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1 **BYLAWS**
2 **OF THE WASHINGTON STATE**
3 **THIRTY-EIGHTH LEGISLATIVE DISTRICT**
4 **DEMOCRATIC ORGANIZATION**

5 PROPOSED 12/01/2018

6 **PREAMBLE**

7 Pursuant to the Charter of the Democratic Party of the United States, the Charter of the
8 Democratic Party of the State of Washington, and the Snohomish County Democratic
9 Central Committee Bylaws, we do hereby organize ourselves as a body politic, with all the
10 rights, and privileges granted under those documents, and adopt the following Bylaws.

11 **ARTICLE 1 - NAME OF ORGANIZATION**

12 The name of the organization shall be the "38th Legislative District Democratic Organization",
13 hereafter referred to as the 38th LDD.

14 **ARTICLE 2 - PURPOSE AND FUNCTION**

15 **Section 2.01 - Purpose**

16 The 38th LDD shall promote the ideals, principles, growth, and influence of the Democratic
17 Party within the 38th Legislative District through the development of leadership, citizen
18 participation, and party responsibility.

19 **Section 2.02 - Function**

20 The 38th LDD functions as defined by statute and delegated by the
21 Washington State Democratic Party. These functions include but are not limited to the
22 following:

- 23 1. The 38th LDD may nominate Democratic candidates for interim legislative
24 appointment to fill vacancies in elected district positions. [Note: RCW 29A.28.011]
- 25 2. The 38th LDD may nominate a Democratic candidate to run in an election for which
26 no Democrat has filed for positions voted on solely by voters in the 38th Legislative
27 District. [Note: RCW 29A.28.021 and WSDCC Bylaws V2-01/24/04, Article VII, B, I
28 26 33-36]
- 29 3. The 38th LDD may nominate a Democratic replacement candidate in case of the
30 death or disqualification of the Democratic candidate, for positions voted on solely by
31 voters in the 38th Legislative District. [Note: RCW 29A.28.021 and WSDCC Bylaws
32 V2-01/24/04, Article VII, B, I 33-36]
- 33 4. The 38th LDD may debate, establish, and promote the LDD platform and philosophy.
- 34 5. The 38th LDD may seek out and work to elect Democratic and non-partisan candidates on
35 all levels who demonstrably espouse and support the principles contained in that platform.

- 36 6. The 38th LDD may endorse candidates affecting the interests of citizens of the 38th
37 Legislative District.
- 38 7. The 38th LDD may endorse ballot issues affecting the interests of citizens of the 38th
39 Legislative District.
- 40 8. The 38th LDD may issue resolutions affecting the interests of citizens of the 38th
41 Legislative District.
- 42 9. The 38th LDD may raise funds for the promotion of endorsed issues and candidates
43 and other party building activities.

44 **ARTICLE 3 - MEMBERSHIP**

45 **Section 3.01 - Membership Requirements**

46 **Section 3.01.01 - Categories of membership**

47 The membership of the 38th LDD consists of Elected PCO, Appointed PCO, Active Member,
48 Associate Member, Youth Member, and Honorary Member.

49 **Section 3.01.02 - General Requirements for Membership**

50 All members shall:

- 51 A. Publicly support the principles and goals of the Democratic Party.
52 B. Choose to be known publicly as a Democrat.
53 C. Adhere to WSDCC code of Conduct/Ethics

54 **Section 3.01.03 - Elected Precinct Committee Officer (PCO)**

- 55 A. Elected PCOs are members who are not required to pay dues but are highly encouraged to
56 do so at the appropriate Associate membership rate.
57 B. PCOs are encouraged to attend legislative district and county organization meetings on a
58 regular basis and actively participate in party events and activities.
59 C. An Elected PCO meets general membership requirements and all of the following:
60 1. Is a registered voter, residing within the boundaries of the 38th Legislative District.
61 2. Is the Democratic Party representative of a precinct within the boundaries of the
62 38th Legislative District.
63 3. Resides in the precinct that he or she represents.
64 4. Is elected in accordance with Washington State law. [Note: RCW 67 29A.80.051]
65 D. An Elected PCO is entitled to:
66 1. Vote in the bi-annual reorganization, regular, special meeting, and any other special
67 election of officers.
68 2. Vote for all 38th LDD officers, bylaws, and all other matters coming before the
69 membership.
70 3. Hold any elected or appointed position in the 38th LDD.
71 4. Serve on 38th LDD committees and subcommittees.

72 **Section 3.01.04 - Appointed Precinct Committee Officer (PCO)**

- 73 A. Appointed PCOs are members who are not required to pay dues but are highly encouraged
74 to do so at the appropriate Associate membership rate.
75 B. PCOs are encouraged to attend legislative district and county organization meetings on a
76 regular basis and actively participate in party events and activities.
77 C. An Appointed PCO meets general membership requirements and all of the following:

- 78 1. Is a registered voter, residing within the boundaries of the 38th Legislative District.
79 2. Resides in the precinct that he or she represents.
80 3. Is endorsed by the 38th LDD chair.
81 4. Is appointed by the chair of the Snohomish County Democratic Central Committee,
82 in accordance with its bylaws.
83 5. Is the Democratic Party representative of a precinct within the boundaries of the
84 38th Legislative District.
85 D. An Appointed PCO is entitled to:
86 1. Vote on all matters coming before the membership at regular and special meetings.
87 2. Hold any elected or appointed office in the 38th LDD.
88 3. Serve on 38th LDD committees and subcommittees.
89 E. An Appointed PCO may not vote at the bi-annual reorganization meeting.

