

# CLALLAM COUNTY DEMOCRATS and CENTRAL COMMITTEE

## **ARTICLE I - Name, Formation, & Affiliation**

- A. The name of this organization is the Clallam County Democratic Party and Central Committee, hereinafter called, The **Clallam County Democrats** (CCD).
- B. Formation of the CCD is governed by RCW 29A.80, Political Parties, included herein as Appendix A.
- C. The CCD is affiliated with the Washington State Democratic Party and the Democratic National Committee through its elected delegates: the CCD Chair and Vice Chair, the State Committeewoman and State Committeeman.

## **ARTICLE II - Purposes**

- A. Elect to national, state, county and other offices Democratic candidates who embody, support and promote the platform of the Clallam County Democrats, and to support them while in office as they act to improve the well being of the citizens of Clallam County.
- B. Adopt and promote the platform of the Clallam County Democratic Party to serve as the standard for elected Democratic officials and as goals for the citizens of Clallam County.
- C. Endorse and/or support organizations and activities that reflect the Platform of the Clallam County Democrats and that improve the welfare of Clallam County, its people, and its natural environment.
- D. Administer the party organization in accordance with the National and State Party \Charters and in a manner that will facilitate achievement of party goals at all levels of government.
- E. Encourage and support voter registration, fair campaign practices and high ethical standards for all publicly elected officials and Democratic Party representatives.
- F. Raise and disburse monies for continuing operation of the CCD and for the purposes set forth in this Article.
- G. Establish standards and rules of procedure to afford all members of the CCD full, timely and equal opportunities to participate in decisions concerning the selection of candidates, the formulation of

policy and the conduct of other Democratic Party affairs without discrimination on the basis of gender, race, age, disability, religion, sexual orientation, economic status or ethnic origin.

### **ARTICLE III - Policies**

- A. policies of this organization shall be developed by the Executive Board consistent with Article II, and be presented to the membership for approval.
- B. Use of Democratic Party Name and Authority. The name of this organization or the names of its officers in their official capacities shall be used only:
  - 1. In support of the principles and policies contained in the adopted County, State and National Democratic Party platforms.
  - 2. In support of only those candidates endorsed by the CCD.
  - 3. In support of policies and/or positions duly approved by the CCD and consistent with Article II.
- C. The CCD is the sole executor of the policies and guidelines that it formulates for the good and the welfare of the Democratic Party in Clallam County.
- D. CCD is the sole and legal custodian in Clallam County of the Democratic logo and political designations Democrat, Democratic Party, CCD, and Democratic Central Committee.

### **ARTICLE IV - Membership**

- A. Membership in the CCD shall consist of:
  - 1. Those persons who are certified by the County Auditor in accordance with State Code as duly elected Democratic Precinct Committee Officers (PCOs) in Clallam County, hereinafter called Elected PCOs.
  - 2. Duly qualified, appointed PCOs who are appointed by the Chair and approved by the CCD Executive Board for the purposes of carrying out PCO responsibilities in precincts that have no elected PCO, hereinafter called Appointed PCOs.
  - 3. Non-resident appointed PCOs who are appointed by the Chair and approved by the CCD Executive Board for the purposes of carrying out PCO responsibilities in precincts that have no PCO and to serve only until a resident PCO is elected or appointed, also called Appointed PCOs.
  - 4. Elected Democratic officials representing Clallam County.
  - 5. General Members supporting the purposes of the CCD as outlined in Article II are officers on the Executive Board who are not PCOs and all Democrats who have paid membership dues

within the last twelve months.

