

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

Amended January 12, 2011

## **Contents**

### **Preamble**

#### **Article II – Name**

#### **Article II - Policy**

Article 2.1 - Authority

Article 2.2 - Policy

#### **Article III – Membership and Dues**

Article 3.1 - Precinct Committee Officers

Article 3.2 – General Members

Article 3.3 – Associate Members

Article 3.4 – Dues

#### **Article IV - Officers, Executive Board, and Committees**

Article 4.1 – Elected Officers

Article 4.2 – Appointed Officers

Article 4.3 - Duties and Responsibilities

Article 4.4 – Executive Board

Article 4.5 - Vacancies

Article 4.6 – Other Committees

#### **Article V - Election and Ratification of Officers**

Article 5.1 - Notice

Article 5.2 - Nomination

Article 5.3 – Signed Ballot

Article 5.4 – Order of Election

Article 5.5 – Establishing a Majority

Article 5.6 – Ratification

Article 5.7 – Additional Procedures

#### **Article VI - Recall of Officers**

Article 6.1 – Starting the Process

Article 6.2 – Notice to Members

Article 6.3 – Debate and Removal Vote

#### **Article VII – Meetings**

Article 7.1 – Regular Meetings

Article 7.2 – Special Meetings

Article 7.3 - Quorum

Article 7.4 - Proxies

Article 7.5 – Debatable Motions

Article 7.6 – Questions and Feedback

#### **Article VIII – Precinct Committee Officers**

Article 8.1 - Petition

Article 8.2 – Approval

Article 8.3 – Recommendation

Article 8.4 - Public Knowledge

#### **Article IX – Endorsements**

Article 9.1 – Endorsement Procedures

Article 9.2 – Early Endorsement

Article 9.3 – Financial Support

#### **Article X – Finances**

Article 10.1 – Disbursements

Article 10.2 – General Operations Fund (Non-exempt account)

Article 10.3 – Campaign Fund (Exempt Account)

#### **Article XI – Amending the Bylaws**

Article 11.1 – Notice

Article 11.2 – Limitations

#### **Article XII – Written Notice**

#### **Article XIII – Voting**

Article 13.1 – Method

Article 13.2 – Written Ballots

Article 13.3 – Secret Votes

#### **Article XIV – Parliamentary Authority**

1 **Preamble**

2 This organization is dedicated to the development and promotion of the ideals of the  
3 Democratic Party and to increasing the interest and participation of the residents of this  
4 district and King and Snohomish Counties in their government. We establish these bylaws  
5 for the conduct of our business to achieve these goals.

6

7 **Article I - Name**

8

9 The name of this organization shall be the 32nd Legislative District Democratic  
10 Organization.

11

12 **Article II - Policy**

13

14 **Section 2.1. Authority**

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

19

20 **Section 2.2. Policy**

21 It shall be the policy of this organization to contribute to the growth, development, and  
22 influence of the Democratic Party and to increase Party responsibility by guaranteeing  
23 maximum participation, equal representation, and equal treatment of all in support of  
24 endorsed Democratic issues and Democratic Candidates.

25

26 **Article III - Membership and Dues**

27

28 **Section 3.1. Precinct Committee Officers (PCOs)**

29 All Democratic elected and appointed Precinct Committee Officers-who reside in the 32nd  
30 Legislative District are automatically members of the 32nd Legislative District Democratic  
31 Organization, with full voting rights.

32

33 **Section 3.2 General Members**

34 **A)** All residents of the 32nd Legislative District who are registered voters and declare  
35 themselves to be Democrats may become General members of this organization upon  
36 payment of dues, or upon waiver of dues by the District Chair.

37

38 **B)** General members shall be eligible to vote and run for office as specified by these bylaws  
39 twenty-eight (28) days after payment or waiver of dues, or for those who were members  
40 during the previous year, immediately upon payment of dues if payment is made within the  
41 first quarter of the current year.

42

43 **C)** All elected officials serving in the Washington State Legislature, the United States  
44 Congress, or an elected Statewide Official in Washington State, and declares themselves to  
45 be a Democrat and resides in the 32<sup>nd</sup> Legislative District shall be a General member of this  
46 organization.