90 **Section 3.01.05 - Active Membership**

- 91 A. An Active member in the 38th LDDO is open to any person that meets general membership
92 requirements and all of the following.
93 1. Is a registered voter and residing within the boundaries of the 38th Legislative
94 District.
95 2. Makes application to the 38th LDD for membership.
96 3. Pays annual membership dues or is granted a waiver of those dues.
97 B. At the next regular meeting following payment or waiver of dues, Associate Members are
98 entitled to:
99 1. Vote on all matters coming before the membership at regular or special meetings
100 except those listed in Section 3.01.05C.
101 2. Hold any elected or appointed office in the 38th LDD.
102 3. Serve on 38th LDD committees and subcommittees.
103 C. Active Members may not vote:
104 1. At the bi-annual reorganization meeting.
105 2. For the election of 38th LDD officers to fill vacancies.
106 3. To recommend a replacement to fill an empty partisan office.
107 4. To select a candidate to run in an election for which no Democrat has filed.

108 **Section 3.01.06 - Associate Membership**

- 109 A. An Associate membership in the 38th LDDO is open to any person that meets general
110 membership requirements and all of the following.
111 1. Is a registered voter and residing within the outside the boundaries of the 38th
112 Legislative District.
113 2. Makes application to the 38th LDD for membership.
114 3. Pays annual membership dues or is granted a waiver of those dues.
115 B. At the next regular meeting following payment or waiver of dues, Associate Members
116 are entitled to:
117 1. Participate in the discussion of all matters coming before the membership at regular
118 meetings.
119 C. Associate Members may not:
120 1. Vote.
121 2. Hold any elected or appointed office in the 38th LDD.
122 3. Serve on 38th LDD committees and subcommittees.

123 **Section 3.01.07 - Youth Membership**

- 124 A. A Youth membership in the 38th LDD is open to any person that meets general
125 membership requirements and all of the following:

- 126 1. Is between the age of thirteen and eighteen years old residing within the boundaries
127 of the 38th Legislative District.
128 2. Makes application to the 38th LDD for membership.
129 3. Pays annual membership dues unless granted a waiver.
130 B. At the next regular meeting following payment or waiver of dues, Youth Members are
131 entitled to:
132 1. Participate in the discussion of all matters coming before the membership at regular
133 meetings.
134 2. Serve on 38th LDD committees and subcommittees.
135 C. Youth Members may not:
136 1. Vote.
137 2. Serve as an officer of the 38th LDD.
138 3. Serve as chair of any Standing Committee.

139 **Section 3.01.08 - Honorary Membership**

- 140 A. The Executive Board may nominate any qualified person as an "Honorary
141 Member" of the 38th LDD.
142 B. This nomination must be approved by a majority vote of the members at the
143 next regular meeting.
144 C. No resident of the 38th Legislative District may be considered for honorary membership.
145 D. Honorary Members are not required to pay dues.
146 E. Honorary Members cannot vote and cannot participate in the proceedings of the 38th LDD.
147 F. Once awarded, Honorary Membership is permanent, except as follows:
148 Honorary memberships may be revoked by a 2/3 majority vote of the members at a regular
149 meeting or special meeting called for that purpose.

150 **Section 3.02 - Membership Term and Dues**

- 151 A. Membership dues shall be 38 dollars.
152 B. The membership year begins January 1st of each calendar year and expires December
153 31st of the same year.
154 C. New members are eligible to vote at the next regular or special meeting after receipt of
155 their dues.
156 D. Dues apply for the calendar year and are payable annually on January 1st. Notice of
157 payment due will be sent with the January meeting notice or by email.
158 E. Unpaid dues are delinquent on February 1st and membership is forfeited if dues are not
159 paid by April 1st.
160 F. No person will be denied membership because of an inability to pay dues. A reduction or a
161 waiver of the dues will be granted upon written request to the 38th LDD treasurer.
162 G. Membership dues shall be reviewed by the Executive Board as needed.

163 **Section 3.03 - PCO Vacancies**

- 164 PCO vacancies may be created as follows:
165 A. Resignation.
166 1. Precinct Committee Officer may submit written resignation to the chair of the 38th
167 LDD for any reason.
168 B. Change in Legal Residence.
169 1. If a PCO has a change in legal residence outside the precinct, the chair declares
170 that office vacant. Before declaring the office vacant, the chair shall give the PCO
171 written notice to provide satisfactory evidence of legal residency in the precinct
172 within 30 days or risk losing the office.
173 C. Exception.

174 1. The chair does not declare a position vacant if an official change in the boundary
175 lines of a precinct causes a PCO to have legal residence outside the precinct. That
176 officer may continue to serve that precinct until the next PCO election. The county
177 chair of the precinct in question, as the appointing officer, has ultimate authority over
178 the PCO's status.

179 **Section 3.04 - Loss of Membership**

- 180 A. Membership is forfeited if a member moves outside the boundaries of the 38th Legislative
181 District.
182 B. If an official change in the boundary lines of the 38th Legislative District causes a member
183 to have legal residence outside the district, the member may choose to remain in good
184 standing until the end of the membership year.
185 C. Membership is forfeited for failure to meet membership requirements, by vote of the
186 Executive Board.
187 D. There will be no refund of membership fees in any event.

