

1 **32nd Legislative District Democratic Organization Bylaws**

2 Amended October 11, 2006

3
4 **Preamble**

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6 This organization is dedicated to the development and promotion of the ideals of the Democratic Party and to
7 increasing the interest and participation of the residents of this district and King and Snohomish Counties in
8 their government. We establish these bylaws for the conduct of our business to achieve these goals.
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10 **Article I – Name**

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12 The name of this organization shall be the 32nd Legislative District Democratic Organization.
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14 **Article II – Policy**

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16 **Section 1.** This organization shall operate under the applicable bylaws and rules of the King County
17 Democratic Central Committee (KCDCC), Snohomish County Democratic Central Committee (SCDCC), State
18 and National Party charters, and applicable state laws (RCW: Revised Code of Washington and WAC:
19 Washington Administrative Code).

20 **Section 2.** It shall be the policy of this organization to contribute to the growth, development, and influence of
21 the Democratic Party and to increase Party responsibility by guaranteeing maximum participation, equal
22 representation, and equal treatment of all.
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24 **Article III - Membership and Dues**

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26 **Section 1.** All Democratic elected and appointed Precinct Committee Officers (hereafter, PCOs) who reside
27 in the 32nd Legislative District are automatically members of the 32nd Legislative District Democratic
28 Organization, with full voting rights.

29 **Section 2.** All residents of the 32nd Legislative District who are registered voters and declare themselves to be
30 Democrats may become General members of this organization upon payment of dues, or upon waiver of
31 dues by the District Chair.

32 **Section 3.** The annual dues shall be as established by a majority vote of the elected and appointed PCOs.
33 Dues shall run for the calendar year. A policy shall be established to allow a limited-income dues structure.

34 **Section 4.** General members shall be eligible to vote and run for office as specified by these bylaws twenty-
35 eight (28) days after payment, reduction, or waiver of dues, or for those who were members during the
36 previous year, immediately upon payment of dues if payment is made at the same meeting at which these
37 Bylaws are adopted or the dues are established.

38 **Section 5.** Associate members are those persons who pay dues (there is no waiver or reduction of dues for
39 this category) but who are not eligible for General membership. Upon payment of dues, they shall be given
40 the privilege of participating in debate, serving on committees, and receiving the District Newsletter. They
41 shall not have the right to run for District Office, serve on the Executive Board, make or second motions, nor
42 to vote.
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44 **Article IV - Officers, Executive Board, and Committees**

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46 **Section 1.** The voting members of the Executive Board shall consist of the elected officers listed in Section
47 2 and Section 3 of this Article, any KCDCC, and SCDCC, State Central Committee (SCC) of the Washington
48 State Democratic Party or Democratic National Committee (DNC) Officer residing in the 32nd Legislative
49 District and the following persons to be appointed by the District Chair and ratified by a majority vote of the
50 members present and voting:

- 51 Newsletter Editor
- 52 Election Board Coordinator
- 53 Fundraiser
- 54 Program Coordinator
- 55 Membership Officer
- 56 District Campaigns Coordinator
- 57 Technology Coordinator

58 **Section 2.** The following elected officers must be elected or appointed PCOs residing in her/his service
59 precinct or must have previously been a Democratic PCO for at least two (2) full years prior to her/his
60 election.

61 Only PCOs may vote for these offices:

- 62 Chair
- 63 1st Vice-Chair*

64 2nd Vice-Chair*

65 *1st Vice-Chair to be from different county than Chair

66 Female KCDCC Executive-Board Delegate

67 Male KCDCC Executive-Board Delegate

68 Female KCDCC Executive-Board Alternate

69 Male KCDCC Executive-Board Alternate

70 Female SCDCC Executive-Board Delegate**

71 Male SCDCC Executive-Board Delegate**

72 **If the Chair of the 32nd LD lives in Snohomish County, said Chair shall serve as the delegate of that gender.