## **ARTICLE V - Meetings**

- A. Regular meetings of the CCD shall be at the call of the Chair. Notice of all such meetings, including the date, time, location and any major agenda items, shall be communicated to the membership by appropriate methods no fewer than five (5) days before the meeting date. Meetings shall be open to the public.
- B. Fifteen (15) members shall constitute a quorum, except that, an action requiring PCO status to vote shall require twenty-five percent (25%), and no fewer than 6 of those PCOs qualified to vote in that meeting.
- C. Roberts Rules of Order (as amended) shall be used to conduct all meetings.
- D. Special meetings of the CCD may be called by the Chair. The Chair shall call a special meeting of the CCD upon receipt of a petition signed by no fewer than 10 members of the CCD. Notice requirements for special meetings of the CCD shall be the same as the requirements for regular meetings. Special meetings will be open to the public at the discretion of the Chair.
- E. Differences of opinion shall be respected in the deliberations and decisions of the CCD.
- F. Resolutions, defined as a statement of an official position, preference or recommendation intended to be transmitted to other parties and/or published, may be passed in accordance with the following rules.
  - 1. A resolution may be passed at a meeting of the CCD by a simple majority of members present, provided it has been introduced and read at a previous meeting of the CCD.
  - 2. Notwithstanding the above (Sec. F.1), a resolution may also be passed by a two-thirds (2/3) majority of members present at the CCD meeting at which it was introduced.
- G. Resolutions may also be submitted in accordance with the adopted rules of local Caucus and Convention for submission to the State Democratic Central Committee (WSDCC) for consideration at its convention.
- H. Proxy voting during regular and special meetings shall be allowed. Voting by proxy shall be permitted in accordance with the following rules:
  - 1. All proxies must be in writing, signed by the Member. They may be specific or general, instructed or uninstructed, transferable or non-transferable, as specified by the maker. In the

absence of specification, a proxy shall be deemed to be general, uninstructed and non-transferable.

2. No person shall hold more than one proxy.
3. In order to vote a proxy, the holder must register the proxy with the Recording Secretary before a vote is taken. Only the individual currently registered with the Secretary may vote the proxy.
4. The holder of a proxy must reside in the county commissioner district in which the member giving the proxy resides.

#### **ARTICLE VI - Powers and Duties of the CCD**

- A. The CCD shall conduct all necessary business of the Democratic Party in Clallam County, raise and disburse funds in the name of the Democratic Party and promote the elections of Democrats to public office.
- B. All members of the CCD are entitled to vote on all matters except as specifically provided otherwise in these bylaws or by statute.

#### **ARTICLE VII - CCD Officers**

- A. The officers shall include the Chair, Vice Chair, Recording Secretary, Corresponding Secretary, Treasurer, State Committeeman and State Committeewoman; and three trustees chosen in each county commissioner district to represent their district's members.
- B. Any CCD member residing in Clallam County shall be eligible to hold any CCD office. The Chair and Vice Chair must be of opposite sex as required by law as set forth in RCW 29A.80.030 (see Appendix A).
- C. Officers shall be elected at the Biennial Reorganization meeting following an even-year general election for two-year terms, as described below in Article XIV. A majority of the officers so elected shall have been members in good standing for at least one year.
- D. Vacancies in the offices of Recording Secretary, Corresponding Secretary, or Treasurer shall be filled by election at the next meeting of the membership following creation of the vacancy. Vacancies in the offices of Chair, Vice Chair and State Committee members shall be filled by election at a special meeting of elected PCOs.
- E. Resignation or Removal of an officer:

1. Any officer may resign from office by submitting a written resignation, which shall become effective upon acceptance by the Executive Board.
2. The Chair may declare an officer position vacant if its incumbent has been absent from three (3) Executive Board or CCD meetings within a twelve-month period without notifying the Chair or the Recording Secretary prior to the meeting.
3. Any officer may be removed from office for failure to discharge the duties of the office to the satisfaction of the CCD membership provided:
  - a. The charges for removal are in writing and signed by at least five (5) CCD; members and presented to the Recording Secretary for distribution to the Executive Board and inclusion in the agenda for the next CCD membership meeting; and
  - b. The officer so charged and the membership of the CCD receive notice of the charges at least five (5) days prior to the meeting at which the charges are to be addressed; and
  - c. The officer charged has the opportunity to address the membership of the CCD; and
  - d. Two-thirds of the CCD members present and voting cast ballots in favor of removal.

#### **ARTICLE VIII - CCD Officers Duties**

A. The **Chair** shall prepare a written agenda for each Executive Board and CCD meeting and conduct all meetings of the CCD. As its chief executive, the Chair shall carry out the mandates of the CCD as formulated by the Executive Board or the membership at any regular or special meeting.

