

## **Bylaws of the Pierce County Democratic Central Committee**

The Pierce County Democratic Party strives to practice open, participatory governance. To that end, we maintain this public posting of the bylaws by which the Pierce County Democratic Central Committee operates. These bylaws have been approved by a vote of the Pierce County Democratic Central Committee.

### **Bylaws of the Pierce County Democratic Central Committee**

Adopted by the Pierce County Democratic Central Committee December 14, 1996

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## **Table of Contents**

Article 1: NAME

Article 2: PURPOSE

Article 3: MEMBERSHIP

3.1: Voting Members

3.2: Non-Voting Members

3.3: Paid Members

3.4: Dues

Article 4: OFFICERS AND THEIR DUTIES

4.1: Officers

4.2: Term of Office

4.3: Filling Vacancies

4.4: Duties of Chair

4.5: Duties of the First Vice-Chair

4.6: Duties of the Second Vice-Chair

4.7: Duties of the Vice-Chair for Communications

4.8: Duties of the Vice-Chair for Outreach

4.9: Duties of the Vice-Chair for PCO Development

4.10: Duties of State Committee Members

4.11: Duties of the Secretary

4.12: Duties of the Treasurer

4.13: Duties of the Assistant Treasurer

4.14: Duties of Membership Chair

4.15: Duties of Sergeant-At-Arms

4.16: Removal of Officers

4.17: Eligible Voters for Officers

**Article 5: EXECUTIVE BOARD**

5.1: Purpose and Authority

5.2: Employment Proposals

5.3: Membership

**Article 6: CONSTITUENCY CAUCUSES**

6.1 Definition of Constituency Caucuses

6.2 Benefits of Forming an Affiliated Caucus

6.3 Establishment of Constituency Caucuses

6.4 Bylaws of Constituency Caucuses

6.5 Financial Management and Reporting

6.6 Public Communications

6.7 Internal Communications

**Article 7: MEETINGS**

7.1: PCDCC Biennial Reorganization Meeting

7.2: Pierce County Democrat Central Committee

7.3: PCDCC Executive Board Meetings

7.4: PCDCC Special Meetings

**Article 8: COMMITTEES**

8.1: Permanent Standing Committees

8.2: Other Standing Committees

8.3: Ad hoc Committees

8.4: Special Committees

**Article 9: LEGISLATIVE DISTRICT ORGANIZATIONS**

9.1: Legislative District Reorganization Meetings

9.2: Legislative District Officer External Duties

9.3: Legislative District Bylaws

9.4: Removal of Legislative District Chair

**Article 10: CANDIDATE SUPPORT**

10.1: Intent

10.2: Endorsements

10.3: Financial Support

**Article 11: FILLING PARTISAN OFFICES**

11.1: Candidates for Pierce County Offices

11.2: Vacancy in Partisan Office

**Article 12: PARLIAMENTARY AUTHORITY**

**Article 13: STATUS OF BYLAWS**

## **ARTICLE 1: NAME**

The name of this organization is Pierce County Democrats, but it shall also be the Pierce County Democratic Central Committee created and required by Washington State Law and the bylaws of the Washington State Democratic Party. References in these bylaws to the “Central Committee” or the “PCDCC” are references to the Pierce County Democrats.

## **ARTICLE 2: PURPOSE**

The purpose of the Central Committee shall be:

- To contribute to the growth, development and influence of the Democratic Party of Pierce County and of the legislative district Democratic party organizations within or partly within Pierce County;
- To administer the Democratic Party in Pierce County;
- To do all in its power to inform the residents of the County regarding the ideals, goals, and operations of the Democratic Party and its candidates;
- To participate in the activities of the Democratic Party and encourage County residents to do the same;
- To recruit and support competent candidates who generally support policies favored by Democrats in Pierce County;
- To influence and support the platform and policy positions of the Democratic Party;
- To support the nominees of the Democratic Party, who demonstrate general agreement with that platform, and to hold officials elected as Democrats or endorsed by Democrats accountable for their action or inaction on policies favored by local, state, or national Democratic parties;
- To support ballot measures that reflect our platform.

## **ARTICLE 3: MEMBERSHIP**

3.1 Voting Members - All voting members have equal rights and may vote on any motion or election before the Central Committee, except when state law, these Bylaws, or the Bylaws or Charter of the Washington State Democratic Party limit voting rights to elected or appointed Precinct Committee Officers.

3.1.1 The following shall be voting members of the Central Committee except as may be provided elsewhere in these bylaws:

3.1.1.1 Elected Precinct Committee Officers

3.1.1.2 Precinct Committee Officers appointed by the PCDCC Chair.

3.1.1.3 Executive board members of the Central Committee (Refer to 5.3)

3.1.1.4 Paid members as defined in section 3.3, who reside in Pierce County. Voting privileges for paid members commence 28 days after payment of dues, except for paid members who are renewing their membership from the previous year or PCOs who have termed out and become members the consecutive year.

