

State of Washington 38th Legislative District Democrats Bylaws

Article I: Name

The name of the organization shall be the 38th Legislative District Democrats and will further be known as the 38th LD.

Article II: Purpose

It shall be the purpose of the 38th LD to provide a means of citizen participation in democratic government for the development of leadership and the support of duly endorsed candidates, the maintenance of strong party responsibility, the promotion of harmony, and the advancement of Democratic ideas and the Democratic platform in conformance with state and national rules.

Article III: Authority

1. The legislative district organization shall be the governing body of the 38th LD. It shall be composed of all elected and appointed Precinct Committee Officers and they will be further known as PCO(s).
2. The 38th LD shall be organized according to State Law, the Charter and Bylaws of the Democratic Party of the State of Washington and other provisions adopted pursuant to the authority of the Charter.
3. Robert's Rules of Order and Parliamentary Procedure shall govern matters not covered by these Bylaws or Rules.

Article IV: Membership

1. The 38th LD shall be open to all that support the Party and wish to be known as Democrats.
2. All elected and appointed PCOs, Active, Associate, and Honorary members shall comprise the membership of the 38th LD Committee.
3. All members shall enjoy equal rights, protections and opportunities in all proceedings of the Party, at all levels.
4. Types of members
 - A. Active voting members shall be members who have paid dues to the 38th LD and who live within the boundaries of the 38th LD. They may vote at meetings, except where exempted by the State Democratic Party Bylaws and State statute, such as Organizational meeting.
 - B. Associate members are members that pay dues and participate actively in the 38th LD but live outside the 38th LD boundaries. They shall have no voting rights.
 - C. The Executive Board may recommend Honorary Members of the organization. They shall have no voting rights.

5. Dues

- A. Membership dues shall be set by the Executive Board no later than the first general meeting of the year and made known to the body.
- B. Dues shall be payable in January of each year. Notice of payment due will be sent with the January meeting notice or by email.
- C. A member shall become an Active Member in good standing upon payment of dues. No district member shall be denied membership due to hardship.

Article V: Executive Officers

The Executive Officers of the 38th LD Committee shall be the Chair, two Vice Chairs of the opposite gender, Recording Secretary, Corresponding Secretary, Treasurer, two State Committee Representatives of the opposite gender, two Representatives to the Snohomish County Executive Board of the opposite gender, and a Sergeant-at-Arms. The officers of Chair, Vice-Chairs, and Representatives to the Democrat bodies are to be elected by PCOs, all other Officers shall be elected by the voting membership. Officers may be any PCO or active voting member.

Article VI: Election and Removal of Officers

1. Elections

- A. Election of new officers will be held at the District Organizational Meeting held after the State Party Rules.
- B. Only PCOs may elect the Chair, Vice-Chairs, State Committee Representatives, or County Representative.
- C. Election Procedures
 - i. A nominee shall be a PCO or an Active Member in good standing.
 - ii. Nominees may be selected from a slate forwarded by a the Nominating Committee created in accordance with Article ,or directly from the floor.
 - iii. A single nominee may be elected by acclamation or by unanimous voice vote. A ballot must be cast if two or more persons have been nominated for the same office.
 - iv. All ballots must be signed and kept by the Chair until the following meeting.
 - v. A Vice-Chair will conduct the Chair's election if the current Chair is running for re-election.
 - vi. Newly elected officers shall take their seats immediately upon election.
 - vii. The new officers shall sign the PDC disclosure form before leaving the meeting.
- D. Officers may be elected at any time.

2. Removal of Officers and Elected Committee Members
 - A. Motions to remove members from elected positions within the organization must be announced to the membership at least seven (7) days before the next general membership meeting and requires a majority vote to pass.
3. Vacancies
 - A. In the event of a vacancy by the Chair, Vice-Chairs, State Committee Representatives, or County Representative, the PCOs shall elect a replacement at the next General Meeting.
 - B. Vacancies by any other elected officer will be filled by election at the next general meeting.
 - C. Notification of an election or vacancy shall be announced to the membership at least seven (7) days before the general membership meeting where the election is to take place.
 - D. An appointee may fill a vacancy created by a PCO who has moved and is residing outside the precinct the officer is representing. When a vacancy is created by a precinct boundary change, the PCO may serve until the next election.