188 **ARTICLE 4 - OFFICERS**

189 **Section 4.01 - Elected Officers**

190 **Section 4.01.01 - Definition**

191 The Elected Officers of the 38th LD Committee shall be the Chair, two Vice Chairs of the
192 opposite gender, , two State Committee Representatives of the different gender, two
193 Representatives to the Snohomish County Executive Board of the opposite gender,
194 Corresponding Secretary, Recording Secretary, and Treasurer. The officers of Chair, Vice-
195 Chairs, and Representatives to the Democrat bodies are to be elected by PCOs, all other
196 Officers shall be elected by the voting membership.

197 **Section 4.01.02 - Eligibility**

- 198 A. Any 38th Legislative District PCO or Associate Member, may be elected to any 38th LDD
199 office.
200 B. An officer may be appointed to standing committee chair.

201 **Section 4.01.03 - Gender**

- 202 A. The chair and the first vice-chair must be of identified different gender.
203 B. The second vice-chair must be of the same gender as the chair.
204 C. Committee Representatives shall be of different genders as a pair.
205 D. There is no gender specification for any other elected office.

206 **Section 4.01.04 - Elections of Officers**

- 207 A. Nominees may be selected from a slate forwarded by the Nominating Committee created
208 in accordance with Section 4.01.07C, or directly from the floor.
209 B. A single nominee may be elected by acclamation or by unanimous voice vote. A ballot must
210 be cast if two or more persons have been nominated for the same office.
211 C. All ballots must be signed and kept by the Chair until the next Reorganizational Meeting.
212 D. Newly elected officers shall take their seats immediately upon election.
213 E. Notification of an vacancy shall be announced to the membership at least seven (7) days
214 before the general membership meeting where the election is to take place.

215 **Section 4.01.05 - Removal of Elected Officers**

216 The process for removal of any elected officer shall be as follows:

- 217 A. Grounds. Grounds for removal are misfeasance, malfeasance, or nonfeasance in the
218 performance of an officer's duties. Absence without a valid excuse from any combination
219 of three (3) consecutive regular or executive board meetings is grounds for the charge of
220 nonfeasance.
- 221 B. Charges. A motion for removal must be made at a regular or special meeting of the
222 executive board. Written charges demanding removal shall be referred to the executive
223 board by the parties calling for removal, to ascertain by majority vote whether or not said
224 charges are found to be accurate and are proper grounds for removal.
- 225 C. Inability to Charge. If the executive board cannot determine by majority vote that the
226 charges are proper grounds for removal, said charges shall be dropped and stricken from
227 the record.
- 228 D. Impeachment Action.
- 229 1. Once the executive board has determined the charges before the body to be proper
230 grounds for removal, the executive board shall place the motion for removal on the
231 agenda of the next regular meeting.
- 232 2. A detailed statement of the charges shall be sent to each member of the general
233 membership at least seven (7) days prior to the meeting where the impeachment
234 proceedings will be heard.
- 235 3. Any impeached officer shall be removed from all held elected offices.
- 236 E. Right to Face Accuser
- 237 1. The parties calling for removal of an officer must be present or submit a written
238 statement at the regular meeting at which removal is considered or said charges
239 shall be dropped and stricken from the record.
- 240 2. The accused must be present, or proof must be offered that the accused was
241 notified of the meeting and chose not to attend. If proper notice to the accused is
242 proven to have been delivered, failure to attend or submit a written statement will
243 be considered an official act of resignation.
- 244 3. The accused must be given the opportunity to respond at or before the meeting at
245 which removal is considered.
- 246 F. Eligibility to Vote on Impeachment
- 247 1. Only elected PCOs are eligible to vote on the motion for removal of an elected
248 officer.
- 249 2. A simple majority of those present and eligible to vote is required for removal of an
250 officer. [Note: RCW 29A.80.061]
- 251 3. The legislative district chair may be removed only by the majority vote of the elected
252 precinct committee officers in the chair's district. [Note: RCW 29A.80.061]

253 **Section 4.01.06 - Succession of Office**

- 254 A. If there is a permanent vacancy in the office of chair the next available officer in the order
255 of succession becomes chair.
- 256 B. In case of temporary absence or disability of the chair, the order of succession
257 determines who will to preside over meetings until the chair is able to resume in the office.
- 258 C. Order of Succession.
- 259 1. First Vice-chair
- 260 2. Second Vice-chair
- 261 3. State Committee Representative, in alphabetical order of surname
- 262 4. County Committee Representative, in alphabetical order of surname

263 **Section 4.01.07 - Vacancies**

- 264 A. Vacancies in elected officer positions shall be filled by election at the next regular meeting.
- 265 B. Notification of an vacancy shall be announced to the membership at least seven (7) days

- 266 before the general membership meeting where the election is to take place.
267 C. The chair shall create a temporary Nomination Committee and appoint its chair. This
268 committee shall seek out potential candidates to fill vacancies and present them to the
269 membership at the next regular meeting.
270 D. The chair may appoint a pro tem replacement for any elected officer position to serve until
271 an election can be held to fill the vacancy in that office. Officers appointed pro tem have all
272 the rights and responsibilities accruing to the position they have been appointed to.
273 E. An appointee may fill a vacancy created by a PCO who has moved and is residing outside
274 the precinct the officer is representing. When a vacancy is created by a precinct boundary
275 change, the PCO may serve until the next election.