3.2 Non-Voting Members - Non-voting members of the Central Committee have the right to fully participate in meeting discussions or debate any matter before the Central Committee, but not the right to make or second a motion or nomination, nor vote on any motion, election or other matter presented to the Central Committee. 3.2.1 Non-voting members include:

3.2.1 Any Democrat serving in an elected position who resides in Pierce County who is not a paid member.

3.2.2 Paid Members, as defined in section 3.3, who do not reside in Pierce County.

3.3 Paid Members - Any person who declares they are a Democrat may become a paid member by paying the dues as set forth in section 3.4.

3.3.1 Upon request from a prospective member, the Chair and Treasurer have the sole discretionary authority, to be jointly exercised, to accept that person as a paid member without payment of any dues.

3.3.2 Memberships terminate at the end of the calendar year, EXCEPT that when the biennial reorganization meeting takes place in January, a paid membership from the previous calendar year remains valid until the reorganization meeting is adjourned.

3.4 Dues

3.4.1 A schedule of annual dues shall be established by the PCDCC Executive Board at the first meeting following reorganization. The annual dues schedule shall include a reduced rate for members with limited incomes and may include a reduced rate for members joining after June of any calendar year. If the Executive Board takes no action, the existing annual dues schedule remains in effect.

3.4.2 Pierce County Democratic Precinct Committee Officers and Pierce County Democrats Executive Board Members are voting members without payment of dues but are strongly encouraged to support the organization by paying annual dues.

## **ARTICLE 4: OFFICERS AND THEIR DUTIES**

4.1 The officers of the Central Committee shall be Chair, First Vice-Chair, (the Chair and First Vice-Chair being of different genders), Second Vice-Chair, Vice-Chair for Communications, Vice-Chair for Outreach, Vice-Chair for PCO Development, two (2) State Committee Members of different genders, Secretary, Treasurer, Assistant Treasurer, Membership Chair, and Sergeant-at-Arms. All officers must be Democrats residing in Pierce County.

4.2 Officers shall serve for two years or until their successor(s) are elected, the term of office to begin at the close of the reorganization meeting at which they are elected. The outgoing officers shall turn over all records to the incoming Chair within ten (10) days of the election.

4.3 In the event of a vacancy in any of the elected positions, notice of the vacancy shall be announced at the next special or regular meeting of the Central Committee. At the following regular meeting of the Central Committee, an election shall be held to fill such vacancy. Unless otherwise required by these bylaws, the Chair will appoint an individual to serve as interim office-holder until such time as an election is held.

#### 4.4 Duties of the Chair

4.4.1 Be the chief executive officer of the Central Committee with the responsibility of overseeing the operations of the organization unless otherwise stated in these bylaws.

4.4.2 Preside at all meetings of the Central Committee and Executive Board and be responsible for setting those meetings, consistent with these bylaws.

4.4.3 With the Elected Officers, prepare a proposed agenda prior to each regular or special Central Committee meeting and each Executive Board meeting, and provide the proposed agenda to the Secretary.

4.4.4 Have the ultimate authority to appoint the members and chairs of all committees with the consultation of the chair of the district which the member represents, unless required to be elected or appointed in some other way by these bylaws or the Washington State Democratic Central Committee (WSDCC).

4.4.5 Have the final authority to appoint the Pierce County Election Observer Coordinator.

4.4.6 Each January, appoint an audit committee of not less than three to conduct a financial audit of the preceding calendar year and present a report to the Central Committee at the next regular meeting.

4.4.7 With the Treasurer and the Budget and Finance Committee, prepare a draft annual budget for presentation to the Executive Board no later than its February meeting.

4.4.8 If a vacancy occurs in the office of PCO by reason of death, resignation, or disqualification of the incumbent, or because of failure to elect, the Chair shall appoint persons to fill vacant Precinct Committee Officer positions, in the manner required by State Law and in consultation with the Legislative District Chair.

4.4.9 Appoint a parliamentarian.

4.4.10 Be a member of the Washington State Democratic Chairs Organization.

4.4.11 Be the spokesperson for the Pierce County Democratic Central Committee.

4.4.12 Transmit any letters, resolutions, or censures approved by the PCDCC to the state party chair or elected officials within ten (10) days of such approval.

4.4.13 Perform any additional duties and make such additional appointments which may be necessary to carry out the purposes of the organization.

4.4.14 Unless otherwise noted, the Chair may perform any permissible or required act through a designee provided such designee is a voting member of the Pierce County Democrats.

#### 4.5 Duties of the First Vice-Chair

4.5.1 Preside at all meetings in the absence of the Chair.

4.5.2 Be a member of the Washington State Democratic Chairs Organization.

4.5.3 When the Chair is a member of other organizations by virtue of being PCDCC Chair, attend meetings of such other organization in the Chair's absence, with the Chair's proxy if permitted by the rules of the other organization.

