

# **37<sup>th</sup> LEGISLATIVE DISTRICT DEMOCRATIC ORGANIZATION**

## **BYLAWS**

**[Adopted January 12<sup>th</sup>, 2009]**

### **PREAMBLE**

This organization is dedicated to increasing the participation of individuals who live in the State of Washington's 37<sup>th</sup> Legislative District in governmental affairs and politics on the local, state, and national levels, and to implementing the ideas and principles of the Democratic Party in order to provide to all people the highest degree of justice, opportunity and general welfare.

### **Article I: Policy**

Section 1. The 37<sup>th</sup> Legislative District Democratic Organization (also referred to as the "37<sup>th</sup> District Democrats" or the "37<sup>th</sup> District") shall operate under the rules and bylaws of the King County Democratic Central Committee (KCDCC), and the charter and by-laws of the Washington State Democratic Central Committee (WSDCC).

Section 2. The policy of this Organization shall be to determine the needs, hopes and aspirations of the people of the District and to represent them to the county, state and national party organizations.

Section 3. The 37<sup>th</sup> Legislative District population is ethnically, religiously and socio-economically diverse, and its voters are overwhelmingly Democratic. We embrace human and civil rights for all people, and are committed to equal opportunity and strong affirmative action programs. This organization shall work against any discrimination based on race, color, national origin, gender, religion, age, disability, sexual orientation, gender identity, or economic status everywhere, and particularly in 37<sup>th</sup> District activities, and in the county, state, and national Democratic Party organizations.

### **Article II: Membership**

Section 1. All Precinct Committee Officers (PCOs) who reside in the 37<sup>th</sup> District are automatically voting members of this organization. In recognition of their roles as leaders of the Democratic Party in the 37<sup>th</sup> District, PCOs are expected to pay dues.

Section 2. Any person who declares him or herself to be a Democrat, is a resident of the 37<sup>th</sup> District, and who is either a registered voter or will first become eligible to be a registered voter within one year may become a voting member of this Organization upon payment of dues. Any other person who declares himself or herself to be a Democrat shall be a non-voting member upon the payment of dues.

Section 3. Dues are payable each calendar year and membership shall extend through January of the following year. Dues paid within a calendar year shall not be pro-rated for balance of the year, or extended for a twelve (12) month period, but shall only apply as membership for that calendar year. Dues may be paid in advance for the next Calendar year, applicable as membership for that year only (including the following January).

Section 4. Dues shall be set based on a recommendation of the officers and ratified by the general membership for the next twelve (12) month period. Dues shall be set for the following

categories: Individual; Family; Seniors (Age 62 and over); Low Income; and Students. Unless the membership adopts a dues structure, the dues for the categories listed above shall be presumed to carry-over in the following year. Dues may also be set for other categories such as “Sponsors” and “Patrons”.

Section 4. Persons unable to pay all or part of their dues shall be excused from payment of dues on written notification to the Treasurer. Such information shall be confidential.

### **Article III: District Meetings**

Section 1. The regular meeting of this organization shall be on the second Monday of each month except that in any month in which the date is a legal holiday or the day before an election, the meeting shall be as announced in the newsletter or other means that effectively notifies the membership.

Section 2. A “special meeting” shall be called upon written petition to the chairperson specifying the purpose of the meeting and signed by 15 percent of the members or 30 members, whichever number is smaller; or by a request of the majority of the members of the Executive Board listed in Article VII, Section 1; or by 25 percent of the PCOs.

Section 3. Notice for all meetings must be transmitted to all members no later than ten days before the meeting.

Section 4. All meetings of the 37<sup>th</sup> District Democrats shall be open meetings.

Section 5. Quorum. Twenty voting members must be present at a meeting to transact business except that twenty elected PCOs must be present to transact any business on which only they may vote.

### **Article IV: Voting**

Section 1. All voting members may vote on all business of this Organization except as provided in Article X, Section 2, and except that only elected or appointed PCOs may vote in the election and removal of the Chairperson, First Vice Chairperson, Committee men and women and Alternate Committee men and women to the Executive Board of the King County Democratic Central Committee, and to the State Democratic Central Committee.

