

## **BYLAWS**

### **JEFFERSON COUNTY DEMOCRATS and CENTRAL COMMITTEE**

#### **ARTICLE I           Name & Formation**

- A.** The name of this organization is the Jefferson County Democrats and Central Committee, hereinafter called, "The Jefferson County Democrats" (JCD).
- B.** Formation of the JCD is governed by the Washington State Constitution and Code: RCW 29A.80, Political Parties, included herein as Appendix A.

#### **ARTICLE II           Purposes**

- A.** Elect to national, state, county and other offices Democratic candidates who embody, support and promote the platform of the Jefferson County Democrats, and  
to support them while in office as they act to improve the well being of the citizens of Jefferson County.
- B.** Adopt and promote the platform of the Jefferson County Democratic Party to serve as the standard for elected Democratic officials and as goals for the citizens of Jefferson County.
- C.** Endorse and/or support organizations and activities that reflect the Platform of the Jefferson County Democrats.
- D.** Administer the party organization in accordance with the National and 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 JCD and for Democratic candidates.
- G.** Establish standards and rules of procedure to afford all members of the JCD 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.** The policies of this organization shall be developed by the Executive Board consistent with Article II, Purpose, and brought 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 JCD.

3. In support of policies and/or positions duly approved by the JCD and consistent with Article II.

C. The JCD is the sole executor of the policies and guidelines that it formulates for the good and the welfare of the Democratic Party in Jefferson County.

D. JCD is the sole and legal custodian in Jefferson County of the Democratic logo and political designations "Democrat", "Democratic Party", "JCD" and Democratic Central Committee.

#### **ARTICLE IV                      Membership in the JCD**

A. Membership in the JCD 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 in Jefferson County hereinafter called "Elected PCOs."

2. Duly qualified, appointed Precinct Committee Officers who are appointed by the Chair in precincts that have no elected PCO, hereinafter called "Appointed PCOs."

3. Non-resident appointed Precinct Committee Officers who are appointed by the Chair and approved by the JCD 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 PCO's".

4. Elected Democratic officials representing Jefferson County.

5. General Members supporting the purpose of the JCD as outlined in Article II and who have paid a membership fee within the last twelve months.

#### **ARTICLE V                      Meetings**

A. Regular meetings of the JCD shall be held every month except December at a scheduled time and place. Members will be informed of the schedule. Notice of all regular meetings, including the date, time, location and any major agenda items, will be placed in local newspapers, and will be listed on the JCD web-site. Meetings are open to the public.

B. Ten (10) members shall constitute a quorum, except that, an action requiring PCO status to vote shall require twenty-five percent (25%), but no less than 6, of the elected/appointed PCOs.

C. Robert's Rules of Order (as amended) shall be used to conduct all meetings.

D. The following agenda may be used to schedule business at all JCD meetings:

1. Call to order by the Chair
2. Establishment of additional agenda items
3. Approval of previous meeting's minutes
4. Chair's Report
5. Treasurer's Report
6. Committee Reports
7. Old Business
8. New Business
9. General Discussion
10. Adjournment

E. Special meetings may be called by the Chair, or an officer and two (2) JCD members. The Chair must call a special meeting of the JCD upon receipt of a petition signed by no fewer than 10 members of the JCD. Notice of special meetings, including the date, time, location and any major agenda items shall be sent to all members by e-mail (or by postal mail or with a phone tree to all members whose e-mail address is unavailable to the Secretary), and shall be placed in local newspapers and listed on the JCD web-site.

F. Members of the JCD will give full and fair consideration to diverse opinions that are presented in an instructive and productive manner. Differences of opinion will be respected in the deliberations and decisions of the JCD. Members are expected to support the decisions of the JCD once enacted by a favorable vote of the membership.

G. Resolutions, defined as a statement of an official position, preference or recommendation intended to be transmitted to other parties and/or published, may be submitted by any JCD member.

1. A resolution may be passed by a simple majority of JCD members present, provided it has been introduced and read at a previous meeting of the JCD.

2. A two-thirds (2/3rds) majority of those JCD members present is required to pass a resolution at the same meeting at which it is introduced.