Specifically, the Chair:

1. shall make appointments to fill vacant Precinct Committee Officer positions in consultation with the District Trustees;
2. shall appoint a permanent parliamentarian to serve at CCD meetings and conventions;
3. shall appoint Chairs of standing committees subject to approval of the Executive Board and is empowered to create ad hoc committees as deemed necessary to the business of the CCD, e.g., GOTV, Platform, Resolutions, etc. (Ad hoc committees shall report their activities and seek any necessary approvals through the standing committee in charge of their activities whenever applicable);
4. shall appoint a CCD member as Elections Liaison to the County Auditor's Office subject to the approval of the Executive Board (see Article XV);
5. may appoint a coordinator to direct a Legislative Issues network, to serve at the discretion of the Chair;
6. is encouraged to attend the quarterly meetings of the WSDCC and, with the assistance of the State Democratic Party Committeeman and Committeewoman, keep the CCD members informed of all pertinent Democratic Party activities;
7. shall convene caucuses and conventions in accordance with the rules of the WSDCC, relevant

excerpts of which are included herein as Appendix B.

- B. The **Vice Chair** shall assist the Chair in carrying out the duties of the Chair. If the Chair is unable to carry out assigned duties, the Vice Chair shall assume those duties.
- C. The **Recording Secretary** shall keep a permanent and accurate record of all official business transacted by the CCD and Executive Board, recording verbatim all motions, and including the Treasurer's report and a copy of the monthly C-4 report to the Public Disclosure Commission. The Recording Secretary shall provide a copy of the previous month's minutes of CCD and Executive Board meetings to the Executive Board at least 48 hours prior to the next regularly scheduled Executive Board meeting. The Recording Secretary shall have available copies of the minutes from the previous CCD meeting at each meeting of the CCD. The Recording Secretary shall keep a copy of the current bylaws. In the event that both the Chair and the Vice Chair are absent from a meeting of the CCD or the Executive Board, the Recording Secretary shall become the temporary Chair and appoint another member to take minutes.
- D. The **Treasurer** shall administer all funds of the CCD and be responsible for their receipt, accounting and reporting as required by law, with specific reference to the timely and accurate submission of reports to the Public Disclosure Commission of the State of Washington. The Treasurer shall prepare a written monthly report of the previous month's income, disbursements and balance for the Executive Board meeting and the meeting of the membership. The report to the Executive board shall include a copy of the month's C-4 report to the Public Disclosure Commission. With the Finance Committee, the Treasurer shall prepare an annual budget for review and approval by the CCD Executive Board at its January meeting. This budget shall be presented to the CCD membership for approval at its January meeting. The Chair or the Executive Board may direct the Treasurer to disburse specific funds subject to the bylaws of the CCD, availability of funds and the regulations that govern the use of campaign funds. The Chair may appoint a Deputy Treasurer, subject to approval by the Executive Board.
- E. The **State Committeewoman and State Committeeman** shall attend all meetings of the WSDCC, serve on State committees as directed by the WSDCC, and represent and vote on behalf of the CCD as a member of the State Democratic Central Committee. To inform the CCD and the Executive Board of actions by the Washington State Democratic Party, they shall provide a brief written summary report for inclusion in CCD Executive Board and membership meeting minutes.

## **ARTICLE IX - Executive Board**

- A. The Executive Board of the CCD shall include the elected officers of the CCD and the County

Commissioner District Trustees.

- B. The term of office shall be two years; all Executive Board positions, ending at the beginning of the Biennial Reorganization meeting.
- C. Meetings of the Executive Board shall be at the discretion of the Chair, except that the Chair shall call a meeting of the Executive Board upon request of an officer and two (2) Executive Board members or any five (5) CCD members, with notice given to all Board members at least 5 days prior to the meeting.
- D. Duties and responsibilities of the Executive Board:
  - 1. Formulate policy for presentation to the CCD;
  - 2. Provide direction to the CCD in its activities and functions;
  - 3. Act as a liaison to other community organizations whose goals are compatible with those of the CCD;
  - 4. Advise the Chair on the formation of such ad hoc committees and task forces as are necessary or desirable to conduct the business of the CCD;
  - 5. Advise and assist the officers of the CCD in their assigned duties;
  - 6. Recommend to the CCD to endorse, not endorse, or approve candidates for public office, to endorse or not endorse ballot measures, and to endorse and/or support organizations and activities that reflect the platform of the CCD;
  - 7. Provide direct oversight of fiscal matters on behalf of the CCD;
  - 8. Establish the CCD membership dues;
  - 9. Approve the annual budget for submission to the CCD membership for approval at the January meeting;
  - 10. Under the leadership of its elected Chair and according to state party rules, carry out political responsibility for the caucuses and conventions convened in even-numbered years for the purposes of platform development, the development of resolutions and other such activities as the selection of delegates to the congressional district caucus and the State Convention.

