

# Bylaws of the 48th District Democrats

As adopted January 18, 2017

As amended March 15, 2017

## Preamble

The 48th District Democrats serves as the official organization of the Democratic Party of the State of Washington for the 48th Legislative District. This organization is dedicated to electing candidates who support Democratic values, increasing citizen interest and participation in government at all levels, and encouraging Democrats to seek and serve in public office in local, state, and national governments. The goal of this organization is to articulate the principles of the Democratic Party and to work to have these principles enacted as public policy by our elected and appointed governmental bodies.

## Article I. Organization

### Section 1.1: Name

The name of this organization shall be the 48<sup>th</sup> District Democrats.

### Section 1.2: Mission

It shall be the policy of this organization to contribute to the growth, development, and influence of the Democratic Party, particularly at the local level, and to encourage maximum participation, equal representation, and equal treatment of all.

## Article II. Policies

### Section 2.1: Controlling Authorities

This organization shall be subject to the following authorities:

- (a) United States Constitution and statutes;
- (b) Washington State Constitution and statutes - specifically RCW 29A.80;
- (c) United States Democratic Party bylaws;
- (d) Washington State Democratic Party bylaws;
- (e) King County Democratic Party bylaws.

Should any provision of these bylaws be inconsistent with the aforementioned authorities, those authorities shall prevail, in order of precedence.

### Section 2.2: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization and its meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any standing rules or special rules of order this organization may adopt.

### Section 2.3: Platform and Candidate Support

This organization shall support the platform of the Democratic Party, and support those candidates for partisan or nonpartisan public office who, by their records and reputations, are in general agreement with that platform.

- (a) Candidates endorsed by this organization are expected to support the current platform of the Washington State Democratic Party.

- (b) Endorsed Representatives and Senators are expected to caucus only with the Democratic Party for the purpose of legislative composition.
- (c) This organization may make its endorsement, financial support, and campaign assistance (such as doorbelling and phone banking) contingent upon these expectations.

#### Section 2.4: Endorsements

A candidate or position on a ballot measure may only be endorsed by 2/3 of members present and voting at a regular or special meeting of this organization.

- (a) Endorsements shall be preceded by a discussion period allowing members to address concerns.
- (b) Endorsements may only be rescinded by 2/3 of members present and voting at a regular meeting.
- (c) Candidates and ballot measures eligible for endorsement, and any motion to rescind an endorsement, shall be provided in the meeting call (Section 5.4).
- (d) This organization may adopt rules specifying additional requirements and processes for endorsements.

#### Section 2.5: Official Communications

The Chair, Vice Chair, and the Chair of the Communication Committee shall moderate official communications to the organization's official mailing lists and online resources.

- (a) Messages distributed to official mailing lists may be approved by any one of the above officers.
- (b) Any member may request the removal of a post to an official webpage that constitutes a personal attack or misrepresents the organization and its values.
- (c) Such requests for removal shall require approval by two of the above officers, and if approved, shall be followed by a subsequent post explaining the reason for removal.
- (d) Each of the above actions must be discussed by these officers prior to approval.
- (e) Additional rules and procedures for communication may be proposed by the Communications Committee and adopted by a vote of the Executive Board.

#### Section 2.6: Transparency

This organization shall prioritize public discourse and inclusion of all members, and shall conduct its business in a transparent and open manner.

- (a) Meetings of this organization and its committees shall be open to observation by the general public.
- (b) Meetings of the Executive Board shall be open to all members of this organization, unless the Board enters executive session in accordance with Section 8.3 of these bylaws.

### Article III. Membership

#### Section 3.1: Eligibility

Any declared Democrat registered to vote in the 48th Legislative District shall be eligible and encouraged to become a member of this organization.

#### Section 3.2: Membership Term

Term of membership shall begin at any of the following times, and end on November 30th of the next biennial election year:

- (a) Assumption of office as an Elected PCO on December 1st of a biennial election year.
- (b) Final approval as an Appointed or Acting PCO by the KCDCC Chair.
- (c) Twenty (20) days following submission of a membership application or payment of dues.
- (d) For those individuals who were members at the end of the previous term, membership shall be renewed immediately upon attending either of the first two meetings of the new term.

