

# 47<sup>TH</sup> DISTRICT DEMOCRATIC ORGANIZATION

BY-LAWS FOR CALENDAR YEARS 2019 – 2020

Submitted for adoption March 6, 2019

## I. NAME

- A. The name of this organization shall be the 47<sup>th</sup> Legislative District Democratic Organization (herein referred to as “the District”).
- B. The following entities are referred to herein by their abbreviations:
  - 1. King County Democratic Central Committee (“KCDCC”)
  - 2. Washington State Democratic Central Committee (“WSDCC”)
  - 3. The Democratic Party of the United States, in general (“Party”)

## II. POLICY

- A. The District shall operate under the Charter, the By-laws and rules of the WSDCC, and in accordance with the laws of the State of Washington.
- B. It shall be the policy of this organization to contribute to growth, development, and influence of the Party. The organization should try to increase Party responsibility by guaranteeing maximum participation, equal representation, and equal treatment for all, regardless of race, sexual preference, religion, physical ability or gender.

## III. MEMBERSHIP

- A. All 47<sup>th</sup> District elected, appointed and active acting Democratic Precinct Committee Officers (hereinafter “PCO”) shall be members of the District.
- B. All public officials who are elected and serving as Democrats and who reside in the 47<sup>th</sup> Legislative District shall be members of the District.
- C. Any resident of the 47<sup>th</sup> Legislative District, upon payment of dues and public declaration that he or she is a Democrat and will support the principles of the Party as expressed in its State and County Platforms and Charter, shall be a member.
- D. Dues for members shall be \$25.00 per year. Precinct Committee Officers are encouraged but not required to pay dues. All or a portion of the dues may be waived by the Executive Board upon written application stating the reason for the waiver request. The following special dues categories are recognized:
  - 1. \$10.00 Senior / Student / Reduced Income
  - 2. \$47.00 Family Membership (two or more residents of a single household).
  - 3. The Executive Board may recognize additional categories of dues at higher levels to promote support for the District and provide recognition.
- E. Dues are applied for the one calendar year in which they are paid. Dues for a calendar year should be received by the District Treasurer by no later than the February District Meeting. A member who has not paid dues by the March District Meeting will be considered lapsed in his/her membership and will lose voting rights until his/her dues are paid. The District Treasurer shall maintain a record of the receipt of each member’s dues payment. At its discretion, the Executive Board may decide to offer prorated memberships or allow the application of membership dues to an additional calendar year. Such policies shall be presented to the membership in writing as part of a meeting notice or as a general announcement at a District Meeting.
- F. Except as specified in these By-laws, or required by State law or Party rules, all District members shall have equal privileges in voting and other participation in District business.

## IV. OFFICERS AND DUTIES OF SAME

- A. The elected officers of the District and their required duties are:
  - 1. District Chair, who shall:
    - a. Conduct all regular District and Executive Board meetings.
    - b. Serve as liaison to the King County and Washington State Party organizations.

- c. Attend meetings of the WSDCC.
  - d. Assign elected district officers to be chairs of certain standing committees.
    - i. Membership Chair (must be either the First or Second Vice-Chair)
    - ii. Outreach Chair (must be either First or Second Vice-Chair)
    - iii. Communications Chair (must be either the Recording or Corresponding Secretary or Newsletter Editor)
  - e. Appoint additional officers and committee chairs.
    - i. Technology Chair
    - ii. Hospitality Chair
    - iii. Any other ad hoc committees deemed necessary subject to ratification by the executive board.
  - f. Appoint the District sergeant- at- arms.
2. First Vice-Chair, who shall:
    - a. Conduct regular District and Executive Board meetings in the absence of District Chair.
    - b. Serve as alternate liaison to the King County and Washington State Party organizations.
    - c. Assume all duties of the District Chair in the event of a vacancy in that office, until a new District Chair is elected.
    - d. Must identify as a different gender than the chair.
  3. Second Vice-Chair, who shall:
    - a. Serve as District parliamentarian.
    - b. Assume all duties of the District Chair in the event of a vacancy in that office and that of First Vice-Chair, until a new District Chair is elected.
  4. Two Delegates to the KCDCC Executive Board who identify as different genders. These delegates shall:
    - a. Attend meetings of the KCDCC Executive Board representing the District.
    - b. Report on KCDCC activities to the membership at District meetings.
  5. Two Alternates to the KCDCC Executive Board who identify as different genders. These alternates shall:
    - a. Attend meetings of the KCDCC Executive Board representing the District when a Delegate is unavailable.
    - b. Report on KCDCC activities to the membership at regular District meetings when a Delegate is unavailable.
  6. Two WSDCC Members who identify as different genders. These individuals shall:
    - a. Attend meetings of the WSDCC representing the District.
    - b. In the event a member is unable to attend a WSDCC meeting, provide the District Chair with a written proxy so that an alternate may be appointed.
    - c. Report on the activities of the WSDCC to the membership at District meetings.
  7. Recording Secretary, who shall:
    - a. Keep a record of the minutes at regular and Executive Board meetings and other proceedings of the District, and report those minutes to the membership at the next regular District meeting.
    - b. Keep a credential report from each regular District meeting and maintain a roster of all voting members of the District.
  8. Corresponding Secretary, who shall:
    - a. Receive and prepare correspondence on behalf of the District.