## **ARTICLE X - County Commissioner District Trustees**

- A. Three Commissioner District trustees, only two of which can be of the same gender, from each Commissioner District shall be elected to the Executive Board at the Reorganization meeting by Precinct Committee Officers of the respective districts. The Chair may declare such positions vacant if the incumbent has been absent from three (3) CCD or Executive Board meetings within a twelve-month period without having notified the Chair or the Recording Secretary of an absence prior to the meeting. Vacancies shall be filled by the Chair to serve until the next Biennial

Reorganization.

- B. District Trustees shall recruit and shall assist in the activities of PCOs in their Commissioner Districts.

#### **ARTICLE XI - Standing Committees**

- A. The Standing Committees of the CCD may include Operations, Finance, Political Action, Membership, and Communications/Public Relations.
- B. The Chairs of the Standing Committees shall be appointed by the Chair, approved by the Executive Board, and serve at the discretion of the Chair.

#### **ARTICLE XII - Precinct Committee Officers Official Status**

- A. Appointed PCOs hold all the rights and responsibilities of elected PCOs, except that only Elected PCOs may vote at the biennial reorganization meeting to elect the Chair, Vice Chair, State Committeeman and State Committeewoman.
- B. Vacancies shall be filled by appointment of the Chair, subject to approval of the Executive Board.

#### **ARTICLE XIII - Precinct Committee Officers Responsibilities**

- A. Elected PCOs shall elect the Chair, Vice Chair, State Committeewoman and State Committeeman at the Biennial Reorganization meeting; and, whenever vacancies in those offices occur, elected and appointed PCOs shall elect new officers;
- B. PCOs, both elected and appointed, shall nominate candidates for election to partisan county offices and legislative offices prior to elections, in accordance with WSDCC rules, relevant excerpts of which are included herein as Appendix B, and when vacancies in those offices occur;
- C. PCOs shall obtain a list of registered voters through CCD records and make an effort to identify and contact by whatever means practical (e.g., visit, phone, mail and/or electronic communication), those voters likely to support Democratic candidates, programs and propositions;
- D. PCOs shall use all available resources to keep themselves informed of current political issues in Clallam County and at the state and national levels of government, including the current Democratic Party platforms of all levels of the Party;



- E. PCOs shall participate actively in voter registration efforts and in raising funds for support of the Democratic Party and its candidates;
- F. PCOs shall attend CCD membership meetings;
- G. PCOs shall canvas individual precincts to get-out-the-Democratic-vote (GOTV).

#### **ARTICLE XIV - Biennial Reorganization Meeting**

- A. The Biennial Reorganization Meeting of the CCD shall be held no later than the second Saturday in January, following even-numbered year elections, to elect officers to serve for the subsequent two years and to transact such other business as may come before the meeting.
- B. Any CCD member may nominate candidates for any officer position from the floor during the meeting.
- C. Prior to the meeting, the outgoing Chair shall appoint a Recording Secretary for this meeting.
- D. The meeting shall be chaired by the sitting Chair until the election of a Chair Pro Tem, who shall preside until the election of officers has been concluded.
- E. The Chair, Vice Chair, State Committeeman and State Committeewoman shall be elected by vote of the PCOs elected at the immediately preceding even-year elections, in compliance with RCW 29A80.020.and 030 (see Appendix A). The quorum requirement shall be the same as for regular meetings (Art. V.B.)
- F. The Recording Secretary, Treasurer and Corresponding Secretary shall be elected by vote of all paid-up CCD members present and voting.
- G. Commissioner District Trustees shall be elected by District Caucuses, to be held during the Biennial Reorganization Meeting. Each District caucus shall consist of all paid-up CCD members who reside in that district and who are present and voting.
- H. At this Biennial Reorganization Meeting, revised bylaws governing the CCD may be adopted by majority vote.

## **ARTICLE XV - Elections Liaison to the County Auditor**

- A. The Elections Liaison to the County Auditor duties shall include arranging for CCD representation on all ballot inspection or observation boards prior to an election and on inspection or observation boards on the night of an election. This person shall ensure that the CCD is represented at all ballot-counting activities subsequent to an election.