Section 2. The election of all Officers, Committee men and women and Alternate Committee men and women shall be by written ballot provided that at least two persons were nominated for any given position.

Section 3. Nominations and elections shall be held one position at a time, and shall be decided by a majority of those voting. If no nominee receives a majority on the first ballot, the candidate receiving the least votes shall be eliminated, and on each succeeding ballot the same rule shall apply until one nominee receives the required majority. A tie shall be decided by the flip of a coin.

Section 4. No proxy or absentee ballot shall be recognized in voting in any business of the organization.

Section 5. Unless provided elsewhere in these by-laws or governed by KCDCC or WSDCC, all action items shall be decided by a majority vote.

Section 6. Resolutions shall be submitted in writing and given to the District Chair in advance of the 37<sup>th</sup> District meeting, preferably for consideration and recommendation by the Executive Board. Resolutions may also be presented at 37<sup>th</sup> District meeting at the discretion of the District Chair. If a resolution is not presented in advance, the District Chair may use the following factors to determine whether a resolution should be presented: The resolution is written and legible; there are sufficient copies available for the membership to review; the resolution is timely; and the resolution will likely be moot if postponed for the next Executive Board and 37<sup>th</sup> District meeting. The membership may also take up a resolution not presented in advance if by a two-thirds (2/3) vote, the membership suspends the rules to allow for consideration of a resolution at that meeting.

### Article V: Officers

Section 1. In accordance with the charter and by-laws of KCDCC and WSDCC, any voting member in good standing may be elected to the Executive Board

- (a) The *Chairperson* shall be the Chief Executive Officer and shall preside over meetings of the organization. He or she shall be Chairperson of the 37<sup>th</sup> District Executive Board and an ex-officio member of all committees and shall perform or direct the administrative duties of the organization.
- (b) The *1<sup>st</sup> Vice Chair* shall serve in the absence of the Chair, and chair the program activities of the 37<sup>th</sup> District, and perform other duties as directed by the Organization

cThe *2<sup>nd</sup> Vice Chair for Business Operations* shall chair the financial activities and financial oversight responsibilities of the 37<sup>th</sup> District, and shall be responsible for special events and membership.

dThe *3<sup>rd</sup> Vice Chair for Political Operations* shall supervise and organize the duties of all PCOs; Provide necessary information and supplies to carry out such duties; Recruit PCOs after even year elections in vacant precincts, either as an appointed or acting PCOs, and strive for diversity in this process; and shall perform such administrative duties as directed by the Organization, including review and recommendations for acting and appointed PCOs.

eThe *Secretary* shall prepare and maintain minutes and other records of the District Organization and the Executive Board meetings, prepare and send letters and resolutions and other materials in the absence of a Corresponding Secretary, shall certify the existence of a quorum at all meetings, and shall notify the membership of vacancies in the officers' positions pursuant to Article V, Section 6, and shall perform such administrative duties as directed by the Organization.

fThe *Treasurer* shall receive and disburse all funds of the organization, shall be responsible for budget development and shall maintain proper financial records, including preparing and filing all reports required by the Public Disclosure Commission. Minor unexpected expenditures may be authorized by the Executive Board as provided in Article VII, Section 5. Special expenditures, including contributions to candidates and causes, must be approved by the membership. The 37<sup>th</sup> District shall maintain a bank account or accounts, and all checks drawn on such accounts must be signed by the Treasurer and Chairperson. In event of either's unavailability, the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Vice-Chair shall be authorized signers. The Treasurer shall prepare summary reports of the financial condition of the Organization on a monthly basis. Copies of the report shall be available for members at the regular meetings. The Treasurer shall maintain a current

membership list and shall perform such other administrative duties as directed by the Organization.

(g) Five *At-Large Members of the Executive Board* may be appointed by the District Chair for the purpose of area coordination and membership and shall attend all Executive Board meetings and shall perform duties as directed by the 37th District.

