

SNOHOMISH COUNTY DEMOCRATIC CENTRAL
INTRODUCTION

1 ARTICLE 1.

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 • Maintain ~~maintenance~~ and demonstrate a ~~of strong~~ Democratic Party presence in
9 Snohomish
10 County.
- 11 • Advancement of Democratic Party ideas and ideals in ~~alignment conformance~~ with the
12 platforms adopted by the Democratic Conventions for Snohomish County, ~~and~~
13 Washington
14 State, ~~and the Democratic National Committee Convention.~~
- 15 • Support duly nominated or endorsed Democratic candidates.

14 **C. Authority**

15 The authority for the powers designated in these by-laws comes from ~~all constitutional portions of~~
16 Chapter 29A.80 of the Revised Code of Washington.

17 **D. Definitions**

18 The following definitions apply throughout these by-laws:

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

23 ~~ARTICLE 2. CENTRAL COMMITTEE~~

24 **ARTICLE II. MEMBERSHIP**

25 **A. Composition**

26 ~~The Snohomish County Democratic Party Central Committee~~ membership consists of the
General Members and of elected and appointed Democratic precinct committee officers from the
county, ~~including all elected and appointed executive board members.~~

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
SNOHOMISH COUNTY DEMOCRATIC CENTRAL person
meets all of the following: 30 that

31 • ~~A registered voter~~ Resides in Snohomish County.

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, ~~unless a waiver~~
- 37 ~~has~~
- 38 ~~been issued by a member of said Board.~~
- 38 • Precinct Committee Officer membership meets all of the following:
 - 39 • A registered voter representing a precinct in ~~the county of the~~ Snohomish County
 - 40 ~~Democratic Central Committee.~~
 - 41 • Resides in the precinct represented.
 - 42 • Elected in accordance with state law at the **general primary** election held in an even-
 - 43 numbered year, **or appointed per state law.**

44 C. Precinct Committee Officer Vacancies

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

- 46 • Resignation.

47 A precinct committee officer may submit a written resignation to the chair for any reason.

- 48 • Change in Legal Residence.

49 *If there is a change in legal residence outside the precinct by a precinct committee*

50 *officer,*

51 *the chair declares that position vacant. Before declaring the position vacant, the chair*

52 *gives*

53 *the precinct committee officer whose residency is in question written notice to provide*

54 *satisfactory evidence of legal residency in the precinct within 30 days or risk losing the*

55 *position.*

54 Exception: The chair ~~does shall~~ not declare a position vacant if an official change in the

55 Boundary lines of a precinct causes **an existing** precinct committee officer to have legal

56 residence outside the precinct. That precinct committee officer may continue to serve that

57 precinct 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
SNOHOMISH COUNTY DEMOCRATIC CENTRAL
61 be 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. Removal of Members**

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

67 SECTION 2.02.01 CHAIR

68 **A. METHOD OF SELECTION**

69 ~~The Central Committee~~ All elected Precinct Committee Officers elect the Chair at the reorganization meeting.

70 **B. Duties**

71 The Chair does the following:

- 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
- 74 Executive 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~~ inability of the Chair to fulfill their

79 duties, the following is the order of to preside over meetings until the Chair is able to resume in the

80 office:

- 81 1. First Vice Chair
- 82 2. Second Vice Chair
- 83 3. State committee representatives, in order of the results of a coin flip.
- 84 4. Corresponding secretary
- 85 5. Recording secretary

~~86 6. Treasurer~~

87 **D. Method of Removal**

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

89 reasons:

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

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

96 SECTION 2.02.02 FIRST VICE CHAIR

97 **A. METHOD OF SELECTION**

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98 ~~The Central~~
Committee Elected

99 Precinct Committee Officers elect the First Vice Chair at the
reorganization meeting. A person elected to this office must identify as a gender other than that
of
100 the Chair.

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101 *B. Duties* 102 The First Vice

Chair performs such duties as generally pertain to such office or as may be assigned
103 by the Chair.

104 *C. Method of Replacement*

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

106 regardless of gender.

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

108 Committee meeting replaces a vacancy in this office. Notice of this election must be given when
109 calling the meeting. If there is insufficient time for due notice, the election waits until the following
110 Central Committee meeting.

