

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

1 ARTICLE I. INTRODUCTION

2 *A. Name of organization*

3 The name of this organization is “The Snohomish County Democratic Central Committee.”

4 *B. Statement of the purpose of organization*

5 The purpose of this organization is the following:

- 6 • Provide a means of civic engagement for all residents in democratic government for the
7 development of leadership.
- 8 • Maintenance of strong Democratic Party responsibility.
- 9 • Advancement of Democratic Party ideas and ideals in conformance with the platforms adopted
10 by the Democratic Conventions for Snohomish County, Washington State, and the Democratic
11 National Committee Convention.
- 12 • Support duly nominated Democratic candidates.

13 *C. Authority*

14 The authority for the powers designated in these by-laws comes from Chapter 29A.80 of the Revised
15 Code of Washington.

16 *D. Definitions*

17 The following definitions apply throughout these by-laws:

- 18 • Central Committee. The Snohomish County Democratic Central Committee.
- 19 • Chair. The chair of the Snohomish County Democratic Central Committee, unless otherwise
20 modified (“committee chair,” for example).
- 21 • County. Snohomish County, Washington.

22 ARTICLE 2. CENTRAL COMMITTEE

23 SECTION 2.01 MEMBERSHIP

24 *A. Composition*

25 The Central Committee membership consists of the General Members and of elected and appointed
26 Democratic precinct committee officers from the county.

27 *B. Membership Types*

28 These are the types of membership:

- 29 • General Party Membership in the Snohomish County Democratic Party is open to any person
30 that meets all of the following:
 - 31 • A registered voter residing in Snohomish County.
 - 32 • Publicly supports the principles and goals of the Democratic Party.
 - 33 • Wishes to be known as a Democrat.

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- 34 • Supports the work of the Democratic Party in Snohomish County at a level or manner
- 35 specified in rules established by the Central Committee.
- 36 • Paid dues, amount of which is established by the Executive Board.
- 37 • Precinct Committee Officer membership meets all of the following:
- 38 • A registered voter representing a precinct in the county of the Snohomish County
- 39 Democratic Central Committee.
- 40 • Resides in the precinct represented.
- 41 • Elected or appointed in accordance with state law at the general election held in an even-
- 42 numbered year.

43 *C. Precinct Committee Officer Vacancies*

44 A vacancy in a precinct committee officer position may be created as follows:

- 45 • Resignation.
- 46 • A precinct committee officer may submit a written resignation to the chair for any
- 47 reason.
- 48 • Change in Legal Residence.
- 49 • If there is a change in legal residence outside the precinct by a precinct committee
- 50 officer, the chair declares that position vacant. Before declaring the position vacant, the
- 51 chair gives the precinct committee officer whose residency is in question written notice to
- 52 provide satisfactory evidence of legal residency in the precinct within 30 days or risk losing
- 53 the position.
- 54 • Exception: The chair does not declare a position vacant if an official change in the
- 55 boundary lines of a precinct causes a precinct committee officer to have legal residence
- 56 outside the precinct. That precinct committee officer may continue to serve that precinct
- 57 until the next precinct committee officer election.

58 *D. Filling of Vacancies*

59 The Chair may appoint a registered voter residing in a vacant precinct to be the precinct committee
60 officer following these bylaws and rules established by the Central Committee. Appointed PCOs shall be
61 notified within seven days of appointment.

62 No precinct committee officer may be appointed between the precinct committee officer election and
63 the election of the new Chair at the reorganization meeting.

64 *E. Members*

65 Members may be removed in accordance with Robert's Rules section 61-63.

66 SECTION 2.02 OFFICERS

67 SECTION 2.02.01 CHAIR

68 *A. METHOD OF SELECTION*

69 The Central Committee elects the Chair at the reorganization meeting.

70 *B. Duties*

71 The Chair does the following:

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- 72 • Directs the affairs of this organization as its chief executive officer.
- 73 • With the Finance Committee Chair, submits a budget for the ensuing biennium to the Executive
- 74 Board for acceptance during the calendar quarter following county reorganization.
- 75 • Serves as the presiding officer of the Central Committee.

76 *C. Order of Succession*

77 The first vice Chair becomes the Chair if there is a permanent vacancy in the office.

78 In case of the temporary absence from the county or disability of the Chair, the following is the order of

79 succession to preside over meetings until the Chair is able to resume in the office:

- 80 1. First Vice Chair
- 81 2. Second Vice Chair
- 82 3. State committee representatives, in alphabetical order of family name.
- 83 4. Corresponding secretary
- 84 5. Recording secretary
- 85 6. Treasurer

86 *D. Method of Removal*

87 The Executive Board may recommend removal to the Central Committee for any of the following

88 reasons:

- 89 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings,
- 90 without prior written notification to the First Vice Chair.
- 91 • Unexcused absences from five (5) regularly scheduled meetings during any calendar year,
- 92 without prior written notification to the First Vice Chair.
- 93 • Dereliction of duty.

94 Follow Section 4.01 if the Executive Board votes to recommend removal.

95 SECTION 2.02.02 FIRST VICE CHAIR

96 *A. METHOD OF SELECTION*

97 The Central Committee elects the First Vice Chair at the reorganization meeting. A person elected to this

98 office must identify as a gender other than that of the Chair.