## **ARTICLE XVI - Financial Operating Policies**

- A. The CCD shall comply with all state campaign finance laws and reporting procedures.
- B. All disbursements shall be by check or electronic funds transfer [EFT]. Checks shall be signed by the Treasurer or the Chair.
- C. The Finance Committee, composed of the Treasurer and other CCD members appointed by the Chair, shall review monthly financial statements and shall advise the Executive Board with regard to budget compliance and the financial position of the CCD.

## **ARTICLE XVII - Endorsement of Candidates and Ballot Measures**

- A. The membership of the Clallam County Democrats may endorse candidates for office and positions on ballot measures for both primary and general elections.
- B. For an endorsement to be considered that of the membership of the Clallam County Democrats, it must meet the following criteria:
  - 1. The Executive Board shall schedule a vote on an endorsement of a candidate or a ballot measure at either a special meeting or at a regular meeting.
  - 2. At any so designated meeting of the membership, all Democratic and non-partisan candidates being considered for endorsement must be given an opportunity to address the membership. Arguments for and against any ballot measure being considered by endorsement shall be presented.
  - 3. Voting may be by voice. If, after a voice vote, any member calls for a vote by paper ballot, such a vote shall be taken and shall be considered final.
  - 4. A two-thirds vote in favor of a candidate or a position on a ballot measure is required for an endorsement.
  - 5. In order to be eligible to vote on a matter of endorsement, members must have been in good standing on the first day of the month during which the vote is held. Members who have been in good standing at any point during the preceding year may renew their membership up to and

including immediately before the vote and participate in the endorsement proceeding.

### **ARTICLE XVIII Contributions to Candidates and Ballot Measure Campaigns**

- A. The CCD may make financial contributions in amounts permitted by the Washington State Public Disclosure Commission and the Federal Election Commission to election campaigns of candidates and ballot measures.
- B. The Executive Board may make contributions to candidates or ballot-measure campaigns endorsed by the CDD.
- C. Financial contributions to election campaigns of candidates and ballot measures may be expended at the discretion of the designated campaign committee.

### **ARTICLE XIX - Amendment of the Bylaws**

- A. These Bylaws shall function continuously and may be amended by a two-thirds (2/3) vote of all members in good standing who are present and voting at any meeting of the CCD. Notice of the proposed amendments shall be provided in the meeting notice.

Adopted January 27, 2013 at a special meeting of the Clallam County Democratic Central Committee and Clallam County Democrats.

Certified adopted by: \_\_\_\_\_, Chair, CCD

\_\_\_\_\_, Recording Secretary, CCD

## APPENDIX A

### Washington State Law—Political Parties ([RCW29A.80](#))

[29A.80.011](#) Authority—Generally.

[29A.80.020](#) State committee.

[29A.80.030](#) County central committee—Organization meetings.

[29A.80.041](#) Precinct committee officer, eligibility.

[29A.80.061](#) Legislative district chair—Election—Term—Removal.

## APPENDIX B

Excerpts from the Washington State Democratic Central Committee Rules for the Selection of Democratic Candidates and Nominees for Public Office

As approved by the Washington State Democratic Central Committee on September 26, 2009:

### B. Nomination Process

1. **County Partisan Office Nominees.** The nominees for county partisan office shall be chosen at a county nominating convention or optionally at county council district nominating conventions, consisting of elected and appointed precinct committee officers representing precincts in that county or council district. Such nominating conventions shall be called by the Chair of the County Democratic Party not later than 45 days and held not less than 14 days prior to the date filing for office commences. The results from each nominating convention shall be reported to the Chair of the Washington State Democratic Party within 24 hours after the convention has adjourned.
2. **Legislative Nominees.** The nominees for Washington State Senate and Washington State House of Representatives shall be chosen at a legislative district nominating convention consisting of elected and appointed precinct committee officers representing precincts in that legislative district. Such nominating conventions shall be called by the Chair of the Legislative District Democratic Party not later than 45 days and held not less than 14 days prior to the date filing for office commences. The results from each nominating convention shall be reported to the Chair of the Washington State Democratic Party within 24 hours after the convention has adjourned.
3. **Majority Vote Required.** The candidate of the Democratic Party shall be the candidate who receives a majority vote of weighted ballots. If no candidate receives a majority of the first ballot, the candidate receiving the least number of votes shall be dropped from each successive ballot until a candidate receives a majority. In the event of a tie in determining which candidate shall be dropped, the candidate shall be chosen by lot.