### Section 3.3: Dues

Although not required to pay dues, all members shall be encouraged to pay annual dues.

### Section 3.4: Voting Rights

Each member shall be given a vote in all business of this organization, with exception of the following matters in which only Elected or Appointed PCOs shall be given a vote, pursuant to State Law (RCW 29A.80) and KCDCC Bylaws (Article IV):

- (a) Election or removal of this organization's Chair, Vice Chair, Representatives and Alternates to the KCDCC, and Representatives to the WSDCC.
- (b) Filling legislative vacancies during a special appointment caucus.
- (c) Adoption and amendment of these bylaws.
- (d) Approval of applications for Appointed or Acting PCO.
- (e) Any other functions specifically delegated to PCOs by the State or County Democratic Party.

Proxy voting shall not be allowed in any business of this organization.

## Article IV. Precinct Committee Officers

### Section 4.1: Authority

The procedures for election and appointment of PCOs, as described in this article, shall be governed by State Law (RCW 29A.80) and KCDCC Bylaws (Article IV).

### Section 4.2: Elected and Appointed PCOs

The unmodified term "PCO" shall refer to any registered voter elected or appointed to serve the precinct of their residence through the following methods:

- (a) Election during the August primary of a biennial election year, after filing for candidacy in May.
- (b) Appointment to fill a PCO vacancy in their precinct, in accordance with Section 4.4 and Section 4.5.

### Section 4.3: Acting PCOs

The term "Acting PCO" shall refer to those individuals appointed in accordance with Section 4.4 to assist a precinct lacking a PCO, while ineligible to hold office in that precinct.

- (a) Each Acting PCO shall seek a registered voter in their assigned precinct to serve as PCO.
- (b) They shall be immediately superseded by the appointment of a resident in their assigned precinct.
- (c) They shall not assume the voting rights of a PCO.

### Section 4.4: Consideration of Applications

Any application submitted for Appointed or Acting PCO must be approved by a majority of this organization's PCOs present and voting at the next regular meeting.

- (a) Prospective PCOs must be in attendance in order to be considered for appointment.
- (b) Applications submitted in person by a prospective PCO at a regular meeting cannot be delayed.
- (c) The appointment vote shall be held by voice unless there are multiple applicants under consideration for the same precinct, in which case the vote shall be held by secret ballot.
- (d) The Chair shall submit approved all applications to the KCDCC within seven (7) days of the vote.

### Section 4.5: Voting Rights

Appointed PCOs shall receive full voting rights immediately upon final approval by the KCDCC Chair, with the following exceptions governed by KCDCC Bylaws and State Law:

- (a) Appointed PCOs shall not receive voting rights in any action requiring PCO approval during a biennial reorganization meeting.
- (b) To receive voting rights in a special appointment caucus to fill a legislative vacancy, an Appointed PCO must be finalized by the KCDCC Chair prior to the occurrence of the vacancy.

#### Section 4.6: Resignation

Any PCO is considered to have resigned their position upon:

- (a) The conclusion of their term on November 30<sup>th</sup> of a biennial election year.
- (b) Receipt of written intent to resign by the Executive Board.
- (c) A change in voter registration rendering the PCO ineligible to hold office in their precinct.
- (d) Any other means as defined by Washington State Law or the Bylaws of the KCDCC.

Resignation from the office of PCO or Acting PCO shall not constitute simultaneous resignation of membership from this organization.

#### Section 4.7: Notice of Resignation

The chair of the Membership Committee must notify this organization of any PCO resignations at the next regular meeting of this organization.

## Article V. Meetings

#### Section 5.1: Regular Meetings

This organization shall meet once a month at a time and place chosen by the Executive Board.

- (a) Twice per calendar year, a regular meeting may take the form of a public event or holiday party.
- (b) If no meeting is called for a period of two months, the KCDCC Chair may call a regular meeting.

#### Section 5.2: Special Meetings

Additional meetings may be called by the following constituencies:

- (a) A majority of the Executive Board including the Chair, or 2/3 of the Executive Board otherwise.
- (b) A majority of this organization's members.
- (c) 20% of this organization's PCOs.

#### Section 5.3: Reorganization Meeting

The biennial reorganization meeting for this organization called by the KCDCC for the purpose of adopting new bylaws and electing new officers shall replace January's regular meeting of that year.