47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92

**Section 3.3. Associate Members**

Associate members are those persons who pay dues but who are not eligible for General membership. Upon payment of dues, they shall be given the privilege of participating in debate, serving on committees, and receiving the District Newsletter. They shall not have the right to run for District Office, serve on the Executive Board, make or second motions, nor to vote.

**Section 3.4 Dues**

The annual dues shall be established by a majority vote of the elected, appointed, and acting PCOs at the first meeting of this organization during the calendar year. Annual dues cover a calendar year. The fee structure shall include a limited-income dues structure

**Article IV - Officers, Executive Board, and Committees**

**Section 4.1 Elected Officers**

Elected Officers of this organization shall consist of the following:

**A) Elected by PCOs only:** The following officers must either be elected or appointed PCOs residing in their service precinct or have previously been a Democratic PCO for at least two (2) full years prior to election. The requirement of being an elected or appointed PCO or have previously been a Democratic PCO for at least two (2) full years prior to election may be waived by a three-fourths (¾) vote of the PCOs present and voting.

Chair

1<sup>st</sup> Vice Chair, to reside in a different county than the Chair

2<sup>nd</sup> Vice Chair

Female KCDCC Executive Board Delegate

Male KCDCC Executive Board Delegate

Female SCDCC Executive Board Delegate

Male SCDCC Executive Board Delegate

Female KCDCC Executive Board Alternate

Male KCDCC Executive Board Alternate

Female SCDCC Executive Board Alternate

Male SCDCC Executive Board Alternate

**B) Elected by PCOs only:** All PCOs and General members may be elected to the following

District offices:

State Committeeman

State Committeewoman

**C) Elected by PCOs and General Members:** All PCOs and General members may be

elected to the following District Offices:

Secretary

Treasurer

93 **D) Elected by their organization**  
94 Mary Arkwright Hutton Chapter, Washington Federation of Democratic Women  
95

96 **Section 4.2. Appointed Officers**

97 The District Chair may appoint the following officers, who shall be ratified by a majority  
98 vote of the members present and voting at a District reorganization of general membership  
99 meeting:

- 100  
101 Chairs of standing Committees, who are voting members of the Executive Board  
102 A Sergeant at Arms, who is an ex officio member of the Executive Board  
103 A Parliamentarian, who is an ex officio member of the Executive Board  
104

105 **Section 4.3. Duties and Responsibilities**

106 **A)** The Chair and delegates to the State and County organizations may be instructed by a  
107 two-thirds majority of those present and voting as to how they are to vote and then must  
108 vote accordingly.  
109

110 **B)** A list of duties and responsibilities for each of the District Officers listed in Sections 4.1  
111 and 4.2 of this Article shall be adopted and periodically reviewed by the Executive Board. A  
112 copy of this list shall be maintained on the District's website. The Secretary shall make  
113 available a current copy of this list of Duties and Responsibilities to any member of the  
114 organization, upon request.  
115

116 **Section 4.4. Executive Board**  
117

118 **A) Voting members.** The voting members of the Executive Board shall consist of the  
119 elected officials in Sections 4.1 and 4.2 of this Articles, as well as any KCDCC, SCDDD,  
120 Washington State Democratic Central Committee (WSDCC) or Democratic National  
121 Committee (DNC) Officer residing in the 32<sup>nd</sup> Legislative District. The principle of "one  
122 person – one vote" shall pertain.  
123

124 **B) Ex Officio Members** The Parliamentarian and Sergeant-at-Arms are ex officio members  
125 of the Executive Board, with the right to debate, but not right to vote or make or second  
126 motions during Executive Board meetings.  
127

128 **C) Meetings.** The Executive Board shall meet once a month at the Call of the Chair. Any  
129 member of the District may attend, but participation in discussion will only be with the  
130 consent of the majority of the voting members of the Board present. When possible, notice  
131 of the meeting shall be published in the District Newsletter.  
132

133 **D) Quorum** A quorum of the Executive Board shall be 7 voting members; any KCDCC,  
134 SCDDCC, SCC, or DNC officers (as noted in Section 4.4.a of this Article) shall have no effect on  
135 quorum by their presence or absence unless they are also a member of the Executive  
136 Board.  
137

138 **E) Methods of Voting.** A vote of the Executive Board by email or phone may be taken for

139 timely issues. A majority of all voting members of the Executive Board is required for an  
140 email/phone vote to pass. The Secretary will record this vote as an addendum to the next  
141 Executive Board Meeting Minutes.