111 *D. Method of Removal*

112 The Executive Board may take a vote recommending removal to the Central Committee for any
of the

113 following reasons:

114 • ~~Unexcused~~ Absences from three (3) regularly scheduled consecutive Executive Board
meetings,

115 without prior written notification to the Chair.

116 • ~~Unexcused~~ Absences from five (5) regularly scheduled meetings during any calendar
year,

117 without prior written notification to the Chair.

118 • Dereliction of duty.

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

120 SECTION 2.02.03 SECOND VICE CHAIR

121 *A. METHOD OF SELECTION*

122 ~~All elected Precinct Committee Officers~~ elect the Second Vice Chair at the reorganization
meeting.

123 The Second Vice Chair ~~may serve~~ serves regardless of gender.

124 *B. Duties*

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

127 *C. Method of Replacement*

128 An election at the next Central Committee meeting replaces a vacancy in this office. Notice of
this

129 election must be given when calling the meeting. If there is insufficient time for due notice, the

130 election waits until the following Central Committee meeting.

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Removal**

131 D. Method of

132 The Executive Board may take a vote recommending removal to the Central Committee for any
of the

133 following reasons:

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

135

• Unexcused absences from five (5) regularly scheduled meetings during any calendar year,

136

without prior written notification to the Chair.

137

• Dereliction of duty

138

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

139

140 SECTION 2.02.04 RECORDING SECRETARY

141 A. METHOD OF SELECTION

All elected Precinct Committee Officers elect the Recording Secretary at the reorganization meeting.

142

143 B. Duties

The Recording Secretary does the following:

144

• Takes all meeting minutes of the Central Committee. Keeps all the minutes and the formal reports of the officers and committees.

145

146

• Maintains the records of proposed and approved Resolutions.

147

• Maintains a roll of the Central Committee Membership; including the official record of the elected and appointed Precinct Committee Officers.

148

• Maintains the content of databases; including records of the Snohomish County Democrats' Membership, elected officials and donors.

149

150

• Maintains official documents and records on the website (if it exists) in a timely manner, or within 10 days.

151

152

153

• Serves on the Communications Committee.

154

155 C. Method of Replacement

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

156

• Permanent Opening: The Chair appoints a replacement. A majority of the Executive Board

157

confirms this appointment. The Central Committee ratifies this appointment at its next meeting

158

following the appointment.

159

• Temporary Absence: In case of the absence of the Recording Secretary at a meeting, the presiding officer appoints a person to record minutes.

160

161

162 D. Method of Removal

The Executive Board may take a vote recommending removal to the Central Committee for any

163

of the

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164 following
reasons:

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

of duty.

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

171 **SECTION 2.02.05 CORRESPONDING SECRETARY**

172 **A. METHOD OF SELECTION**

173 All elected Precinct Committee Officers the Corresponding Secretary at the reorganization meeting.

174 **B. Duties**

175 The corresponding secretary does the following:

- 176 • Processes all incoming and outgoing mail, as directed by the Chair, ~~and in a timely manner~~ or
- 177 within ~~10~~ 14 days. This office maintains complete records of all correspondence sent to, by and
- 178 for the Central Committee.
- 179 • Serves on the Communications Committee.
- 180 • Notifies appointed PCOs of their appointment ~~or rejection of appointment~~ within 7 days of the
- 181 ~~decision.~~

182 **C. Method of Replacement**

183 The Chair appoints a replacement. A majority of the Executive Board confirms this appointment. The

184 Central Committee ratifies this appointment at its next meeting following the appointment.

185 **D. Method of Removal**

186 The Executive Board may take a vote recommending removal to the Central Committee for any of the

187 following reasons:

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

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

194 **SECTION 2.02.06 STATE COMMITTEE REPRESENTATIVE**

195 A. METHOD OF SELECTION

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196 All elected
Precinct Committee

197 **Officers** elect State Central Committee Representatives in accordance
with the State Democratic Party Charter and Bylaws at the reorganization meeting.