73 If the Chair of the 32nd LD lives in King County, a male and a female delegate shall be elected to the SCDCC

74 Executive Board.

75 **Section 3.** All PCOs and general members may be elected to, and only PCOs may vote on the following

76 district offices:

77 State Committeewoman

78 State Committeeman

79 **Section 4.** All PCOs and general members may be elected to, and may vote for, the following District

80 Officers:

81 Recording Secretary

82 Corresponding Secretary

83 Treasurer

84 Young Democrat

85 May Arkwright Hutton Chapter, Washington Federation of Democratic Women

86 **Section 5.** The District Chair shall appoint the following District Officers who are ex officio members of the

87 Executive Board, with right to debate, but no right to vote or make or second motions:

88 Sergeant-at-Arms

89 Parliamentarian

90 **Section 6.** The Executive Board shall meet once a month at the Call of the Chair. Any member of the

91 District may attend, but participation in discussion will only be with the consent of the majority of the voting

92 members of the Board present. When possible, notice of the meeting shall be published in the District

93 Newsletter.

94 **Section 7.** A quorum of the Executive Board shall be 7 voting members; any KCDCC, SCDCC, SCC, or DNC

95 officers (as noted in Section 1 of this Article) shall have no effect on quorum by their presence or absence

96 unless he/she is also a member of the Executive Board.

97 **Section 8.** A vote of the Executive Board by email or phone may be done for timely issues. A majority of all

98 voting members of the Executive Board is required for an email/phone vote to pass. The Recording Secretary

99 will record this vote as an addendum to the next Executive Board Meeting Minutes.

100 **Section 9.** The Chair and delegates to the State and County organizations may be instructed by a two-thirds

101 majority of those present and voting as to how they are to vote and then must vote accordingly.

102 **Section 10.** A list of Duties and Responsibilities for each of the District Officers listed in Sections 1 through 4

103 of this Article shall be adopted and periodically reviewed by the Executive Board. These Bylaws shall take

104 precedence over any and all items on this list. The Recording Secretary shall make available a current copy

105 of this list of Duties and Responsibilities to any member of the organization, upon request.

106 **Section 11.** If any District Officer fails to attend three (3) consecutive meetings of the Executive Board without

107 previously giving notice of intended absence to the Chair or to the Recording Secretary, that Office may be

108 declared vacant by majority vote of the Executive Board, in which case the Chair shall either call for an

109 election or make a replacement appointment to fill the vacancy, in accordance with the provisions of these

110 Bylaws and Standing Rule 1 (referred to in Article V, Section 5).

111 **Article V - Election of Officers**

112 **Section 1.** Nominations will be made from the floor.

113 **Section 2.** Voting shall be by signed ballot for officers in article IV Section 2, unless by acclamation. The

114 ballots shall be a matter of public record for a minimum of thirty (30) days and will be kept at KCDCC and

115 SCDCC headquarters.

116 **Section 3.** The nominations and election for each office shall be held one at a time, as listed in Article IV,

117 Section 2, then Section 3, followed by ratification votes for those offices listed in Section 1, then Section 4.

118 **Section 4.** Elections shall be decided by a majority of those eligible to vote who are present and voting. If no

119 candidate has a majority on the first ballot, the candidate with the fewest votes will be dropped. The same rule

120 shall apply on each succeeding ballot until a candidate receives a majority.

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123 **Section 5.** Additional procedures, to be entitled “Standing Rule 1 - Election Procedures,” will be established
124 at a District General-Membership meeting by a majority vote of the members present and voting, all members
125 having been notified in writing or electronically by e-mail at least five (5) days in advance of said meeting.
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127 **Article VI - Recall of Officers** 128

129 **Section 1. Starting the Process.** The first step in the process of recalling a District Officer is to make a
130 Motion of Recall at a District General-Membership meeting. No debate or action on the motion will take place
131 at that meeting, but at the following regular General-Membership meeting, the Motion to Recall shall be
132 placed third on the agenda, after the Call to Order and the Flag Salute.

133 **Section 2. Notice to Members.** The motion to Recall must include a written Recall Petition, stating the
134 person to be recalled and the precise reason(s) for seeking the recall and bearing the signatures of at least
135 ten percent (10%) of the current PCOs (for offices listed in Article IV, Section 2) or of the current membership
136 (for offices listed in Article IV, Sections 1, 3, and 4). The petition must be filed with the Chair or, if the Chair is
137 the subject of the recall, with the Vice Chair or the Recording Secretary.