99 *B. Duties*

100 The First Vice Chair performs such duties as generally pertain to such office or as may be assigned by the

101 Chair.

102 *C. Method of Replacement*

103 The Second Vice Chair becomes the First Vice Chair if there is a permanent vacancy in the office,

104 regardless of gender.

105 If there is a vacancy in the Second Vice Chair office at the same time, an election at the next Central

106 Committee meeting replaces a vacancy in this office. Notice of this election must be given when calling

107 the meeting. If there is insufficient time for due notice, the election waits until the following Central

108 Committee meeting.

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109 *D. Method of Removal*

110 The Executive Board may take a vote recommending removal to the Central Committee for any of the
111 following reasons:

- 112 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings,
113 without prior written notification to the Chair.
- 114 • Unexcused absences from five (5) regularly scheduled meetings during any calendar year,
115 without prior written notification to the Chair.
- 116 • Dereliction of duty.

117 Follow Section 4.01 if the Executive Board votes to recommend removal.

118 SECTION 2.02.03 SECOND VICE CHAIR

119 *A. METHOD OF SELECTION*

120 The Central Committee elects the Second Vice Chair at the reorganization meeting. The Second Vice
121 Chair may serve regardless of gender.

122 *B. Duties*

123 The Second Vice Chair performs such duties as generally pertain to such office or as may be assigned by
124 the Chair.

125 *C. Method of Replacement*

126 An election at the next Central Committee meeting replaces a vacancy in this office. Notice of this
127 election must be given when calling the meeting. If there is insufficient time for due notice, the election
128 waits until the following Central Committee meeting.

129 *D. Method of Removal*

130 The Executive Board may take a vote recommending removal to the Central Committee for any of the
131 following reasons:

- 132 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings,
133 without prior written notification to the Chair.
- 134 • Unexcused absences from five (5) regularly scheduled meetings during any calendar year,
135 without prior written notification to the Chair.
- 136 • Dereliction of duty

137 Follow Section 4.01 if the Executive Board votes to recommend removal.

138 SECTION 2.02.04 RECORDING SECRETARY

139 *A. METHOD OF SELECTION*

140 The Central Committee elects the Recording Secretary at the reorganization meeting.

141 *B. Duties*

142 The Recording Secretary does the following:

- 143 • Takes all meeting minutes of the Central Committee. Keeps all the minutes and the formal
144 reports of the officers and committees.
- 145 • Maintains the records of proposed and approved Resolutions.

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- 146 • Maintains a roll of the Central Committee Membership; including the official record of the
147 elected and appointed Precinct Committee Officers.
- 148 • Maintains the content of databases; including records of the Snohomish County Democrats'
149 Membership, elected officials and donors.
- 150 • Maintains official documents and records on the website (if it exists) in a timely manner, or
151 within 10 days.
- 152 • Serves on the Communications Committee.

153 *C. Method of Replacement*

154 The following is how a replacement for the Recording Secretary is chosen:

- 155 • Permanent Opening. The Chair appoints a replacement. A majority of the Executive Board
156 confirms this appointment. The Central Committee ratifies this appointment at its next meeting
157 following the appointment.
- 158 • Temporary Absence. In case of the absence of the recording secretary at a meeting, the
159 presiding officer appoints a person to record minutes.

160 *D. Method of Removal*

161 The Executive Board may take a vote recommending removal to the Central Committee for any of the
162 following reasons:

- 163 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings,
164 without prior written notification to the Chair.
- 165 • Unexcused absences from five (5) regularly scheduled meetings during any calendar year,
166 without prior written notification to the Chair.
- 167 • Dereliction of duty.

168 Follow Section 4.01 if the Executive Board votes to recommend removal.

169 SECTION 2.02.05 CORRESPONDING SECRETARY

170 *A. METHOD OF SELECTION*

171 The Central Committee elects the Corresponding Secretary at the reorganization meeting.

172 *B. Duties*

173 The corresponding secretary does the following:

- 174 • Processes all incoming and outgoing mail, as directed by the Chair, and in a timely manner or
175 within 10 days. This office maintains complete records of all correspondence sent by and for the
176 Central Committee.
- 177 • Serves as Communications Committee Chair.
- 178 • Notifies appointed PCOs of their appointment within 7 days of appointment.

179 *C. Method of Replacement*

180 The Chair appoints a replacement. A majority of the Executive Board confirms this appointment. The
181 Central Committee ratifies this appointment at its next meeting following the appointment.

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182 *D. Method of Removal*

183 The Executive Board may take a vote recommending removal to the Central Committee for any of the
184 following reasons:

- 185 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings,
186 without prior written notification to the Chair.
- 187 • Unexcused absences from five (5) regularly scheduled meetings during any calendar year,
188 without prior written notification to the Chair.
- 189 • Dereliction of duty.

190 Follow Section 4.01 if the Executive Board votes to recommend removal.

191 SECTION 2.02.06 STATE COMMITTEE REPRESENTATIVE

192 *A. METHOD OF SELECTION*

193 The Central Committee elects State Central Committee Representatives in accordance with the State
194 Democratic Party Charter and Bylaws at the reorganization meeting.

195 *B. Duties*

196 The State Committee Representatives are the liaison officers between this organization and the
197 Washington State Democratic Central Committee.

