

# BYLAWS OF THE CLALLAM COUNTY DEMOCRATS

The Clallam County Democratic Party (CCD) is dedicated to increasing the interest of the citizens of Clallam County in their government; to informing the people of Clallam County of the goals and ideals of the Democratic Party and its candidates; and to extending opportunities for participation in the activities of the Democratic Party to all Clallam County Democrats.

Clallam County Democrats are committed to promoting wise environmental stewardship, social justice, economic prosperity for working families, and vital social programs for those in need by electing principled public servants who will pursue these goals at the county, state, and federal levels. The Clallam County Democratic Party is committed to the principle of one person, one vote, and works to assure voter participation.

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

- A. The name of this organization is the Clallam County Democratic Party hereinafter called, the Clallam County Democrats (CCD).
- B. Formation of the CCD is governed by RCW 29A.80, *Political Parties*.
- C. The CCD is chartered by the Washington State Democratic Party and affiliated with 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 state, county and other offices Democratic candidates who embody, support and promote the Platform of the Clallam County Democrats (CCD), and to support them while in office as they act to improve the wellbeing 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 Democrats.
- C. Endorse and/or support candidates, ballot measures, organizations and activities that reflect the Platform of the Clallam County Democrats and thereby improve the welfare of Clallam County, its people, and its natural environment.
- D. Administer the Party organization in accordance with the Washington State Party Charter 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 the CCD members of 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, in accordance with these Bylaws.

### **ARTICLE III – Powers and Duties of the CCD**

- A. The Clallam County Democratic Party (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 election of Democrats to partisan positions, and competent and principled candidates to non-partisan offices.
- 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 IV – Policies**

- A. Use of the Clallam County Democratic (CCD) Party name and authority: the name of this organization or the names of the officers in their official capacities shall be used only:
  - 1. In support of the principles and policies contained in the adopted Clallam County and Washington State Democratic Party Platforms;
  - 2. In support of resolutions passed by a vote of the Membership;
  - 3. In support of only candidates endorsed by the CCD;
  - 4. In support of activities and events by the CCD and implemented under the purview of the communications and Marketing Committee, to include but not limited to the CCD website, newsletter, Facebook page, press releases, flyers, posters and business cards.
- B. The Chair, or the Chair’s designee, are authorized to speak on behalf of the Clallam County Democratic Party.
- C. Officers and PCOs are authorized to use the title of their official position within the Party only as required by the duties of their position.

- D. The CCD is the sole executor of the policies and guidelines that it formulates for the good and the welfare of the Democratic Party of Clallam County.
- E. The CCD is the sole and legal custodian of the Clallam County Democratic Party logo and political designations Clallam County Democrats, Clallam County Democratic Party, and CCD.
- F. The CCD logo as displayed below may not be replaced or altered unless upon recommendation by the Communications and Marketing Committee and the Executive Board for a vote by the Membership.



**ARTICLE V - Membership**

- A. Membership in the Clallam County Democratic (CCD) Party shall consist of:
  - 1. Elected Clallam County Democratic Precinct Committee Officers (PCOs).
  - 2. A precinct resident appointed by the Chair and confirmed by the CCD Executive Board for precincts that have no elected PCO and who is called an Appointed PCO.
  - 3. A precinct non-resident, appointed by the Chair and confirmed by the CCD Executive Board for precincts that have no PCO, to serve only until a resident PCO is elected or appointed, and who is called an Acting PCO.
  - 4. Elected Democratic officials representing Clallam County.
  - 5. General Members supporting the purposes of the CCD as outlined in Article II who reside in Clallam County and have paid membership dues for the current year.

**ARTICLE VI - Meetings**

- A. 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 five ( 5 ) days prior to the meeting. Executive Board meetings shall be convened at least bi-monthly. Quorum is a majority of currently sitting members of the board.