276 **Section 4.02 - Appointed Officers**

277 **Section 4.02.01 - Definition**

- 278 A. Appointed officers shall be Parliamentarian, Sergeant-at-arms, Communications and
279 Technology Officer, Endorsement and Resolutions Officer, the Fundraising Officer,
280 Political Affairs Officer, two Budget and Finance Officers and two Outreach and Inclusion
281 Officers.
282 B. There may not be a gender specification for appointed office.
283 C. Any member may be appointed to 38th LDD office.

284 **Section 4.02.02 - Appointment and Removal**

- 285 A. There is no order of succession for appointed officers.
286 B. Officers appointed by the chair shall be confirmed by majority vote of the executive board.
287 C. Removal of Appointed Officers. Appointed officers serve at the discretion of the chair. The
288 chair may remove appointed officers provided the executive board ratifies the removal by
289 majority vote.

290 **Section 4.03 - Duties of Officers**

291 **Section 4.03.01 - Chairperson**

292 The District Chairperson shall:

- 293 A. Perform all duties customarily devolving upon the chief executive officer of an organization.
294 B. Direct the affairs of the 38th LDD.
295 C. Designate members to perform such duties as the chair may deem necessary.
296 D. Attend and participate in all State Democratic Party functions and meetings of
297 which the State Party Central Committee deems the chair to be a member.
298 E. Attend and participate in all County Democratic Party functions and meetings of
299 which the County Party Central Committees deems the chair to be a member.
300 F. Appoint officers as defined in Section 4.02.
301 G. Be a non-voting ex officio member of all committees except the Nominating Committee.
302 H. Report on official activities at each regular and executive board meeting.
303 I. Work with the Budget and Finance Committee to prepare and submit a budget to the
304 membership at the first regular meeting of the year.
305 J. Work with the executive board to prepare a general plan of action for the next biennium, to
306 be presented at the regular meeting following the election of officers. This general plan of
307 action is to be updated every quarter and presented to the members at the regular
308 meeting.
309 K. Be a co-signer of the District bank account.
310 L. Review Public Disclosure filings made by the Treasurer.

311 M. Initial or sign all checks in excess of \$250.

312 **Section 4.03.02 - First Vice-Chairs**

313 First Vice-Chairs shall:

- 314 A. The First Vice-Chair preside at all meetings in the absence of the Chairperson.
- 315 B. May serve as the representative to the Snohomish County Democratic Central
- 316 Committee, in their absence.
- 317 C. Shall attend the State Democratic Chairs Organization meetings, held quarterly.
- 318 D. Serves as Vice-Treasurer and a member of the Budget and Finance Committee.
- 319 E. May represent the 38th LDD to the Snohomish County Democratic Central Committee
- 320 Executive Board, in absence of Chair.
- 321 F. Perform all duties assigned by the Chair.

322 **Section 4.03.03 - Second Vice-Chairs**

323 Second Vice-Chairs shall:

- 324 A. The Vice-Chair who is the opposite gender of the Chair shall be designated as the First
- 325 Vice-Chair.
- 326 B. If the Chair and the First Vice-Chair are absent, then the Second Vice-Chair preside at all
- 327 meetings in their absence.
- 328 C. May serve as the representative to the Snohomish County Democratic Central Committee,
- 329 in their absence.
- 330 D. Shall attend the State Democratic Chairs Organization meetings, held quarterly.
- 331 Serve as chair of the Membership and PCO Recruitment Committee.
- 332 E. Perform all duties assigned by the Chair.

333 **Section 4.03.04 - Corresponding Secretary**

334 The Corresponding Secretary shall:

- 335 A. Post the minutes of meetings to the 38th LDD website and to the members via electronic
- 336 mail within 10 days of the meeting.
- 337 B. Receive, assist, and prepare the meeting notices and correspondence, acting upon as
- 338 directed by the membership.
- 339 C. Record the attendance of members and guests at all regular meetings, and maintain
- 340 these attendance records for public inspection.
- 341 D. Work with the treasurer to keep the membership roll current and maintain a copy of the
- 342 complete roll of the membership of the 38th LDD.
- 343 E. Maintain the Officers in attendance of District and Executive Board meetings.
- 344 F. Serve as the Recording Secretary in the absence of the Recording Secretary.
- 345 G. Serve on the Communications and technology Committee
- 346 H. Performs such duties as may be assigned by the chair.

347 **Section 4.03.05 - Recording Secretary**

348 The Recording Secretary shall:

- 349 A. Take minutes at all regular, special and executive board meetings, and maintain those
- 350 minutes for public inspection.
- 351 B. Record and prepare minutes of the District and Executive Board meetings.
- 352 C. Date and sign the minutes of all meetings.
- 353 D. Maintain copies of all minutes, formal reports of officers and committees, and all
- 354 other correspondence, documents, and other records relating to the operation of the 38th
- 355 LDD and maintain those documents for public inspection.
- 356 E. Retain copies of all agenda and minutes during the term of office.
- 357 F. Maintain all organizational files and records in a safe and orderly manner.