H. No proxy or absentee votes shall be recognized.

#### **ARTICLE VI Powers and Duties of the JCD**

A. The JCD shall conduct all necessary business of the Democratic Party in Jefferson 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 JCD are entitled to vote on all matters except as specifically provided otherwise in these bylaws or by statute.

#### **ARTICLE VII JCD Officers**

A. The officers shall include the Chair, Vice-Chair, Recording Secretary, Treasurer, State Committeeman and State Committeewoman.

B. Any JCD member residing in Jefferson County shall be eligible to hold any JCD office, provided they have been members in good standing for at least one year. The Chair and Vice-Chair must be of opposite sex as required by law.

C. Officers shall be elected at the Biennial Reorganization meeting following an even-year general election for two-year terms (See Article XIV).

D. Vacancies in officer positions of the JCD shall be filled by election at the next meeting of the membership following creation of the vacancy after members of the JCD have been so notified. Vacancies in the offices of Chair, Vice Chair and State Committee members are filled by vote 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 regular 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 JCD membership provided:
  - a. The charges for removal are in writing and signed by at least five (5) JCD members and presented to the Recording Secretary for distribution to the Executive Board and inclusion in the agenda for the next JCD membership meeting; and
  - b. The officer so charged and the membership of the JCD receive notice of the charges as 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 JCD; and
  - d. Two-thirds of the JCD members present and voting cast ballots in favor of removal.

#### **ARTICLE VIII                      JCD Officers – Duties**

- A. The Chair shall prepare a written agenda for each Executive Board and JCD meeting and conduct all meetings of the JCD. As its chief executive, the Chair will carry out the mandates of the JCD as formulated by the Executive Board or the membership at any regular or special meeting. The Chair shall make appointments to fill vacant Precinct Committee Officer positions with the approval of the Executive Board. The Chair shall appoint Chairs of standing committees and is empowered to create ad hoc committees as deemed necessary to the business of the JCD. The Chair may establish new or different standing committees subject to the approval of the JCD Executive Board. The Chair shall appoint a JCD member as Elections Liaison to the County Auditor's Office subject to the approval of the Executive Board (see Article XIV). The Chair shall attend the quarterly meetings of the Washington State Democratic Party and, with the assistance of the State Democratic Party Committeeman and Committee-woman, keep the JCD members informed of all pertinent Democratic Party activities.
- 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, for whatever reason, the Vice-Chair will assume those duties. The Vice-Chair shall attend the quarterly meetings of the Washington State Democratic Party.
- C. The Recording Secretary shall keep a permanent and accurate record of all official business transacted by the JCD 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 keep a full and accurate list of all current members of the JCD. The Recording Secretary shall provide a copy of the previous month's minutes of JCD 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 JCD



public office and to endorse and/or support organizations and activities that reflect the platform of the JCD;

7. Provide direct oversight of fiscal matters on behalf of the JCD and may re-allocate funds within the budget and require an audit at any time.

8. Establish the JCD membership fee.

9. Approve the annual budget for submission to the JCD membership for approval at the January meeting

10. The JCD Executive Board, under the leadership of its elected Chair and according to state party rules, will 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 Representatives**

A. Two Commissioner District Representatives from each Commissioner District shall be elected to the Executive Board by Commissioner District caucus at the Reorganization meeting. These representatives shall be of opposite sex. The Chair may declare these positions vacant if its incumbent has been absent from three (3) Executive Board or regular JCD meetings within a twelve-month period without notifying the Chair or the Recording Secretary prior to the meeting. Vacancies will be filled by district caucus vote from nominees provided by the nominating committee and by nominations from the membership.

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

A. The Standing Committees of the JCD are: Fundraising, Membership, Nominating, Platform and Resolutions, Program, PR/Communications, and Social.

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.

C. The Chair of each Standing Committee shall be a member of the Executive Board, either prior to being appointed as Committee Chair or by virtue of that appointment.

D. The Nominating Committee shall nominate at least one candidate for each Officer and Commissioner District Representative positions at the biennial reorganization meeting.