198 *C. Method of Replacement*

199 An election at the next Central Committee meeting replaces a vacancy in this office. Notice of this
200 election must be given when calling the meeting.

201 If there is insufficient time for due notice, the election waits until the following Central Committee
202 meeting.

203 *D. Method of Removal*

204 The Executive Board may take a vote recommending removal to the Central Committee for any of the
205 following reasons:

- 206 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board
207 meetings, without prior written notification to the Chair.
- 208 • Unexcused absences from five (5) regularly scheduled meetings during any calendar
209 year, without prior written notification to the Chair.
- 210 • Dereliction of duty.

211 Follow Section 4.01 if the Executive Board votes to recommend removal.

212 SECTION 2.02.07 TREASURER

213 *A. METHOD OF SELECTION*

214 The Chair appoints the Treasurer with confirmation by a majority of the Executive Board. Prior to
215 appointment, a candidate for Treasurer submits their credentials and the reasons for wanting the office
216 to the Executive Board.

217 *B. Duties*

218 The Treasurer shall:

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- 219 • Receive all funds of the organization
- 220 • Prepare disbursement of funds following Section 4.02.
- 221 • Maintain an accurate record of receipts and disbursements.
- 222 • Prepare and timely submit Washington Public Disclosure Commission reports and any other
- 223 required government reports.
- 224 • Prepare and submit a monthly summary financial report to the Executive Board.
- 225 • Serve as chair or co-chair of the Finance Committee.

226 *C. Method of Replacement*

227 A replacement in this office receives appointment following the same method as the initial selection.

228 *D. Method of Removal*

229 The Executive Board may remove this officer upon a 2/3 vote for any of the following reasons:

- 230 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board
- 231 meetings, without prior written notification to the Chair.
- 232 • Unexcused absences from five (5) regularly scheduled meetings during any calendar year,
- 233 without prior written notification to the Chair.
- 234 • For cause relating to the treasurer's duties.

235 This officer may be removed by a motion to rescind the appointment considered by the Executive Board.

236 SECTION 2.02.08 SERGEANT-AT-ARMS

237 *A. METHOD OF SELECTION*

238 The Chair appoints the Sergeant-At-Arms with confirmation by a majority of the Executive Board.

239 *B. Duties*

240 The sergeant-at-arms shall:

- 241 • Maintain order as directed by the Chair.
- 242 • Supervise all elections according to rules established.
- 243 • Supervise all matters of credentials.
- 244 • Convene tally committee as appropriate.

245 *C. Method of Replacement*

246 A replacement in this office receives appointment following the same method as the initial selection.

247 Temporary Absence. In case of the absence of the Sergeant-At-Arms at a meeting, the presiding
248 officer appoints a person to act as Sergeant -At-Arms at the meeting

249 *D. Method of Removal*

250 The Executive Board may remove this officer upon a 2/3 vote for any of the following reasons:

- 251 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board
- 252 meetings, without prior written notification to the Chair.
- 253 • Unexcused absences from five (5) regularly scheduled meetings during any calendar
- 254 year, without prior written notification to the Chair.
- 255 • Dereliction of duty.

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256 This officer may be removed by a motion to rescind the appointment considered by the Executive
257 Board.

258 SECTION 2.02.09 PARLIAMENTARIAN

259 *A. METHOD OF SELECTION*

260 The Chair appoints the Parliamentarian with confirmation by a majority of the Executive Board.

261 *B. Duties*

262 The parliamentarian shall:

- 263 • Be knowledgeable of the latest edition of Robert's Rules of Order.
- 264 • Advise the Chair at meetings or as required.
- 265 • Be a member of the Rules Committee

266 *C. Method of Replacement*

267 A replacement in this office receives appointment following the same method as the initial selection.

268 *D. Method of Removal*

269 The Executive Board may remove this officer upon a 2/3 vote for any of the following reasons:

- 270 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board
271 meetings, without prior written notification to the Chair.
- 272 • Unexcused absences from five (5) regularly scheduled meetings during any calendar
273 year, without prior written notification to the Chair.

274 This officer may be removed by a motion to rescind the appointment considered by the Executive Board.

275 SECTION 2.03 MEETINGS

276 Section 2.03.01 Quarterly and Special Meetings

277 *A. Frequency of Meetings*

- 278 • There must be a regular meeting each quarter of the Central Committee, as called by the Chair.
- 279 • Special meetings may be called as necessary by the Chair or with the concurrence of three (3)
280 voting members of the Executive Board or a quorum of members as noted in Section 2.03.01.D
281 of these bylaws.

282 *B. Notice*

- 283 • Notice of Central Committee meetings must be sent using email or United States Mail.
- 284 • When an email address is available to the Corresponding Secretary, the default method shall be
285 email.
- 286 • Upon notification to the Corresponding Secretary a PCO may elect to have all notices sent by U.
287 S. Mail.

288 All notices shall be date stamped (if email) or postmarked (if U. S. Mail) the specified number of days
289 before the meeting as follows:

- 290 • Ten (10) days prior to a regular meeting
- 291 • Seven (7) days prior to a special meeting

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292 The words “official call” shall appear prominently when sending notice.