4.5.4 Serve as Officer Liaison to designated committees.

4.5.5 Otherwise aid the Chair in the performance of their duties.

4.5.6 Assume the office of Chair, if vacant, until a new Chair is elected.

#### 4.6 Duties of the Second Vice-Chair

4.6.1 Preside at all meetings in the absence of the Chair and the First Vice-Chair.

4.6.2 When the Chair or First Vice-Chair is a member of other organizations by virtue of being PCDCC Chair, attend meeting of such other organization in the Chair's and First Vice-Chair's absence, with the Chair's proxy if permitted by the rules of the other organization.

4.6.3 Serve as program chair to plan and recruit speakers, forums, and issue-based events for the benefit of members.

4.6.4 Serve as Officer Liaison to designated committees.

4.6.5 Otherwise aid the Chair in the performance of their duties.

4.6.6 Assume the office of Chair, if the First Vice-Chair is unable to do so, until a new Chair is elected.

#### 4.7 Duties of the Vice-Chair for Communications

4.7.1 Chair the Communications Committee, including the creation of an annual plan and measures of success for the committee not later than 90 days after the initial meeting of the committee.

4.7.2 Oversee PCD communication processes, including the website, Facebook page and any other communication platforms.

4.7.3 Perform any other duties assigned by vote of members or the Executive Board.

#### 4.8 Duties of the Vice-Chair for Outreach

4.8.1 Chair the Outreach Committee, including the creation of an annual plan and measures of success for the committee not later than 90 days after the initial meeting of the committee.

4.8.2 The Outreach annual plan shall include providing support to recognized constituency caucuses.

4.8.3 The committee's primary focus shall be to identify and implement opportunities to welcome and include members from communities that are typically underrepresented.

4.8.4 Perform any other duties assigned by vote of the members or the Executive Board.

#### 4.9 Duties of the Vice-Chair for PCO Development

4.9.1 Chair the PCO Development Committee, including the creation of an annual plan and measures of success for the committee not later than 90 days after the initial meeting of the committee.

4.9.2 The PCO Development plan shall include creating/updating a PCO training program.

4.9.3 Assist PCOs with VoteBuilder access and training in partnership with legislative districts.

4.9.4 Perform any other duties assigned by vote of the members or the Executive Board.

#### 4.10 Duties of the State Committee Members

4.10.1 Represent the Pierce County Democratic Central Committee as members of the Washington State Democratic Central Committee and any sub-committees thereof to which they may be elected or appointed.

4.10.2 Report regularly to the Executive Board and Central Committee on WSDCC actions.

4.10.3 Attend all meetings of the WSDCC or arrange for a proxy member and inform the Chair.

4.10.4 Serve as Officer Liaison to designated committees.

#### 4.11 Duties of Secretary

4.11.1 Record and keep accurate minutes of all meetings of the Central Committee and Executive Board.

4.11.2 Be responsible for issuing the Call and proposed agenda for all meetings of the PCDCC and the Executive Board. Notices shall be provided at least ten (10) days prior to the meeting by email, or by mail if requested by the member or PCO.

4.11.3 Maintain a record of all resolutions submitted, adopted, or rejected by the Pierce County Democrats.

4.11.4 Serve as Officer Liaison to designated committees.

4.11.5 Keep a copy of all reports, rules and bylaws provided to the PCDCC and Executive Board.

4.11.6 Keep the official list of all members of the permanent standing and other committees.

4.11.7 Coordinate the record keeping of recognized constituency caucuses such as applications, bylaws, standing rules, reports, or minutes.

#### 4.12 Duties of Treasurer

4.12.1 Be the chief financial officer of the Central Committee, deposit all money received in authorized accounts of the Central Committee. Ensure at least two (2), when possible, three (3) elected officers, as authorized signers on all accounts.

4.12.2 Keep accurate records of all receipts and expenditures and prepare monthly financial reports to be presented and included in the minutes of each meeting of the Executive Board and Central Committee.

4.12.3 File all reports as required by federal or state law, including reports to the Public Disclosure Commission, and make said reports available upon request.

4.12.4 Disburse funds on behalf of the Central Committee only in accordance with the adopted budget and any applicable standing rules. With a majority vote, the officers may approve a 10% exception to a budgeted line item without prior approval of the Executive Board. Should this occur, the Chair will send a notice of the action to the Executive Board within two days.

4.12.5 The Treasurer shall establish an adequately documented system or systems to collect and record funds.

4.12.6 Be an ex officio member of the Budget and Finance Committee, and with that committee and the Chair, prepare a draft annual budget for presentation to the Executive Board no later than its February meeting.

4.12.7 Provide necessary records to the Audit Committee and serve as a resource.

4.12.8 Adhere to established financial donation procedures.

#### 4.13 Duties of Assistant Treasurer

4.13.1 Assist the Treasurer in performing all duties of the Treasurer as outlined in 4.7, performing those duties when the Treasurer is not available.