- 358 G. Serve as the Corresponding Secretary in the absence of the Corresponding Secretary.
- 359 H. Serve on the Communications and technology Committee
- 360 I. Performs such duties as may be assigned by the chair.

361 **Section 4.03.06 - Treasurer**

362 The Treasurer shall:

- 363 A. Serve as the chair of the Budget and Finance Committee.
- 364 B. Supervise the financial affairs of the 38th LDD.
- 365 C. Maintain the bank accounts for the 38th LDD.
- 366 D. Maintain an accurate and balanced record of receipts and disbursements.
- 367 E. Pay all bills in a timely manner.
- 368 F. Establish and maintain a petty cash fund not to exceed \$100.
- 369 G. With the exception of disbursements to and from the petty cash fund, ensure that all
- 370 disbursements are paid by check..
- 371 H. Prepare and submit a written monthly summary financial report to the executive board.
- 372 I. Prepare and submit a written summary financial report to the membership at the regular
- 373 meetings.
- 374 J. Submit annually all records to the executive board for financial auditing.
- 375 K. Prepare and submit all required reports to the Washington Public Disclosure Commission,
- 376 according to that agency's published schedule.
- 377 L. Prepare and submit any other required government or Democratic party financial report and
- 378 notify the executive board in a timely manner of any such filing.
- 379 M. Assist the secretary in keeping the membership list current.
- 380 N. Perform such duties as may be assigned by the chair.
- 381 O. Ensure that all expenditures over \$250 are initialed by the Chair.

382 **Section 4.03.07 - State Committee Representatives**

383 State Committee Representatives shall:

- 384 A. Serve as an advisor to the Political Affairs Committee.
- 385 B. Serve as a member of the Washington State Democratic Central Committee.
- 386 C. Represent the interests of the 38th LDD at all Washington State Democratic Central
- 387 Committee meetings, and when possible attend workshops at those meetings.
- 388 D. Secure a proxy to attend any meeting of the Washington State Democratic Central
- 389 Committee that the State Committee Representative cannot attend.
- 390 E. Report to the membership at the next regular meeting following each Washington State
- 391 Democratic Central Committee meeting. The report shall include the subjects discussed
- 392 and the actions taken.
- 393 F. Report to the executive board at its next meeting following each Washington State
- 394 Democratic Central Committee meeting. The report shall include the subjects discussed
- 395 and the actions taken.

396 **Section 4.03.08 - County Committee Representatives**

397 County Committee Representatives shall:

- 398 A. Serve as an advisor to the Political Affairs Committee.
- 399 B. Serve as a member of the Snohomish County Democratic Central Committee.
- 400 C. Represent the interests of the 38th LDD at Snohomish County Democratic Central
- 401 Committee meetings, and when possible attend workshops at those meetings.
- 402 D. Secure a proxy to attend any meeting of the county Democratic Central Committee that he
- 403 or she cannot attend.
- 404 E. Report to the membership at the next regular meeting following each county Democratic
- 405 Central Committee meeting. The report shall include the subjects discussed and the

- 406 actions taken.
407 F. Report to the executive board at its next meeting following each county Democratic Central
408 Committee meeting. The report shall include the subjects discussed and the actions taken.

409 **Section 4.03.09 - Parliamentarian**

410 The Parliamentarian shall:

- 411 A. Serve on the executive board as the chair of the Bylaws and Rules Committee.
412 B. Serve as parliamentarian and advise the chair on parliamentary procedure during
413 meetings.
414 C. Assist the chair in the interpretation of the Bylaws and the charters and bylaws of other
415 organizations whose bylaws have an impact on the operations of the 38th LDD.
416 D. Performs such duties as may be assigned by the chair.
417 E. Serve as timekeeper for meetings.
418 F. Serve as chair of the Tally Committee.

419 **Section 4.03.10 - Sergeant-at-Arms**

420 The Sergeant-at-Arms shall:

- 421 A. Serve on the executive board as the chair of the Credentials Committee.
422 B. Supervise member and guest registration at meetings, and inform the chair of the number
423 of voting members present, so that the presence or absence of a quorum can be
424 determined.
425 C. Maintain order at all regular or executive board meetings.
426 D. Present the tally of eligible voters to the Chair in all elections.
427 E. Performs such duties as may be assigned by the chair.

428 **Section 4.03.11 - Budget and Finance Officers**

- 429 A. Serve as as member of the Budget and Finance Officers.
430 B. Aid in the execution of the duties of Treasurer, and Fundraising Officer.
431 C. Perform such duties as may be assigned by the chair.

432 **Section 4.03.12 - Communications and Technology Officer**

- 433 A. Aid in the execution of the duties of Corresponding Secretary, and Recording Secretary.
434 B. Serve as the Chair of the Communications and Technology Committee.
435 C. Perform such duties as may be assigned by the chair.

436 **Section 4.03.13 - Endorsements and Resolutions Officer**

- 437 A. Serve as the Chair of the Endorsements and Resolutions Committee.
438 B. Perform such duties as may be assigned by the chair.

439 **Section 4.03.14 - Fundraising Officer**

- 440 A. Works with the Executive Board and Budget and Finance Committee to formulate annual
441 fundraising goals.
442 B. Works with the Treasurer to set-up protocols for collecting and reporting funds.
443 C. Works with the Treasurer by providing supportive documentation in a timely manner for
444 PDC reporting.
445 D. Prepares and submits a monthly fundraising summary financial report to the Executive
446 Board.
447 E. At the conclusion of each fundraising project, submits all records pertaining to that project
448 to the Treasurer. Presents final financial information upon completion of each fundraising
449 event (proceeds, expenses etc...) to the Executive Board in a timely manner.
450 F. Aid in the execution of the duties of Treasurer, and Fundraising Officer.