138 The Chair shall appoint someone to verify the signatures on the petition, unless the Chair is the subject of the
139 recall. If the Chair is the subject, the Chair and the Vice Chair shall jointly appoint someone to do the
140 verification.

141 **Section 3. The Debate and Removal Vote.** The District Chair shall preside over the debate unless the Chair
142 is the subject of the motion, in which case the Vice Chair shall preside. The chair presiding over the meeting
143 during the recall debate and removal vote shall appoint a credentials chair, a timekeeper, and a tally
144 committee.

145 The pros and cons shall have five (5) minutes each to debate the motion. The time and speakers shall be
146 allocated by the maker of the motion for the pro side and by the subject of the recall on the con side.

147 Questions from the floor will be allowed for a maximum total of six (6) minutes. No question shall last longer
148 than thirty (30) seconds, and no answer shall last longer than one (1) minute.

149 Before the vote for removal is taken, the credentials chair will report the total number of PCOs or voting
150 members present. Voting shall be by signed ballot for offices listed in Article IV, Section 2; otherwise unsigned
151 written ballots may be used, unless twenty percent (20%) of those present and eligible to vote request a
152 signed ballot. The ballots are to be retained for a minimum of thirty (30) days and are to be open to inspection
153 by the Democratic PCOs of the 32nd Legislative District.

154 A vote of two-thirds (2/3) of the eligible members present and voting (abstentions not counting) is required to
155 pass a Motion to Recall.
156

157 **Article VII - Vacancies in Offices** 158

159 In the event of a vacancy in any elected District Office because resignation, removal, death, or any other
160 cause, the vacancy shall be filled following the procedures of Article V, by vote of elected and appointed PCOs
161 for the offices listed in Article IV, Section 2, and by vote of eligible members for offices listed in Article IV,
162 Section 3. All members shall be given at least ten (10) days' written or e-mail notice of special elections.
163

164 **Article VIII - Meetings** 165

166 **Section 1.** The Chair and the Executive Board shall fix the time and place for monthly District General-
167 Membership meetings and shall cause all members to be notified thereof.

168 **Section 2.** Proxies shall not be valid.

169 **Section 3.** At all regular or special meetings, twenty percent (20%) of all members shall constitute quorum.
170 For votes limited to PCOs, twenty percent (20%) of all PCOs shall constitute a quorum.

171 **Section 4.** Regular meetings shall be publicized in the District Newsletter.

172 **Section 5.** Special meetings will be called when approved by a majority of the Executive Board present, or by
173 written petition of ten percent (10%) of the membership. Members shall be notified by mail or e-mail as to the
174 date, time, place, and purpose of the meeting at least ten (10) days prior to the meeting.

175 **Section 6.** A future meeting may be cancelled by a majority vote of the members present and voting at a prior
176 meeting.

177 **Section 7.** The agenda of the regular meeting shall consist of, but not be limited to, the following:

178 Call to Order

179 Flag Salute

180 Reports

181 Unfinished Business

182 New Business

183 Good of the Order

184 Adjournment

185 **Section 8.** The following motions are debatable to the extent that the maker of the motion and one opposing
186 speaker must be given the opportunity to speak on the motion, with the maker of the motion having the choice
187 of opening or closing debate:
188 Limit debate
189 Extend debate
190 Table (Lay on the Table)
191 Previous Question
192 Suspend the Rules
193 **Section 9.** Following each address by an invited speaker, members shall have the opportunity to ask
194 questions and to rebut statements by the invited speaker or other persons present and, in general, to express
195 his or her views. Any speaker or candidate wishing to speak shall be apprised of this Section by a member of
196 the Executive Board.
197 **Section 10.** Members shall have an opportunity to question any candidate for election to public office or party
198 office who is seeking endorsement or election from our District.
199

200 **Article IX - Precinct Committee Officers**

201 **Section 1.** Candidates for appointed or acting PCO must present to the Chair a petition in support of their
202 appointment signed by at least ten (10) persons who are registered voters in the precinct they wish to
203 represent unless the precinct contains fewer than one-hundred (100) registered voters, then at least ten
204 percent (10%) of the registered voters must have signed the petition.
205 **Section 2.** Approval of persons as qualified for appointed and acting PCOs shall be by majority vote of the
206 incumbent PCOs present and voting at a regular meeting.
207 **Section 3.** The organization may, by a two-thirds (2/3) vote of the PCOs present and voting at a regular
208 meeting, temporarily delegate to the Executive Board for the following month the power of recommendations
209 to the County Chair(s) for appointed and acting PCOs. (Such delegation of this power is appropriate for
210 situations such as meeting precinct-caucus deadlines.)
211

