

# **RULES & PROCEDURES**

## 17<sup>th</sup> Legislative District Democrats



Last Revised: 24th February 2017

## **RULES AND PROCEDURES FOR THE 17<sup>TH</sup> LEGISLATIVE DEMOCRATS**

**PURPOSE:** The purpose of this set of rules and procedures is to act in accompaniment to the organization's Bylaws and to offer additional clarification on standing rules and processes that the organization has determined to be useful and applicable. It is the right of the body to suspend or revise any of these rules or procedures via a passed motion.

### **ARTICLE I. SPECIAL RULES FOR SPEECHES AND DEBATE**

1. A member, having obtained the floor while a debatable motion is immediately pending, can speak no longer than **three minutes** unless otherwise approved by the body through a motion.
2. A member may speak for a second time after allowing all members present, who want to speak, to speak once while a debatable motion is pending.
3. A guest may speak after allowing all members present, who want to speak, to speak with the consent of the chair unless overridden by the body.
  - 3.1. All restrictions on speaking applied to members are also applied to guests
4. Members obtain the floor during Announcements and Good of the Order through signing up at the beginning of the meeting at the credentialing table.
  - 4.1. Additional speakers will be allowed at the Chair's discretion.
5. A member, having obtained the floor during Announcements or Good of the Order, can speak for a minimum of **two minutes** or longer at the discretion of the chair.

### **ARTICLE II: COMMITTEE INFORMATION AND RESPONSIBILITIES**

The following is a list of potential committees and their responsibilities. The Chair is responsible for deciding which committees are to be active and what their responsibilities are except when a motion is referred by the body to a committee.

1. Finance Committee
  - 1.1. The Finance Committee is responsible for composing and recommending a budget for the organization as well as fundraising efforts. If requested by the Treasurer, may also be a duty of the Finance Committee to assist with dues collection, reconciliation, and maintenance of membership lists.
2. Communications and Technology Committee
  - 2.1. This team maintains administrative responsibility for the technology that the organization uses such as webpage, social media and email accounts, shared drives, etc.

3. Outreach Committee
  - 3.1. The main focus of the Outreach Committee is to facilitate the organization's relationships with values partners and other members of the community.
  - 3.2. It is important for the organization to have it's finger on the pulse of the strategies and action plans of our local values partner organizations (such as Planned Parenthood, Whole Washington, ACLU, etc.) to identify opportunities for collaboration. Equally as important though, is creating a public presence for the 17<sup>th</sup> LD, increasing brand recognition and ultimately assisting to reach and welcoming new partners.
  - 3.3. Outreach Committee will handle the Welcoming Table at General Membership Meetings, greetings attendees and credentialing PCOs and members. The Chair(s) of the Committee will work closely with the PCO Coordinator Secretary and Treasurer to ensure accurate credentialing information prior to each meeting.
4. PCO Coordinator
  - 4.1. This person is responsible for maintaining an accurate list of precinct committee officers within the 17<sup>th</sup> LD. It is also their role to work towards filling open PCO positions.
5. Volunteer Coordinator
  - 5.1. This position will be tasked maintaining an accurate list of all of the organization's volunteers and building an effective team of volunteers to be at the ready in times of need.
6. Leadership Development Committee
  - 6.1. This committee will be responsible for keeping track of all open elected positions within the LD (including internal roles), and actively filling the pipeline with talented individuals meet the needs of the party. This committee will not only be responsible for the recruitment of individuals to join the bench, but also for developing those candidates through various phases of qualification and experience, and filling the any gaps that may exist.
7. Bylaws Committee
  - 7.1. The Bylaws Committee will be tasked with reviewing and making recommendations for change of the organization's bylaws on an as-needed basis.
8. Legislative Action Committee
  - 8.1. Pays close attention to the status of key legislation promoting our values and acts as coordinator for lobbying efforts.
9. Endorsements or Recommendations Committee
  - 9.1. The Chair may choose to make use of an Endorsements and/or Recommendations Committee to conduct a review and present a list of candidates to the body for potential recommendations and endorsements.

### **ARTICLE III: VOTING**

1. Each member is entitled to one vote, regardless of the number of offices that member holds, unless a proxy is given to that member.
2. Voting by proxy is permitted in accordance with the following rules:
  - 2.1. Proxies must be in writing signed by the member. Email notice of a proxy may be sufficient if the Chair is notified at least 24 hrs in advance of the vote.
  - 2.2. No person can hold more than one proxy.
  - 2.3. Proxies are nontransferable.
  - 2.4. The owner of the proxy must reside within Clark County, WA
  - 2.5. Proxies are only allowed to vote on Election of officers, changes to bylaws, changes to standing rules, changes to policies and any endorsement or recommendation.
3. When a single nominee for an elected position is presented after three calls for additional nominations, the body may proceed to vote by verbal acclimation and forego written ballots.
4. The outcome of any election must be challenged before the adjournment of the meeting in which a vote has been taken. If the election is not challenged before the adjournment, the election will stand as certified.

