Precinct Committee Officers (PCOs).
 1. Elected PCOs are those elected in the primary election in even-numbered years. They must be residents of the precinct in which they serve. They serve for two years starting December 1st in the year in which they are elected.
 2. Appointed PCOs are nominated by a Legislative District Democratic Central Committee (LDDCC) and confirmed by the CCDCC to fill PCO positions in the precincts in which they reside. These PCOs shall serve until the end of the two-year term that would have been served by an elected PCO unless they are

replaced by a subsequent nominee proposed by the LDDCC and confirmed by the CCDCC.

3. Acting PCOs are nominated by a LDDCC and confirmed by the CCDCC to act as PCOs in precincts other than the ones in which they reside. These PCOs shall serve until the end of a two-year term that would have been served by an elected PCO unless they are replaced by appointment of a qualified resident proposed by the LDDCC and confirmed by the CCDCC.
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- B. The six elected officers of the CCDCC: County Chair, Vice-Chair (who shall be of the opposite gender), Secretary, Treasurer, State Committeeman and State Committeewoman who serve for two-year terms. They are elected at the organizational meeting, which takes place following the general election in even-numbered years;
 - C. Legislative District (LD) Chairs, or their duly-appointed representatives, who reside in Clark County. The chairs are elected at their respective organizational meetings and serve for two years;
 - D. Democratic elected officials for partisan offices who reside in Clark County;
 - E. Washington State Democratic Central Committee (WSDCC) and Democratic National Committee (DNC) members who reside in Clark County;
 - F. All Clark-County-resident members of Democratic Party clubs that the CCDCC may recognize by resolution;
 - G. Any other persons meeting such other qualifications that the CCDCC may establish by resolution.

Article IV -- Duties

- A. PCOs are expected to promote the Democratic Party in their precincts, assist in the election of Democrats, attend CCDCC and LD meetings, participate in the work of the Party, submit the names of persons in the precincts to work as CCDCC elections observers, and to contribute to the work of the party as defined in the latest version of the *PCO Handbook, Washington State Democrats*.
- B. The County Chair shall be the presiding officer of the CCDCC and of the Executive Board. The Chair shall encourage Board participation, activate committees, delegate responsibilities, and exercise leadership to strengthen the party, consistent with the decisions and directions of the CCDCC. The Chair shall act as spokesperson for the CCDCC and direct the organization in a manner consistent with Executive Board strategy and decisions. The Chair shall convene and conduct monthly CCDCC and Executive Board meetings and other special meetings required to execute the functions of the CCDCC. The Chair shall convene the Clark County Democratic Convention in even-numbered years.

- C. The Vice Chair shall perform those responsibilities delegated by the Chair and shall preside at meetings in the absence of the Chair.
- D. The Secretary shall keep minutes and maintain a sign-in attendance record of all CCDCC meetings and CCDCC Executive Board meetings. The Secretary shall have readily available upon request such papers as meeting minutes, lists of CCDCC members (including current PCOs) and Executive Board members, a roster of Election Observers, Bylaws, Charter, Caucus and Convention Rules, and copies of precinct maps. The Secretary shall provide an electronic draft of the minutes to committee members within 14 days of the meeting.
- E. The Treasurer shall keep complete books of accounts, which accurately reflect the receipts, expenditures, assets and liabilities of the CCDCC and shall comply with Public Disclosure Commission laws and regulations. The Treasurer shall receipt for all funds coming into the custody of the CCDCC or designate how they will be receipted. The Treasurer shall deposit funds in such financial institutions as are approved by the Executive Board within the time period requested by law. All disbursements shall be made by check signed by the Treasurer, Chair, Vice-Chair or a Deputy Treasurer duly appointed by the Executive Board.
 - All CCDCC exempt expenditures (soft money) must be approved by the Executive Board. There shall be separate accounts for the exempt expenditures (soft money) and for the non-exempt expenditures (hard money) which may include separate financial institutions. All targeted non-exempt expenditures (hard money) for candidates shall be approved by the Target Fund Committee.
 - The Treasurer shall be prepared to report the financial status of the CCDCC at any meeting of the CCDCC or Executive Board. Projects such as fundraisers shall be separately reported with details of income or expense by category, and net gain or loss. An annual written statement at the end of the year shall reflect the year's financial transactions.
 - An audit shall be performed on the Treasurer's books at the end of each biennium, or upon the resignation or removal of the Treasurer. The County Chair shall appoint one or more persons other than officers to perform this audit.
- F. The State Committeeman and State Committeewoman shall represent the county at the WSDCC meetings, being cognizant of the wishes and instructions of the CCDCC, and shall apprise the CCDCC on the activities of the State organization.
- G. The LDDCCs and the CCDCC will work together to recruit and elect Democrats to the State Legislature and to coordinate campaign efforts across county lines that exist within any district.

Article V – Executive Board

The Executive Board members shall formulate policies, authorize expenditures, plan activities, and make recommendations independently to the extent the CCDCC has authorized in advance by resolution, but otherwise subject to final approval by the CCDCC.