- B. Membership meetings of the CCD shall be at the call of the Chair. Notice of all such meetings, including the date, time, location and proposed agenda, shall be communicated to the membership by appropriate methods no fewer than five (5) days before the meeting date. Fifteen (15) members shall constitute a quorum, except that, an action requiring PCO status to vote shall require no fewer than 10 of those PCOs qualified to vote.
- C. 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 ten (10) members of the CCD. Notice requirements for special meetings of the CCD shall be the same as the requirements for membership meetings.
- D. General rules for all meetings:
  - 1. Roberts Rules of Order (as amended) shall be used to conduct all meetings, unless in conflict with CCD Bylaws, then Bylaws will be the governing document.
  - 2. Meetings will be open to the public at the discretion of the Chair.
  - 3. Differences of opinion shall be respected in the deliberations and decisions of the CCD.
- E. Proxy voting during membership and special meetings shall be allowed. Proxy votes will not be allowed at executive board meetings. Voting by proxy shall be permitted in accordance with the following rules:
  - 1. The holder of a proxy must be a CCD member and reside in the County Commissioner District in which the member giving the proxy resides.
  - 2. All proxies must be in writing, name the person authorized to vote the proxy, and signed by the Member. They may be specific or general, instructed or uninstructed, as specified by the maker. In the absence of specification, a proxy shall be deemed to be general and uninstructed. A proxy is not transferable.
  - 3. No person shall hold more than one proxy.
  - 4. 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.

## **ARTICLE VII – Resolutions**

- A. Resolutions, defined as a call for specific action aimed at identifiable public officials, may be passed in accordance with the following rules:
  - 1. A resolution may be passed at a membership 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, a resolution may also be passed by a two-thirds (2/3) majority of members present at the CCD membership meeting at which it was introduced.
- B. Resolutions may be submitted in accordance with these Bylaws and the adopted rules of the local caucus and convention for submission to the Washington State Democratic Central Committee (WSDCC) for consideration at its convention.

## **ARTICLE VIII- CCD Officers**

The officers shall include the Chair, Vice Chair, Recording Secretary, Corresponding Secretary, Treasurer, State Committeeman, State Committeewoman and three Trustees in each County Commissioner District.

- A. 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.
- B. Officers shall be elected at the biennial reorganization meeting following an even-year general election for two-year terms.
- C. Resignation or removal of an officer:
  - 1. Any officer may resign from office by submitting a written resignation.
  - 2. The Chair may declare an officer position vacant if the incumbent has three (3) unexcused absences from Executive Board meetings within a twelve-month period.
  - 3. Leaves of absence may be granted by a majority vote of the Executive Board.
  - 4. Any officer may be removed from office for failure to discharge the duties of the office at the pleasure of the CCD membership provided:
    - a) The charges for removal are in writing and signed by at least ten (10) 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 will be required to remove an officer.
- D. Vacancies in the offices of Recording Secretary, Corresponding Secretary, or Treasurer shall be filled by election at the next meeting of the membership. Vacancies in the offices of Chair, Vice Chair and State Committee members shall be filled by election at a special meeting of elected PCOs. Vacancies should be filled within 45 days.

## **ARTICLE IX - CCD Officers Duties**

### **A. The Chair shall:**

1. prepare a written agenda for each Executive Board and membership meeting;
2. conduct all meetings of the CCD;
3. carry out the mandates of the, membership as formulated by the Executive Board, or the membership at any regular or special meeting and when applicable the Washington State Democratic Party;
4. make appointments to fill vacant Precinct Committee Officer positions;
5. appoint a parliamentarian, as needed, to serve membership meetings and conventions;
6. appoint chairs of committees;
7. convene the county convention in accordance with the rules of the Washington State Democratic Central Committee.

### **B. The Vice Chair shall;**

1. assist the Chair in carrying out the duties of the Chair;
2. carry out assigned duties of the Chair in his/her absence.

### **C. The Recording Secretary shall:**

1. keep a record of all official business transacted during meetings of the membership and Executive Board, recording verbatim all motions, and resolutions;
2. provide a copy of the minutes of membership and Executive Board meetings to accompany the subsequent meeting agenda (Article VI);
3. maintain in the CCD files copies of the minutes from previous meetings and a copy of the current Bylaws;
4. act as Chair Pro Tem in the absence of the Chair and Vice-Chair and appoint another member to take minutes.

D. The Corresponding Secretary shall:

1. chair the Communications and Marketing Committee;
2. coordinate all official messaging for the CCD, including use of the CCD logo (Article IV.F);
3. distribute press releases to local media, after consultation with the Chair;
4. draft and mail hard-copy communications when necessary;
5. respond to communications received via the [ccd@clallamdemocrats.org](mailto:ccd@clallamdemocrats.org) email address, unless the Chair or Vice-Chair respond.