198 B. Duties

199 The State Committee Representatives are the liaison officers between this organization and the
200 Washington State Democratic Central Committee. They are responsible for providing a report to
the Central Committee at the first General Meeting following the State Central Committee
Meeting.

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201 *C. Method of Replacement*

202 An election **by elected Precinct Committee Officers** at the next Central Committee meeting
203 replaces a
204 vacancy in this office. Notice of this election must be given when calling the meeting.
205 If there is insufficient time for due notice, the election waits until the following Central Committee
206 meeting.

206 *D. Method of Removal*

207 The Executive Board may take a vote recommending removal to the Central Committee for any of
208 the
209 following reasons:
210 • **Unexcused** absences from three (3) regularly scheduled consecutive Executive Board
211 meetings, without prior written notification to the Chair.
212 • **Unexcused** absences from five (5) regularly scheduled meetings during any calendar
213 year, without prior written notification to the Chair.
214 • Dereliction of duty.
215 Follow Section 4.01 if the Executive Board votes to recommend removal.

215 SECTION 2.02.07 TREASURER

216 *A. METHOD OF SELECTION*

217 The Chair appoints the Treasurer with confirmation by a majority of the Executive Board. Prior to
218 appointment, a candidate for Treasurer submits their **qualifications credentials and the reasons**
219 **for**
~~219—wanting the office~~ to the Executive Board.

220 *B. Duties*

221 The Treasurer shall:
222 • **Records all incoming and outgoing** funds of the organization.
223 • Prepare disbursement of funds following Section 4.02.
224 • Maintain an accurate record of receipts and disbursements.
225 • Prepare and timely submit Washington Public Disclosure Commission reports and any
226 other
227 required government reports.
228 • Prepare and submit a monthly summary financial report to the Executive Board.
229 • Serve as **chair or** co-chair of the Finance Committee.

229 *C. Method of Replacement*

230 A replacement in this office **will follow part A of this section.**

231 *D. Method of Removal*

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

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233

.
Unexcused

absences from three (3) regularly scheduled consecutive Executive Board

234 meetings, without prior written notification to the Chair.

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235

•
~~Unexcused~~

absences from five (5) regularly scheduled meetings during any calendar year,
236 without prior written notification to the Chair.

237 • Dereliction of duty. ~~For cause relating to the treasurer's duties.~~

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

240 SECTION 2.02.08 SERGEANT-AT-ARMS

241 A. METHOD OF SELECTION

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

243 B. Duties

244 The sergeant-at-arms shall:

- 245 • Maintain order as directed by the Chair.
- 246 • Supervise all elections according to rules established.
- 247 • Supervise all matters of credentials.
- 248 • Convene tally committee as appropriate.

249 C. Method of Replacement

250 A replacement in this office ~~will follow part A of this section.~~

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

253 D. Method of Removal

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

- 255 • ~~Unexcused~~ absences from three (3) regularly scheduled consecutive Executive Board
256 meetings, without prior written notification to the Chair.
- 257 • ~~Unexcused~~ absences from five (5) regularly scheduled meetings during any calendar
258 year, without prior written notification to the Chair.
- 259 • Dereliction of duty.

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

262 SECTION 2.02.09 PARLIAMENTARIAN

263 A. METHOD OF SELECTION

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

265 B. Duties

266 The parliamentarian shall:

267 • Be knowledgeable of the latest edition of Robert's Rules of Order.

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as required.

- 269 • Be a member of the Rules Committee

270 C. Method of Replacement

271 A replacement in this office will follow part A of this section.

272 D. Method of Removal

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

- 274 • ~~Unexcused~~ absences from three (3) regularly scheduled consecutive Executive Board
- 275 meetings, without prior written notification to the Chair.
- 276 • ~~Unexcused~~ absences from five (5) regularly scheduled meetings during any calendar
- 277 year, without prior written notification to the Chair.
- 278 • ~~Dereliction of duty.~~

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

281 SECTION 2.03 MEETINGS

282 Section 2.03.01 Quarterly and Special Meetings

283 A. Frequency of Meetings

- 284 • There must be a regular meeting each quarter of the Central Committee, as called by the
- 285 Chair.
- 286 • Special meetings may be called as necessary by the Chair, with the concurrence of three
- (3)
- 287 voting members, **or any four (4) members** of the Executive Board or a quorum of members as
- 288 noted in Section 2.03.01.D of these bylaws.