142

#### 143 **Section 4.5. Vacancies**

144

145 **A)** If any member of the Executive Board, except those members described in Section  
146 4.4.a of this Article, fails to attend three (3) consecutive meetings of the Executive Board  
147 without previously giving notice of intended absence to the Chair or to the Secretary, that  
148 Office may be declared vacant by majority vote of the Executive Board, in which case the  
149 Chair shall either call for an election or make a replacement appointment to fill the vacancy,  
150 in accordance with the provisions of these Bylaws and Standing Rule 1 Election Procedures.

151

152 **B)** In the event of a vacancy in any elected Executive Board member because of  
153 resignation, removal, death, or any other cause, the vacancy shall be filed following the  
154 procedures of Article V, by vote of elected and appointed PCOs for the offices listed in  
155 Article IV, Sections 4.1.a and 4.1.b2, and by vote of eligible members for offices listed in  
156 Article IV, Section 4.1.c. All members shall be given at least ten (10) days' written or e-mail  
157 notice of special elections.

158

#### 159 **Section 4.6. Other Committees**

160 The Chair shall serve as an ex officio voting member of all committees.

161

##### **A) Standing Committees:**

162

Membership

163

Programs

164

Legislative Action

165

Campaigns

166

Correspondence

167

Community Service

168

Fundraising

169

Technology

170

Affirmative Action

171

Young Democrats

172

##### **B) Ad hoc Committees**

173

The Chair or the Executive Board may establish additional committees to carry out  
174 such duties and have such powers as the Chair or the Executive Board may  
175 establish.

176

### 177 **Article V - Election and Ratification of Officers**

178

#### 179 **Section 5.1. Notice**

180 All members shall be notified in writing or electronically by e-mail at least ten (10) days in  
181 advance of any meeting at which officers will be elected or ratifies.

182

#### 183 **Section 5.2. Nominations**

184 Nominations will be made from the floor.

185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230

**Section 5.3. Signed Ballot.**

Voting shall be by signed ballot for officers in Article IV Section 4.1 (a)(b) and (c), unless by acclamation. The ballots shall be a matter of public record for a minimum of thirty (30) days and will be kept at KCDCC and or SCDCC headquarters.

**Section 5.4. Order of Election**

The nominations and election for each office shall be held one at a time, as listed in Article IV, Section 4.1, followed by ratification votes for those offices listed in Article IV, Section 4.2.

**Section 5.5. Establishing a Majority**

Elections shall be decided by a majority of those eligible to vote who are present and voting. If no candidate has a majority on the first ballot, the candidate with the fewest votes will be dropped. The same rule shall apply on each succeeding ballot until a candidate receives a majority.

**Section 5.6. Ratification**

Officers subject to ratification shall be elected by a majority of those eligible to vote who are present and voting.

**Section 5.7. Additional Procedures**

Additional procedures are provided in “Standing Rule 1 - Election Procedures.”

**Article VI - Recall of Officers**

**Section 6.1. Starting the Process.**

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

**Section 6.2. Notice to Members.**

A) The motion to Recall must include a written Recall Petition, stating the person to be recalled and the precise reason(s) for seeking the recall and bearing the signatures of at least ten percent (10%) of the current PCOs (for offices listed in Article IV, Sections 4.1.a and 4.1.b 2) or of the current membership (for offices listed in Article IV, Sections 4.1.c and 4.2). The petition must be filed with the Chair or, if the Chair is the subject of the recall, with the 1<sup>st</sup> Vice Chair or the Secretary.

B) The Chair shall appoint someone to verify the signatures on the petition, unless the Chair is the subject of the recall. If the Chair is the subject, the Chair and the 1<sup>st</sup> Vice Chair shall jointly appoint someone to do the verification.

**Section 6.3. The Debate and Removal Vote.**

231 **A)** The District Chair shall preside over the debate unless the Chair is the subject of the  
232 motion, in which case the 1<sup>st</sup> Vice Chair shall preside. The Chair presiding over the meeting  
233 during the recall debate and removal vote shall appoint a credentials chair, a timekeeper,  
234 and a tally committee.