The Executive Board shall be comprised of the following elected and appointed voting members:

- The elected officers of the CCDCC.
- Chairs of the LDs, or their duly-appointed representatives who reside in Clark County.
- The President/Chair or duly-appointed representative of each active and chartered Democratic club having a membership of at least twenty (20) members.
- Editor of the newsletter
- Up to four (4) members at large.
- Any other Clark County resident who serves on the WSDCC (e.g. State Executive Board) or the DNC.
- Chairs of standing committees and chairs of temporary committees when the committees are active. Appointment of Chairs of standing and temporary committees and at-large Board members shall be made by the Chair subject to approval by the CCDCC.

Article VI – Meetings & Quorums

- A. The biennial organizational meeting shall be held in compliance with state law RCW 29.42.030, which reads in part that authorized officers of the retiring committee shall cause notice of the time and place of such meeting to be mailed, or communicated electronically, to each PCO, and that the meeting shall be held at an easily accessible location within the county. The organizational meeting shall elect officers and shall appoint a committee to review and propose amendments to these Bylaws.
- B. Regular meetings shall be held on the second Monday of each month. The County Chair shall be responsible for setting the time and place.
- C. Executive Board meetings shall be held monthly at a time and place established by the Chair and made known to CCDCC members.
- D. Special meetings of the CCDCC and/or the Executive Board shall be held at the order of the Chair or by written request to the Chair of five (5) Executive Board Members. The Chair shall set the meeting date, which must be within fifteen (15) days of such a request.
- E. The members present shall constitute a quorum at any regularly scheduled CCDCC or Executive Board meeting of which proper notice has been given. For other meetings of which proper notice has been given, twenty percent (20%) of the membership shall constitute a quorum of the CCDCC. Sixty percent (60%) of officers shall constitute a quorum of the Executive Board.

Article VII – Committees

- A. Target Fund Committee – A committee composed of the elected officers of the CCDCC and the Chair or duly-appointed representative of each LD located in whole or in part within Clark County will decide on the distribution of any targeted funds. Targeted funds (hard money) are defined as monies to the county party for distribution to campaigns within the county or legislative districts as defined above. Such monies, by law, cannot be directed by the entity giving the funds to the party as to the final recipient. As a general rule, such distribution to any campaign should be made around an understanding of the most need. When the meeting notice is given to each committee member at least five (5) days prior to the meeting then actions of those committee members present shall be binding. If circumstances reasonably require swifter action, the committee members may be informed of the meeting electronically or by phone and may participate electronically or by phone, but a quorum of at least five (5) members is required to take action on proposed fund distribution. A record of all the committee’s deliberations and decisions shall be made, retained by the most senior committee member present, and maintained by the Secretary.
- B. Standing Committees – In general, the standing committees of the CCDCC are PCO Coordinator, Newsletter, Election Observers, Issues and Resolutions, Budget and Finance, Bylaws, and Affirmative Action.
- C. Other Committees – The County Chair, subject to the approval by the Executive Board, may appoint chairs of other standing or temporary committees to serve on the Executive Board as need may arise. These committees may include: J-J dinner, fair booth, special events, headquarters, caucus, convention, search, auditing, and campaign coordinator for local needs such as sign placement and media events, among others. Committee Chairs and/or members who fail to perform shall be dismissed by the County Chair upon vote of the Executive Board.

Article VIII – Eligibility to Vote

- A. Voting rights in the CCDCC are reserved to elected and appointed PCOs or their proxies, elected officers, and chairs of the LDs or their duly-appointed representatives, who reside in Clark County. In addition, all elected Democratic officials at each county, state and national level who reside in Clark County shall have voting rights in the CCDCC on any issue which comes before the committee EXCEPT the organizational meeting and meetings for filling the unexpired term of an elected Democratic official, where only elected PCOs may vote. Proxies are not permitted at organizational meetings according to State party bylaws.
- B. Only elected or appointed PCOs can designate proxies to vote at a specific meeting. To be recognized, a PCO’s proxy must be carried by a resident of the PCO’s precinct, show the proxy’s name, the meeting date and the PCO’s signature, and be presented to the Chair or Secretary before voting commences.

Proxies shall not be allowed for officers or Democratic Officials who are not PCO's.

Article IX –Rules for Organizational Meetings and Replacement of Elected Public Officers

The following procedures will be used for organizational meetings and meetings for filling the unexpired term of an elected Democratic official where only elected PCOs are allowed by statute to vote. An exception to these procedures is when there is no opposition for the slate of candidates presented at the organizational meeting, where a voice vote casting a unanimous ballot shall be permitted.

A. Rules:

1. A registration desk shall be available for registration of eligible voters.
2. Eligible voters shall be seated in a section separate from observers and guests.
3. Each candidate must be nominated and seconded by a voting member.
4. Nominating speeches are not to exceed one minute.
5. No seconding speeches shall be allowed.
6. Each candidate's speech shall follow his or her nominating speech and shall not exceed five (5) minutes.
7. A question-and-answer period shall be permitted but shall not exceed fifteen minutes.