4.13.2 Collect dues each year, with the assistance of the Membership Chair.



4.13.3 Serve as Officer Liaison to designated committees.

4.13.4 Assume the office of Treasurer, if vacant, until a new Treasurer is elected.

#### 4.14 Duties of Membership Chair

4.14.1 Develop and maintain an updated list of members of the Pierce County Democrats, each with at least one contact method, in consultation with the Assistant Treasurer and share that list with the website coordinator at least quarterly for the purpose of updating the online list of PCOs.

4.14.2 Assist the Assistant Treasurer to collect dues each year.

4.14.3 Work to increase the membership of the Pierce County Democrats.

4.14.4 Serve as Officer Liaison to designated committees.

#### 4.15 Duties of Sergeant-at-Arms

4.15.1 The Sergeant-at-Arms shall assist the Chair by maintaining order at all meetings.

4.15.2 Serve as Officer Liaison to designated committees.

#### 4.16 Removal of PCDCC Officers

4.16.1 The Central Committee may remove an elected officer for cause, including failure to perform duties of their office, violation of any relevant Democratic Party governing document, criminal behavior, or action or inaction harming the Pierce County Democrats or its reputation.

4.16.2 To seek removal of an officer, at least 10 members eligible to vote for that officer must sign and submit a written petition to the Chair for a vote to remove the challenged officer(s). The written petition must include a statement of the cause(s) justifying removal. If the Chair is the officer in question, or if multiple officers are challenged, the request shall be submitted to the next non-challenged officer in the order listed in section 4.1 or, if all officers are challenged, to a member of the Executive Board.

4.16.3 Upon receipt of a petition meeting the requirements of the subsection above, the Chair or Executive Board shall schedule and provide the required notice for a special Central Committee meeting (See section 6.4) to consider the petition to remove the challenged officer(s). Attendance and notice may be limited to members eligible to vote for removal of the officer(s) in question.

4.16.4 Challenged officer(s) must be provided a copy of the petition and notice of the special meeting at least 20 days prior to the special meeting.

4.16.5 The challenged officer(s) are permitted to provide a written response to the written petition for consideration at the special meeting. The written response shall then be provided to eligible voters present at the special meeting.

4.16.6 Notice of the proposed removal and a copy of the petition must be included in the notice of the meeting.

4.16.7 Removal of an officer requires a two-thirds vote of eligible voting members present and voting at the special meeting. The quorum for a special meeting to consider the removal of officers shall be fifty percent plus one of the eligible voters for those officers, including at least two members of the Executive Board.

4.17 Only PCOs shall vote for election, removal, or replacement of the Chair, Vice-Chair, representatives to the Washington State Democratic Central Committee, or representatives to any other Democratic Party organization.

## **ARTICLE 5: EXECUTIVE BOARD**

### **5.1 Purpose and Authority of the Executive Board**

The Executive Board is the administrative body for the PCDCC and is authorized to exercise its authority and carry out duties delegated by the PCDCC, by Washington State statutes, the charters and bylaws of the National and State Democratic Parties, and by these Bylaws.

5.2 The Executive Board is the body which may recommend employment positions and salaries. A proposal for an employment position and salary as well as termination of such employment shall be presented by the Executive Board to the Central Committee for its action.

### **5.3 Executive Board Membership**

The Chair of the Central Committee shall Chair the Executive Board and the Executive Board shall include the following:

5.3.1 The officers of the Central Committee (Article 4.1),

5.3.2 Legislative District Chairs who are residents of Pierce County. In the event the LD Chair is not a resident of Pierce County, a Vice Chair who is a Pierce County resident shall serve on the executive board. If the LD Chair Executive Board member is unable to attend an Executive Board meeting, a Vice Chair from that LD who resides in Pierce County may attend and vote as that LD Chair's proxy,

5.3.3 Three (3) elected representatives from each legislative district of which at least 25% of their precincts lies within Pierce County. The positions should be divided between genders when possible, and each representative must reside in Pierce County,

5.3.4 One (1) representative from legislative districts where less than 25% of their precincts lies within in Pierce County. Each such representative must reside in Pierce County,

5.3.5 The immediate PCDCC past chair,

5.3.6 One representative of the Pierce County Young Democrats,

5.3.7 Any elected Congressional District Representative who resides in Pierce County,

5.3.8 Washington State Democrats Central Committee-elected Democratic National Committee representatives who reside in Pierce County,

5.3.9 A representative elected from each immutable trait Constituency Caucus (Article 6) included within the state Human Rights Commission laws as protected classes and recognized by the PCDCC.