293 *C. Voting*

294 The following covers voting at a Central Committee meeting following the reorganization meeting:

- 295 • Each of the following eligible voting members has one full vote on all matters and elections:
 - 296 ➤ Elected and appointed precinct committee officers including the Parliamentarian.
 - 297 ➤ Voting Executive Board members, except when the vote is on by-law amendments. Only
 - 298 precinct committee officers may vote on amending by-laws.
- 299 • The following members have limited voting privileges as follows:
 - 300 ➤ Dues paid General Party Members (as described in Article 1) (with the exception of the
 - 301 Parliamentarian), in good standing for no less than 45 days prior to the date of vote taken,
 - 302 shall have one vote on matters of endorsement and resolution of the Snohomish County
 - 303 Democratic Central Committee only.
- 304 • In no case shall a person that is a precinct committee officer and a voting member of the
- 305 Executive Board have more than one vote.
- 306 • Voting for officers requires a signed ballot with exception of a vote by acclamation.

307 *D. Quorum*

308 A quorum is 15% of the eligible voting members, or 50 members present whichever is less.

309 *Section 2.03.02 Reorganization Meeting*

310 *A. When and Where Held*

311 Following each state general election held in even-numbered years, the Central Committee meets for
312 the purpose of reorganization. This shall be held at an easily accessible, centralized location within the
313 county, subsequent to the certification of precinct committee officers by the county auditor and prior to
314 the Washington State Democratic Central Committee Reorganization Meeting.

315 *B. Notice*

316 The authorized officers of the retiring Central Committee shall send notice of the time and place of such
317 meeting to be mailed or e-mailed to each precinct committee officer at least ten calendar days prior to
318 the date of the meeting.

319 *C. Voting*

320 The following covers voting at the reorganization meeting:

- 321 1. Only elected precinct committee officers may vote on all matters and elections.
- 322 2. Voting for officers requires a signed ballot except in case of a vote by acclamation.

323 *D. Quorum*

324 A quorum is 15% of the elected precinct committee officers.

325 *E. Agenda*

326 The following happens at the reorganization meeting:

- 327 1. Adopt By-Laws. The reorganization meeting adopts by-laws for the governing of the Central
328 Committee and Executive Board.

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- 329 2. Elect Officers. The reorganization meeting votes for the elected officers listed in Section 2.02.
330 3. Other Business. Other business may come before the reorganization meeting, as necessary.

331 SECTION 2.04 COMMITTEES

332 Section 2.04.01 Standing Committees

333 A. Diversity

- 334 • The Diversity Committee encourages participation in the Democratic Party by people of
335 diverse cultural heritage.

336 B. Campaigns and Elections

- 337 • The Campaign and Elections Committee formulates procedures and strategies to elect
338 Democrats to public office in the county.
339 • Work to protect the voting rights of the citizens of Snohomish County through coordinated
340 observation of the election process.

341 C. Education Committee

342 The Education Committee does the following:

- 343 • Plan speakers, programs and materials of interest to educate the public about the
344 Democratic Party.
345 • Prepare precinct committee officer orientation materials.

346 D. Finance Committee

- 347 • The Finance Committee shall be co-chaired by the treasurer and an appointee of the Central
348 Committee Chair.
349 • This committee has responsibility for all financial concerns of the Central Committee. As
350 such, the finance co-chairs have ultimate responsibility over all fund-raising activities.
351 • The Finance Committee has two subcommittees:

352 1. BUDGET SUBCOMMITTEE

353 The primary duties of the Budget Subcommittee are:

- 354 • Assist the Central Committee Chair to draw up the biennial budget, which shall include
355 proposed approximate expenditures and a fund-raising plan.
356 • Exercise oversight over all monies raised and expended by reviewing all budget requests
357 before submission to the Executive Board for approval.

358 2. REGULATORY SUBCOMMITTEE

359 All the Central Committee treasurer and legislative district organization treasurers are
360 members of the Regulatory Subcommittee by virtue of their office. The primary duties of
361 the Regulatory Subcommittee are:

- 362 • Ensures that the Central Committee complies with Washington State Public Disclosure
363 Commission and other regulatory requirements.
364 • Properly account and report all contributions (in-kind or monetary) to the Public
365 Disclosure Commission.
366 • When requested, provide assistance to any legislative district or county Democratic
367 candidate to comply with the PDC requirements.

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368 *E. Labor Liaison*

- 369 • The Labor Liaison Committee encourages the participation of organized labor in the Democratic
370 Party.

371 *F. Business Liaison*

- 372 • The Business Liaison Committee encourages the participation of the business community in the
373 Democratic Party.

374 *G. Agricultural Liaison*

- 375 • The Agriculture Liaison Committee encourages the participation of the agricultural community
376 in the Democratic Party.

377 *H. Communications*

- 378 • The Communications Committee shall be chaired by the corresponding secretary.
- 379 • The Communications Committee has responsibility for publicizing the Central Committee. It has
380 control over:
 - 381 • Publicity and promotions
 - 382 • Contacts with the media
 - 383 • Press releases
 - 384 • Publication of the Newsletter
 - 385 • Headquarters and campaign center operations and administration.

386 *I. Technology Committee*

- 387 • Technology Infrastructure
- 388 • Maintain website
- 389 • Email/Telephone Communications
- 390 • Maintain databases
- 391 • Information Security
- 392 • Coordinate technology efforts of the legislative districts.

