

17th Legislative District Democrats

Bylaws

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17th Legislative District Democrats

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17th Legislative District Democrats BYLAWS

PREAMBLE

Pursuant to the Charter of the Democratic Party of the United States, the Charter of the Democratic Party of the State of Washington and the Clark County Democratic Central Committee Bylaws, we do hereby organize as a body politic, with all rights and privileges granted under those documents, and adopt the following Bylaws.

ARTICLE 1: Name

1.1 The name of this organization shall be: 17th Legislative District Democrats, herein noted as “The 17th.”

ARTICLE 2: Purpose

2.1 The purpose of the 17th Legislative District Democrats is to:

- (a)** Promote citizen participation in the Democratic Party.
- (b)** Foster and promote the principles and policies of the Democratic Party.
- (c)** Educate the members of The 17th on the principles and current policies of the Democratic Party.
- (e)** Inform the public of Democratic Party policies and principles.
- (f)** Promote the election of Democrats in local, county, state and national elections.

ARTICLE 3: Membership

3.1 Active membership in the 17th shall be open to the following:

- (a)** All Democratic Precinct Committee Officers in the 17th.
- (b)** All dues-paying members who are registered voters residing within the 17th Legislative District professing Democratic status.
- (c)** All dues-paying residents in the 17th Legislative District between the ages of 15 and 18 professing Democratic status.

Membership dues shall be \$20 for payment each calendar year at the February membership meeting. No individual who is suffering economic hardship shall be denied active membership because of dues non-payment.

3.2 Members who have a financial hardship may petition the chair for a hardship dues

waiver, which will expire at the end of February in the following calendar year.

3.3 Membership dues shall apply from February through January of the following year. The 17th Executive Board shall review membership dues on an annual basis. If, upon such review, the 17th Executive Board believes a dues adjustment should be made, a motion to that effect shall be made to the membership, following prior notice, at the next regular membership meeting. Any change in membership dues, and its effective date, shall be voted on by the membership.

3.4 Current members not renewing their membership in February and new members must wait 45 days, from date of accepted payment, for full membership and voting rights.

3.4.1 Dues payments must be made in person at general membership meeting.

ARTICLE 4: Notice

4.1 Notice of any election, removal of officer or committee chair, any proposed amendment to these bylaws, or any endorsement/recommendation of a candidate or a ballot issue or any other critical item, shall be given to members in writing and with **Due Notice**.

4.2 Such due notice shall be at least 5 days prior to any meeting at which business of the 17th will be conducted. Notice of amendment(s) to these bylaws must be presented to the Executive Board 15 days prior to the next regular meeting; the secretary shall transmit the proposed amendment(s) to all members 10 days prior to the next general meeting.

4.3 For purposes of written member notification, the hierarchy of preferred communication within the 17th shall proceed from the following order:

4.3.1 E-Mail shall be the primary preferred method of written communication.

4.3.2 Conventional mail (USPS) shall be the second preferred method. It shall also be the preferred method when protocol dictates written communication and the recipient lacks access to e-mail.

ARTICLE 5: Executive Organizational Structure

5.1 The Executive Board shall consist of the elected officers of the 17th.

5.2 Each elected Legislative District Officer shall hold office for two (2) years, or if filling an unexpired term, until the next reorganizational meeting.

Note: The duties described below are not all encompassing. They define only the more

important basic duties of each office. Also included is an “Elected By” notation for each office.

5.3 Chair (Elected by PCOs)

- (a) Presides at all 17th and Executive Board meetings.
- (b) Coordinates activities of this organization.
- (c) Prepares, with the Executive Board, a strategic plan for the ensuing term of office to be presented to the membership for approval at the next General Meeting following elections. This plan to be updated semi-annually.
- (d) Chair and vice-chair shall be of opposite gender, based on self-identification.

5.4 Vice-Chair (Elected by PCOs)

- (a) Presides at all meetings in the absence by the Chair
- (b) Performs all duties assigned by the Chair.
- (c) Succeeds to the Chair position if a vacancy occurs in that office, until an election of new chair can be held

5.5 Secretary (Elected by general membership)

- (a) Records minutes of general and Executive Board meetings.
- (b) Provides sign-in sheets for members and guests at all meetings.
- (c) Processes all incoming and outgoing mail as directed by the Chair.
- (d) Works with the Treasurer, to maintain a current membership roster.
- (e) Maintains files that shall include: minutes of meetings, reports of officers and committees, correspondence, and all other records that pertain to the 17th.