E. In addition, as directed by the Chair, the Nominating Committee shall nominate at least one candidate for any vacancy which may occur between biennial reorganization meetings.

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

A. Precinct Committee Officers are:

1. Elected at the primary election preceding an even-year general election. Elected PCOs must reside and be registered to vote in the precincts they are elected to represent; or,

2. Appointed, at any time following the biennial reorganization meeting, to represent a precinct for which no PCO was elected. Appointed PCOs need not reside in the precinct which they are appointed to represent.

**B.** Appointed PCOs hold all the rights and responsibilities of elected PCOs except that only Elected PCOs can vote to elect the Chair, Vice Chair, State Committeeman, State Committeewoman and Legislative District Chair.

**C.** Vacancies which occur in the office by reason of death, resignation, permanent change of residence, change of voter registration, or recall, shall be filled by appointment of the Chair.

**ARTICLE XIII                      Precinct Committee Officers – Responsibilities**

**A.** Elect the Chair, Vice Chair, State Committeewoman, and State Committeeman at the biennial reorganization meeting and whenever vacancies in those offices occur. Only Elected PCOs can vote to fill these positions.

**B.** Nominate candidates for partisan county offices and legislative offices when vacancies in those offices occur. All PCOs, whether elected or appointed, are eligible to participate in this process.

**C.** Precinct Committee Officers (PCOs) shall obtain a list of registered voters through JCD records and make an effort to identify and contact by whatever means practical (visit, phone, mail and/or electronic communication), those voters likely to support Democratic candidates, programs and propositions.

**D.** PCOs should use all available resources to keep themselves informed of current political issues in Jefferson 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 all JCD meetings unless otherwise excused by the Chair.

**G.** PCOs shall conduct their Biennial Precinct caucuses in accordance with the rules and regulations of the Washington State Democratic Party.

**H.** PCOs shall participate in the poll watching and monitoring of vote counting associated with elections and canvas individual precincts to get-out-the – Democratic-vote (GOTV) and recommend poll workers to the Chair.

**ARTICLE XIV                      Biennial Reorganization Meeting**

**A.** The Biennial Reorganization Meeting of the JCD shall be held no later than December 20, following even-numbered year elections, to elect officers to serve for the subsequent two years, to adopt bylaws governing the JCD for the subsequent two years, and to transact such other business which may come before the meeting.

**B.** Any JCD member may nominate candidates for any officer positions either by contacting the Nominating Committee or from the floor.

**C.** Prior to the meeting, the outgoing Chair shall appoint a recording secretary for this meeting.

**D.** The meeting shall be chaired by the previous Chair until a new Chair is elected, which shall be the first order of business.

**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. A quorum of twenty-five percent (25%), but

not fewer than six, of the newly elected PCOs is required for this election.

**F.** The Recording Secretary and Treasurer shall be elected by vote of all paid-up JCD members present and voting.

**G.** Commissioner District Representatives shall be elected by District Caucuses, to be held during the Biennial Reorganization Meeting, consisting of all paid-up JCD members residing in each district present and voting.

**H.** At this Biennial Reorganization Meeting, bylaws governing the JCD shall be adopted by reconfirmation of the existing bylaws by majority vote or by adopting amended bylaws as provided in the existing bylaws.

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

**A.** The Elections Liaison to the County Auditor shall insure that the Democratic Party's interests, in all matters pertaining to elections, are protected. The duties shall include arranging for JCD 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 insure that the JCD is represented at all ballot-counting activities subsequent to an election. A plan for such representation that includes the names of those selected to be in attendance shall be presented to the JCD Executive Board in ample time to insure that all procedural steps to accomplish these purposes can be undertaken in a timely manner.

**B.** The Elections Liaison is appointed by and serves at the discretion of the Chair.

**ARTICLE XVI Legislative Issues Network**

**A.** The JCD will establish and maintain a communications network in order to keep in contact with elected county, state and national officials. This network will be active at all times, but in particular during state and national legislative sessions.