- b. Perform the duties as described in 7(a) in the absence of the Recording Secretary.

9. Treasurer, who shall:

- a. Keep records of all cash, other assets and obligations of the District.
- b. Prepare and file all required reports to the Public Disclosure Commission and Federal Election Commission.
- c. Keep a roster of paid members.
- d. Serve as ad hoc treasurer for all fundraising activities of the District.
- e. Report a summary of the financial condition of the District to the membership at each regular meeting.

10. Newsletter Editor, who shall:

- a. Solicit, gather, and prepare for publication news on District activities, community events, and other information of interest and use to the District membership.
- b. Solicit and review publications of other Party organizations on behalf of the District.

- B. All officers must be members of the District. The Democratic Party allows people not identifying as male or female to run as non-binary. The positions of District Chair and First Vice-Chair and the dual positions of Delegates and Alternates to the KCDCC and Members the WSDCC must be filled by members publicly identifying as different genders from among these three options. If a District Chair, First Vice-Chair, Delegate or Alternate to the KCDCC, or Member of the WSDCC publicly changes their gender identification while in office, they can serve out their current term but must seek future election under their new publicly identified gender.
- C. In addition to the specific responsibilities set forth below, all officers should perform such duties as required by the District or the Executive Board. All officers should attend the regular District meetings and Executive Board meetings, including committee meetings, as required by their offices.
- D. The Executive Board shall consist of all elected officers of the District and all appointed committee chairs.

## **V. MEETINGS**

- A. District membership meetings shall be held at least every sixty (60) days. Meetings may be called by the District Chair, fifteen Precinct Committee Officers, or 25% of the elected officers.
  - 1. Notice of District meetings shall be sent to all current District members. Meeting notices shall include the name or names of the individuals calling the meeting.
    - a. Except as described below, notice may be sent via conventional and/or electronic mail.
    - b. Notice shall be sent at least ten (10) days in advance of any meeting called for the purpose of adopting or amending By-laws or endorsing candidates or issues.
    - c. Notice shall be sent at least ten (10) days in advance of any meeting called for the purpose of electing or removing District officers. For such meetings, notice must be sent to all elected and appointed Precinct Committee Officers via conventional and/or electronic mail.
    - d. A quorum at District meetings shall consist of 25% of the elected officers plus ten (10) members or 10% of the total membership (whichever is greater). A quorum must be maintained for all voting purposes.
- B. Executive Board meetings shall be held at the discretion of the District Chair provided that at least one meeting is held every quarter, and a meeting is held in April for consideration of the budget. All Executive Board members shall be notified of every meeting. A quorum shall consist of 25% of the elected officers.

## **VI. ELECTION PROCEDURE**

- A. Voting privileges on District business shall be extended to all who have been members at least thirty (30) days prior to the vote, except that only elected and appointed Precinct Committee Officers may vote on the following:
  - 1. Election or removal of District Chair, First Vice-Chair, Delegates and Alternates to the KCDCC and members of the WSDCC.
  - 2. Filling legislative vacancies.