Article VII: Duties of Officers

1. The District Chairperson shall:
 - A. Preside over all District meeting and Executive Board meetings.
 - B. Serve as a representative to the Snohomish County Democratic Central Committee Executive Board meeting.
 - C. Represent the District at the Snohomish County Democratic Central Committee meeting.
 - D. Call Special Meetings as deemed necessary or needed to fulfill State Party rules.
 - E. Be a co-signer of the District bank account.
 - F. Review Public Disclosure filings made by the Treasurer.
 - G. Initial or sign all checks in excess of \$250.
 - H. Appoint committees as needed to manage the organization.
 - I. Be an ex-officio member of all committees.
 - J. Attend the State Democratic meetings and the Chairs Organization meetings that are held quarterly.
 - K. Serve on the Finance Committee
2. The District Vice-Chairs shall:

- A. The Vice-Chair who is the opposite gender of the Chair shall be designated as the First Vice-Chair.
 - B. The First Vice-Chair and if the First Vice-Chair is absent then the Second Vice-Chair preside at all meetings in the absence of the Chairperson.
 - C. May serve as the representative to the Snohomish County Democratic Central Committee, if no representative was elected.
 - D. Shall attend the State Democratic Chairs Organization meetings, held quarterly.
 - E. Perform all duties assigned by the Chair.
3. The Recording Secretary shall:
- A. Record, prepare, and distribute minutes of the District and Executive Board meetings.
 - B. Maintain the Officers in attendance of District and Executive Board meetings.
 - C. Retain copies of all agenda and minutes during the term of office.
 - D. Serve as the Corresponding Secretary in the absence of the Corresponding Secretary.
4. The Corresponding Secretary shall:
- A. Receive, assist, and prepare the meeting notices and correspondence, acting upon as directed by the membership.
 - B. Serve on the Communications Committee
 - C. Keep a roll call of members.
 - D. Serve as the Recording Secretary in the absence of the Recording Secretary.
5. The Treasurer shall:
- A. Receive and distribute all funds of this organization as directed by the body.
 - B. Keep an accurate account of District funds and disbursements.
 - C. Present a written report of all fund activity at each monthly meeting.
 - D. Pay all disbursements and reimbursements.
 - E. Ensure that all expenditures over \$250 are initialed by the Chair.
 - F. Establish a fund for minor expenditures not to exceed \$250.
 - G. Maintain PDC filing requirements.
 - H. Serve on the Finance Committee
6. The Representatives to the Snohomish County Democratic Executive Board shall attend and represent the 38thLD at the Snohomish County Democratic Central Committee Executive Board meetings and report back at the next regular District meeting.
7. The District Representatives to the State Democratic Central Committee shall:

- A. Represent the 38th LD at all State meetings.
 - B. Vote at the direction of the District membership.
 - C. Report back at the next regular District meeting.
8. The Sergeant-at-Arms shall:
- A. Sit on the Bylaws and Rules Committee.
 - B. Appoint a Credentials Committee for the Organizational meeting and for all meetings where voting takes place or a count is necessary.
 - C. Present the tally of eligible voters to the Chair in all elections.
 - D. Distribute and collect all ballots in conjunctions with the Credentials Committee.
 - E. Have knowledge of Robert's Rules of Order and Parliamentary Procedures, any disputes on procedures shall be referred to Sergeant-at-Arms.
 - F. Keep charge of the door to insure that attendees are: Active, Associate, or Honorary members or respectful guests of the 38th LD.
 - G. Maintain order as necessary to allow the progress of the meeting.
 - H. Keep the clock.