5.6 Treasurer (Elected by general membership)

- (a) Receives and disburses all District funds.
- (b) Maintains an accurate account of all receipts and disbursements and presents a current financial report at all regular meetings.

(c) Submits annually, at the request of the Executive Board, the financial records for audit.

(d) Assures all disbursements, are paid by check, and all checks are signed by the Treasurer and either the Chair or Vice-Chair.

(e) Files all forms as required by law with the Washington State Public Disclosure Commission.

(f) May disburse funds by check of up to \$100/month not to exceed \$500/year with approval of the executive board.

(g) All expenditures over \$100/month or \$500/year will require prior body approval at next regularly scheduled meeting. (See 10.3.1 for special exception)

5.7 State Committee Persons (2) (Elected by PCOs)

(a) Must be of opposite gender, based on self-identification

(b) Member of the Washington State Democratic Central Committee.

(c) Represents the 17th interests at all State Central Committee meetings, and when possible attends workshops at those meetings. If unable to attend, they shall appoint a proxy to take their place.

(d) Provide reports on State Central Committee meetings at the next general LD meeting.

5.8 Sergeant-At-Arms: (Appointed by Chair)

(a) Maintains order at meetings.

(b) Assists the Chair as needed.

(c) Does not serve as a voting member of the executive board

ARTICLE 6: Voting – Election

6.1 Reorganization Meeting (as per RCW 29A.80.061) "Within forty-five days after the statewide general election in even-numbered years, the county chair of each major political party shall call (give notice) of a separate meetings of all elected precinct committee officers in each legislative district for the purpose of electing a legislative district chair in such district".

6.1.1 Per Washington State Democratic Party Bylaws this organizational meeting shall take place in December or January following each state general election held in even-numbered years.

6.1.2 All PCOs and members shall be given due notice as to the date, time and location of this meeting.

6.1.3 Except as otherwise provided for within these Bylaws, officer elections shall take place at the biennial organizational meeting.

6.3 Officer Candidate Requirements: Only members in good standing in the 17th may be elected to office and serve-

6.4 Nomination: Formal nomination of officer candidates shall be made and seconded from the floor.

6.4.1 Nomination and election of each office shall be held one at a time. The Chair will determine time limits for nomination and candidate speeches.

6.5 Voter Eligibility: All Precinct Committee Officers (PCOs), members of the Executive Board, and members whose dues are current are voting members of the 17th with the following exceptions.

6.5.1 As per Washington State law only PCOs may vote for LD Chair, Vice Chair, State Committeewoman, State Committeeman and any representative the 17th is authorized to send to other Party organizations.

6.5.2 Non-PCO members of the 17th are eligible to vote on any of the other district positions (secretary, treasurer etc.) as well as any resolutions brought before the general membership.

6.6 Voting for officers shall be by paper ballot and attested by electors. Any member present may be designated as an elector. Said elector(s) having been elected by voice vote prior to the officer elections.

6.6.1 Election shall be by majority vote of eligible voting members present.

6.6.2 Lacking a majority, the candidate with the least votes shall be dropped and votes cast again with the remaining candidates.

6.6.3 The same procedure shall apply on any successive ballots

6.7. All vacancies in elected officer positions occurring between the biennial reorganization meetings, shall be filled by election at the next regular meeting with due notice given. Voting requirements are as defined above. The Chair may appoint officer(s) pro tem to serve until an election can be held.

ARTICLE 7: Officer Removal

7.1 Any PCO-elected officer (Chair, Vice-Chair, Committee Person) may be removed from office for failure to discharge the duties of their office to the satisfaction of the membership. Following are the procedural requirements for such dismissal.

(a) Prior to any formal dismissal proceedings the officer in question may be allowed to resign their position. If they choose not to resign then the process outlined in 2-5 below will apply.

(b) The charges for removal must be in writing and signed by at least five (5) elected PCOs.

(c) The officer so charged and the membership at-large must receive formal notice of the charges at least five (5) days before the meeting at which the charges are to be addressed. The officer charged shall have the opportunity to address the membership. In order for such dismissal, a simple majority of the district's PCOs must be in attendance and must cast ballots in favor of removal. Removal of chair must follow guidelines established by RCW 29A.80.061.

7.2 Officers elected by the general membership (Secretary, Treasurer) may be dismissed by the general membership. A vote by a simple majority of the general membership present and voting at any regular meeting with due notice; will suffice to accomplish such dismissal.

ARTICLE 8: Precinct Committee Officers (PCOs)

8.1 PCO Definitions:

(a) Acting: Temporary or interim in nature as typified by a person residing in one precinct and acting as PCO for another.