212 **Article X - Endorsements**

213 **Section 1.** Endorsement procedures will be established by a majority vote of the members present and
214 voting, all members having been notified in writing at least five (5) days in advance of the meeting. Sixty
215 percent (60%) of the members present and voting (excluding abstentions) who are eligible to vote shall be
216 required to endorse.
217 **Section 2.** No endorsement of a candidate shall occur before the close of candidate filing except when notice
218 is provided in the District Newsletter before the General-membership or is provided by first-class mail or e-
219 mail postmarked at least fourteen (14) days before the meeting when such an endorsement is proposed. If
220 the meeting is to be held before the close of filing, a two-thirds (2/3) vote of the members present and voting
221 (excluding abstentions) shall be required for endorsement.
222 **Section 3.** This organization shall give financial support only to candidates, propositions, and ballot issues
223 that have been endorsed by the organization.
224 **Section 4.** Resolutions may be submitted to the body at any time, but they shall require five- (5) day's written
225 notice to the members before a vote a final passage. This requirement may be waived by two-thirds (2/3) vote
226 of those members present and voting. Resolutions presented with proper notice by committees or other
227 subgroups of this organization shall require neither a motion nor a second prior to debate and vote.
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231 **Article XI - Finances**

232 **Section 1.** All disbursements of funds shall be made by check or check card. The Treasurer must be
233 informed of all disbursements not made under her/his signature within twenty-four (24) hours, and the
234 Treasurer cannot disburse funds to herself/himself. The books shall be independently examined prior to
235 reorganization and when there is a change in the office of Treasurer.
236 **Section 2. General Operations Fund.** The Executive Board shall prepare an annual operating budget for the
237 approval of the membership by the March General-membership meeting. Any proposed expenditure of \$100
238 or more above the total amount that is budgeted for any approved line item of the operations budget must be
239 presented to the membership before the expenditure is made. All other expenditures from this budget only
240 require approval of a majority of the Executive Board and a report to the membership. Special expenditures
241 must be approved by a majority of the members present and voting at a regular meeting.
242 Notification may be waived by a two-thirds (2/3) vote of those members present and voting.
243 **Section 3. Campaign Fund.** All disbursements must be approved by a majority of the members present and
244 voting at a General-membership meeting, with the following exception: during the interval between the last
245 General-membership meeting scheduled before a Primary or General Election and the election itself, the
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247 Executive Board can authorize the disbursement of funds by a majority of its members present and voting.
248 Checks must be signed by two of the persons authorized to sign for this account.
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250 **Article XII - Amending the Bylaws**

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252 **Section 1.** Members must be given written notice of proposed Bylaws changes at least ten (10) days in
253 advance of the meeting at which changes are to be voted upon.

254 **Section 2.** These Bylaws not under jurisdiction of the King County Democratic Central Committee
255 (KCDCC), Snohomish County Democratic Central Committee (SCDCC), State and National Party charters
256 and/or bylaws, and applicable state laws, may be amended by two-thirds (2/3) vote of the PCOs present and
257 voting at a meeting designated for considering the proposed changes.
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259 **Article XIII - Written Notice**

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261 An announcement clearly placed in the District Newsletter or via email to those members with email
262 addresses on file and via USPS to those members without an email address on file will be considered to be
263 written notice for the purpose of these Bylaws. The date of the postmark or postal receipt or email counts as
264 the first day of the required advance-notification period.
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266 **Article XIV – Voting**

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268 **Section 1.** All voting - whether at Executive Board meetings, special meetings, committee meetings, general
269 meetings, or any other meeting - shall be by a show of hands or raised credential unless a written ballot is
270 called for.

271 **Section 2.** If written ballots are used, each person who votes must sign and print his or her name legibly on
272 the ballot. Any ballot without this endorsement by the voter will be invalid and will not be counted in the tally.