## **ARTICLE 6. CONSTITUENCY CAUCUSES**

### 6.1 Definition of Constituency Caucuses

A Constituency Caucus consists of individuals, willing to be publicly identified as Democrats, sharing an immutable trait or common cause. Members of such groups need not be members of the PCDCC, however, the groups shall endeavor to broaden the involvement of their community in the Party

### 6.2 Benefits of forming an affiliated caucus

#### 6.2.1 Landing Page Link on PCDCC Website

#### 6.2.2 Ability to email information through PCDCC contact list

#### 6.2.3 Training support (Finance, Resolution Writing and more as requested and available)

#### 6.2.4 Meeting space at IBEW when available (Scheduled through IBEW Hall)

#### 6.2.5 Support for virtual meetings

#### 6.2.6 Space on the Executive Board Agenda

#### 6.2.7 Opportunity for time on the Central Committee agenda when requested

#### 6.2.8 Support through PCDCC Social Media

### 6.3 Establishment of Constituency Caucuses

Any group of Democratic activists wishing to form a new Constituency Caucus or, having formed a caucus or council outside the Party but wanting to be recognized as a Constituency Caucus, may apply for recognition by the PCDCC through the County Party Secretary. The proposed Constituency Caucus shall submit an application. After review by the Secretary and Executive Board, the Chair of the PCDCC shall submit the plan for formation to the PCDCC for consideration. Membership in a recognized Constituency Caucus does not grant any member membership in the PCDCC or in any other PCDCC affiliated organization beyond the recognized Constituency Caucus itself.

### 6.4 Bylaws of Constituency Caucuses

6.4.1 Each Constituency Caucus shall operate under a set of bylaws governing its meetings and defining its membership, provided such bylaws are not inconsistent with these bylaws or the Charter or Bylaws of the Democratic Party of the State of Washington.

6.4.2 The PCDCC Secretary shall receive a current copy of the bylaws for each recognized Constituency Caucus.

6.4.3 Within three months of being established by the PCDCC, a Constituency Caucus shall submit a copy of its bylaws to the PCDCC Secretary for review and approval by the Rules and Bylaws Committee to ensure consistency with the Charter, Bylaws and these rules. If the Rules and Bylaws Committee concludes that the bylaws of a Constituency Caucus are not consistent with the Charter, Bylaws or any rules or policies adopted pursuant to the Charter and Bylaws it shall notify the Caucus of the deficiencies. A Constituency Caucus so notified shall have three months to amend its bylaws (or adopt new bylaws) to correct the deficiencies.

6.4.4 Each Constituency Caucus, defined as an Immutable Trait Caucus, shall elect a representative to serve on the Executive Board of PCDCC. Representatives shall advise the PCDCC on matters of concern to their communities.

6.4.5 Bylaws shall include clear guidelines on election of officers. The Constituency Caucus must notify the PCDCC Secretary of Elected Officers to include contact information. If a change in leadership occurs, notification to the PCDCC Secretary must be submitted within ten days.

6.4.6 For the purposes of increasing inclusion, membership shall remain open to all who meet the Constituency Caucuses' determined membership criteria.

## 6.5 Financial Management and Reporting

6.5.1 A Constituency Caucus that wishes to raise money to make candidate contributions will be responsible for establishing a PAC, non-profit status or a business license, separate from the PCDCC.

6.5.2 With that goes the responsibility of maintaining a bank account and all accounting and necessary filing with PDC, FEC or appropriate entity.

6.5.3 A Treasurer must be one of the elected officers for the Constituency Caucus.

## 6.6 Public Communications

The County Chair is the authorized spokesperson for the Pierce County Democratic Central Committee. (Bylaws IV.4.k) All public communications by the Caucus shall state that the views expressed are the views of the Caucus only and do not necessarily represent the views of the Pierce County Democratic Party or any other organization affiliated with the Democratic Party. The County Party shall provide approved language for this disclaimer.

## 6.7 Internal Communications

6.7.1 Meeting Calendar/Location will be shared to the PCDCC Secretary for publication.

6.7.2 Opportunity for a monthly report to the PCDCC shall be provided.

## **ARTICLE 7: MEETINGS**

### **7.1 PCDCC Biennial Reorganization Meeting**

7.1.1 The PCDCC shall meet for its reorganization meeting following the State general election held in November of even-numbered years, subsequent to the certification of PCOs by the County Auditor.

7.1.2 The meeting shall take place in Pierce County, in December or January, but no later than the second Saturday of the January following the State general election.

7.1.3 The incumbent PCDCC Chair, or PCDCC Vice-Chair if the PCDCC Chair fails to do so, shall issue the call for a reorganization meeting of the PCDCC.

7.1.4 Official notice shall be mailed by the PCDCC Secretary, to each newly elected Democratic PCO within Pierce County at least ten (10) days prior to the date of the meeting, noting the date, time and location of the meeting. The Secretary shall also email the official notice to each newly elected Democratic PCO for whom there is a known email address at least ten (10) days prior to the meeting date.

7.1.5 The newly elected Precinct Committee Officers shall elect the Chair, First Vice-Chair, and the State Committee Members at the Reorganization meeting. All other officers shall be elected by the membership at large.