393 *J. Rules*

- 394 • The Rules Committee proposes revisions to these by-laws, as necessary.
- 395 • The Rules Committee advises on all other rules.
- 396 • The committee shall promote fair representation of legislative districts and groups identified for
397 affirmative action.
- 398 • The outgoing Rules Committee shall report any recommendations for amendment to these by-
399 laws at the ensuing reorganization meeting.

400 *K. Young Democrats Liaison*

401 The Young Democrats Liaison Committee consists of members of the Snohomish County Chapter of
402 the Young Democrats of Washington and the Central Committee. The Snohomish County Young
403 Democrats Chapter chooses the chair of this committee with the approval of the Central Committee
404 Chair.

405 The committee shall:

- 406 • Represent the interests of the Young Democrats in matters before the Executive Board.
- 407 • Encourage the participation of Young Democrats in activities of the Central Committee.

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408 *L. Human Rights*

409 The Human Rights committee exists to create a more harmonious outreach to our community. This
410 committee shall promote human rights in order to create of a 'bigger tent' of wider and deeper
411 inclusivity within Snohomish County.

412 This committee shall:

- 413 • Report on the work of Snohomish County Human Rights Commission.
- 414 • Identify human rights issues that arise on an on-going basis and reports pertinent items to the
415 body.
- 416 • Foster education on and discussion of these issues to create an harmonious and peaceful
417 solution to issues.
- 418 • Provide a forum to address human rights issues as they arise.

419 *M. PCO Recruitment Committee*

- 420 • Develop and implement strategies to recruit, retain and train PCOs in cooperation with
421 Legislative Districts.
- 422 • A subcommittee for Legislative District -- PCO Coordinators has been formed to better serve our
423 political community and may be reformed after each reorganization of the County Party.
- 424 • Develop strategies to build membership participation in grassroots organizing.

425

426 Section 2.04.02 Special Committees

427 *A. Creation*

428 Special committees may be created, when deemed necessary by the Chair, with the approval of the
429 Executive Board. Each special committee shall have a clearly defined charter and budget.

430 *B. Examples*

431 Examples of special committees may include, but are not limited to the following:

- 432 • Evergreen State Fair Booth Committee.
- 433 • Picnic Committee.
- 434 • Scholarship Committee.
- 435 • Gala Committee.

436 Section 2.04.03 Committee Composition

437 *A. Committee Chairs*

438 Except when by-laws or rules specify otherwise, the Central Committee Chair appoints all committee
439 chairs subject to the approval and removal by the executive board.

440 *B. Other Members*

441 Each legislative district organization chair may appoint one member to each committee. The
442 committee chair may appoint additional members as needed, subject to any limits imposed by these
443 by-laws. Each committee takes affirmative action to strive for a widely diverse membership.
444 Committee membership is not limited to members of the Central Committee or Executive Board.

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445 C. *Ex-Officio Member*

446 The Central Committee Chair is a non-voting ex-officio member of all committees.

447

448 SECTION 2.05 SUB-CAUCUSES

449 Section 2.05.01 Recognition of Sub-Caucus

450 The Central Committee may recognize certain sub-caucuses that may form from the membership of the
451 Central Committee for the purpose of focusing attention and/or action on specific causes, issues, or
452 agenda items that may be of value to the Central Committee or to provide representation to a minority
453 view.

454 Recognition of a sub-caucus by the Central Committee will confer onto the sub-caucus the authority to
455 represent itself as an official adjunct of the whole body. Such recognition shall not, however, delegate
456 any powers or authorities to the sub-caucus that otherwise are inherent to the Central Committee or
457 the Executive Board thereof.

458 SECTION 2.05.02 PROCEDURE FOR SUB-CAUCUS RECOGNITION

- 459 a) To be recognized by the Central Committee, a sub-caucus will submit a copy of its bylaws and
460 current membership list to the Corresponding Secretary of the Central Committee no later than
461 two weeks prior to the next Central Committee General Meeting. Those bylaws should
462 acknowledge a relationship between the sub-caucus and the Central Committee and contain a
463 Mission Statement consistent with the values of the Democratic Party. While the sub-caucus
464 structure shall be independent of Central Committee, the membership should maintain a
465 minimum 75% Central Committee inclusion.
- 466 b) Upon receipt of the sub-caucus bylaws and membership information, the Corresponding
467 Secretary of the Central Committee shall review them for compliance with the guidelines listed
468 above. If the guidelines are met, the application for recognition, as well as a copy of the Mission
469 Statement and Membership List of the sub-caucus will be included on the agenda for the next
470 Central Committee General Meeting. The application shall be introduced in the form of a motion
471 to the Central Committee. The motion may be approved or denied by a majority vote of the
472 SCDCC.

473 SECTION 2.05.03 SUSPENSION OF SUB-CAUCUS RECOGNITION

474 The Central Committee or the Executive Committee thereof may suspend recognition of any sub-caucus
475 if such suspension has been requested by the sub-caucus or it is deemed by supportive documentation
476 that the sub-caucus has either failed to meet the membership requirement as prescribed in section
477 2.05.02 or has engaged in activities that are detrimental to the mission or public standing of the Central
478 Committee. A representative of the sub-caucus must be afforded the opportunity to defend or refute
479 any negative information presented before any vote or suspension may take place. Such suspension
480 shall require a majority vote.