451 G. Perform such duties as may be assigned by the chair.

452 **Section 4.03.15 - Inclusion and Outreach Officers**

- 453 A. Serve as the co-chairs of the Outreach and Inclusion Committee.
454 B. Perform such duties as may be assigned by the chair.

455 **Section 4.03.16 - Political Affairs Officer**

- 456 A. Serve as the chair of the Political Affairs Committee
457 B. Provide point of contact for political campaigns.
458 C. Perform such duties as may be assigned by the chair.

459 **ARTICLE 5 - Meetings**

460 **Section 5.01 - General Membership Meetings**

461 **Section 5.01.01 - Regular General Membership Meetings**

- 462 A. The Executive Board shall fix the time and place for a monthly regular general meetings,
463 which shall be publicized to the membership by the January 1st.
464 B. A scheduled meeting may be cancelled by a majority vote of members present and voting,
465 or by vote of the Executive Board under special circumstances.
466 C. A notice with the agenda for the meeting will be sent to the at least seven (7) days prior to
467 that meeting.
468 D. Meeting change notices shall be sent out at least seven (7) days in advance of the
469 general meeting.

470 **Section 5.01.02 - Special Meetings**

- 471 A. By the Chair
472 1. The Chair can call a Special meetings may be called by the chair with seven (7)
473 days notice.
474 2. Notice shall be provided by two of the following; regular mail, e-mail, posting on the
475 websites or by telephone.
476 B. By petition
477 1. The petition must be signed by at least ten (10) current elected or appointed
478 Precinct Committee Officers of the 38th LDD.
479 2. The petition must state the date, time, location and purpose of the special
480 meeting.
481 3. The petition must be given to the District Chair or Secretary ten (10) days prior to
482 the date of the special meeting.
483 4. The District Chair shall see that a written notification of all special meetings is
484 mailed to all members and is postmarked at least seven (7) days prior to the date
485 of the special meeting.
486 5. The notice must state the date, time, location, and purpose of the special
487 meeting. Only those items included in the stated purpose of the meeting shall be
488 officially acted upon at the special meeting.

489 **Section 5.01.03 - Reorganizational Meeting**

- 490 A. An organizational meeting shall be held in December or January, following the general
491 election in even numbered years.
492 B. The purpose of this meeting is the adoption of Bylaws and the election of officers.

493 **Section 5.02 - Other meetings**

494 **Section 5.02.01 - Executive Board Meetings**

- 495 A. The Executive Board shall fix the time and place for a monthly regular general meetings,
496 which shall be publicized to the membership by the January 1st.
497 B. A scheduled meeting may be cancelled by a majority vote the Executive Board under
498 special circumstances.
499 C. Notice of the meeting will be sent to Executive Board with agenda by the Chair, or
500 Corresponding Secretary. with Seven (7) days notice
501 D. Special meetings of the Executive Board can be called the Chair or by request of three
502 members of the Executive Board with three (3) days notice.

503 **Section 5.02.02 - Standing Committee Meetings**

- 504 A. Standing Committee shall be held bimonthly on even numbered months.
505 B. The date, location, and time are set by the Committee chair.
506 C. Additional meetings can be set by majority vote of the Executive Board.

507 **Section 5.03 - Quorum**

508 **Section 5.03.01 - Regular and Special Meetings**

509 The quorum for regular and special meetings shall consist of ten percent (15%) of the PCOs
510 provided that at least two elected officers are present.

511 **Section 5.03.02 - Executive Board Meetings**

512 The quorum for executive board meetings shall consist of 7 members of the executive board.

513 **Section 5.03.03 - Reorganization Meeting**

514 The quorum for the reorganization meeting shall consist of fifteen percent (15%) of the PCOs
515 elected in the most recent primary election in accordance with Washington State law.
516 [Note: RCW 29A.80.051]

517 **Section 5.03.04 - Standing Committee Meetings**

518 The quorum for standing and special committee meetings shall consist of twenty-five percent
519 (25%) of its members, provided that the chair of the committee and at least one other
520 member is present.

521 **ARTICLE 6 - Executive Board**

522 **Section 6.01 - Executive Board Members**

523 The Executive Board will consist of appointed officers, and elected officers of the
524 organization.

525 **Section 6.02 - Duties of Executive Board**

- 526 A. To formulate and recommend policies and activities to the membership. To approve
527 disbursements of funds in excess of \$250 but no more than \$1000 without the approval of
528 the membership of the district.
529 B. To report all action at the next general meeting.
530 C. To have general management of the organization between meetings.
531 D. To coordinate and provide programs at the general meetings and the special program
532 meetings.
533 E. The Executive Board may be polled by the Chair to take action if there is an immediate

534 need before the next general meeting.

535 **Section 6.03 - Authority**

536 The executive board has the authority to conduct the management and administration of the
537 38th LDD except that which is reserved for the membership as provided by these bylaws.

538 **ARTICLE 7 - Committees**

539 **Section 7.01 - Standing Committees**

540 In addition to pursuing the duties of their respective committees, individual matters may be
541 referred to any standing committee by the membership.