7.1.6 Amendments to these bylaws may be considered at The Reorganization Meeting. Any proposed amendment must be submitted to the Chair at least 5 days before the official notice is mailed, and the Secretary shall then include copies of the proposed amendments with the official notice of the meeting.

7.1.7 Only precinct committee officers may vote on bylaw amendments.

7.1.8. Rules for the reorganization meeting shall be drafted by the Bylaws and Rules Committee and adopted by the executive board. The rules shall be sent to each PCO ten (10) days prior to the meeting, with the official notice of the meeting.

### **7.2 Pierce County Democratic Central Committee Meetings**

7.2.1 Regular meetings of the Central Committee shall be held at least quarterly.

7.2.2 All regular meeting dates shall be maintained on the Pierce County Democrats website.

7.2.3 No meeting shall be postponed or eliminated so that the quarter shall pass without a meeting except when so ordered by a majority vote of the Central Committee at a previous meeting.

7.2.4 Every member providing an email address shall be notified by email ten (10) days prior to the meeting, and upon request to the Secretary, the notice can be sent USPS.

7.2.5 The meeting notice shall include a draft agenda of the meeting and minutes from the previous meeting.

7.2.6 Ten percent of the membership of the Central Committee, including two officers, shall constitute a quorum for conducting all business except adoption or amendment of bylaws. The Secretary, with the Membership Chair, shall maintain a list of elected and appointed PCOs and other members for purposes of determining the presence of a quorum. The list of PCOs shall be shared with the Communications committee and the website list of PCOs shall be updated at least quarterly.

7.2.7 Any interested person who conducts themselves in accordance with these bylaws and Code of Conduct rules of the Central Committee shall be welcome to attend the meetings of the Central Committee. They may participate in discussions when recognized by the Chair. The Central Committee is not a public or governmental agency, however, and may bar any disruptive, threatening, or dangerous person from attendance.

7.2.8 Motions to rescind a resolution or an endorsement shall require a ten (10) days notice and a two-thirds majority vote.

7.2.9 Any voting member may request that consideration of a potential motion be added to a regular meeting agenda by sending the request to the Chair, Vice-Chair, or Secretary at least 14 days prior to the regular meeting date.

7.2.10 In the event a public emergency or natural disaster makes the holding of an in-person meeting of the organization unlawful or impossible, the organization may conduct its meeting by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster, provided that the organization shall use its best efforts to implement any such virtual meetings with full regard for the need to maintain as much as possible accessibility for all members, including those with disabilities and those who lack access to sophisticated technology tools. Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting held pursuant to this clause, but any action taken at any such virtual meeting shall be subject to ratification at the first regular meeting of the organization held after such a virtual meeting or meetings.

### 7.3 PCDCC Executive Board Meetings

7.3.1 The Executive Board shall meet at least once each month on a regular date, time and place except for months when a Central Committee Meeting is scheduled. In those instances, the agenda will be combined with Central Committee agenda.

7.3.2 The meeting calendar will be confirmed at the first Executive Board Meeting of the year.

7.3.3 No meeting shall be postponed or eliminated so that a month shall pass without a meeting of either the Executive Board or Central Committee, except by majority vote of the Executive Board or Central Committee, in which case the entire membership of the PCDCC shall receive notification of the postponement or elimination.

7.3.4 A quorum for conducting business at a regular Executive Board meeting or at a special Executive Board meeting for which proper notice was provided shall be the number of members attending a properly noticed meeting, providing that at least one Executive Board member is present from 75% of those LDs with at least 25 percent of their precincts within Pierce County.

7.3.5 All members of the Pierce County Democrats may attend Executive Board meetings and, if recognized by the Chair, speak to an issue being considered by the Executive Board. Only Executive Board members may vote at Executive Board meetings.

7.3.6 A vacancy on the Executive Board, other than that of an officer of the Central Committee shall be filled by the vacant member's organization or caucus.

7.3.7 The Executive Board shall have the authority to act on behalf of the Central Committee when circumstances dictate that a specific matter must be acted upon before it would be possible to bring the matter to the full Central Committee

7.3.8 The Executive Board, in conjunction with the Chair, shall plan and create proposed agendas for upcoming Central Committee general and special meetings.

#### 7.4 PCDCC Special Meetings

7.4.1 A special meeting of the Executive Board or Central Committee may be called by the Chair, or at the written request of no fewer than five (5) members of the Executive Board, or ten percent (10%) of members.

7.4.2 Written notice of the meeting, including a clearly stated purpose and agenda, shall be provided to each member at least ten days prior to the date of the meeting, by email or, if the member has no email address, by USPS first class postage prepaid or by personal delivery.

7.4.3 The Executive Board or Central Committee (whichever group called for the special meeting) may consider only those motions within the scope of the special meeting's purpose, as stated in the notice sent to members of that body.