- B. Elections for District officers shall occur at a reorganization meeting following the certification of the general election of each even-numbered year, as required by WSDCC rules and State law.
  - 1. A rule for the conduct of the election specifying time for and number of speeches to be permitted shall be adopted prior to the opening of nominations for any office.
  - 2. Formal nominations shall be made from the floor. Advance notification of candidacy shall not be required. A person who is unable to attend an election meeting may announce his or her candidacy with a written statement received by the District Secretary, who shall submit the nomination on the candidate's behalf.
  - 3. The election of all officers shall be by signed ballot unless rules are suspended.
  - 4. All elections shall be decided by a simple majority of the votes cast. In the event that no candidate receives a majority on the first ballot, the candidate receiving the least votes shall be eliminated and another vote conducted. On each succeeding ballot the same rule shall apply.
- C. Resignation of the District Chair shall be made in writing to the First Vice-Chair; resignation from all other District offices shall be made in writing to the District Chair. In the event that there is no elected or acting Chair, First Vice-Chair or Second Vice Chair, resignations shall be made in writing to the Chair of the WSDCC.
- D. A vacancy in any District office shall be filled by election at the first District meeting after the vacancy occurs for which notice to the membership can be given as required by section V.A.1.c.
- E. The removal of District officers may be done at any District meeting for which notice has been given as required in section V.A.1.c. Committee chairs may be removed at any time by the district chair, or they may be removed by the body using the same procedure as officers.
  - 1. Removal of an officer may be initiated in writing by one-third of the elected and appointed Precinct Committee Officers.
  - 2. The removal of all officers shall be by signed ballot.
  - 3. All removals shall be decided by a simple majority of the votes cast by the general membership.
- F. Resignation of Precinct Committee Officers shall be to the KCDCC per its procedures. The District PCO Coordinator shall be responsible for receiving notice from the KCDCC of vacancies due to resignation.
- G. The recommendation of the District Chair to the KCDCC Chair for appointment to fill a vacancy in a Precinct Committee Officer shall be made only with the approval of the District Membership.
  - 1. Approval of recommendation may be done by motion at any regular District Meeting. Approval shall be by majority vote.
  - 2. To be considered for recommendation the prospective appointee must be present at the meeting or have been present and introduced as a prospective appointee at the most recent prior regular District meeting.
- F. The endorsement of candidates or issues may be done at any meeting for which notice has been given as required by section V.A.1.b.
  - 1. Only self-identified Democratic candidates may be considered for endorsement except candidates for judicial or non-partisan positions.
  - 2. A two-thirds approval of the votes cast is required for endorsement. Abstentions shall not be counted as part of the vote total for determining the two-thirds total.
  - 3. Multiple endorsements for the same position may be considered simultaneously or sequentially.
  - 4. A written agenda specifying the endorsement procedure shall be adopted prior to other voting in contested primaries.
  - 5. The District Chair may appoint an endorsement review committee to examine candidates and issues. The committee shall report its recommendations to the membership at a District meeting.
  - 6. Candidates or campaign committees for issues that have received written notice of endorsement may use that fact in their campaigns at their discretion.
- G. Resolutions (motions expressing the views of the District on matters of public policy or debate, other than endorsements of candidates for public office or of a position on a ballot measure) may be considered at any

District meeting for which notice has been given as required in section V.A.1.a, provided that one of the following has occurred:

1. The complete text of the proposed resolution has been submitted to the District Chair no less than 14 days before the District meeting at which it is to be offered. The Chair shall forward such resolutions to the Executive Board for review; the Executive Board may at its discretion recommend to the membership the approval or disapproval of the resolution.
2. The complete text of the proposed resolution is accompanied by the signature of ten District members when it is offered at the meeting; the Recording Secretary shall, at the request of the Chair, determine whether the signatures include the required number of members.

H. Proxies shall not be recognized in voting in any circumstances at District or Executive Board meetings.

## **VII. COMMITTEES**

All Standing and Ad-Hoc committees shall be headed by a Chair appointed by the District Chair. All committee chairs must be District members in good standing. Any District officer may serve as chair or member of any committee, except as provided for elsewhere in these Bylaws

### **A. Standing Committees**

1. The Membership Committee will work to grow and retain active membership.
2. The Outreach Committee will work to develop and strengthen ties to Democratic allies within the 47th District.
3. The Communications Committee will work to develop and distribute the 47th District Democrats' message both internally and to the larger community.

B. Ad-Hoc Committees in addition to those called for in these By-Laws may be designated by the District Chair with the approval of the membership and shall continue at the pleasure of the Chair.

## **VIII. RULES OF ORDER AND PROCEDURE**

"The New Robert's Rules of Order" (Signet Books, 1989) shall govern in all questions not covered by these By-laws.