542 **Section 7.01.01 - Budget and Finance Committee**

543 A. This committee shall consists of the first Vice Chair, the Treasurer, The Fundraising
544 Officer, and the two Budget and Finance Officers.

545 B. The duties of this committee are as follows:

- 546 1. Prepare the annual budget.
- 547 2. Plan and present fundraising programs and activities for the 38th LDD.
- 548 3. Ensure the legal and proper handling of all funds generated by the 38th LDD
549 Fundraising activities.
- 550 4. Recommend financial policies to the Executive Board.
- 551 5. Shall be responsible for disbursement of funds from authorized in accordance with
552 Section 6.02A.

553 **Section 7.01.02 - Bylaws and Rules Committee**

554 A. This committee shall consist of the Parliamentarian and at least two other members
555 appointed by the Parliamentarian.

556 B. The duties of this committee are as follows:

- 557 1. Conduct ongoing reviews of the bylaws and standing rules to ensure conformation
558 with state law and the charter and bylaws of the Washington State Democratic
559 Central Committee (WSDCC).
- 560 2. Propose revisions to the bylaws and standing rules as necessary.
- 561 3. Review, recommend, approval or reject, or modify as necessary amendments to
562 the bylaws and standing rules proposed by members or other committees.

563 **Section 7.01.03 - Communications and Technology Committee**

564 A. This committee shall consist of the Communications and Technology Officer,
565 Corresponding Secretary Recording Secretary and at least two other members
566 appointed by the Communications and Technology Officer.

567 B. The duties of this committee are as follows:

- 568 1. Publish any meeting or other notices or information required by these bylaws.
- 569 2. Maintain the website of the 38th LDD.
- 570 3. Maintain a member database.
- 571 4. Conduct public relations activities.
- 572 5. Investigate, document, and recommend technologies of useful interest to the
573 conduct of the 38th LDD's operations.
- 574 6. Shall coordinate the organization's website, email correspondence, all online
575 databases and electronic document retention.
- 576 7. All online membership information will be considered strictly confidential and
577 considered an asset of the 38th Legislative District organization
- 578 8. The Communications Committee Chair may solicit volunteers to assist with

579 management of various related data, reports, and/or membership database
580 projects. Each volunteer must forfeit related data, reports, and/or electronic media
581 upon request from the Communications Committee Chair or when disconnecting
582 from the volunteer projects.

583 **Section 7.01.04 - Credentials Committee**

- 584 A. This committee shall consist of the Sergeant-at-arms and at least two other members
585 appointed by the Sergeant-at-arms.
- 586 B. The duties of this committee are as follows:
- 587 1. Verify and report on the eligibility of delegates or members to participate at any
588 meeting or caucus of the 38th LDD.
 - 589 2. Establish the presence or absence of a quorum prior to the beginning of any
590 meeting.
 - 591 3. The committee shall register delegates at the biennial caucus of 38th Legislative
592 District democrats that is held for the purpose of the election of delegates to the
593 Congressional District Caucuses wholly or partially within the boundaries of the
594 38th LDD.
 - 595 4. The committee shall hand out, collect, and count ballots during elections.

596 **Section 7.01.05 - Endorsements and Resolutions Committee**

- 597 A. This committee shall consist of the Endorsements and Resolutions Officer and at least two
598 other members appointed by the Endorsements and Resolutions Officer.
- 599 B. The duties of this committee are as follows:
- 600 1. Monitor upcoming elections, identify declared and/or potential candidates.
 - 601 2. Develop questionnaires for candidates of various types of races.
 - 602 3. Evaluate candidates that apply for endorsement from the 38th LDD.
 - 603 4. Investigate Ballot Measures, and Initiatives then present their recommendations to
604 the membership for endorsement.
 - 605 5. Ensure that resolutions that are passed by the body comply with Snohomish
606 County Democratic Central Committee and Washington State Democratic Central
607 Committee.
 - 608 6. Forward the passed resolutions to the Snohomish County Democratic Central
609 Committee and Washington State Democratic Central Committee.

610 **Section 7.01.06 - Inclusion and Outreach Committee**

- 611 A. This committee shall consist of the two Community Outreach Officers and at least three
612 other members appointed by the Community Outreach Officers.
- 613 B. The duties of this committee are as follows:
- 614 1. Serve as a liaison between the 38th LDD and community service organizations
615 operating within the 38th Legislative District whose primary constituency or focus
616 include but are not limited to any of the following: age, business, gender, labor,
617 race, religion, sexual orientation, and veterans.
 - 618 2. Develop and maintain a comprehensive contact list of community service
619 organizations operating within the 38th Legislative District.
 - 620 3. Encourage participation in the Democratic Party by people of diverse cultural and
621 ethnic heritage.
 - 622 4. Provide the chairs of the PCO Development and Membership Committees contact
623 information and assistance in the recruitment of new PCOs and Associate
624 members.
 - 625 5. Coordinates outreach to schools, community groups and youth organizations
626 located in the 38th LD to provide information about Democratic Party issues and

- 627 events.
628 6. Provides Democratic speakers to schools, community groups and youth
629 organizations in the 38th LDD.
630 7. Plans events and programs designed to increase community involvement in the
631 38th LDD and educate the public about the Democratic Party.