### **ARTICLE 8: COMMITTEES**

#### 8.1 Permanent Standing Committees

The Central Committee shall establish the following Permanent Standing Committees:

8.1.1 Budget and Finance Committee

8.1.2 Bylaws and Rules Committee

8.1.3 Community Outreach Committee.

#### 8.2 Other Standing Committees

8.2.1 The Central Committee may establish other standing committees for tasks that require ongoing work of indefinite duration to include:

8.2.1.1 Communications Committee

8.2.1.2 Elections Committee

8.2.1.3 Endorsements Committee

8.2.1.3 PCO Development Committee

8.2.1.4 Platform Committee

8.2.1.5 Voter Protection Committee

8.2.2 At the request of a committee chair or at the direction of the Pierce County Democrats Chair, a report on a standing committee's work shall be placed on the agenda of either a regular Central Committee or an Executive Board meeting.

8.2.3 Each standing committee shall have no fewer than six members, who need not be Precinct Committee Officers. To the extent possible, each committee should include members from all Pierce County legislative districts and be representative of the diversity of Democrats living in Pierce County (including gender).

8.2.4 Members of each standing committee shall be appointed by the Chair with the consultation of the chair of the Legislative District which the member represents, unless required to be elected or appointed in some other way by these bylaws or the Washington State Democratic Central Committee.

8.2.5 The Chair shall designate a chair for each standing committee. Each committee chair shall call the meetings, set the agenda, preside at the meetings, and designate a person or persons from the committee to make a report to the Central Committee or Executive Board.

8.2.6 The scope of each standing committee shall be determined by the Central Committee, except as set forth in these bylaws or other Democratic Party rules.

8.2.7 A vacancy on a standing committee shall be filled by the Pierce County Democrats Chair in the same manner as the original appointment.

8.2.8 A resignation from a standing committee shall be offered in writing or by email to the chair of the committee, unless it is the resignation of the chair, which shall be offered to the Central Committee Chair.

### 8.3 Ad hoc Committees

8.3.1 The Chair shall appoint each January an audit committee of not less than three to conduct a financial audit of the preceding calendar year and present a report to the Central Committee at the next meeting after appointment.

8.3.2 The PCDCC Chair shall make appointments to any committees that may be required for any Convention of the Pierce County Democrats or of the Washington State Democratic Party, including the Affirmative Action Committees.

### 8.4 Special Committees



8.4.1 The Chair shall establish such special committees as are necessary to carry out the purposes of the Central Committee.

8.4.2 The Chair shall designate the members and chair of each special committee.

8.4.3 The Chair shall specify the purpose and duration of any special committee.

8.4.4 The voting members of the Pierce County Democrats may, by motion, also establish special committees. If so established, the voting members shall also specify the purpose and duration of the special committee and may also appoint the members and chair of such a special committee or delegate appointment power to the Pierce County Democrats Chair.

## **ARTICLE 9: LEGISLATIVE DISTRICT ORGANIZATIONS**

### **9.1 Legislative District Reorganization Meetings**

Following each State general election held in even-numbered years and after the certification of precinct officers by the County Auditor, the incumbent LD Chair, or LD Vice-Chair if the LD Chair fails to do so, shall issue the call for a reorganization meeting of the Legislative District Committee. Official written notice of the meeting shall be sent by the LD Chair to each newly elected Democratic precinct officer within the District at least ten days prior to the date of the meeting, which may be at any reasonable time or place that does not conflict with the County Reorganization meeting. The meeting shall take place either in conjunction with the County reorganization meeting or within the Legislative District no later than the second Saturday of the January following the State general election.

9.1.1 The purpose of the reorganization meeting of each legislative district shall be to elect an LD Chair and LD Vice-Chair of different genders, Secretary, Treasurer, two (2) State Committee Members of different genders, Representatives to the Central Committee Executive Board and such other representatives of the district as required by these bylaws or the bylaws of the Legislative District organization.

### **9.2 Legislative District Officer External Duties**

9.2.1 Any legislative district chair who is a resident of Pierce County shall be a member of the Central Committee and serve on the Executive Board. The legislative district vice-chair, if also a resident of the county, shall have voice and vote at the Central Committee in the absence of the district chair.

9.2.2 Each legislative district chair and legislative district vice-chair shall serve as a member of the Organization of Chairs and Vice-Chairs of the Washington State Democratic Party.

9.2.3 Other duties of the legislative district officers and representatives shall be as stated in the bylaws of the respective legislative district organizations.

9.3 Legislative District Bylaws - Each Legislative District Organization shall adopt bylaws that are not in conflict with WSDCC or PCDCC Bylaws. Those bylaws shall be continuous and shall remain in effect unless modified or changed by the Legislative District Organization in accordance with procedures set forth in those bylaws, until the adoption of post-reorganization bylaws as required in this section.

#### 9.4 Removal of Legislative District Chair

In accordance with State Law, removal of a Legislative District Chair requires a majority vote by all the District's elected PCOs.