Article VIII: Executive Board

1. The Executive Board will consist of all elected officers and standing committee chairs of the organization.
2. The duties of the Executive Board are:
 - A. To formulate and recommend policies and activities to the membership. To approve disbursements of funds in excess of \$250 but no more than \$1000 without the approval of the membership of the district.
 - B. To report all action at the next general meeting.
 - C. To have general management of the organization between meetings.
 - D. To meet at the times deemed necessary by the Chairperson or by request of three members of the Executive Board.
 - E. To coordinate and provide programs at the general meetings and the special program meetings.
 - F. The Executive Board may be polled by the Chair to take action if there is an immediate need before the next general meeting.
3. Members shall receive at least three days' notice of an Executive Board meeting.

4. A majority of the elected officers shall constitute a quorum of the Executive Board.
5. No executive board member shall have more than one vote.

Article IX: Committees

1. All committees shall serve at the direction of the Chairperson, except the Standing Committees, which are part of and subject to these bylaws. Their duties are described by these bylaws. All committee chairs are appointed by and serve at the direction of the Chairperson except otherwise stipulated in these bylaws.
2. Standing committee chairs shall be appointed by the chair and confirmed by a majority vote of the Executive Board.
3. Committee Chair reports may be written out and disbursed at the General Meeting in lieu of speaking. Copies must be distributed for the membership to view and ask questions about during the Reports time.
4. Standing committees are: Fundraising, Finance, PCO Recruitment and Training, Endorsements, Communications, and Bylaws

A. Fundraising Committee

- i. Shall be in charge of raising funds for the organization.
- ii. The Fundraising Committee Chair will serve on the Finance Committee

B. The Finance Committee

- i. Shall be responsible for disbursement of funds from the Campaign Account to candidates following a vote of either the E-board or the body (see Article VIII section 2A).
- ii. The committee shall consist of (5) members: The Treasurer, The Fundraising Committee Chair, the District Chair, and two (2) members elected from the general membership.
- iii. Acceptance of election to the committee comes with the understanding that they must be available for impromptu meetings to quickly disburse funds to the candidates.
- iv. Elected members may only be removed by their resignation or by the membership.
- v. Distribute funds in accordance with rules adopted by the 38th LD.
- vi. Verify the financial records of the organization annually and submit a written report to the general membership at the January monthly meeting, and
- vii. Prepare a spending plan for the organization's operations to present to membership for approval.

- viii. Recognizing the first duty of the body is to elect endorsed Democratic candidates, all disbursements decisions will be based on that premise. All disbursements shall require a vote of the three of the five committee members and reported back to the general membership or E-board for approval.

C. The PCO Recruitment and Training Committee

- i. Shall recruit PCOs where vacancies are or may occur.
- ii. Shall set up trainings for new PCOs.

D. The Communications Committee

- i. Shall coordinate the organization's website, email correspondence, all online databases and electronic document retention.
- ii. All online membership information will be considered strictly confidential and considered an asset of the 38th Legislative District organization
- iii. The Communications Committee Chair may solicit volunteers to assist with management of various related data, reports, and/or membership database projects. Each volunteer must forfeit related data, reports, and/or electronic media upon request from the Communications Committee Chair or when disconnecting from the volunteer projects.

E. The Bylaws and Rules Committee

- i. Shall recommend rules of procedure for the conduct of meetings, the handling of special matters to the 38th LD and recommend amendments to existing rules or these Bylaws
- ii. Shall review proposed Bylaw amendments submitted to the 38th LD and recommend adoption or rejection.
- iii. Robert's Rules of Order and Parliamentary Procedure shall govern matters not covered by these Bylaws or Rules.

Article X: Meetings

1. The meeting of the 38th LD shall be the 4th Wednesday of the month.
2. There shall be at least ten (10) meetings a year.
3. The meeting time and location will be announced in the meeting notice.
4. The Chair, Corresponding Secretary, and/or designee of the Chair shall be responsible for sending notifications which shall include date, time, location, and proposed agenda items.
5. Meeting change notices shall be sent out at least seven (7) days in advance of the general meeting.

