

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.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 32 • Publicly supports the principles and goals of the Democratic Party.
- 33 • Wishes to be known as a Democrat.
- 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 reason.
- 47 • Change in Legal Residence.
- 48 • If there is a change in legal residence outside the precinct by a precinct committee officer,
- 49 the chair declares that position vacant. Before declaring the position vacant, the chair gives
- 50 the precinct committee officer whose residency is in question written notice to provide
- 51 satisfactory evidence of legal residency in the precinct within 30 days or risk losing the
- 52 position.
- 53 • Exception: The chair does not declare a position vacant if an official change in the boundary
- 54 lines of a precinct causes a precinct committee officer to have legal residence outside the
- 55 precinct. That precinct committee officer may continue to serve that precinct until the next
- 56 precinct committee officer election.

57 **D. Filling of Vacancies**

58 The Chair may appoint a registered voter residing in a vacant precinct to be the precinct committee

59 officer following these bylaws and rules established by the Central Committee. Appointed PCOs shall be

60 notified within seven days of appointment.

61 No precinct committee officer may be appointed between the precinct committee officer election and

62 the election of the new Chair at the reorganization meeting.

63 **E. Members**

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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

65 SECTION 2.02 OFFICERS

66 SECTION 2.02.01 CHAIR

67 A. METHOD OF SELECTION

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

69 B. Duties

70 The Chair does the following:

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

75 C. Order of Succession

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

77 In case of the temporary absence from the county or disability of the Chair, the following is the order of
78 succession to preside over meetings until the Chair is able to resume in the office:

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

85 D. Method of Removal

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

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

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

94 SECTION 2.02.02 FIRST VICE CHAIR

95 A. METHOD OF SELECTION

96 The Central Committee elects the First Vice Chair at the reorganization meeting. A person elected to
97 this office must identify as a gender other than that of the Chair.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

98 ***B. Duties***

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

101 ***C. Method of Replacement***

102 The Second Vice Chair becomes the First Vice Chair if there is a permanent vacancy in the office,
103 regardless of gender.

104 If there is a vacancy in the Second Vice Chair office at the same time, an election at the next Central
105 Committee meeting replaces a vacancy in this office. Notice of this election must be given when calling
106 the meeting. If there is insufficient time for due notice, the election waits until the following Central
107 Committee meeting.

108 ***D. Method of Removal***

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

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

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

117 **SECTION 2.02.03 SECOND VICE CHAIR**

118 ***A. METHOD OF SELECTION***

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

121 ***B. Duties***

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

124 ***C. Method of Replacement***

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

128 ***D. Method of Removal***

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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 131 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings,
132 without prior written notification to the Chair.
- 133 • Unexcused absences from five (5) regularly scheduled meetings during any calendar year,
134 without prior written notification to the Chair.
- 135 • Dereliction of duty
- 136 Follow Section 4.01 if the Executive Board votes to recommend removal.

137 **SECTION 2.02.04 RECORDING SECRETARY**

138 **A. METHOD OF SELECTION**

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

140 **B. Duties**

141 The Recording Secretary does the following:

- 142 • Takes all meeting minutes of the Central Committee. Keeps all the minutes and the formal
143 reports of the officers and committees.
- 144 • Maintains the records of proposed and approved Resolutions.
- 145 • Maintains a roll of the Central Committee Membership; including the official record of the
146 elected and appointed Precinct Committee Officers.
- 147 • Maintains the content of databases; including records of the Snohomish County Democrats'
148 Membership, elected officials and donors.
- 149 • Maintains official documents and records on the website (if it exists) in a timely manner, or
150 within 10 days.
- 151 • Serves on the Communications Committee.

152 **C. Method of Replacement**

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

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

159 **D. Method of Removal**

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

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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 166 • Dereliction of duty.
- 167 Follow Section 4.01 if the Executive Board votes to recommend removal.

168 SECTION 2.02.05 CORRESPONDING SECRETARY

169 A. METHOD OF SELECTION

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

171 B. Duties

172 The corresponding secretary does the following:

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

178 C. Method of Replacement

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

181 D. Method of Removal

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

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

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

190 SECTION 2.02.06 STATE COMMITTEE REPRESENTATIVE

191 A. METHOD OF SELECTION

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

194 B. Duties

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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

197 **C. Method of Replacement**

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

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

202 **D. Method of Removal**

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

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

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

211 **SECTION 2.02.07 TREASURER**

212 **A. METHOD OF SELECTION**

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

216 **B. Duties**

217 The Treasurer shall:

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

225 **C. Method of Replacement**

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

227 **D. Method of Removal**

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

- 229 • Unexcused absences from three (3) regularly scheduled consecutive Executive Board
230 meetings, without prior written notification to the Chair.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 231 • Unexcused absences from five (5) regularly scheduled meetings during any calendar year,
232 without prior written notification to the Chair.
233 • For cause relating to the treasurer’s duties.
234 This officer may be removed by a motion to rescind the appointment considered by the Executive
235 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.