273 **Section 3.** There shall be no secret votes cast by any means, by any person, for any purpose whatsoever.
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275 **Article XV - Parliamentary Authority**

276
277 The affairs and meetings of this organization except as otherwise specifically provided by the rules adopted,
278 or as provided by the bylaws and rules of the KCDCC, and SCDCC shall be governed by Robert's Rules of
279 Order, Newly Revised.
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32nd Legislative District Democratic Organization Standing Rules

Amended October 11, 2006

Standing Rule 1: Election Procedures

Section 1. Election of District Chair

Each candidate for District Chair will control a total of five (5) minutes for the purpose of nominating, seconding, and nominee speeches.

A question-and-answer (Q&A) period of ten (10) minutes will then follow; the length of this Q&A period may be extended by majority vote of the PCOs present prior to beginning the first question. Questions must not exceed twenty (20) seconds; each nominee's answer must not exceed one (1) minute.

A closing statement by or for each nominee, in the order of nomination may then be made, not to exceed two (2) minutes.

As per the Bylaws, voting shall be by signed, written ballot of the PCOs eligible and present to vote.

Section 2. Election of Other Officers

Each candidate for office will control a total of three (3) minutes for the purpose of nominating, seconding, and nominee speeches.

A question-and-answer (Q&A) period of five (5) minutes will then follow; the length of the Q&A period may be extended by a majority vote of the PCOs present prior to beginning the first question. Questions must not exceed twenty (20) seconds; each nominee's answer must not exceed one (1) minute.

A closing statement by or for each nominee, in the order of nomination may then be made, not to exceed one (1) minute.

For those offices listed in the bylaws, Article IV section 2, voting shall be by signed, written ballot of the PCOs eligible and present to vote, if not by acclamation. All other offices shall be by raised credential vote, unless by acclamation, or a written ballot is requested; the written ballot shall be unsigned, unless a majority of those eligible and present requests that ballots be signed.

Section 3. Ratification of Officers

When making an appointment, the District Chair will place "Ratification of (name of the Office)" on the next month's General-membership Meeting Agenda printed in the District Newsletter, or sent by email in the electronic District Newsletter.

The District Chair will announce the name of the candidate for the appointed office and request a motion for ratification.

If present, the nominee may have two (2) minutes to introduce her/himself, followed by a question-and-answer (Q&A) period, not to exceed three (3) minutes. Questions may not exceed twenty (20) seconds.

Debate on the motion may follow, unless no voting member wishes to speak against the motion.

A raised credential vote will be taken, unless a written ballot is requested by 15% of members present and voting.

Standing Rule 2: Endorsement Policy and Procedures

Section 1. Candidates may be endorsed for elective office, and positions may be taken on ballot issues, as any regular meeting at which written notice has been given as an agenda item on the District organization's Newsletter, whether mailed or emailed a minimum of five (5) days prior to the meeting.

Section 2. Only self-identified Democratic candidates may be endorsed by the District organization. Judicial candidates, who are not allowed to make such identifications, are the only exception to this requirement.

Section 3. In races in which no self-identified Democratic candidate will be on the ballot, a preference for one of the candidates on the ballot may be decided using the same procedures as used for endorsements.

Section 4. The Executive Board shall establish an Endorsement Committee and may make recommendations to the membership for endorsement, election and re-election of candidates and incumbents and issues.

Section 5. Voting procedures shall be as follows:

- a. Endorsements shall require a sixty-percent (60%) vote of the members present and voting.
- b. More than one candidate may be endorsed for the same office.
- c. Voting will be by raised credential. Written ballots may be requested by fifteen percent (15%) of the eligible voters as defined by the final credentials report.

Section 6. All motions to endorse shall require a second except motions from the Executive Board.

- a. After all motions to endorse individuals for a given race have been made there will be a question-and-answer (Q&A) period for a panel composed of all potential endorsees in the race, or an authorized representative (in writing), each of whom will have an opportunity to respond to each question. The maximum Q&A time will be three (3) minutes time the number of potential endorsees for that race.