481 Suspension of recognition shall be effective immediately following such a vote. A vote to suspend
482 recognition by the Executive Committee may be appealed to the Central Committee and overruled by a
483 2/3rd majority of that body.

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484 ARTICLE 3. EXECUTIVE BOARD

485 SECTION 3.01 MEMBERSHIP

486 Section 3.01.01 Composition

487 A. *Voting Members*

488 The voting members of the Executive Board are the following:

- 489 • All elected and appointed officers with the exception of the Parliamentarian of the
- 490 organization as defined in Section 2.02
- 491 • The chairs of the standing committees as defined in Section 2.04.01.
- 492 • The legislative district delegates as defined in Section 3.01.02.

493 B. *Non-Voting Members*

494 The ex-officio non-voting members of the Executive Board consist of the following:

- 495 • All elected Democratic partisan officials in the county.
- 496 • Any member of the Democratic National Committee residing in Snohomish County,
- 497 Washington.
- 498 • A delegate from an organization allied with the Democratic Party situated within Snohomish
- 499 County, Washington, and recognized by the Executive Board.
- 500 • Parliamentarian

501 Section 3.01.02 Legislative District Delegates

502 Democratic state legislative district organizations may send the following as delegates to the Executive
503 Board:

- 504 • Legislative district organization chair.
- 505 • One representative identifying as female.
- 506 • One representative identifying as male.

507 The Alternate Representatives (one identifying as male and one identifying as female) elected from each
508 of the Legislative Districts, in the absence of their District's Representative/s.

509 The First Vice-Chair elected from each of the Legislative Districts, in the absence of their Legislative
510 District Chair or in the absence of one of the District's Representatives and their alternate.

511 The Executive Board seats these delegates immediately upon their selection. The legislative district
512 organization determines the procedures for their selection.

513 Section 3.02 Officers

514 A. *Presiding Officer*

515 The Chair of the Central Committee is the presiding officer at meetings. In the absence of the
516 Chair, follow the same order of succession for Chair in Section 2.02.01.

517 B. *Minutes*

518 The Recording Secretary takes and keeps the meeting minutes. If the Recording Secretary is
519 absent from a meeting, the presiding officer appoints a person to take the minutes.

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520

521 SECTION 3.03 MEETINGS

522 *A. Regular Meetings*

523 The Executive Board may set its regular meeting time by rule adopted by the Executive Board. The
524 corresponding secretary posts this information on the Central Committee web site, if one exists.

525 Communicate a change in time or place from the approved rule as follows:

- 526 • Not Announced at an Executive Board Meeting. Contact all Executive Board members by
527 United States or electronic mail.
- 528 • Announced at an Executive Board Meeting. Contact only members not present at the
529 meeting by United States or electronic mail.

530 Send the notice of a meeting change seven (7) days before the meeting. Post this information on the
531 Central Committee web site, if one exists.

532 In the absence of an approved rule, the Executive Board meets on the fourth Tuesday of each month
533 except December at 7:00 p.m.

534 *B. Special Meetings*

535 The Chair, with the concurrence of three (3) voting members of the Executive Board, may call a
536 special meeting of the Executive Board.

537 At least 72 hours' notice shall be required for a special meeting, unless a majority of the voting
538 members of the Executive Board determines that such notice is impractical. Notice of less than
539 seven (7) days may be by telephone or electronic mail.

540 *C. Polling of Members*

541 For a matter requiring immediate action, the Chair may poll the voting members of the Executive
542 Board by telephone or electronic mail. In such a case, a majority of the total voting membership of
543 the Executive Board must approve the action.

544 Any action approved by polling of members must be reported at the next Executive Board meeting
545 by the Chair for recording in the minutes. The minutes shall reflect those approving the action.

546 *D. Quorum*

547 Ten members of the Executive Board make a quorum.

548 *E. Voting*

549 No member of the Executive Board has more than one vote.

550 If a standing committee has co-chairs:

- 551 • Each has one-half vote when both are present at a meeting.
- 552 • If one co-chair is absent from a meeting, a present co- chair present has one full vote.

553

554 SECTION 3.04 DUTIES

555 *A. Fiscal*

556 The Executive Board has these fiscal responsibilities:

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- 557 • Formulates and recommends a biennial budget for adoption by the Central Committee. This biennial
558 budget does not prevent the Executive Board from approving special budgets for committees that fit
559 within the biennial budget.
560 • Approves bills for payment not specifically covered in a budget.

561 *B. Central Committee*

562 The Executive Board does the following with respect to the Central Committee:

- 563 • Recommends policies and activities to the Central Committee.
564 • Takes counsel from the Central Committee.

565 *C. General Management*

566 The Executive Board has general management of the organization between Central Committee
567 meetings

568 *D. Assessments*

569 The Executive Board may establish an assessment for each legislative district organization.

570 Section 3.05 Committees

571 *A. Endorsement*

572 The Endorsement Committee consists of a chair appointed by the Chair of the Central
573 Committee and two members from each Legislative District. The Executive Board may act as the
574 Endorsement Committee at the discretion of the Chair of the Central Committee, notification of
575 the chair of the Endorsement Committee, notification of the legislative district delegates, and a
576 majority vote of the Executive Board sitting as a committee of the whole.

577 The Endorsement Committee meets to consider giving the Central Committee a
578 recommendation to endorse the following:

- 579 • Candidates to public office.
580 • Ballot measures.