### **ARTICLE 10. CANDIDATE SUPPORT**

10.1 The Pierce County Democrats shall identify, assist, and consider endorsing candidates who adhere to Democratic principles that can be demonstrated in the following ways: by Democratic Party activity, community activism, reputation among Democrats, and statements they make supporting the Democratic Party, and the values of the Democratic Party as expressed in the Platform of the Pierce County Democrats.

10.2 The Endorsements Committee shall make an effort to invite all candidates running as Democrats and all candidates running for a non-partisan office to participate in the endorsement process.

10.2.1 The Endorsements Committee may begin evaluating candidates before the close of the candidate filing period but may not conclude its work until afterwards.

10.2.2 The Endorsements Committee shall provide its recommendations report or reports to the Chair of the Pierce County Democrats. Each report shall be provided to the membership with the Notice (special meeting) or agenda (general meeting) for the meeting at which the Pierce County Democrats will consider the recommended endorsements.

10.2.3 The Pierce County Democrats full voting membership shall consider the Endorsements Standing Committee report and vote on endorsements at either a general or special meeting. Only if an endorsement must be made when there is insufficient time to hold a regular or special Pierce County Democrats meeting may the Executive Board act for the Pierce County Democrats by considering Endorsements Standing Committee recommendations and voting on endorsements.

10.2.4 Endorsements permit candidates or ballot measures to list PCDCC endorsements in advertising.

10.2.5 When considering, discussing or voting on any aspect or motion regarding candidate endorsement, the affected candidate(s) shall be required to leave the room.

10.3 Financial Support (Monetary or in-kind contributions.)

10.3.1 An endorsed candidate seeking monetary or in-kind aid shall indicate such desire to the Elections Committee Chair. An endorsed candidate may also make such a request to any Officer, who then shall promptly forward the request to the Elections Committee Chair.

10.3.2 The Elections Committee shall investigate to determine candidate need, needs of other candidates, specificity of monetary or in-kind request, PCDCC resources available, and any other relevant considerations. The Elections Committee shall then report its recommendation as to each request to the PCDCC Chair.

10.3.3 If recommended by the Elections Committee, the PCDCC Chair, in consultation with the PCDCC Treasurer, may authorize in-kind services or may refer the recommendation for the vote required for monetary contributions.

10.3.4 Monetary contributions recommended by the Elections Committee in consultation with the PCDCC Chair and Treasurer shall be considered at a full meeting of the PCDCC or by action at a meeting of the Executive Board, whichever occurs first.

#### **ARTICLE 11: FILLING PARTISAN OFFICES**

11.1 The Pierce County Democrats will strive to recruit and support Democratic candidates for every election. If permitted by Washington State law and by Democratic Party rules, the Pierce County Democrats will appoint candidates when there is no Democratic nominee on the ballot or the Democratic nominee has died or been disqualified, following whatever procedure those laws and rules require.

11.2 Vacancy in Partisan Office: When permitted by Washington State law and by local law, the Pierce County Democrats shall participate in filling any vacancy in an office to which a Democrat was most recently elected, doing so in the manner required by Washington State law and by Democratic Party rules.

#### **ARTICLE 12: PARLIAMENTARY AUTHORITY**

The 11th Edition of Robert's Rules of Order, Newly Revised, dated 2011, shall govern the conduct of meetings of the Central Committee, the Executive Board, and all subordinate committees, except as inconsistent with these bylaws, any standing rules, or any other properly adopted special rules of order. The Chair shall appoint a Parliamentarian, who need not be a member of the Executive Board, to assist in interpreting rules.

#### **ARTICLE 13: STATUS OF BYLAWS**

13.1 Proposed amendments shall be referred to the County Bylaws Committee, the PCDCC Secretary, and the Chair of the Central Committee.

13.2 The Bylaws Committee shall review the proposed amendment and submit its recommendation to the Central Committee within thirty (30) days of receipt.

13.3 These bylaws may be amended by a majority vote of Precinct Committee Officers present and voting at the PCDCC Biennial Reorganization Meeting (6.1) if notice of proposed amendments is included in the Call to Meeting at least 10 days prior to the meeting.

13.4 These bylaws may be amended at a regular Central Committee meeting with two-thirds vote of the PCDCC Precinct Committee Officers present and voting. Proposed amendments must be included in the Call to Meeting at least 10 days prior to the meeting.

13.5 As used in these Bylaws, the term “state law” includes statutes, administrative rules, and judicial or quasi-judicial decisions. As used in these Bylaws, the term “state party rules” includes the Charter, Bylaws, and any other binding rules or requirements of the Washington State Democratic Party.

13.6 These Bylaws are intended to meet any requirements properly imposed by state law or by state party rules. Whenever possible, these Bylaws should be interpreted to comply with such requirements. When there is an actual conflict, then state law or state party rules govern over these Bylaws, but only to the extent necessary. Even if any part of these Bylaws conflicts with state law or state party rules, the rest of these Bylaws remain valid and in effect.