**B.** The Chair may appoint a coordinator to direct the network to serve at the discretion of the Chair.

**ARTICLE XVII Affiliation**

**A.** The JCD is affiliated with the Washington State Democratic Party and the Democratic National Committee through its elected delegates: the JCD Chair and Vice-Chair, the State Committeewoman and State Committeeman.

**ARTICLE XVIII Financial Operating Policies**

**A.** The JCD shall comply with all state campaign finance laws and reporting procedures. As long as the JCD does not receive a contribution from any single PAC, union or corporation in excess of the statutory limit in a calendar year, the JCD does not need to maintain two separate bank accounts for exempt and non--exempt money. Financial contributions to candidates shall be made at the direction of the JCD Executive Board and in accordance with state contribution limits.

**B.** All disbursements shall be by check, which shall be signed by the Treasurer and one other officer of the JCD, except that disbursements of less than \$250 shall require only one officer signature, provided the disbursement is made in accordance with the budget or with the approval of the JCD Executive Board. No officer or member may obligate funds without approval, by vote of the JCD Executive Board.

C. The Executive Board may re-allocate funds within the budget. Non-budgeted expenditures exceeding \$250 must be approved by the Executive Board and a majority vote of the members present and voting at a meeting of the JCD.

D. The Chair shall appoint a committee to perform a review of JCD accounts. Said review shall be held each February and the results reported to the JCD each March. The committee may appoint an independent auditor/reviewer if considered necessary.

#### **ARTICLE XIX                    Endorsement of candidates and ballot measures**

A. The membership of the Jefferson 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 Jefferson 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 called in accordance with Article V, Section E or at a regular meeting held in accordance with Article V, Section A.
2. Meetings which include endorsements must be announced at least two weeks in advance to the membership in accordance with the notice provisions established in Article V, Section A or E as appropriate.
3. 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. Representatives of alternative positions on ballot measures must likewise be given an opportunity to address the membership.
4. Voting shall be by paper ballot only.
5. A two thirds vote in favor of a candidate or a position on a ballot measure is required for an endorsement.
6. 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 two years may renew their membership up to and including immediately before the vote and participate in the endorsement proceeding.

#### **Article XX – Contributions to Candidates and Ballot Measure Campaigns**

- A. The JCD may make financial contributions to election campaigns of candidates and ballot measures.
- B. The Executive Board may decide to which candidates or ballot measures contributions shall be made, and the amount of such contributions from funds budgeted for candidate or political contributions as adopted by the general membership at the annual January meeting of the JCD.
- C. The JCD may authorize financial contributions to political election campaigns of candidates and ballot measures in excess of budgeted funds by majority vote of those attending a regular or special meeting of the membership.
- D. Financial contributions to election campaigns of candidates and ballot measures

may be expended at the discretion of the designated campaign committee.

- E. Financial contributions to election campaigns of candidates and ballot measures may, at the discretion of the Executive Board, be made conditional upon an agreement by the designated campaign committee to return a share of any surplus funds unexpended at the completion of the campaign.

Agreements reached with designated committees may include provision for return of an agreed upon portion of unspent funds.

The Executive Board may, and at the request of the designated committee shall, enter into a written agreement with such campaign committee governing the conditions under which the contribution is made.

**ARTICLE XXI Amendment of the Bylaws; Copies of the Bylaws**

A. Any JCD member may propose an amendment to these bylaws by providing the precise language of the proposed amendment to the Recording Secretary at least 48 hours prior to a meeting of the Executive Board for review by the Executive Board.

B. Any amendment so proposed shall be included in the agenda for the following two regular meetings or special meetings convened in accordance with Article V Section E of these bylaws. Proposed amendments will be read and may be discussed by JCD members at the first of such meetings, and shall be discussed and voted on at the second of such meetings. Amendments will take effect upon adoption.

C. Adoption of a proposed amendment shall require an affirmative vote of two thirds of those members present and voting at the second meeting provided in Section B above.

D. In the event of adoption, the amendment shall be incorporated in all current copies of the bylaws and published within 30 days of adoption.

E. A copy of the current bylaws shall be available on the JCD web-site.

F. The Recording Secretary shall provide a copy of the bylaws to JCD members, if requested. The Chair shall assure that a copy of these bylaws is available at all JCD Executive Board and membership meetings.