289 B. Notice

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

295 All notices shall be date stamped (if email) or postmarked (if U. S. Mail) the specified number of
296 days

296 before the meeting as follows:

- 297 • Ten (10) days prior to a regular meeting
- 298 • Seven (7) days prior to a special meeting

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

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300 C. Voting

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

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

314 D. Quorum

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

316 Section 2.03.02 Reorganization Meeting

317 A. When and Where Held

318 Following each state general election held in even-numbered years, the Central Committee meets for

319 the purpose of reorganization. This shall be held at an ~~easily~~ ADA accessible, centralized location

320 within the county, ~~subsequent to following~~ the certification of precinct committee officers by the county

321 auditor and prior to the Washington State Democratic Central Committee Reorganization Meeting.

322 B. Notice

323 The authorized officers of the ~~retiring- outgoing~~ Central Committee shall send notice of the time and

324 place of such meeting to be mailed or e-mailed to each precinct committee officer at least ten
325 calendar days prior to the date of the meeting.

326 C. Voting

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reorganization meeting:

327 The following covers voting at the

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

330 D. Quorum

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

332 E. Agenda

~~333 The following happens at the reorganization meeting:~~

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

339 Section 2.04.01 Standing Committees

340 **A. Diversity, Equity and Inclusion**

341 • The Diversity, **Equity and Inclusion** Committee works to encourage participation in the
 342 Democratic Party by people of diverse backgrounds, including people of all religions and
 343 ages, and particularly those of underrepresented communities such as **Native Americans**,
 344 People of Color, LGBTQ+, people with **both visible and invisible** disabilities, and immigrants.
 345 The committee works on inclusion policy to welcome, embrace, and support all Democrats.
 346 The committee works on ensuring there are policies, rules, and procedures in place to
 347 ensure diversity and inclusion within the organization. The committee works with Legislative
 348 District Organizations to ensure they have the same and are focused on diversity and
 349 inclusion. **The committee should encourage a representative to report on the work of**
 350 **Snohomish County Human Rights Commission.** The committee will advise the Chair, the
 351 Executive Board, and the body on policies and actions to help improve diversity and
 352 inclusion
 in our organization and our committees.

353 **B. Campaigns and Elections**

354 • The Campaign and Elections Committee formulates procedures and strategies to elect
 355 Democrats to public office in the county.
 356 • Work to protect the voting rights of the citizens of Snohomish County through
 coordinated
 357 observation of the election process.

358 **C. Education Committee**

359 The Education Committee does the following:

- 360 • Plan speakers, programs and materials of interest to educate the public about the
 361 Democratic Party.
- 362 • **Research legislation and assist in the review of resolutions and be presented to the**
Central
 363 **Committee.**
 364 ~~Prepare precinct committee officer orientation materials.~~

365 **D. Finance Committee**

- 366 • The Finance Committee shall be co-chaired by the treasurer and an appointee of the
 367 Central Committee Chair.
- 368 • This committee has responsibility for all financial concerns of the Central Committee.
 As
 369 such, the finance co-chairs have ultimate responsibility over all fund-raising activities.
- 370 • The Finance Committee has two subcommittees:
 371 1. BUDGET SUBCOMMITTEE
 372 The primary duties of the Budget Subcommittee are:
 373 • Assist the Central Committee Chair to draw up the biennial budget, which shall

include

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374 proposed approximate expenditures and a fund-raising plan.

375 • Exercise oversight over all monies raised and expended by reviewing all budget
376 requests before submission to the Executive Board for approval.

377 2. REGULATORY SUBCOMMITTEE

378 All the Central Committee treasurer and legislative district organization treasurers are

379 members of the Regulatory Subcommittee by virtue of their office. The primary duties
of

380 the Regulatory Subcommittee are:

381 • *Ensures that the Central Committee complies with Washington State Public
Disclosure*

382 *Commission and other regulatory requirements.*

383 • *Properly account and report all contributions (in-kind or monetary) to the Public
384 Disclosure Commission.*

385 • ~~When requested, provide assistance to any legislative district or county Democratic
386 candidate to comply with the PDC requirements.~~

387 **E. Labor Liaison**

388 • The Labor Liaison Committee encourages the participation of organized labor in the
389 Democratic Party.