- (a) This meeting shall be held in accordance with Section 13.1 of KCDCC Bylaws.
- (b) The Chair of the KCDCC or their designee shall preside at this meeting until new officers are elected.

#### Section 5.4: Meeting Call

The call for a meeting of this organization, its committees, or its Executive Board shall be sent to all members by the Chair at least seven (7) days in advance.

- (a) The meeting call shall announce the time, place, and the proposed agenda of the meeting.
- (b) The previous meeting's minutes shall be included in the meeting call.
- (c) All matters requiring special notice shall be included in the meeting call, including amendment of these bylaws, proposal or amendment of the budget, and the election or removal of officers.

### Section 5.5: Emergency Postponement

The Chair may postpone a regular or special meeting due to inclement weather or other emergency.

- (a) Within seven (7) days of a postponement, the Executive Board shall fix a new time and place for the meeting, and notify all members thereof.
- (b) Regular or special meetings of this organization may not be cancelled for any circumstance.

### Section 5.6: Minutes

Minutes shall be recorded at all meetings of this organization, its Executive Board, and its committees.

- (a) Minutes shall be sent to the Communications Chair within seven (7) days of the meeting's conclusion.
- (b) Minutes shall be distributed to all members of this organization.

### Section 5.7: Quorum

The following constituencies shall constitute a quorum:

- (a) 20% of PCOs for any action requiring PCO approval.
- (b) 10% of members for all other business of this organization.
- (c) 8 voting members as defined in Section 8.1 for meetings of the Executive Board.

## Article VI. Officers

### Section 6.1: Elected Officers

The elected officers of this Organization shall include the Chair, Vice Chair, Treasurer, elected representatives to the King County Democratic Central Committee (KCDCC) and Washington State Democratic Central Committee (WSDCC).

- (a) These officers shall be elected in accordance with Article IX of these bylaws.
- (b) Only members of this organization are eligible to hold an elected officer position.
- (c) All officers shall be encouraged to serve as a PCO or Acting PCO.

### Section 6.2: Chair

The Chair shall be the executive officer and primary spokesperson of this organization.

- (a) The Chair shall preside over all meetings of this organization and its Executive Board.
- (b) They shall set the agenda for each meeting and ensure timely publication of meeting calls.
- (c) They shall represent this organization at meetings of the KCDCC, and the WSDCC meeting of LD Chairs.
- (d) They shall serve as an ex-officio member of all committees.
- (e) They may appoint a Secretary, Parliamentarian, and Sergeant-At-Arms as necessary.

### Section 6.3: Vice Chair

The Vice Chair shall assist the Chair in performing his or her duties.

- (a) They shall serve as presiding officer in the absence or incapacity of the Chair.
- (b) They shall represent this organization at the WSDCC meeting of LD Chairs in the absence of the Chair.
- (c) They shall represent this organization at meetings of the KCDCC in the absence of the Chair, or in the absence of one Representative and their same-gendered Alternate.
- (d) They shall preside over any vote to remove the Chair.

### Section 6.4: Treasurer

The Treasurer shall be responsible for handling and safekeeping this organization's funds.

- (a) They shall receive and disburse funds in accordance with Section 10.1 of these bylaws.
- (b) They shall report on all recent financial transactions at each regular meeting of this organization.

- (c) They shall prepare an annual report on this organization's fiscal health.
- (d) They shall ensure proper adherence to Washington State's public disclosure laws.

#### Section 6.5: County Committee Representatives and Alternates

This organization shall elect one male and one female to serve as Representatives to the KCDCC. Another male and another female shall also be elected as Alternates to the KCDCC.

- (a) Representatives shall attend and represent this organization at meetings of the KCDCC.
- (b) They shall provide regular reports from the KCDCC at meetings of this organization.
- (c) Each Alternate shall serve in the absence of the same-gendered Representative.

#### Section 6.6: State Committee Representatives

This organization shall elect one State Committeewoman and one State Committeeman.

- (a) These officers shall attend and represent this organization at meetings of the WSDCC.
- (b) They shall be provide regular reports from the WSDCC at meetings of this organization.