B. Voting

1. Each eligible voter shall cast one (1) vote on the ballot provided.
2. The ballot must be signed, dated and the PCO's name printed clearly.
3. The votes shall be tabulated by a Tally Committee appointed by the Chair.
4. The ranking of candidates shall be announced.
5. The ranking shall be determined by the number of votes received.
6. If no candidate receives a majority of votes cast, another signed ballot between candidates ranked one and two shall be taken.
7. At the conclusion of the voting, the Secretary shall take custody of and preserve the ballots. Unless challenged, the ballots shall be destroyed after ten (10) days.

C. Challenges

1. The ballots shall be available for challenge.
2. To challenge the ballot count, a nominee must notify the Chair in writing within five days for a recount/inspection of the ballots.
3. The Chair shall call the other nominees and the Tally Committee to set a time and place.

D. Reporting

1. The Chair will report results to the County Commissioners when appropriate.

Article X – Rules of Procedure

- A. Notices – At least ten (10) days prior notice of the time and place shall be given of all organizational meetings, regular meetings of the CCDCC and the Executive Board, and special meetings. The notice shall so state if the business will include removing or replacing a CCDCC officer or the nomination of candidates to fill a vacant public partisan elective office. If the business will include considering

- proposed amendments to these Bylaws, the notice shall include the current and proposed text. Timely publication in the CCDCC newsletter and on the CCDCC website shall suffice for regular meetings. Notice of special meetings must be given to each member by email, phone, or mail, whichever is necessary to ensure receipt. Notice to PCOs of organization meetings and notice that nomination of candidates to fill a vacant public partisan elective office will occur shall be provided by mail.
- B. Endorsements - In a contested primary election, the CCDCC shall not endorse the candidacy of any person for public office. Individual members, however, may do so, but shall not state or imply that this is in their capacity as elected party officers. CCDCC endorsement of a candidate shall be made by a formal motion of endorsement approved by a majority vote at a regularly scheduled meeting. The allocation by the Target Fund Committee of funds, which are contributed for the support of Democratic candidates, shall not constitute an endorsement nor shall the decisions by the Target Fund Committee be limited by the endorsement procedure.
 - C. Vacancy in an elected office of the CCDCC – The elected office shall be filled at a regular or special meeting following notification of members, not to exceed 45 days after resignation. The candidate must receive a majority vote of all members present. If no candidate receives a majority of the vote, there shall be a run-off between the top two (2) (or three (3) if there is a tie) vote getters. Vote shall be by written, signed ballot except, when there is no opposition, a voice vote casting a unanimous ballot shall be permitted.
 - D. Resignation of elected CCDCC officers – An elected CCDCC officer must resign upon filing for or publicly announcing candidacy for a paid elective public office, or being elected to another elective office in the CCDCC. Notice of resignation must be presented to the Executive Board in writing. An elected CCDCC officer will be considered to have resigned upon missing three consecutive Executive Board meetings without submitting written notification.
 - E. Vacant Precincts – The LD Chair may personally undertake or delegate the responsibility for solicitation of a resignation from an appointed or acting PCO who has become inactive. Upon receipt of the resignation, the LD Chair shall declare that precinct vacant and appoint a new PCO in that precinct. A precinct shall also be declared vacant when the PCO moves out of the precinct or dies. The CCDCC Chair may appoint PCOs after consideration for appointment by the LD Chair, but in no case shall consideration exceed a forty-day (40) period before referral to the CCDCC Chair. All PCO appointments shall be referred to the CCDCC for confirmation.
 - F. Rights of non-members – At meetings, the Chair shall recognize members of the CCDCC first, but the Chair may, at his or her discretion, then recognize any non-member who may then be heard.

- G. Resolutions for presentation to the CCDCC shall be in written form and received by the Issues and Resolutions Committee 30 days prior to the date of the next general meeting. The committee will make recommendations to the Executive Board who, after consideration, will bring the resolution forward to the CCDCC with the Board's recommendations. Alternatively, the resolution must be signed by ten (10) PCOs, and receive a two-thirds vote of a quorum to be considered.
- H. The Bylaws Committee may propose amendments on it's own initiative. A proposed amendment(s) to the committee by the members shall be in written form, signed by ten (10) PCOs, and received by the Bylaws Committee 30 days prior to the date of the next general meeting. The committee shall consider the proposed amendment(s) and report it's recommendations to the Executive Board and to the PCOs who signed. The proposed amendment(s) shall then be brought forward to the CCDCC with the Board's recommendation(s). Alternatively the proposed amendment must be signed by twenty PCOs, and receive a two-thirds vote of a quorum to be considered.
- I. Request for Funds – All budget requests shall be presented in writing to the Executive Board who may direct the request to the Budget and Finance Committee if appropriate for review and recommendation.
- J. Rules of Order – On matters not covered by these Bylaws, the latest *Revised Roberts' Rules of Order* shall govern.
- K. All members shall receive a copy of the CCDCC newsletter, *The Democrat*, and are asked to pay the current rate established by the Executive Board to defray printing and mailing expenses.

Amended and adopted this ____ day of _____, 2008, for the Clark County Democratic Committee by

Dena Horton, County Chair