## **IX. BY-LAWS AND RULES**

A. These By-laws shall go into effect when adopted by a majority of the members attending a meeting for which notice has been given as required by section V.A.1.b. They shall remain in effect until new By-laws are adopted.

B. These By-laws may be amended at any District meeting for which notice has been given as required in section V.A.1.b. A proposed amendment must be submitted in writing at the District meeting prior to the one at which it is to be considered, or included in the notice for the meeting at which it is to be considered. A proposed amendment to the By-laws is itself amendable during debate. To be adopted, a proposed amendment must receive approval of a majority of votes cast.

### **C. By-laws Committee**

1. At the January meeting of every odd-numbered year, the incoming District Chair shall appoint a committee that includes at least two Executive Board members to revise and update the By-laws for presentation to the membership.
2. The committee shall submit copies of the recommended By-laws at the regular February meeting of odd numbered years for examination and discussion. Adoption of the By-laws shall be considered at the March meeting of every odd numbered year.
3. Upon approval of the By-laws, the committee shall be dissolved.

D. The district may from time to time adopt additional procedural rules consistent with these Bylaws for the conduct of meetings or the handling of special matters, or relating to the operation of other Party organizations. Such rules may be adopted by majority vote, but once adopted shall require a two-thirds vote to suspend.

## **X. FINANCE**

A. No money shall be paid from the funds of the district except by bank transaction through the Treasurer or the Chair. District banking accounts shall require the signature of two of the following officers to withdraw funds: the Treasurer, The District Chair or the First Vice-Chair.

- B. A minimum balance of \$300.00 shall be kept in the treasury for normal operating expenses of the District before donations of monies can be considered by the membership in support of Democratic campaigns and issues.
- C. No District officer may receive any remuneration from the District during service, nor any compensation for expenses beyond actual costs incurred, without prior authorization of the Executive Board or District membership.
- D. Audit Committee
  - 1. At the September meeting of even numbered years, the District Chair shall appoint an Audit Committee that will include a minimum of one Executive Board member (other than the District Chair, First Vice-Chair and the Treasurer) and two members of the District, to audit the financial reports and all public disclosure commission reports of the District filed within the previous two (2) years.
  - 2. The report of the Audit Committee shall be provided to the membership at the January meeting of every odd-numbered year.
  - 3. Upon the acceptance of the committee's report by the membership, the committee shall be dissolved.

## **XI. Budget**

- A. Budget Proposal: By no later than the April meeting of the Executive Board of each calendar year, the Chair and Treasurer shall propose a budget for the fiscal year. The budget shall itemize spending, and shall indicate for each line item the officer, committee, or program to which funds are budgeted. The budget shall make provision for normal operating expenses which include, but are not limited to, the expenses for calling and conducting regular meetings, Executive Board meetings, and sending representation to state committee meetings.
- B. Adoption and Amendment of Budget: The budget must be adopted, and may be amended, by a majority vote of the Executive Board.
- C. Budgeted Expenditures: When adopted, the budget authorizes the Chair to make expenditures on behalf of the district for the specified line items and amounts, and as approved by the treasurer as being within budget and in compliance with regulatory requirements.
- D. Interim Budget: If the Executive Board does not approve a budget by the April meeting of a calendar year, the Chair and Treasurer may adopt an interim budget that is limited to only those expenditures necessary to maintain the organization. The interim budget shall be replaced by adoption of a final budget, and any funds expended under the interim budget shall be counted against line items in the final budget.
- E. Campaign Contributions: The district may approve contributions to campaigns in one of two ways.
  - 1. The District membership may, by majority vote at a general meeting, contribute funds to endorsed candidates and campaigns, provided the Treasurer confirms that making the proposed contribution will not prevent the district from meeting its other financial obligations.
  - 2. The District membership by majority vote may authorize the formation of a Campaign Contributions Committee consisting of the Chair, First Vice Chair, Second Vice Chair, Recording Secretary, and Treasurer. The scope of the committee will be defined by rules adopted at the time of its formation. The committee shall only be authorized within 60 days of an upcoming election and shall be dissolved on the date of that election. In such cases, the Treasurer retains the responsibility to ensure that the money is available, and that the expense does not violate regulatory requirements.

## **REVISION HISTORY**

Revisions proposed by the 2019 By-laws Committee were submitted to the membership for consideration at the February 6, 2019 general meeting, and incorporated herein for adoption at the March 6, 2019 general meeting.