Adopted November 27, 2007 at the General Membership meeting of the Jefferson County Democrats.

Certified adopted by: \_\_\_\_\_, Chair, JCD  
Teri Nomura

\_\_\_\_\_, Recording  
Secretary, JCD  
Phyllis Schultz

Adopted at the November 27, 2007 monthly meeting

Amended at the October 28, 2008 monthly meeting: new Article XX adopted.

Amended at the February 23, 2010 monthly (membership) meeting: dates in Article XVIII, §B revised; Article XIX, §B, new ¶6 Adopted

## APPENDIX A

### Washington State Law - Political parties - Chapter 29A.80 RCW

#### 29A.80.011 Authority — Generally.

(1) Each political party organization may:

- (a) Make its own rules and regulations; and
- (b) Perform all functions inherent in such an organization.

(2) Only major political parties may designate candidates to appear on the state primary ballot as provided in RCW 29A.28.011.

#### 29A.80.020 State committee.

The state committee of each major political party consists of one committeeman and one committeewoman from each county elected by the county central committee at its organization meeting. It must have a chair and vice-chair of opposite sexes. This committee shall meet during January of each odd-numbered year for the purpose of organization at a time and place designated by a notice mailed at least one week before the date of the meeting to all the newly elected state committeemen and committeewomen by the authorized officers of the retiring committee. At its organizational meeting it shall elect its chair and vice-chair, and such officers as its bylaws may provide, and adopt bylaws, rules, and regulations. It may:

(1) Call conventions at such time and place and under such circumstances and for such purposes as the call to convention designates. The manner, number, and procedure for selection of state convention delegates is subject to the committee's rules and regulations duly adopted;

(2) Provide for the election of delegates to national conventions;

(3) Fill vacancies on the ticket for any federal or state office to be voted on by the electors of more than one county;

(4) Provide for the nomination of presidential electors; and

(5) Perform all functions inherent in such an organization.

Notwithstanding any provision of this chapter, the committee may not adopt rules governing the conduct of the actual proceedings at a party state convention.

#### 29A.80.030 County central committee — Organization meetings.

The county central committee of each major political party consists of the precinct committee officers of the party from the several voting precincts of the county. Following each state general election held in even-numbered years, this committee shall meet for the purpose of organization at an easily accessible location within the county, subsequent to the certification of precinct committee officers by the county auditor and no later than the second Saturday of the following January. The authorized officers of the retiring committee shall cause notice of the time and place of the meeting to be mailed to each precinct committee officer at least seventy-two hours before the date of the meeting.

At its organization meeting, the county central committee shall elect a chair and vice-chair of opposite sexes.

29A.80.041 Precinct committee officer, eligibility.

Any member of a major political party who is a registered voter in the precinct may upon payment of a fee of one dollar file his or her declaration of candidacy as prescribed under RCW 29A.24.031 with the county auditor for the office of precinct committee officer of his or her party in that precinct. When elected at the primary, the precinct committee officer shall serve so long as the committee officer remains an eligible voter in that precinct.

29A.80.051 Precinct committee officer — Election — Term.

The statutory requirements for filing as a candidate at the primaries apply to candidates for precinct committee officer. The office must be voted upon at the primaries, and the names of all candidates must appear under the proper party and office designations on the ballot for the primary for each even-numbered year, and the one receiving the highest number of votes will be declared elected. However, to be declared elected, a candidate must receive at least ten percent of the number of votes cast for the candidate of the candidate's party receiving the greatest number of votes in the precinct. The term of office of precinct committee officer is two years, commencing the first day of December following the primary.

29A.80.061 Legislative district chair — Election — Term — Removal.

Within forty-five days after the statewide general election in even-numbered years, the county chair of each major political party shall call separate meetings of all elected precinct committee officers in each legislative district for the purpose of electing a legislative district chair in such district. The district chair shall hold office until the next legislative district reorganization meeting two years later, or until a successor is elected.

The legislative district chair may be removed only by the majority vote of the elected precinct committee officers in the chair's district.