390 **F. Business Liaison**

391 • The Business Liaison Committee encourages the participation of the business community
in

392 The Democratic Party.

393 **G. Agricultural Liaison**

394 • The Agriculture Liaison Committee encourages the participation of the agricultural
community

395 in the Democratic Party ~~and advises the Central Committee on issues of concern to the
396 agriculture community.~~

397 **H. Communications**

398 • The Communications Committee has responsibility for publicizing the Central Committee
and

399 responsibility for:

400 • Publicity and promotions

401 • Contacts with the media

402 • Press releases

403 • Publication of the Newsletter

404 • Headquarters and campaign center operations and administration.

405 **I. Technology Committee**

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406 • The
Technology Committee

maintains infrastructure, including website databased and

407 facilitating digital communications as needed.

408 • Advise Central Committee on technology issues

409 • Ensure security in information security

410 **J. Rules and By-laws**

411 • The Rules and By-laws Committee proposes revisions to these by-laws, as necessary.

412 • The Rules and By-laws Committee advises on all other rules.

413 • The committee shall encourage fair representation of legislative districts and groups identified

414 for diversity to be on the committee.

415 • The outgoing Rules and By-laws Committee shall report any recommendations for amendment

416 to these by-laws at the ensuing reorganization meeting.

417 **K. Young Democrats Liaison**

418 The Young Democrats Liaison Committee consists of members of the Snohomish County Chapter

419 of the Young Democrats of Washington and the Central Committee. The Snohomish County

420 Young Democrats Chapter chooses the chair of this committee with the approval of the Central

421 Committee Chair.

422 The committee shall:

423 • Represent the interests of the Young Democrats in matters before the Executive Board.

424 • Encourage the participation of Young Democrats in activities of the Central Committee.

~~425 **L. Human Rights**~~

~~426 The Human Rights committee exists to create a more harmonious outreach to our community. This~~

~~427 committee shall promote human rights in order to create of a 'bigger tent' of wider and deeper~~
~~428 inclusivity within Snohomish County.~~

~~429 This committee shall:~~

~~430 • Report on the work of Snohomish County Human Rights Commission.~~

~~431 • Identify human rights issues that arise on an on-going basis and reports pertinent items to the~~

~~432 body.~~

~~433 • Foster education on and discussion of these issues to create an harmonious and peaceful~~
~~434 solution to issues.~~

~~435~~ • ~~Provide a forum to address human rights issues as they arise.~~

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436 **M. PCO
Recruitment**

Committee

437 • Develop and implement strategies to recruit, train and retain PCOs in cooperation with
438 Legislative Districts.

~~439~~ • ~~A subcommittee for Legislative District -- PCO Coordinators has been formed to better
serve~~

~~440~~ • ~~our political community and may be reformed after each reorganization of the County
Party.~~

441 • Develop strategies to build membership participation in grassroots organizing.

442 • ~~Prepare precinct committee officer orientation materials.~~

443 N. Endorsements Committee

444 The Endorsement Committee consists of a chair appointed by the Chair of the Central
445 Committee. ~~Two (2) members shall be recommended by each Legislative District, whenever~~
446 ~~possible.~~ The Endorsement Committee meets to consider giving the Central Committee a
447 recommendation to endorse Candidates to public office and Ballot measures.

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

449 Section 2.04.02 Special Committees

450 A. Creation

451 Special committees may be created, when deemed necessary by the Chair, with the approval
of

452 the Executive Board. Each special committee shall have a clearly defined ~~charter mission~~
and

453 budget.