581 The by-law requirements for endorsements are in Section 4.03.

582 *B. Other Committees*

583 The Executive Board may establish other committees as necessary to conduct its business.

584 ARTICLE 4. GENERAL PROVISIONS

585 SECTION 4.01 GENERAL RULES

586 *A. Rules of Order*

587 The latest revision of Robert's Rules of Order shall govern matters not covered by by-laws, rules, or
588 statute.

589 *B. Officer Terms of Office*

- 590 • Elected officers take office immediately following election. Appointed officers may serve in an
591 acting capacity immediately following their appointment. Such an officer takes the office fully
592 after necessary confirmation or ratification.

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- 593 • Officers serve until there is a qualified successor for the position.

594 C. *Removal of Elected Officers*

595 Subject to the provisions of prior Executive Board action as set forth in Article 2, an elected officer
596 may be removed by the Central Committee at a regular or special meeting, as follows:

- 597 1. The Executive Board begins the action using the provisions for the particular office found in
598 Section 2.02.
- 599 2. Give the officer seven (7) days notice of the intent to consider the proposed removal, giving the
600 reasons for the action.
- 601 3. Include the removal as an agenda item on the official notice of the meeting. In addition, notice
602 should be given as to the possible vote for a new officer for whatever office would be open if
603 the Central Committee votes for removal.
- 604 4. The officer is removed if two-thirds (2/3) of Central Committee Precinct Committee Officer
605 members present and voting approve the removal.
- 606 5. If the officer is removed, the Central Committee may immediately vote on a replacement for the
607 office that is open.

608 D. *Removal of Appointed Officers*

609 An appointed officer is removed using the provisions for the particular appointed office found in
610 Section 2.02.

611 SECTION 4.02 RULES FOR BUDGETING AND DISBURSEMENTS OF MONEY

612 A. *Disbursement of Money*

613 These rules apply for the expenditure of money:

- 614 • Disburse all funds by check, except for petty cash items.
- 615 • Issue a disbursement check only after receiving a request for payment that is
616 budgeted or otherwise approved by the Executive Board.
- 617 • Require all checks to be signed by the treasurer
- 618 • Checks in excess of \$100 must additionally be signed by the Chair or one
619 the Vice Chairs.

620 B. *Petty Cash*

621 The treasurer may establish a petty cash fund in an amount up to one hundred dollars (\$100.00) for
622 making incidental disbursements.

623 C. *Bonding*

624 The treasurer must be bonded in an amount to be set by the Executive Board. The Central
625 Committee pays the cost of the bond.

626 D. *Motion for Expenditure*

627 Any motion made from the floor of the Central Committee to spend money must be referred to the
628 Executive Board for review before approval.

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629 *E. Budget Sub-Committee*

630 A committee involved with fundraising submits a proposed budget of revenues and expenses to the
631 Budget Subcommittee of the Finance Committee before submission to the Executive Board. The
632 Budget Subcommittee verifies there is a sound budget before sending the budget request to the
633 Executive Board for approval. Guidelines for the proposal are:

- 634 1. \$300.00 or Less Budget. It is sufficient only to have a generalized accounting of projected
635 income and proposed expenses.
- 636 2. \$300.00 or Greater Budget. It is necessary to have a detailed accounting of projected income
637 and proposed expenses.

638 *F. Budget*

- 639 • Any committee requiring expenditure of Central Committee funds operates with an approved
640 budget, as follows:
- 641 • Standing committee budgets are a part of the biennial budget. The Executive Board may add
642 money following the provisions of the biennial budget.
- 643 • Special committee budgets are approved by the Executive Board at the time of committee
644 creation, if not previously contained in the biennium budget, before making any expenditure or
645 commitment to spend money.
- 646 • The Executive Board may amend the committee budget within provisions of the biennial
647 budget.
- 648 • A committee may not exceed its budget, nor commit to expenditures exceeding its budget,
649 without prior approval of the Executive Board.
- 650 • After the conclusion of any event requiring expenditure of funds the committee chair shall
651 submit a final report within 60 days to the Chair and treasurer of expenditures and income. This
652 report also includes any recommendations for future events, including a proposed budget.

653 *G. Emergency Expenditures*

654 In the event of a large influx of funds earmarked to be spent on campaigns within four weeks of the
655 general election, the Chair with the approval of at two members of the executive board has
656 discretion to disperse these funds without limit. This income and expenditures must be reported at
657 the next executive board meeting.

658 *Section 4.03 Endorsements*

659 *Section 4.03.01 Candidate*

660 *A. Committee Recommendation Criteria*

661 The Endorsement Committee seeks to verify that each candidate meets its criteria for endorsement
662 through a written and/or oral process that considers the following:

- 663 • Support of the general principles and values of the Democratic Party as found in the
664 platform.
- 665 • Possibility of success in the election

666 This happens by looking at the following of the person seeking endorsement:

- 667 • Public statements.

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- 668 • If the person has held elected or appointed office
- 669 • Voting record.
- 670 • Involvement in Democratic Party organizations.
- 671 • Ability to organize a campaign.
- 672 • Ability to raise money.
- 673 • Personal commitment to the campaign.
- 674 • Compatibility with voters where the election is to be held.
- 675 • For partisan offices, willingness to support the eventual primary winner.