(b) Appointed: One who has been appointed to their position but has not yet been elected during a general election.

(c) Elected: One who has proceeded through the entire process and has been elected to their position through the county election office.

8.2 Election/Appointment:

8.2.1 All PCOs must reside or be duly elected in their own precinct, except that acting PCOs may be appointed to serve vacant precincts.

8.2.2 An acting PCO:

(a) Must live in the District but need not live in the precinct, (b) shall have voting rights as provided in these Bylaws, and (c) shall be superseded by appointment of a resident in the precinct.

8.2.3 Acting PCOs shall be nominated by the LD Chair as necessary to fill any available vacancy. Their nominated status may then be confirmed at the next regularly scheduled meeting of the 17th. Such confirmation shall be accomplished when a majority of the present membership vote for said confirmation.

8.2.4 County level confirmation of their appointed status shall be accomplished at the next regularly scheduled meeting of the Clark County Democratic Central Committee (CCDCC). Such confirmation shall be accomplished when a majority of the present membership vote for said confirmation.

8.2.5 Appointed PCOs must then be put forward for election at the next regular election cycle. Upon such election their status shall be changed from 'appointed' to 'elected'.

8.3 Duties and Responsibilities: Following are the minimum expectations of PCOs.

(a) Canvass, telephone or otherwise contact all voters in their precinct at least twice per year.

(b) Coordinate with the campaigns in order to educate voters and generate interest in the election on behalf of Democratic candidates and ballot measures.

(c) Attend the 17th and Clark County Democratic Central Committee Meetings on a regular basis.

8.3.1 The Chair may from time to time assign additional duties and tasks.

ARTICLE 9: Committees

9.1 Committees may be created by the Chair on an as-needed basis.

9.2 The 17th Executive board will create a list each year detailing the suggested procedures of standing and special (ad-hoc) committees.

9.3 Committee chairs shall be appointed by the Chair and confirmed by the Executive board.

9.4 Committee chairs or members may be dismissed at any time by the general membership. A vote by a simple majority of the general membership present and voting at any regular meeting will suffice to accomplish such dismissal.

ARTICLE 10: Support of Candidates and Ballot Issues

10.3 Any allocation of funds by the 17th to a previously endorsed or recommended candidate, organization, or ballot measure shall be approved by a simple majority vote of members present and voting.

10.3.1 The Executive Board may allocate funds without prior body approval to an endorsed or recommended candidate if absolutely necessary within 30 days of a primary, special, or general election. This allocation of funds must be immediately reported to the body by email, and announced and recorded in the minutes of the next general meeting.

ARTICLE 11: Meetings & Quorum

11.1 By state law, the 17th must conduct a minimum of four (4) meetings per year. Current practice provides for a meeting once per month.

11.2 Additional (special) meetings as necessary may be called at the discretion of the Chair or by written request to the Chair by ten (10) members. The Chair shall provide due notice of the date, time and location of the meeting. This notice shall specify the purpose for which the special meeting is called, and no other business shall be transacted or other action taken at any special meeting.

11.3 For regularly scheduled meetings or special meetings where proper notice has been given, twenty percent (20%) of the membership shall constitute a quorum of the 17th. A simple majority of voting officers shall constitute a quorum of the Executive Board.

11.4 All meetings shall begin with our flag salute

ARTICLE 12: Parliamentary Procedures

12.1 Rules contained in Robert's Rules of Order, Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or State statutes.

ARTICLE 13: Policies and Statutes

13.1 The 17th shall have the powers stated herein and not specifically denied it by the Bylaws of the Clark County Democratic Central Committee and the Bylaws of the Washington State Democratic Central Committee.

13.2 The policies of this organization shall:

(a) Be developed by the Chairperson in cooperation with the Executive Board. These policies must be approved by a majority of the Executive Board.

(b) Follow, but not be limited to, the general policies of the Clark County Democratic Central Committee and the Washington State Democratic Central Committee.

13.3 Applicable State Statutes include:

- (a) 29A.80.010 Rule- Making authority
- (b) 29A.80.011 Authority – Generally.
- (c) 29A.80.041 Precinct committee officer, eligibility
- (d) 29A.80.051 Precinct committee officer – Election – Term.
- (e) 29A.80.061 Legislative district – Election – Term

ARTICLE 14: AMENDMENTS

14.1 These Bylaws may be amended only by two-thirds (2/3) majority vote of members present and voting at any regular meeting providing that due notice of bylaw amendment(s) is given in accordance with the Notice section here within.

14.2 These Bylaws shall continue until amended or appended.