632 **Section 7.01.07 - Membership and PCO Recruitment Committee**

- 633 A. This committee shall consist of the second vice chair and at least two other members
634 appointed by the second vice chair.
635 B. The duties of this committee are as follows:
636 1. Work in close association with the Corresponding Secretary, and the Treasurer to
637 develop and maintain a list of members and prospective members.
638 2. Organize and manage membership recruitment efforts with the assistance of the
639 Community Outreach Committee.
640 3. Be responsible for the training of PCOs of the 38th LDD.
641 4. Ensure that each 38th LDD PCO is assigned a VoteBuilder account.
642 5. Ensure that current PCOs file to be elected for their next term.
643 6. Committee to identify and recruit potential PCOs.

644 **Section 7.01.08 - Political Affairs Committee**

- 645 A. This committee shall consist of the Political Affairs Officer and at least two other members
646 appointed by the Political Affairs Officer.
647 B. The duties of this committee are as follows:
648 1. Develop and implement procedures and strategies to elect Democrats to political
649 office within or representing the 38th Legislative District.
650 2. Monitor legislation at all levels of government in order to advise and inform the
651 membership of issues affecting the 38th Legislative District.

652 **ARTICLE 8 - ENDORSEMENTS AND RESOLUTIONS**

653 **Section 8.01 - Endorsements**

- 654 A. The 38th LD shall consider all candidates who seek the 38th LD endorsement of the
655 candidacy.
656 B. Candidates may seek endorsement at any time.
657 C. Notice of the candidates seeking endorsement shall be forwarded in the general meeting
658 or in a special meeting notice seven (7) days prior to the meeting.
659 D. Candidate endorsements shall be acted upon at a general meeting, at the
660 recommendation of the Executive Committee or by the general membership.
661 E. The membership may vote to endorse, sole endorse, not endorse, table, or dual endorse
662 any candidate.
663 F. A motion to endorse a candidate need only be approved by the majority present.
664 G. A motion for sole endorsement the motion must be approved by $\frac{2}{3}$ majority of those
665 present.
666 H. To rescind an endorsement, it must be specifically in the meeting notice and receive a two-
667 thirds approval.
668 I. An endorsement of a candidate for Washington State Legislature other than the 38th LD
669 will be in order only if that candidate has been endorsed by the candidate's own district.
670 J. A letter will be mailed to each candidate with the Chair's signature. outlining the result of
671 the vote.
672 K. Endorsed candidates will be publicized on the website of 38th LDD.

673 **Section 8.02 - Resolutions**

- 674 A. All resolutions having at least five (5) signatures of 38th LDD PCOs will be considered by
675 the 38th LDD.
676 B. Resolutions require a simple majority for adoption.

677 **ARTICLE 9 - PROTECTION OF PROPRIETARY INFORMATION**

678 **Section 9.01 - Database**

679 The organization's database shall not be sold, rented, loaned, or shared in any way with any
680 outside organization other than the Snohomish County Democratic Central Committee.

681 **Section 9.02 - Electronic Messages**

682 Distribution of any submitted electronic messages to our membership will be at the discretion
683 of the Communications Chair pursuant to the discretion of the District Chair and Executive
684 Board and must conform to the Washington State PDC regulations.

685 **ARTICLE 10 - PARLIAMENTARY AUTHORITY**

686 **Section 10.01 - Robert's Rules of Order**

687 The rules contained in the current edition of Robert's Rules of Order Newly Revised 11th
688 Edition shall govern the 38th LDD in all cases to which they are applicable and in which
689 they are not inconsistent with these bylaws and any special rules of order the 38th LDD
690 may adopt.

691 **ARTICLE 11 - AMENDMENT OF BYLAWS**

692 **Section 11.01 - Amendment Proposals**

693 Amendment Proposals may be proposed by:

- 694 A. Bylaws and Rules committee
695 B. Elected and Appointed PCOs

696 **Section 11.02 - Meeting Notice**

697 Meeting Notice for any meeting where Bylaw amendments are to be considered must contain
698 the following:

- 699 A. Listing of Bylaw amendment as an agenda item.
700 B. The text of the proposed amendment.
701 C. An amendment must be posted on a 38th LDD Web Site at least five (5) days before the
702 meeting where the amendment is to be considered.

703 **Section 11.03 - Amendment**

- 704 A. Bylaws may be amended at a regular or special meeting, provided the meeting notice
705 and posting requirements are met.
706 B. A motion to amend the bylaws made at a meeting without proper notice shall be
707 automatically considered at the next regular 38th LDD meeting, unless a special meeting
708 is called sooner with proper notice to consider the motion.
709 C. A vote to amend the Bylaws must pass by a majority of 2/3 of those present and voting.
710 D. Only Precinct Committee Officers may vote on amending the Bylaws.
711 E. Timeliness:
712 1. The Bylaws or amendments thereto become effective immediately after approval
713 by the 38th LDD unless otherwise stated in the amendment.
714 2. These Bylaws remain in effect until the next reorganization meeting unless

- 715 superseded or amended by subsequent action by the 38th LDD.
716 F. All members of the Executive Board receive a copy of these bylaws. Other people may
717 receive a copy upon request to the corresponding secretary.
718 G. A copy of these Bylaws and subsequent amendments are to be posted on a 38th LDD
719 website within ten (10) days of approval.