Section 2. The Chair may appoint the following officers:

- (a) The *Sergeant-at-Arms* shall arrange for necessary facilities for all meetings, shall be chairperson of the Hospitality Committee and shall perform such administrative duties as directed by the organization.
- (b) The *Parliamentarian* shall serve as the chairperson of the Bylaws Committee, shall advise the chair on all parliamentary questions, and shall perform such administrative duties as directed by the Organization.
- (c) The *Newsletter Editor* shall be the chair of the Newsletter Committee.
- (d) The *Corresponding Secretary* shall prepare and send letters, resolutions and other materials.

Section 3. The ranking for succession to the duties and responsibilities of absent officers shall be as follows: 1<sup>st</sup> Vice Chair, Vice Chair for Business Operations, Vice Chair for Political Operations, Secretary, Treasurer, Corresponding Secretary, Parliamentarian, Sergeant-at-Arms, and Newsletter Editor. In the absence of any of the above listed officers, said officer's duties and responsibilities shall be assumed or delegated by the next officer in descending rank (for example, in the absence of the Sergeant-at-Arms, his or her responsibilities shall be assumed or delegated by the Parliamentarian.)

Section 4. The terms of office shall be two years.

Section 5. District Officers who are absent from two consecutive meetings without notification in advance to the District Chair, may be removed from their offices by a two-thirds vote of the eligible voting members of the 37<sup>th</sup> District. The Secretary shall report all foreseen absences to the Chairperson, note them in the minutes of the meeting, and include them in the Secretary's report required by Article V, Section2(c) of these Bylaws.

Section 6. The District Chair, who is absent from two consecutive meetings without notification in advance to the 1<sup>st</sup> Vice Chair or Secretary, may be removed from office by a two-thirds vote of the eligible voting members of the 37<sup>th</sup> District. The Secretary shall report all foreseen absences to the Officers, note them in the minutes of the meeting, and include them in the Secretary's report required by Article V, Section2(c) of these Bylaws.

Section 7. In the case of the vacation of an office, the vacancy shall be filled by election at the next regular meeting after the vacancy occurs. Notice of the election to fill a vacancy shall be published in the Newsletter.

#### **Article VI: County and State Party Committee Representatives**

Section 1. One male and one female Committee Representative and one male and one female alternate Committee Representative shall be elected to represent the District on the King County Central Committee Executive Board.

Section 2. One male and one female Committee Representative shall be elected to represent the 37<sup>th</sup> District on the State Central Committee.

Section 3. Committee Representatives and alternates shall be elected in accordance with Article IV, Sections 2, 3 and 4 of these Bylaws.

Section 4. Committee Representatives and alternates shall serve, be removed, and be replaced in accordance with the rules prescribed for Officers in Article V of these Bylaws.

Section 5. Committee Representatives or Alternates shall give reports to the membership at the next regular 37<sup>th</sup> District meeting following each meeting of the Executive Board of the Central Committee.

Section 6. One male and one female shall be elected to serve on the Legislative Action Committee of the King County Democratic Central Committee.

Section 7. In addition to the provision for removal contained in Article V, Section 6 of these Bylaws, unless replaced by a duly notified alternate, or excused by the County Chair, any Committee Representative to the Executive Board of the King County Democratic Central Committee who is absent from two consecutive meetings for which notice has been provided ten days in advance, may be removed from office by a two-thirds vote of the eligible voting members of the 37<sup>th</sup> District, and the vacancy shall be filled by election. The voting membership shall be given advance notice of the election.

Section 8. In addition to the provision for removal contained in Article V, Section 6 of these Bylaws, unless excused by the Chair, any Committee Representative to the Washington State Democratic Central Committee who is absent from two consecutive meetings for which proper notice has been provided, may be removed from office by a two-thirds vote of the eligible voting members of the 37<sup>th</sup> District, The vacancy shall be filled by election after advance notice of the election is provided to the voting membership.

### **Article VII: Executive Board**

Section 1. The Executive Board shall consist of all elected officers and Committee Representatives in Articles V and VI of these Bylaws.

Section 2. The following persons shall be ex-officio members of the Executive Board and as such, shall have the right to vote at Executive Board meetings:

- (a) The immediate past Chairperson
- (b) Elected government officials who are members of the 37<sup>th</sup> District Democratic Organization.