E. The Treasurer shall:

1. administer all funds of the CCD and be responsible for their receipt, accounting and reporting as required by law;
2. prepare and submit timely and accurate reports to the Public Disclosure Commission of the State of Washington;
3. prepare a written monthly report of the previous month's income, disbursements and balance for Executive Board meetings and meetings of the membership;
4. work with the CCD Finance Committee to prepare a proposed annual budget for review and approval by the Executive Board (Article X.A.8).

F. The State Committeewoman and State Committeeman shall;

1. attend all meetings of the Washington State Democratic Central Committee (WSDCC);

2. represent and vote on behalf of the CCD as a member of the WSDCC;
3. inform the membership, and the Executive Board of actions by the Washington State Democratic Party.

## **ARTICLE X - Executive Board**

### **A. Duties and responsibilities of the Executive Board:**

1. Formulate policy for presentation to the membership;
2. Provide direction to the membership in its activities and functions;
3. 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;
4. Advise and assist the officers of the CCD in their assigned duties;
5. Recommend to the membership to endorse candidates for public office, to endorse ballot measures;
6. Provide direct oversight of fiscal matters on behalf of the membership;
7. Establish the CCD membership dues, payable for a membership year beginning on January 1 and ending on December 31;
8. Approve the annual budget for submission to the CCD membership for approval at the January meeting;
9. Under the leadership of its elected Chair and according to state party rules, carry out political responsibility for the caucuses and Convention 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.

### **B. The Chair may convene the Vice-Chair, Recording and Corresponding Secretaries, and Treasurer to serve as an Executive Board without meeting normal notification requirements, and minutes shall be distributed to the Executive Board within 48-hours.**

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

- A. Three Commissioner District Trustees, only two of whom can be of the same gender, shall be elected from each County Commissioner District to the Executive Board at the reorganization meeting (see Article XIII.G).



- B. The Chair may declare such positions vacant if the incumbent has ~~been~~ had three (3) unexcused absences from the Executive Board meetings within a twelve-month period. Vacancies shall be filled by the Chair to serve until the next Biennial Reorganization.
- C. District Trustees shall recruit and shall assist in the activities of PCOs in their Commissioner District.

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

- A. Appointed and Acting Precinct Committee Officers (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 confirmation by the Executive Board.
- C. 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.

## **ARTICLE XIII - Biennial Reorganization Meeting**

- A. The biennial reorganization meeting of the Clallam County Democratic (CCD) Party 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. All contested elections shall be conducted by secret ballot. No proxy voting will be allowed.
- B. Any CCD member may nominate candidates for any officer position from the floor during the meeting.
- C. 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. The quorum requirement shall be the same as for regular meetings.
- F. The Recording Secretary, Treasurer and Corresponding Secretary shall be elected by vote of all CCD members present and voting.
- G. Commissioner District Trustees shall be elected by District caucuses, to be held during the biennial reorganization voting. Each District caucus shall consist of all CCD members who reside in that District and who are present and voting.

## **ARTICLE XIV - Financial Operating Policies**

- A. The Clallam County Democratic (CCD) Party 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 authorized designee and the Chair or authorized designee.
- C. The Finance Committee, composed of the Treasurer and other CCD members appointed by the Chair, shall prepare an annual budget, review monthly financial statements and advise the Executive Board with regard to budget compliance and the financial position of the CCD.
- D. Any non-budgeted expense in excess of \$500 will be paid only with the approval of the Executive Board.

## **ARTICLE XV - 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 by 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 candidates and candidates for non-partisan offices who seek 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. All members are eligible to vote on endorsements.

## **ARTICLE XVI -- Contributions to Candidates and Ballot Measure Campaigns**

- A. The Clallam County Democrats 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 that have been endorsed by the membership.

B. The Executive Board shall determine the amount of contributions to candidates or ballot-measure campaigns endorsed by the membership.

**ARTICLE XVII -- Amendment of the Bylaws**

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

*Adopted by the Clallam County Democratic Party Membership on February 3, 2018.*