## Article VII. Committees

### Section 7.1: Standing Committees

The standing committees of this organization shall be Membership, Rules, Communication, Events and Fundraising, Legislative Action, Young Democrats, and Diversity Outreach.

### Section 7.2: Committee Membership

Members of this organization may join a committee upon written intent provided to the committee's chair, or to the Chair of this organization.

- (a) Membership of the Rules Committee shall also be approved by a majority of the Executive Board.
- (b) The Young Democrats Committee shall be open only to members below the age of 35.
- (c) Membership to any committee may only be revoked by a 2/3 vote of the Executive Board.
- (d) Revocation of committee membership shall remain in effect until the next reorganization meeting.

### Section 7.3: Committee Officers

Each committee shall be led by a chair and a vice chair, who must be eligible for membership on their committee.

- (a) The chair of each committee shall preside over committee meetings, maintain a list of their committee's members, and report progress at meetings of this organization.
- (b) The vice chair of each committee shall assist their corresponding chair in performing his or her duties, and serve in their absence or incapacity.
- (c) The Young Democrats and Diversity Outreach committees shall each elect their own chair.
- (d) All other committee chairs shall be elected following Article IX of these bylaws.
- (e) Each committee shall elect its own vice chair.
- (f) Whenever possible, the chair and vice chair of a committee shall be of different genders.

### Section 7.4: Committee Meetings

All committees shall meet on a regular basis in accordance with their duties.

- (a) Committees shall meet at the call of their chair, or upon request by a majority of their membership.
- (b) Committees shall record minutes for each meeting in accordance with Section 5.6 of these bylaws.
- (c) Should a committee fail to meet for two months, the Chair of this organization may call a meeting.
- (d) The Chair of this organization shall call meetings of the Young Democrats Committee and Diversity Outreach Committee within one month of Reorganization for the purpose of electing the chair of each committee.

#### Section 7.5: Membership Committee

This committee shall recruit, coordinate, and train this organization's members and PCOs.

- (a) It shall engage with and recruit individuals eligible to apply for membership or serve as a PCO.
- (b) It shall actively train new PCOs and members in their respective duties.
- (c) It shall prepare resources necessary for each PCO to perform their duties, such as votebuilder accounts.
- (d) It shall manage a membership database and actively maintain all mailing lists.
- (e) It shall be responsible for welcoming and credentialing of attendees at all meetings.
- (f) The Chair of the Membership Committee shall coordinate their efforts with the KCDCC PCO Recruitment committee.

#### Section 7.6: Rules Committee

This committee shall be responsible for developing and interpreting this organization's rules.

- (a) It shall review and make recommendations on any amendment proposed to these bylaws.
- (b) It shall review and make recommendations on all resolutions submitted to this organization.
- (c) It shall actively review all standing rules and propose changes as necessary.
- (d) It shall prepare new bylaws in advance of the next biennial reorganization meeting.
- (e) The Chair of the Rules Committee shall serve as Parliamentarian during all meetings of this organization, unless another has been appointed by the Chair.

#### Section 7.7: Communication Committee

This committee shall manage this organization's digital presence and official communications.

- (a) It shall maintain and develop this organization's official online resources.
- (b) It shall regularly inform all members of this organization, and other interested Democrats, of this organization's affairs and activities.
- (c) It shall archive all minutes and legal documents recorded by this organization and its committees.
- (d) It shall work with the Chair to publish each meeting call, and ensure timely publication of minutes.
- (e) The Chair of the Communication Committee shall serve as secretary by recording minutes for all meetings of this organization, unless another has been appointed by the Chair.

#### Section 7.8: Events and Fundraising Committee

This committee shall organize this organization's events and fundraising efforts.

- (a) It shall coordinate fundraising campaigns and activities for this organization.
- (b) It shall plan and execute events pertinent to the interest of this organization, including outreach events, voter registration drives, candidate information, and social gatherings.
- (c) It shall organize other events as requested by the body or required by external entities.

#### Section 7.9: Legislative Action Committee

This committee shall be chiefly responsible for representing the district's legislative interests.