~~454 B. Examples~~

~~455~~ ~~Examples of special committees may include, but are not limited to the following:~~

~~456~~ • ~~Evergreen State Fair Booth Committee~~

~~457~~ • ~~Picnic Committee~~

~~458~~ • ~~Scholarship Committee~~

~~459~~ • ~~Gala Committee~~

460 Section 2.04.03 Committee Composition

461 A. Committee Chairs

462 Except when by-laws or rules specify otherwise, the Central Committee Chair appoints all
463 committee chairs subject to the approval ~~the Executive Board. Removal of committee chairs~~
is by

464 ~~majority vote of the Executive Board.~~

465 **B. Other Members**

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466 Each
legislative district

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

471 **C. Ex-Officio Member**

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

473 **SECTION 2.05 SUB-CAUCUSES**

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

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

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

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

484 a) To be recognized by the Central Committee, a sub-caucus will submit a copy of its bylaws
and

485 current membership list to the Corresponding Secretary of the Central Committee no later
than

486 two weeks prior to the next Central Committee General Meeting. Those bylaws should
487 acknowledge a relationship between the sub-caucus and the Central Committee and
contain a

488 Mission Statement consistent with the values of the Democratic Party. ~~While the sub-~~
~~caucus~~

~~489 structure shall be independent of Central Committee, the membership should maintain~~
~~490 a minimum 75% Central Committee inclusion.~~

491 b) Upon receipt of the sub-caucus bylaws and membership information, the Corresponding

492 Secretary of the Central Committee shall review them for compliance with the guidelines
listed
493 above. If
494 the guidelines are met, the application for recognition, as well as a copy of the
Mission Statement ~~and Membership List of the sub-caucus~~ will be included on the
495 agenda for
the next Central Committee General Meeting. The application shall be introduced in the
496 form of
a motion to the Central Committee. The motion may be approved or denied by a majority
497 vote of the SCDCC.

498 SECTION 2.05.03 SUSPENSION OF SUB-CAUCUS RECOGNITION

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

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

509 ARTICLE 3. EXECUTIVE BOARD

510 SECTION 3.01 MEMBERSHIP

511 Section 3.01.01 Composition

512 A. Voting Members

- 513 The voting members of the Executive Board are the following:
- 514 • All elected and appointed officers with the exception of the Parliamentarian of the
 - 515 organization as defined in Section 2.02
 - 516 • The chairs of the standing committees as defined in Section 2.04.01.
 - 517 • The legislative district delegates as defined in Section 3.01.02.

518 B. Non-Voting Members

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

520 . All elected Democratic partisan officials in the county.

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521 . Any
member of the

Democratic National Committee residing in Snohomish County,
Washington.

- 522
523 . A delegate from an organization allied with the Democratic Party situated within
Snohomish
524 County, Washington, and recognized by the Executive Board.
525 . Parliamentarian

526 **Section 3.01.02 Legislative District Delegates**

527 Democratic ~~state~~-legislative district organizations in ~~Snohomish County~~ may send the following
as

528 delegates to the Executive Board:

- 529 . Legislative district organization chair.
530 . ~~Two~~ representatives identifying as ~~female different genders~~.
531 . ~~One representative identifying as male different genders~~.

532 The Alternate Representatives ~~or proxies (one identifying as male and one identifying as female)~~
533 elected from each of the Legislative Districts, attend in the absence of their District's
Representative(s).

534 ~~The First~~ A Vice-Chair elected from each of the Legislative Districts, in the absence of their
Legislative District Chair or in the absence of one of the District's Representatives ~~or their
Alternate representatives elected from each LD or proxies, attend in the absence of the District
Representative~~.

535 The Executive Board seats these delegates immediately upon their selection. ~~The legislative
district~~

~~536 organization determines the procedures for their selection.~~

537 **Section 3.02 Officers**

538 **A. Presiding Officer**

539 The Chair of the Central Committee is the presiding officer at meetings. In the absence of
the

540 Chair, ~~the body will~~ follow the same order of succession for Chair ~~as listed in~~ Section
2.02.01.

541 ~~A Vice-Chair may preside at any meeting with the Chair's discretion.~~

542 **B. Minutes**

543 The Recording Secretary takes and keeps the meeting minutes. If the Recording
Secretary is

544 absent from a meeting, the presiding officer ~~shall~~ appoint a person to take the minutes.