235  
236 **B)** The pros and cons shall have five (5) minutes each to debate the motion. The time and  
237 speakers shall be allocated by the maker of the motion for the pro side and by the subject of  
238 the recall on the con side.

239  
240 **C)** Questions from the floor will be allowed for a maximum total of six (6) minutes. No  
241 question shall last longer than thirty (30) seconds, and no answer shall last longer than one  
242 (1) minute.

243  
244 **D)** Before the vote for removal is taken, the credentials chair will report the total number of  
245 PCOs or voting members present. Voting shall be by signed ballot for offices listed in Article  
246 IV, Sections 4.1.a and 4.1.b; otherwise unsigned written ballots may be used, unless twenty  
247 percent (20%) of those present and eligible to vote request a signed ballot. The ballots are  
248 to be retained for a minimum of thirty (30) days and are to be open to inspection by the  
249 Democratic PCOs of the 32nd Legislative District.

250  
251 **E)** A vote of two-thirds (2/3) of the eligible members present and voting for the office  
252 (abstentions not counting) is required to pass a Motion to Recall.

253  
254 **Article VIII - Meetings**

255  
256 **Section 7.1. Regular Meetings**

257  
258 **A)** The Executive Board shall fix the time and place for a regular monthly District general  
259 meeting, which shall be publicized in the District's newsletter.

260  
261 **B)** A future meeting may be cancelled by a majority vote of the members present and  
262 voting at a prior meeting.

263  
264 **C)** The agenda of the regular meeting may consist of, but not be limited to, the following:

- 265 Call to Order
- 266 Flag Salute
- 267 Reports
- 268 Unfinished Business
- 269 New Business
- 270 Good of the Order
- 271 Adjournment

272  
273 **Section 7.2. Special Meetings**

274 Special meetings will be called when approved by a majority of the Executive Board  
275 present, or by written petition of ten percent (10%) of all PCOs. Members shall be notified  
276 by mail or e-mail as to the date, time, place, and purpose of the meeting at least ten (10)

277 days prior to the meeting.

278

279 **Section 7.3. Quorum**

280 At all regular or special meetings, twenty percent (20%) of all members, or twenty (20)  
281 members shall constitute quorum, whichever is less. For votes limited to PCOs, twenty  
282 percent (20%) of all PCOs present and voting shall constitute a quorum.

283

284 **Section 7.4. Proxies**

285 Proxies shall not be valid.

286

287 **Section 7.5 Debatable Motions**

288 The following motions are debatable to the extent that the maker of the motion and one  
289 opposing speaker must be given the opportunity to speak on the motion, with the maker of  
290 the motion having the choice of opening or closing debate:

291

292 Limit debate

293 Extend debate

294 Table (Lay on the Table)

295 Previous Question

296 Suspend the Rules

297

298 **Section 7.6. Questions and Feedback**

299

300 **A)** Following each address by an invited speaker, members shall have the opportunity  
301 to ask questions and to rebut statements by the invited speaker or other persons present  
302 and, in general, to express his or her views. Any speaker or candidate wishing to speak  
303 shall be apprised of this Section by a member of the Executive Board.

304

305 **B)** Members shall have an opportunity to question any candidate for election to public  
306 office or party office who is seeking endorsement or election from our District.

307

308 **Article XIII - Precinct Committee Officers**

309

310 **Section 8.1. Petition**

311 **A)** Candidates for appointed or acting PCO must present to the Chair a petition in support  
312 of their appointment signed by at least ten (10) persons who are registered voters in the  
313 precinct they wish to represent unless the precinct contains fewer than one-hundred (100)  
314 registered voters, then at least ten percent (10%) of the registered voters must have signed  
315 the petition.

316

317 **B)** Candidates for appointed or acting PCO must be a General member of the organization  
318 before approval of the petition.

319

320 **Section 8.2. Approval**

321 Approval of persons as qualified for appointed and acting PCOs shall be by majority vote of  
322 the incumbent PCOs present and voting at a regular meeting.

323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368

**Section 8.3. Recommendations**

The organization may, by a two-thirds (2/3) vote of the PCOs present and voting at a regular meeting, temporarily delegate to the Executive Board for the following month the power of recommendations to the County Chair(s) for appointed and acting PCOs. (Such delegation of this power is appropriate for situations such as meeting precinct-caucus deadlines.)