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.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 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
275 Board.

276 **SECTION 2.03 MEETINGS**

277 **Section 2.03.01 Quarterly and Special Meetings**

278 **A. Frequency of Meetings**

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

283 **B. Notice**

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

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

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

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

294 **C. Voting**

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

- 296 • Each of the following eligible voting members has one full vote on all matters and elections:
 - 297 ➤ Elected and appointed precinct committee officers including the Parliamentarian.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

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

308 **D. Quorum**

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

310 **Section 2.03.02 Reorganization Meeting**

311 **A. When and Where Held**

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

316 **B. Notice**

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

320 **C. Voting**

321 The following covers voting at the reorganization meeting:

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

324 **D. Quorum**

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

326 **E. Agenda**

327 The following happens at the reorganization meeting:

- 328 1. Adopt By-Laws. The reorganization meeting adopts by-laws for the governing of the Central
329 Committee and Executive Board.
- 330 2. Elect Officers. The reorganization meeting votes for the elected officers listed in Section 2.02.
- 331 3. Other Business. Other business may come before the reorganization meeting, as necessary.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

332 SECTION 2.04 COMMITTEES

333 Section 2.04.01 Standing Committees

334 A. Diversity

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

337 B. Campaigns and Elections

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

342 C. Education Committee

343 The Education Committee does the following:

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

347 D. Finance Committee

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

353 1. BUDGET SUBCOMMITTEE

354 The primary duties of the Budget Subcommittee are:

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

359 2. REGULATORY SUBCOMMITTEE

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

- 363 ● Ensures that the Central Committee complies with Washington State Public Disclosure
364 Commission and other regulatory requirements.
- 365 ● Properly account and report all contributions (in-kind or monetary) to the Public
366 Disclosure Commission.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 367 • When requested, provide assistance to any legislative district or county Democratic
368 candidate to comply with the PDC requirements.

369 **E. Labor Liaison**

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

372 **F. Business Liaison**

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

375 **G. Agricultural Liaison**

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

378 **H. Communications**

- 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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

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.

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 **Section 2.04.02 Special Committees**

426 **A. Creation**

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

429 **B. Examples**

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

- 431 ● Evergreen State Fair Booth Committee.
- 432 ● Picnic Committee.
- 433 ● Scholarship Committee.
- 434 ● Gala Committee.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

435 **Section 2.04.03 Committee Composition**

436 **A. Committee Chairs**

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

439 **B. Other Members**

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

444 **C. Ex-Officio Member**

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

446 **SECTION 2.05 SUB-CAUCUSES**

447 **Section 2.05.01 Recognition of Sub-Caucus**

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

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

456 **SECTION 2.05.02 PROCEDURE FOR SUB-CAUCUS RECOGNITION**

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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

468 Central Committee General Meeting. The application shall be introduced in the form of a
469 motion to the Central Committee. The motion may be approved or denied by a majority vote of
470 the SCDCC.

471 SECTION 2.05.03 SUSPENSION OF SUB-CAUCUS RECOGNITION

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

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

482 ARTICLE 3. EXECUTIVE BOARD

483 SECTION 3.01 MEMBERSHIP

484 Section 3.01.01 Composition

485 A. *Voting Members*

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

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

491 B. *Non-Voting Members*

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

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

499 Section 3.01.02 Legislative District Delegates

500 Democratic state legislative district organizations may send the following as delegates to the Executive
501 Board:

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 502 • Legislative district organization chair.
- 503 • One representative identifying as female.
- 504 • One representative identifying as male.

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

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

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

511 **Section 3.02 Officers**

512 **A. Presiding Officer**

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

515 **B. Minutes**

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

518 **SECTION 3.03 MEETINGS**

519 **A. Regular Meetings**

520 The Executive Board may set its regular meeting time by rule adopted by the Executive Board. The
521 corresponding secretary posts this information on the Central Committee web site, if one exists.
522 Communicate a change in time or place from the approved rule as follows:

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

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

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

531 **B. Special Meetings**

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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

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

537 **C. Polling of Members**

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

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

543 **D. Quorum**

544 Ten members of the Executive Board make a quorum.

545 **E. Voting**

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

547 If a standing committee has co-chairs:

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

550 **SECTION 3.04 DUTIES**

551 **A. Fiscal**

552 The Executive Board has these fiscal responsibilities:

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

557 **B. Central Committee**

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

- 559 • Recommends policies and activities to the Central Committee.
- 560 • Takes counsel from the Central Committee.

561 **C. General Management**

562 The Executive Board has general management of the organization between Central Committee
563 meetings

564 **D. Assessments**

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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

566 **Section 3.05 Committees**

567 **A. Endorsement**

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

573 The Endorsement Committee meets to consider giving the Central Committee a
574 recommendation to endorse the following:

- 575 • Candidates to public office.
- 576 • Ballot measures.