545 SECTION 3.03 MEETINGS

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546

A. Regular

Meetings

547 The Executive Board may set its regular meeting time by rule adopted by the Executive Board.

548 The corresponding secretary posts this information on the Central Committee web site, if one
549 exists.

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

551 • Not Announced at an Executive Board Meeting: contact all Executive Board members
by

552 United States or email.

553 • Announced at an Executive Board Meeting: contact only members not present at the
554 meeting by United States or email.

555 Send the notice of a meeting change seven (7) days before the meeting. Post this information
on

556 the Central Committee web site, if one exists.

557 In the absence of an approved rule, the Executive Board meets on the fourth Tuesday of
each

558 month at 7:00 p.m., except December.

559 *B. Special Meetings*

560 The Chair, with the concurrence of three (3) voting members, or any four (4) members of the
561 Executive Board, may call a special meeting of the Executive Board.

562 At least 72 hours' notice shall be required for a special meeting, unless a majority of the
voting

563 members of the Executive Board determines that such notice is impractical. Notice of less
than

564 seven (7) days may be by telephone or email.

565 *C. Polling of Members*

566 For a matter requiring immediate action, the Chair may poll the voting members of the
Executive

567 Board by telephone or email. In such a case, a majority of the total voting membership of
568 the Executive Board must approve the action.

569 Any action approved by polling of members must be reported at the next Executive Board
meeting

570 by the Chair for recording in the minutes. The minutes shall reflect those approving the
action.

571 **D. Quorum**

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572 Ten
members of the

Executive Board make a quorum.

573 **E. Voting**

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

575 If a standing committee has co-chairs:

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

578 **SECTION 3.04 DUTIES**

566 **Section 3.05 Committees**

567 **A. Fiscal**

568 The Executive Board has these fiscal responsibilities:

- 569 • ~~Formulates and~~ Recommends a biennial budget for adoption by the Central
Committee.
570 biennial budget does not prevent the Executive Board from approving special budgets
that
571 fit within the biennial budget.
- 572 • Approves bills for payment not specifically covered in the budget.

573 **B. Endorsement – MOVE TO STANDING COMMITTEES**

574 The Endorsement Committee consists of a chair appointed by the Chair of the Central

575 Committee. ~~Two (2) members shall be recommended by each Legislative District,~~
~~whenever~~

576 ~~possible. The Executive Board may act as the Endorsement Committee at the discretion~~
~~of the~~

~~577 Chair of the Central Committee, notification of the chair of the Endorsement Committee,~~
~~578 notification of the legislative district delegates, and a majority vote of the Executive Board~~
~~579 sitting as a committee of the whole.~~

580 The Endorsement Committee meets to consider giving the Central Committee a
581 recommendation to endorse Candidates to public office and Ballot measures.

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

583 **C. Other Committees**

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

585 **ARTICLE 4. GENERAL PROVISIONS**

587 A. Rules of Order

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

590 B. Officer Terms of Office

- 591 • Elected officers take office immediately following election. Appointed officers may serve in
an
592 acting capacity immediately following their appointment. Such an officer takes the office
fully
593 after necessary confirmation or ratification.
- 594 • Officers serve until ~~resignation or removal there is a qualified successor for the position.~~

595 C. Removal of Elected Officers

596 Subject to the provisions of prior Executive Board action as set forth in Article 2, an elected
officer
597 may be removed by the Central Committee at a regular or special meeting, as follows:
598 1. The Executive Board begins the action using the provisions for the particular office found
in
599 Section 2.02.
600 2. Give the officer seven (7) days notice of the intent to consider the proposed removal,
giving the
601 reasons for the action.
602 3. Include the removal as an agenda item on the official notice of the meeting. In addition,
notice
603 should be given as to the possible vote for a new officer for whatever office would be open
if 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

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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 **or Chair or a Vice Chair**.
- 618 . Checks in excess of \$100 must additionally be signed by the Chair or one the
- 619 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))
622 for 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 for financial~~
628 **expenditures** must be referred to the Executive Board for review before approval.

629 **E. Budget Sub-Committee**

630 A committee involved with fundraising submits a proposed budget of revenues and
expenses to 627 the Budget Subcommittee of the Finance Committee before submission to
the Executive Board. 628 The Budget Subcommittee verifies there is a sound budget before
sending the budget request 629 to the 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
633 income
and proposed expenses.