676 *B. Endorsement Recommendation Actions*

677 A candidate must receive a majority of votes cast to receive a recommendation for endorsement
678 from Endorsement Committee. There may be multiple endorsement recommendations for the same
679 position. In addition to recommendations for endorsement, the Endorsement Committee may do
680 the following:

- 681 • Not take any action on a particular candidate.
- 682 • Pass a candidate on to the Central Committee without recommendation.
- 683 • Recommend against endorsing a candidate.

684 *C. Central Committee Actions*

- 685 • The Endorsement Committee presents its actions and reasons regarding candidate
686 endorsements to the Central Committee at a regular or special meeting. This meeting may
687 occur prior to the primary election. All candidates seeking endorsement are invited to
688 attend this meeting.
- 689 • Notice for this meeting must state that candidate endorsement is an agenda item.
- 690 • During the primary election cycle State representative or state senate candidates must have
691 the endorsement from that legislative district's Democratic Party organization prior to the
692 start of the Central Committee meeting.
- 693 • Nominations for endorsement of state legislative candidates must come from the legislative
694 district Democratic Party organization. A motion for endorsement of state legislative
695 candidates must be made by a precinct committee officer, elected Democratic official or
696 elected representative to the Central Committee from the candidate's legislative district.
- 697 • Nominations for all other candidates may come from any Central Committee member or the
698 Endorsement Committee.
- 699 • Endorsement of a particular candidate requires a majority approval of those voting.

700 *D. Endorsement Rules*

701 The Central Committee may adopt rules covering the handling of endorsements that do not conflict
702 with these bylaws.

703 *Section 4.03.02 Ballot Measures*

704 *A. Committee Recommendation Criteria*

- 705 • Interested parties seeking the endorsement of the Central Committee for or against a ballot
706 measure must submit a request to the Endorsement Committee in writing.

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- 707 • After receiving the written request, the Endorsement Committee decides whether or not to
708 give the ballot measure further consideration.
- 709 • If giving the measure further consideration, the Endorsement Committee seeks to verify if
710 the campaign meets its criteria for endorsement through a written and/or oral interview
711 process that considers how the campaign supports the general principles and values of the
712 Democratic Party as found in the platform.

713 *B. Endorsement Recommendation Actions*

714 A campaign must receive a majority of votes cast to receive a recommendation for endorsement
715 from Endorsement Committee. In addition to recommendations for endorsement, the Endorsement
716 Committee may do the following:

- 717 • Not take any action on a particular campaign.
718 • Pass a campaign on to the Central Committee without recommendation.
719 • Recommend against endorsing a campaign.

720 *C. Central Committee Actions*

- 721 • The Endorsement Committee presents its actions and reasons on ballot measures to the
722 Central Committee at a regular or special meeting. All campaigns seeking endorsement are
723 invited to send representatives to this meeting.
- 724 • Notice for this meeting must state that ballot measure campaign endorsement is an agenda
725 item.
- 726 • Nominations for endorsement may come from any Central Committee member or the
727 Endorsement Committee.
- 728 • Endorsement of a particular campaign requires a majority approval of those voting on the
729 ballot.

730 SECTION 4.04 BY-LAWS

731 Section 4.04.01 Amendments

732 *A. Amendment Proposals*

- 733 Amendments may be proposed by
- 734 • Rules committee
735 • Elected and appointed PCOs
736

737 *B. Meeting Notice*

- 738 Notice for any meeting where by-law amendments are to be considered must contain the following:
- 739 • Listing of by-law amendment as an agenda item.
740 • The text of the proposed amendment.

741 *C. Posting on Web Site*

- 742 • An amendment must be posted on a Central Committee web site at least five (5) days
743 before the meeting where the amendment is to be considered, if the web site exists.

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744 *D. Type of Meetings*

- 745 • By-laws may be amended at a regular or special meeting, provided the meeting notice and
- 746 posting requirements are met.
- 747 • A motion to amend the bylaws made at a meeting without proper notice is automatically
- 748 considered at the next regular Central Committee meeting, unless a special meeting is called
- 749 with proper notice to consider the motion.

750 *E. Voting Rules*

- 751 • A vote to amend the by-laws must pass by a majority of 2/3 of those present and voting.
- 752 • Only precinct committee officers may vote on amending the by-laws.

753 *F. Effective Time of Changes*

754 An amendment receiving the required majority takes effect immediately unless the motion
755 states a later time.

756 *Section 4.04.02 Timeliness*

757 *A. Take Effect*

758 The by-laws or amendments thereto become effective immediately after approval by the Central
759 Committee.

760 *B. Expiration*

761 The by-laws remain in effect until the next reorganization meeting unless superseded or amended
762 by subsequent action by the Central Committee.

763 *Section 4.04.03 Distribution*

764 *A. People*

765 All members of the Executive Board receive a copy of these bylaws. Other people may receive a
766 copy upon request to the corresponding secretary.

767 *B. Web Site*

768 A copy of these by-laws and subsequent amendments are to be posted on a Central Committee web
769 site, if one exists, within ten (10) days of approval.

770 *Section 4.05 Adoption of By-Laws*

771 These by-laws are adopted this ___th day of January, 2017 as amended.

772 _____, Chair

773 _____, Recording Secretary

774