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

578 **B. Other Committees**

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

580 **ARTICLE 4. GENERAL PROVISIONS**

581 **SECTION 4.01 GENERAL RULES**

582 **A. Rules of Order**

583 The latest revision of Robert’s Rules of Order shall govern matters not covered by by-laws, rules, or
584 statute.

585 **B. Officer Terms of Office**

- 586 • Elected officers take office immediately following election. Appointed officers may serve in an
587 acting capacity immediately following their appointment. Such an officer takes the office fully
588 after necessary confirmation or ratification.
- 589 • Officers serve until there is a qualified successor for the position.

590 **C. Removal of Elected Officers**

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

- 593 1. The Executive Board begins the action using the provisions for the particular office found in
594 Section 2.02.
- 595 2. Give the officer seven (7) days notice of the intent to consider the proposed removal, giving the
596 reasons for the action.
- 597 3. Include the removal as an agenda item on the official notice of the meeting. In addition, notice
598 should be given as to the possible vote for a new officer for whatever office would be open if
599 the Central Committee votes for removal.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 600 4. The officer is removed if two-thirds (2/3) of Central Committee Precinct Committee Officer
601 members present and voting approve the removal.
602 5. If the officer is removed, the Central Committee may immediately vote on a replacement for the
603 office that is open.

604 **D. Removal of Appointed Officers**

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

607 **SECTION 4.02 RULES FOR BUDGETING AND DISBURSEMENTS OF MONEY**

608 **A. Disbursement of Money**

609 These rules apply for the expenditure of money:

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

616 **B. Petty Cash**

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

619 **C. Bonding**

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

622 **D. Motion for Expenditure**

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

625 **E. Budget Sub-Committee**

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

- 630 1. \$300.00 or Less Budget. It is sufficient only to have a generalized accounting of projected
631 income and proposed expenses.
- 632 2. \$300.00 or Greater Budget. It is necessary to have a detailed accounting of projected income
633 and proposed expenses.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

634 **F. Budget**

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

649 **G. Emergency Expenditures**

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

654 **Section 4.03 Endorsements**

655 **Section 4.03.01 Candidate**

656 **A. Committee Recommendation Criteria**

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

- 659 • Support of the general principles and values of the Democratic Party as found in the
660 platform.
- 661 • Possibility of success in the election

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

- 663 • Public statements.
- 664 • If the person has held elected or appointed office
- 665 • Voting record.
- 666 • Involvement in Democratic Party organizations.
- 667 • Ability to organize a campaign.
- 668 • Ability to raise money.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

- 669 • Personal commitment to the campaign.
- 670 • Compatibility with voters where the election is to be held.
- 671 • For partisan offices, willingness to support the eventual primary winner.

672 **B. Endorsement Recommendation Actions**

673 A candidate must receive a majority of votes cast to receive a recommendation for endorsement
674 from Endorsement Committee. There may be multiple endorsement recommendations for the
675 same position. In addition to recommendations for endorsement, the Endorsement Committee may
676 do the following:

- 677 • Not take any action on a particular candidate.
- 678 • Pass a candidate on to the Central Committee without recommendation.
- 679 • Recommend against endorsing a candidate.

680 **C. Central Committee Actions**

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

696 **D. Endorsement Rules**

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

699 **Section 4.03.02 Ballot Measures**

700 **A. Committee Recommendation Criteria**

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

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

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

709 **B. Endorsement Recommendation Actions**

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

- 713 • Not take any action on a particular campaign.
714 • Pass a campaign on to the Central Committee without recommendation.
715 • Recommend against endorsing a campaign.

716 **C. Central Committee Actions**

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

726 **SECTION 4.04 BY-LAWS**

727 **Section 4.04.01 Amendments**

728 **A. Amendment Proposals**

729 Amendments may be proposed by

- 730 • Rules committee
731 • Elected and appointed PCOs

732 **B. Meeting Notice**

733 Notice for any meeting where by-law amendments are to be considered must contain the following:

- 734 • Listing of by-law amendment as an agenda item.
735 • The text of the proposed amendment.

SNOHOMISH COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

736 **C. Posting on Web Site**

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

739 **D. Type of Meetings**

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

745 **E. Voting Rules**

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

748 **F. Effective Time of Changes**

- 749 An amendment receiving the required majority takes effect immediately unless the motion
- 750 states a later time.

751 **Section 4.04.02 Timeliness**

752 **A. Take Effect**

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

755 **B. Expiration**

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

758 **Section 4.04.03 Distribution**

759 **A. People**

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

762 **B. Web Site**

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

765 **Section 4.05 Adoption of By-Laws**

- 766 These by-laws are adopted this 3rd day of February, 2018 as amended.