Section 3. Although policy making authority resides in the District membership, the Executive Board shall meet monthly for the purpose of planning the policy and activities of the Organization. The meetings shall be open to the membership.

Section 4. The Executive Board shall review the agenda for the monthly District meeting.

Section 5. The Executive Board may approve expenditures not to exceed \$200.00, so long as the expenditures are for purposes other than furthering a political purpose unless the purpose has been approved by the membership.

Section 6. A quorum of the Executive Board shall consist of a majority of the members listed in Article VII, Section 1. The Executive Board may conduct business required by Article VII, Sections 3 and 4 in the absence of a quorum.

### **Article VIII: Committees**

Section 1. The Chairperson may create special committees and appoint their chairs as needed.

### **Article IX: Appointment of Precinct Committee Officers**

Section 1. The District Chair, upon advice and consent of the membership at a regular meeting, shall recommend appointment by the County Chair to vacancies in the office of Precinct Committee Officer. Appointed Precinct Committee Officers' terms shall expire in accordance with Washington State Law, and the charter and by-laws of the KCDCC and the WSDCC.

Section 2. Appointed Precinct Committee Officers must live in the precinct which they represent.

Section 3. Acting Precinct Committee Officers must live in the district. Acting Precinct Committee Officers' terms will expire with the approval of an Appointed Precinct Committee Officer or in accordance with Washington State Law, and the charter and by-laws of the KCDCC and the WSDCC.

Section 4. Applications for Appointed and Acting Precinct Committee Officers shall be submitted to the Vice Chair for Political Operations at least 10 days prior to the regular 37<sup>th</sup> District meeting at which they will be presented for approval. . When more than one application for the same precinct position is submitted at and District meeting, they shall be voted on at the same time.

### **Article X: Endorsements**

Section 1. Endorsements of candidates or ballot issues can be made at any meeting, provided that advance notice is given to the membership by publication in the meeting notice. The time that is set in advance of the Primary Election or nominating convention shall be designated the primary election endorsement or nominating convention meeting, and the meeting following the primary election shall be designated the general election endorsement meeting. To be eligible for endorsement by the 37<sup>th</sup> District Democratic Organization, candidates, except those seeking judicial offices, must declare that they are Democrats.

Section 2. All persons who have been members for at least twenty-five days prior to the endorsement meeting, as certified by the Treasurer, shall be eligible to vote on endorsements addressed in that meeting. The deadline for the membership certification shall be midnight of the 25<sup>th</sup> day before the endorsement meeting. That deadline will be met by a membership candidate who submits appropriate membership information and dues payment (Article II) to the Chair or Treasurer in a letter postmarked by the deadline time and date.

Section 3. Endorsements shall be made by a three-fifths majority vote of those present and voting.

Section 4. No motion for reconsideration shall be heard after the close of the meeting at which the endorsement is made. Any position or ballot issue for which no endorsement was made, or any position for which the endorsed primary candidate fails is open for endorsement at the general election endorsement meeting.

Section 5. Names of District Members shall be published in three separate monthly notifications prior to the endorsement meetings.

The initial notification publication shall be approximately 90 days before the primary election endorsement meeting. That notification publication shall be the complete listing of members certified at that time. The final publication prior to the endorsement meeting will be the list of eligible voters

Political candidates may obtain a list of the names of those eligible to vote at endorsement meetings by written request delivered to the district Treasurer or Chair. List to be shared with candidates shall include member name and member home address. Lists shall not include e-mail address or phone number, except when member has agreed to such sharing. Available lists shall be provided within ten (10) days of receiving the candidate's request. The candidate may obtain the available mailing list for the membership from the District Treasurer or Chair for the price of \$50.00.

#### **Article XI: Robert's Rules of Order**

Section 1. Robert's Rules of Order shall prevail in instances where the By-laws of the KCDCC, the WSDCC or the 37<sup>th</sup> District are silent.

#### **Article XII: Amendments**

Section 1. These Bylaws may be amended by a two-thirds vote at any District meeting provided that the amendment is filed with the Chair or Secretary at least two weeks prior to that meeting. Notice of the proposed amendment shall be given with the regular notice of the meeting. These by-laws may also be amended by mandates from WSDCC.