**Section 8.4 Public Knowledge**

**A)** The identity and contact information for all PCOs and other officers of the organization shall be public information.

**B)** The organization shall create an email or email alias for any PCO or officer who requests one.

**Article IX - Endorsements**

**Section 9.1. Endorsement Procedures**

Endorsement procedures shall be approved by a majority vote of the members present and voting, all members having been notified in writing at least ten (10) days in advance of the meeting. Sixty percent (60%) of the members present and voting (excluding abstentions) who are eligible to vote shall be required to endorse.

**Section 9.2. Early Endorsement**

No endorsement of a candidate shall occur before the close of candidate filing except when notice is provided in the District Newsletter before the General-membership or is provided by first-class mail or e-mail postmarked at least ten (10) days before the meeting when such an endorsement is proposed. If the meeting is to be held before the close of filing, a two-thirds (2/3) vote of the members present and voting (excluding abstentions) shall be required for endorsement.

**Section 9.3. Financial Support**

This organization may give financial support only to candidates, propositions, and ballot issues that have been endorsed by the organization.

**Article X - Finances**

**Section 10.1. Disbursements**

All disbursements of funds shall be made by check or check card. The Treasurer must be informed of all disbursements not made under her/his signature within twenty-four (24) hours, and the Treasurer cannot disburse funds to herself/himself. The books shall be independently examined prior to reorganization and following a change in the office of Treasurer.

**Section 10.2. General Operations Fund (Non-exempt account).**

The Executive Board shall prepare an annual operating budget for the approval of the

369 membership by the March General-membership meeting. Any proposed expenditure of  
370 \$100 or more above the total amount that is budgeted for any approved line item of the  
371 operations budget must be presented to the membership before the expenditure is made.  
372 All other expenditures from this budget only require approval of a majority of the  
373 Executive Board and a report to the membership. Special expenditures must be approved  
374 by a majority of the members present and voting at a regular meeting.

375  
376 **Section 10.3. Campaign Fund (Exempt Account).**

377 All disbursements must be approved by a majority of the members present and voting at a  
378 General-membership meeting, with the following exception: during the interval between  
379 the last General-membership meeting scheduled before a Primary or General Election and  
380 the election itself, the Executive Board can authorize the disbursement of funds by a  
381 majority of its members present and voting.

382  
383 Checks must be signed by two of the persons authorized to sign for this account.

384  
385 **Article XI - Amending the Bylaws**

386  
387 **Section 11.1. Notice**

388 Members must be given written notice of proposed Bylaws changes at least ten (10) days in  
389 advance of the meeting at which changes are to be voted upon.

390  
391 **Section 11.2. Limitations**

392 These Bylaws not under jurisdiction of the King County Democratic Central Committee  
393 (KCDCC), Snohomish County Democratic Central Committee (SCDCC), State and National  
394 Party charters and/or bylaws, and applicable state laws, may be amended by two-thirds  
395 (2/3) vote of the PCOs present and voting at a meeting designated for considering the  
396 proposed changes.

397  
398 **Article XII - Written Notice**

399  
400 An announcement clearly placed in the District Newsletter or via email to those members  
401 with email addresses on file and via USPS to those members without an email address on  
402 file will be considered to be written notice for the purpose of these Bylaws. The date of the  
403 postmark or postal receipt or email counts as the first day of the required advance-  
404 notification period.

405  
406 **Article XIII - Voting**

407  
408 **Section 13.1. Method**

409 All voting - whether at Executive Board meetings, special meetings, committee meetings,  
410 general meetings, or any other meeting - shall be by a show of hands or raised credential  
411 unless a written ballot is called for.

412  
413 **Section 13.2. Written Ballots**

414 If written ballots are used, each person who votes must sign and print his or her name

415 legibly on the ballot. Any ballot without this endorsement by the voter will be invalid and  
416 will not be counted in the tally.

417

418 **Section 13.3. Secret Votes**

419 There shall be no secret votes cast by any means, by any person, for any purpose  
420 whatsoever.

421

422 **Article XIV - Parliamentary Authority**

423

424 The affairs and meetings of this organization except as otherwise specifically provided by  
425 the rules adopted, or as provided by the bylaws and rules of the KCDCC, and SCDCC shall be  
426 governed by Robert's Rules of Order, Newly Revised.