6. Those contacted by email will be duly notified in accordance with the seven (7) day rule.
7. Special Meetings may be called by the District Chair or by a petition. The petition must be signed by at least ten (10) current elected or appointed Precinct Committee Officers of the 38th LD. The petition must state the date, time, location and purpose of the special meeting and must be given to the District Chair or Secretary ten (10) days prior to the date of the special meeting. The District Chair shall see that a written notification of all special meetings is mailed to all members and is postmarked at least seven (7) days prior to the date of the special meeting. The notice must state the date, time, location, and purpose of the special meeting. Only those items included in the stated purpose of the meeting shall be officially acted upon at the special meeting.

Article XI: Quorum

A quorum requires at least ten (10) percent of the PCOs be present and voting at the general meetings for passage of any motion.

Article XII: Resolutions

All resolutions having at least five (5) signatures of PCOs may be voted on at the general and special meetings. Resolutions require a simple majority of those present and voting for adoption.

Article XIII: Endorsement of Candidates

1. The 38th LD shall consider candidates who seek the 38th LD endorsement of the candidacy. Candidates may seek endorsement at any time.
2. Notice of the candidates seeking endorsement shall be forwarded in the general meeting or in a special meeting notice seven (7) days prior to the meeting.
3. Candidate endorsements shall be acted upon at a general meeting, at the recommendation of the Executive Committee or by the general membership. The membership may vote to endorse, sole endorse, not endorse, table, or dual endorse any candidate.
4. A motion to endorse a candidate need only be approved by the majority present, to motion for sole endorsement the motion must be approved by $\frac{2}{3}$ majority.
5. To rescind an endorsement, it must be specifically in the meeting notice and receive a two-thirds approval.
6. An endorsement of a candidate for Washington State Legislature other than the 38th LD will be in order only if that candidate has been endorsed by the candidate's own district.
7. To endorse, one must be a member in good standing and have voting privileges as defined by the Bylaws of this organizations by the Friday after the adjournment of the previous regular general meeting to cast a vote in support or opposition to endorse.
8. A letter of action will be mailed to each candidate with the Chair's signature.

Article XIV: Filling Legislative Vacancies

All such vacancies that may occur during a legislature's term of office shall be filled according to the rules found in Article VII of the Washington State Democratic Central Committee Bylaws.

Article XV: Protection of Proprietary Information

The organization's membership database shall not be sold, rented, loaned, or shared in any way with any outside organization other than the Snohomish County Democrats organizations. Distribution of any submitted electronic messages to our membership will be at the discretion of the Communications Chair pursuant to the discretion of the District Chair and Executive Board and must conform to the Washington State PDC regulations.

Article XVI: Amending the Bylaws

1. Amendment Proposals may be proposed by:
 - A. Bylaws and Rules committee
 - B. Elected and appointed PCOs
2. Meeting Notice for any meeting where Bylaw amendments are to be considered must contain the following:
 - A. Listing of Bylaw amendment as an agenda item.
 - B. The text of the proposed amendment.
 - C. An amendment must be posted on a 38th LD Web Site at least five (5) days before the meeting where the amendment is to be considered.
3. Bylaws may be amended at a regular or special meeting, provided the meeting notice and posting requirements are met.
4. A motion to amend the bylaws made at a meeting without proper notice shall be automatically considered at the next regular 38th LD meeting, unless a special meeting is called sooner with proper notice to consider the motion.
5. A vote to amend the Bylaws must pass by a majority of 2/3 of those present and voting.
6. Only precinct committee officers may vote on amending the Bylaws.
7. Timeliness:
 - A. The Bylaws or amendments thereto become effective immediately after approval by the 38th LD unless otherwise stated in the amendment.
 - B. These Bylaws remain in effect until the next reorganization meeting unless superseded or amended by subsequent action by the 38th LD.
8. All members of the Executive Board receive a copy of these bylaws. Other people may receive a copy upon request to the corresponding secretary.
9. A copy of these Bylaws and subsequent amendments are to be posted on a 38th LD website within ten (10) days of approval.