- (a) It shall facilitate communication with the elected Senator and Representatives for the District.
- (b) It shall provide this organization with monthly reports on the activities of local city councils.
- (c) It shall make recommendations on any candidate or ballot measure eligible for endorsement.
- (d) It shall assist its members in the creation, development, and submission of resolutions.
- (e) It shall educate its members in the local and state level legislative process, and provide members means of engaging with legislative issues.
- (f) The Chair of the Legislative Action Committee shall coordinate their efforts with the KCDCC Legislative Action Committee.

## Section 7.10: Young Democrats Committee

This committee shall seek to ensure representation for Democrats of the age of 35 and under.

- (a) It shall provide a dedicated forum for the concerns, ideas, and initiatives presented by young adults.
- (b) It shall propose, to the general membership, policy discussions and resolutions relevant to its age group.
- (c) It shall educate youth in the methods of local politics and participatory democracy, and promote young adults seeking further involvement or leadership opportunities in the party.
- (d) It shall encourage members to become Precinct Committee Officers as appropriate.



### Section 7.11: Diversity Outreach Committee

This committee shall seek to ensure representation for people of all ethnic backgrounds.

- (a) It shall perform voter outreach to the diverse ethnic communities in the district.
- (b) It shall seek to recruit new members of this organization from those communities.
- (c) It shall propose, to the general membership, policy discussions and resolutions relevant to its ethnic groups.
- (d) Committee members shall be encouraged to become Precinct Committee Officers as appropriate.

### Section 7.12: Ad-Hoc Committees

Additional committees may be established to fulfill a specific purpose by a majority vote of the Executive Board, or a majority of members present and voting at a regular or special meeting.

- (a) The chair for such a committee must be elected no later than the next regular meeting following the committee's creation.
- (b) Ad-hoc committees shall operate until dissolved by  $\frac{2}{3}$  of members present and voting at a regular meeting, or the adoption of new bylaws during the next reorganization meeting.

## Article VIII. Executive Board

### Section 8.1: Membership

The following positions shall comprise the membership of the Executive Board, and shall be given a voice in all Executive Board meetings:

- (a) The Chair, Vice Chair, Treasurer, Representatives to the KCDCC and WSDCC, and the chairs of all standing committees shall serve as voting members.
- (b) Each Alternate to the KCDCC shall be a non-voting member, but may assume the vote of the same-gendered Representative in their absence.
- (c) The vice chair of each standing committee shall be a non-voting member, but may assume the vote of the corresponding committee chair in their absence.
- (d) The chair and vice chair of each ad-hoc committee shall be non-voting members.
- (e) The previous Chair shall be a non-voting member, unless such Chair was removed from office.

### Section 8.2: Executive Board Meetings

The Executive Board shall meet at least once every two months to conduct its business.

- (a) Additional meetings may be called by the Chair, or by  $\frac{2}{3}$  of its voting membership.
- (b) The call and agenda for each meeting shall be published no less than seven (7) days in advance.
- (c) The Executive Board shall record minutes for each meeting following Section 5.6 of these bylaws.

### Section 8.3: Executive Session

The Executive Board may enter into executive session to discuss sensitive or urgent matters.

- (a) Entering and exiting executive session requires a majority vote of the Executive Board.
- (b) Executive session shall automatically terminate upon the adjournment of a meeting.
- (c) Meetings under executive session are open only to the membership of the Executive Board.
- (d) In such a session, the Executive Board shall make no motions and hold no binding votes.
- (e) No minutes shall be taken during an executive session, but the Executive Board shall record its decision to enter and exit executive session.

## Article IX. Elections and Removals

### Section 9.1: Elected Positions

The following positions shall be elected following the procedures provided by this article:

- (a) All elected officers as described by Section 6.1.
- (b) All committee chairs with the exception of Young Democrats and Diversity Outreach.

No individual shall hold more than one elected position, or assume the duties of a position they do not hold.

### Section 9.2: Eligible Voters

All positions shall be elected by a majority of members present and voting at a regular or special meeting, with the exception of the Chair, Vice Chair, KCDCC Representatives, and WSDCC Representatives, who shall be elected by a majority of PCOs present and voting.

### Section 9.3: Nominating Procedure

Formal nominations for each position shall be made from the floor prior to the election for that position.