### **ARTICLE IV: CODE OF CONDUCT**

1. It is expected that all participants, in any of the organization's meeting or activities, adhere to strict moral guidelines.
2. Expectations of behavior at meetings and events include attendees acting in a courteous manner. Each attendee shall cooperate with the presiding officer in preserving order and decorum.
3. Examples of violation of expectations regarding decorum include, but are not limited to:
  - 3.1. Making offensive, insulting, threatening, insolent, slanderous or obscene remarks, gestures or other actions;
  - 3.2. Making sexual advances without active consent. Active consent means affirmative, honest, conscious, voluntary, sober and ongoing agreement to participate in sexual activity. For more information on active consent visit: <http://nmcsap.org/prevention/what-is-active-consent>;
  - 3.3. Interrupting or excessively delaying the proceedings;
  - 3.4. Violating the reasonably assumed privacy of other members, voters, or the organization as a whole;
  - 3.5. Theft or vandalization of the personal or collective property of others;
  - 3.6. Becoming disruptive through inappropriately boisterous behavior;
  - 3.7. Engaging in excessive disruptive private conversations during meetings or programs;

- 3.8. The committing of any real crime as described in the Revised Code of Washington where as another member of the organization was victim;
- 3.9. Making threats of harm against any person or against public order and security;
- 3.10. Any other conduct as described in the WSDCC's Code of Conduct found here: <https://www.wa-democrats.org/about/documents>

**ARTICLE V: PROCEDURES FOR REMOVAL OF A PCO, MEMBER, or ATTENDEE**

- 1. If at any time a person is suspected to be in violation of this code of conduct, the Chair and Vice Chair must be notified immediately.
- 2. If the violation in question occurs during a meeting, a member of the body may propose the removal of the offender and it shall be confirmed with a 2/3rds vote. (Either removal from the meeting or from the org entirely.)
- 3. If the violation(s) in question occur outside of regularly scheduled meeting, but either before, during, or after some other party-related event, or at times when a suspected violation occurs during a meeting but a motion was not made at the time, then the allegations should be reviewed in Executive Session by the Executive Board.
  - 3.1. The voting members of the Executive Board shall decide, by majority vote, whether or not a suspected violation of the Code of Conduct has occurred.
  - 3.2. In the event event a violation has occurred then will bring before the body for a two-thirds vote.
- 4. Any time that a violation is confirmed, the offending person shall be removed from the organization indefinitely.
  - 4.1. If an elected board officer that is elected
  - 4.2. by PCOs is confirmed of a violation they cannot be removed from office or the organization except going through processes outlined in the 17th Legislative District Democrats Bylaws. (Article 7: Officer Removal)
    - 4.2.1. A PCO-elected officer can be removed from a meeting at the discretion of the chair or by a two-thirds vote of the body.
    - 4.2.2. Any elected board officer, by the pcos, removed at the discretion of the chair may be reinstated by a two-thirds vote of the body
- 5. In the event that the accused and/or victim is a member of the Executive Board of the organization or a member of the Executive Board of the organization is an immediate family member of the accused and/or victim, then the Executive Board member shall abstain from voting in the matter
  - 5.1. Members of the executive board may be forced to abstain by the unanimous vote of the remaining E-Board members.
- 6. If at any time after abstentions are calculated, there lacks a simple majority of remaining members, then the Executive Board for the Clark County Democratic Central Committee will act as the deciding entity.

## DEFINITIONS OF COMMONLY USED PHRASES AND MOTIONS

Commonly used motions recognized by the organization, and their characteristics:

1. Lay on the Table: The purpose is to put the current motion aside for later consideration.
  - a. Cannot be used to interrupt the current speaker;
  - b. Requires a second;
  - c. Is not debatable or amendable; and
  - d. Requires a majority vote to pass.
  
2. Postpone to a Certain Time: The purpose is to put off the current motion to a specific time, e.g. later on the current Agenda or postpone action until a specific future meeting.
  - a. Cannot be used to interrupt the current speaker;
  - b. Requires a second;
  - c. Is debatable and amendable; and
  - d. Requires a majority vote to pass.
  
3. Raise a Question of Privilege: The purpose is to ask an urgent question in regard to rights.
  - a. May be used to interrupt a current speaker;
  - b. Does not require a second;
  - c. Is not debatable or amendable; and
  - d. Requires a ruling by the Chair.
  
4. Point of Order: The purpose is to request that the rules be followed.
  - a. May be used to interrupt a current speaker;
  - b. Does not require a second;
  - c. Is not debatable or amendable; and
  - d. Requires a ruling by the Chair.
  
5. Call the Question: The purpose is to end debate and move directly to the vote.
  - a. It cannot be used to interrupt the current speaker;
  - b. Requires a second;
  - c. Is not debatable or amendable; and
  - d. Requires a two thirds (2/3) vote to pass.
  
6. Suspend the Rules: The purpose is to allow to consider something not in line with Standing rules or an Agenda (not the Bylaws).
  - a. It cannot be used to interrupt the current speaker;
  - b. Requires a second;
  - c. Is not debatable or amendable; and
  - d. Requires a two thirds (2/3) vote to pass.

7. Call for Division: The purpose is to verify the call of the Chair of a voice vote or to request that a vote be taken by Secret Ballot
  - a. Will always be in order; and
  - b. Does not require a second.
  
8. Point of Information: The purpose is to gather information from the speaker.
  - a. May be used to interrupt a current speaker;
  - b. Does not require a second;
  - c. Is not debatable or amendable; and
  - d. Requires a response from the speaker