- 367 Each question may last up to fifteen (15) seconds, and each answer may last up to thirty (30)
368 seconds.
- 369 b. The motions will then be debated and voted upon in the order in which they were made, starting with
370 the Executive Board motion(s). Up to four (4) speakers, alternating pro (two) and con (two), will be
371 allowed. Each speaker may take up to thirty (30) seconds. If no one requests recognition to speak
372 against the motion after the first pro speaker has spoken, then debate will be closed, and the vote
373 taken. This sequence of "debate and vote" will be followed for each of the motions, in turn.
- 374 c. If more than one individual receives a three-fifths (3/5) vote, the result is a multiple endorsement. If
375 only one individual is endorsed, it is a sole endorsement. If no individual is endorsed, motions for
376 multiple endorsements will then be in order, and the same procedures for "debate and vote" (Sec. 5B
377 above) will be followed.

378 **Section 7.** Only the Executive Board or a member of the 32nd Legislative District Democratic Organization
379 may make a motion for endorsement or a motion for a position on a ballot issue.

380 **Section 8.** Members may debate a motion for positions on ballot measures, alternating pro and con.
381 Questions and answers may be allowed. Debate may be closed by a vote of two-thirds (2/3) of the members
382 present and voting.

383 **Section 9.** Sections 1 through 7 of this Standing Rule also apply to motions for "revocation of endorsement"
384 and "rejection of endorsement."

385 **Section 10.** The organization shall support and publicize its endorsements and positions in ways that it
386 deems appropriate. The District organization's literature-distributions system will be available only for
387 endorsed candidates and endorsed ballot issues.
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389 **Standing Rule 3: Endorsement Committee**

391 **Section 1.** The Executive Board shall appoint an Endorsement Committee from among volunteers from the
392 general membership. Executive Board members may serve as Endorsement Committee members, but no
393 more than one-half of the committee members can also be Executive Board members. Appointees must be
394 ratified by majority vote at the next regularly scheduled General Membership meeting following their
395 appointment. The Endorsement Committee shall consist of at least five (5) members.

396 **Section 2.** The Endorsement Committee shall send a letter to Democratic candidates and candidates for
397 nonpartisan office who will be on the ballot in the 32nd Legislative District for a given election.
398 The letter shall ask if the candidate is interested in seeking our endorsement and shall include the provisions
399 of Standing Rule 3 Endorsement Committee, Sections 4 and 5, and any other information the Committee
400 wished to furnish. The Committee shall keep a record of letters sent and responses received and shall begin
401 to schedule interview meetings as soon as possible.

402 **Section 3.** Only candidates who will be on the ballot for the 32nd Legislative District can be endorsed.

403 **Section 4.** Every congressional, legislative, and local candidate who wants the endorsement of the 32nd
404 Legislative District Democratic Organization must, during the year in which endorsement is sought, appear in
405 person at an interview meeting of the Endorsement Committee that is announced to the membership and is
406 open to all members of the District. Prior to the interview meetings, the Endorsement Committee, the
407 Executive Board, or the general membership, by majority vote (present and voting), may waive the interview
408 requirement. The Executive Board may overrule the Endorsement Committee with a majority vote. The
409 general membership, by two-thirds (2/3) vote, may overrule the Endorsement Committee and/or the Executive
410 Board, as regards a candidate interview waiver. The requirements of the paragraph may be suspended at an
411 endorsement meeting by a vote of not less than 2/3 of the members present and voting, not counting
412 abstentions.

413 **Section 5.** At Endorsement Committee interview meetings, Democratic candidates will be given time to
414 present reasons for endorsement, to be followed by time for questions for the floor, with time for response by
415 the candidates. The amount of time to be allotted for each will be set by the committee depending upon the
416 time available.

417 **Section 6.** The Endorsement Committee shall hold at least one interview meeting with Democratic candidates
418 seeking the endorsement of the 32nd Legislative District Democratic Organization, and as many more
419 meetings as it deems necessary to accommodate all the candidates requesting endorsement, prior to the
420 Endorsement Meeting of each year. In addition, the Endorsement Committee will make every effort to
421 schedule a candidate forum, open to the public, for candidates running for open seats.

422 **Section 7.** The Endorsement Committee shall develop a list of questions appropriate to each office to be
423 asked of candidates during interviews, and may ask candidates to submit copies of questionnaires they have
424 filled out for other organizations. It shall keep a file on each candidate who appears during the year, their
425 positions on issues, their responses to questions, and any other pertinent information they can gather.