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 requests should be submitted to ~~are approved by~~ the Executive

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- 640 Board ~~at the time of committee creation~~, if not previously contained in the biennium budget,
641 before making any expenditure or 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.
- 648 *This report also includes any recommendations for future events, including a proposed*
budget.

649 G. Emergency Expenditures

- 650 In the event ~~contributions of \$500 or more are received within four weeks of an election, the~~
651 ~~Chair with the approval of the majority of the elected board has discretion to make~~
652 ~~disbursements without any requirement of an in person meeting of a large influx of funds~~
653 ~~earmarked to be spent on campaigns within four weeks of the general election, the Chair with~~
654 ~~the approval of at least two members of the executive board has discretion to disperse these~~
~~funds~~
655 ~~without limit.~~ This income and expenditures must be reported at the next executive board
meeting.

656 Section 4.03 Endorsements

657 Section 4.03.01 Candidate

658 A. Committee Recommendation Criteria

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

- 661 • Support of the general principles and values of the Snohomish County Democratic
Party as
662 found in the platform.
- 663 • ~~Able to competently execute the duties of office~~
- 664 • Possibility of success in the election

665 ~~The endorsement committee will consider the following factors of the candidate This happens~~
~~by looking at the following of the person~~ seeking endorsement:

- 666 • Public statements.
- 667 • If the person has held elected or appointed office
- 668 • Voting record.
- 669 • Involvement in Democratic Party organizations ~~or organizations that align with the~~

values of the

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670
Snohomish County

Democratic Party Platform

- 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 the Endorsement Committee. There may be multiple endorsement recommendations for the
- 679 same position. In addition to recommendations for endorsement, the Endorsement Committee
- 680 may do 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 • In the event a candidate is unable to participate in the committee's vetting process and is nominated for endorsement from the floor then not less than 2/3 of present and voting members shall be required to endorse the candidate

685

686 C. Central Committee Actions

- 687 • The Endorsement Committee presents its actions and reasons regarding candidate endorsements to the Central Committee at a regular or special meeting. This meeting may
- 688 occur prior to the primary election. All candidates seeking endorsement are invited to 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 687 have the endorsement from that legislative district's Democratic Party organization prior 688 to the 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 candidates must be made by a precinct committee officer, elected Democratic official or
- 691 elected representative to the Central Committee from the candidate's legislative
- 692

district. 693 • Nominations for all other candidates may come from any Central Committee member or 694
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the 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
698 conflict 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.

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

706 if the campaign meets its criteria for endorsement through a written and/or oral

707 interview process that considers how the campaign supports the general principles

and

708 values of the **Snohomish County** 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 the 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

718 the Central Committee at a regular or special meeting. All campaigns seeking

719 endorsement are 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 .

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723 Nominations for endorsement may come from any Central Committee member or the
724 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 & Bylaws 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
734 following:

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

737 C. Posting on Web Site

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

740 D. Type of Meetings

- 741 . By-laws may be amended at a regular or special meeting, provided the meeting notice
and
742 posting requirements are met.
- 743 . A motion to amend the bylaws made at a meeting without proper notice is
744 automatically considered at the next regular Central Committee meeting, unless a
745 special meeting is called 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
747 voting.
- 748 . Only precinct committee officers may vote on amending the by-laws.

749 F. Effective Time of Changes

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

752 **Section 4.04.02 Timeliness**

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753 **A. Take Effect**

754 The by-laws

~~or amendments thereto~~ become effective immediately after approval by the Central

755 Committee.

756 **B. Expiration**

757 The by-laws remain in effect until the next reorganization meeting unless superseded or amended

758 by subsequent action by the Central Committee.

759 **Section 4.04.03 Distribution**

760 **A. People**

761 Any member ~~all members of the Executive Board receive a copy of these bylaws. Other~~
762 ~~people~~

may receive a copy of these by-laws upon request to the corresponding secretary.

763 **B. Web Site**

764 A copy of these by-laws and subsequent amendments are to be posted on a Central
765 Committee

web site, if one exists, within ten (10) days of approval.

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

767 These by-laws are adopted this xx day of xx, 20xx as amended.