- (a) An individual eligible to hold office may be nominated by any member of this organization.
- (b) Any member unable to attend an election meeting may self-nominate or announce their intent to accept a nomination, with a statement delivered to the Executive Board to be read at the meeting.
- (c) Each nomination may take no more than five (5) minutes, including prepared statements or speeches made in support of the nominee.

### Section 9.4: Election Procedure

The election for each position shall be conducted immediately following the completion of nominations for that position, and shall require a majority of votes cast.

- (a) Each election shall be held by secret ballot unless uncontested.
- (b) In each vote that does not result in one nominee receiving a majority, the candidate with the least number of votes shall be eliminated, and another vote shall be held between the remaining candidates.
- (c) A runoff vote shall be held between tied candidates whenever two candidates receive 50% of the vote, or no candidate has received a majority and two have tied for the least number of votes.
- (d) Should a runoff result in another tie, the result shall be decided by drawing lots.

### Section 9.5: Term of Office

Term of office shall begin at the time of election, and continue until the start of the next reorganization meeting, barring resignation or removal.

### Section 9.6: Removal from Office

An elected officer or committee chair may only be removed at a regular meeting of this organization.

- (a) Such individual shall be given seven (7) days' written notice of the intent to consider their removal.
- (b) Such notice shall be provided by the member intending to bring the matter to the floor.
- (c) Notice of the proposed removal shall also be provided in the meeting call.
- (d) Pursuant to State Law (RCW 29A.80.61), removal of the Chair requires a majority vote by all PCOs, regardless of the number present and voting.
- (e) Other removals shall require a 2/3 vote of members eligible to elect the office present and voting.

### Section 9.7: Vacancies

In the event of a vacancy in any elected office, an election shall be held to fill said vacancy at the next regular meeting provided that the notice of the election is published in the meeting call.

## Article X. Financial Procedures

### Section 10.1: Signatories

No money shall be paid from the funds of this organization except by bank or credit union account transaction through the Treasurer or the Chair.

- (a) Any payment made by check shall be signed by two officers, including the Treasurer.
- (b) The Treasurer, the Chair, and one other officer approved by the Executive Board shall be authorized to register with the bank to sign checks.
- (c) No member other than the Treasurer or Chair may incur a debt or otherwise obligate this organization for the future payment of funds without approval of the Treasurer, the Chair, or the Executive Board.

### Section 10.2: Annual Budget

An annual budget shall be adopted by a majority of members present and voting at a regular meeting.

- (a) Such a budget shall be proposed no later than the second regular meeting of each calendar year.
- (b) The budget may be amended by a majority of members present and voting at any regular meeting.
- (c) Notice of a proposed budget or amendment to the budget shall be published in the meeting call.
- (d) Adoption of the budget shall constitute authorization of payment for expenses provided for therein.
- (e) Prior to the adoption of a budget, the Executive Board may authorize reasonable expenditures as necessary to maintain the district organization.

### Section 10.3: Non-Budgeted Expenditures

The Executive Board may authorize non-budgeted expenditures of two hundred dollars (\$200.00) or less.

- (a) Such contributions may only be made to a candidate, ballot coalition, or political committee if granted permission by the membership for a specific period of time.
- (b) Candidates designated as the receipt of such contributions must be endorsed by this organization.
- (c) Any non-budgeted expenditures in excess of two hundred dollars (\$200.00) require approval by a majority of the members present and voting at a meeting.

### Section 10.4: Audits

This organization's books shall be audited at least once per year.

- (a) Each audit shall include a review of this organization's monthly PDC C-4 forms.
- (b) The membership or the Executive Board may require further audits at any time.
- (c) No individual who served as Treasurer or Chair within the current or immediately preceding term may serve on any committee created to conduct an audit of this organization.

## Article XI. Status of Bylaws

### Section 11.1: Adoption

These bylaws shall take effect immediately upon adoption, and shall function until the next biennial reorganization meeting, at which time new bylaws shall be adopted by a majority of Elected PCOs present and voting.

### Section 11.2: Amendment

These bylaws may be amended by a 2/3 of this organization's PCOs at a regular or special meeting of this organization, provided the proposed text of each amendment has been published in the meeting call.

### Section 11.3: Suspension

These bylaws may not be suspended for any purpose, nor may any provision in these bylaws enable such suspension.