426 General members should be asked to contribute to the files throughout the year; all of the information shall be
427 available to the membership prior to endorsements. Individual files shall be saved form year to year to the
428 extent practicable and useful.
429

430 **Standing Rule 4: Policy for Reduction of Dues for Those with Limited Income**
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432 **Section 1.** All reduction in dues, installment-payment arrangements, and volunteer time or in-kind
433 contributions in lieu of dues shall be at the discretion of the Chair or of the Vice-Chair.

434 **Section 2.** The Chair (or Vice Chair) shall be responsible for making the proper notification to the Treasurer
435 and Membership Officer for new members covered under this Standing Rule.
436

437 **Standing Rule 5: Policy and Procedures Regarding Membership Lists**
438

439 **Section 1.** All membership lists/rosters containing the names, precinct, addresses and phone numbers of all
440 PCOs and all dues-paying members shall be confidential and for sale only to members of the 32nd Legislative
441 District Democratic Organization. Upon request, lists in the form of one- time use labels, containing only the
442 names and addresses, shall be for sale to Candidate and Ballot Campaigns that have been endorsed by the
443 membership. Membership lists for members are solely for the private use of the members of the 32nd
444 Legislative District Democratic Organization. Members of the Executive Board may have access to
445 membership information, without any charge, for carrying out the duties of their office.

446 **Section 2.** The Executive Board shall set the sale price for any membership lists. The price to members shall
447 be nominal, essentially the cost of producing the list. The price to Candidate and Ballot Campaigns shall
448 reflect the political value.

449 **Section 3.** Members may obtain a copy of the list by contacting the Membership Officer in advance and
450 requesting that a copy of the list be available for sale at the next District Meeting. Members may also request
451 a copy of the membership list by mail by sending a request along with the fee to the Membership Officer, who
452 will verify membership before mailing the list.

453 All membership lists will include the following statement: This membership list is published by the 32nd
454 Legislative District Democratic Organization, State of Washington. It is solely for the private use of members
455 of the 32nd Legislative District Democratic Organization. It is not to be reproduced, nor is it intended for
456 publication or commercial solicitation by any means, public or private.

457 Campaign requests for labels must be approved by the Executive Board. When approved and upon
458 confirmation of the receipt of the required fee, the Membership Officer will provide the labels.

459 **Section 4.** Opportunity shall be given to non-PCO members to omit their address and/or telephone number
460 from said lists/rosters by marking the appropriate box on the membership form or providing a written request,
461 to the Membership Officer, at any time, to have their address and phone number omitted from the
462 membership list/roster.
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464 **Standing Rule 6: Policy and Procedures Regarding Meeting Programs**
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466 **Section 1.** All programs scheduled for meeting of the District organization will begin no later than 7:30p.m.,
467 thirty (30) minutes after the meeting is called to order.

468 **Section 2.** No programs will be scheduled for any General-membership meeting where any of the following
469 items are on the Agenda: approval of the Annual Budget or major budget adoption/changes; endorsements;
470 or adoption of Bylaws amendments.
471

472 **Standing Rule 7: Policy and Procedures for the Website**
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474 **Section 1.** A web site may be established to disseminate information to the membership, to publish the views
475 of the 32nd Legislative District Democratic Organization, and to support endorsed candidates and elected 32nd
476 Legislative District Democratic officials.

477 **Section 2.** A Technical Committee appointed by the Chair and approved by the membership will provide web
478 site overview. The Technical Committee shall have three or more members, including the District Chair and
479 the Technical Coordinator. Decisions of the technical committee can be overridden by the Executive Board or
480 by the membership. At least three members of the Technical committee will have the password to the web
481 site and will be trained to make modifications.

482 **Section 3.** The goal for website content includes a copy of the Bylaws, Standing Rules, Platform &
483 resolutions, contact information for officers and for elected Democratic Officials, notices and agendas for
484 upcoming 32nd LDDO meetings and other events, meeting minutes, archived newsletters, links to web pages
485 of elected Democratic Officials and endorsed candidates, initiatives and propositions.

486 **Section 4.** The goal for the meeting minutes and agendas will be to publish them within two days after being
487 made available. Every effort will be made to publish meeting minutes and resolutions in some form that
488 cannot be readily edited and for which the software to access the document is readily and freely available.