

BY-LAWS

of

4th LEGISLATIVE DISTRICT DEMOCRATS

Approved on April 8, 2021

PREAMBLE:

We, the 4th Legislative District Democrats of Spokane County, are committed to the principles of the Democratic Party and the Constitution of the United States of America. We are a party that is open to anyone who supports the Democratic values and principles of the Democratic Party. We encourage participation of our citizens at all levels of government. We support public officials, candidates, issues and policies that protect our civil liberties, and promote social and economic justice for all. We seek to support our citizens by engaging them in the democratic process.

ARTICLE I

NAME

1.1 The name of this organization shall be the 4th Legislative District of Spokane County Democrats (4th LD).

ARTICLE II

PURPOSE AND AUTHORITY

2.1 **PURPOSE:** The purpose of this organization is: To serve as the administrative body of the Democratic Party for the 4th Legislative District;

2.1.2 To elect Democratic candidates, and promote Democratic values and principles; and

2.1.3 To embrace and respect all individuals equitably, regardless of race, national origin, religion, creed, sex, disabilities, age, familial status, economic status, sexual orientation or gender identity.

2.2 **AUTHORITY:** This organization shall function continuously and shall otherwise operate according to state law and the applicable bylaws and rules of the Spokane County Democratic Central Committee, and the State and National Democratic Charters and rules.

ARTICLE III

Membership

3.1 General voting members shall include:

3.1.1 All elected, appointed, and acting Democratic Precinct Committee Officers (PCOs) who represent precincts within the 4th Legislative District in Spokane County in the State of Washington.

3.1.2 Elected members of the Executive Board.

3.1.2.1 All members shall have an equal vote. In the event that any member shall be an officer or hold any additional position within the 4th LD in which that position carries a vote, the member shall nevertheless have only one vote in all the affairs of the 4th LD.

3.2 Non-voting members shall include:

3.2.1 Elected Democratic officials or their representatives.

3.2.2 Any person declaring their status as a Democrat residing in Spokane County.

ARTICLE IV

OFFICERS

4.1 OFFICERS: Any person residing in the 4th LD of Spokane County who is a Democrat may be nominated, elected or appointed as an officer.

4.1.1 The elected officers shall be the Chair, Vice-Chair, two State Committee Members and two Spokane County Executive Board Representatives.

4.1.2 The Vice-Chair shall be of a different gender identity from the Chair, the two State Committee Members may not share the same gender identities, and the two Spokane County Executive Board Representatives may not share the same gender identities.

4.1.3 The Secretary, Treasurer, Parliamentarian, and Sergeant At Arms shall be appointed by the Chair.

4.1.4 An effort will be made to have elected officers from two or more precincts.

4.2 TERM OF OFFICE: The officers shall be elected for two-year terms by the elected PCOs at their organization meeting to take place following even-year elections. The appointed officers shall serve at the discretion of the Chair.

4.3 DUTIES:

4.3.1 THE CHAIR: The Chair is the head of the 4th LD and as such shall be the official spokesperson for the Democratic Party in 4th Legislative District and shall perform all duties imposed by Washington State law.

4.3.1.1 Responsibilities include but are not limited to:

4.3.1.1.1 Candidate Recruitment and Development;

4.3.1.1.2 Communications (internal/external) & Marketing

4.3.1.1.3 Membership;

4.3.1.1.4 Fundraising;

4.3.1.1.5 Ex Officio member of all committees; and

4.3.1.1.6 Represent the 4th LD on the Spokane County Democratic Central Committee Monthly Executive Board Meetings and all responsibilities as stated in the Bylaws of the SCDCC Executive Board.

4.3.1.2 Authority includes but is not limited to:

4.3.1.2.1 Presides over all meetings of the 4th LD and the 4th LD Executive Board;

4.3.1.2.2 Appoints a Secretary, Treasurer, Sergeant At Arms, and Parliamentarian;

4.3.1.2.3 Removes appointed officers;

4.3.1.2.4 Expends funds and enters into contracts and leases upon proper authorization by Executive Board or 4th LD Body;

4.3.1.2.5 Provides for the call and proposed agenda for all meetings of the 4th LD.

4.3.1.2.6 Appoints qualified Democrats to vacant 4th LD precinct committee positions

4.3.1.2.7 May appoint and remove chairs of all committees; and

4.3.1.2.8 Hold bimonthly meetings;

4.3.2 THE VICE CHAIR: The Vice Chair serves as Chair, if the Chair is temporarily not available. The Vice Chair shall be of different gender identity from the Chair.

4.3.2.1 Responsibilities include but are not limited to political activities related to party affairs, the office, facilities, operations, visibility in the community and outreach to the community.;

4.3.2.1.1 Volunteer recruitment and coordination;

4.3.2.1.2 Technology management and operations for the office functions;

4.3.2.1.3 Data management;

4.3.2.1. 4 Review of Bylaws and 4th LD documents;

4.3.2.1.5 Community Events;

4.3.2.1.6 4th LD Events;

4.3.2.1.7 Education and training; and

4.3.2.1.8 Represent the 4th LD on the Spokane County Democratic Central Committee Monthly Executive Board Meetings and all responsibilities as stated in the Bylaws of the SCDCC Executive Board

4.3.3 SECRETARY: The Secretary is responsible for taking minutes and maintaining other records as specified by the Chair.

4.3.3.1 Responsibilities include but are not limited to:

4.3.3.1.1 Takes and disseminates minutes and records attendance;

4.3.3.1.2 Disseminates agendas in a timely manner;

4.3.3.1.3 Keeps and maintains official documents of the 4th LD;

4.3.3.1.4 Shall keep at least 1 physical and 1 electronic copy of all documents; and

4.3.3.1.5 Performs other duties as specified by the Chair.

4.3.4 TREASURER: The Treasurer is responsible for maintaining financial records and the accurate and timely filing of reports required by public disclosure or taxing authorities.

4.3.4.1 Responsibilities include but are not limited to:

4.3.4.1.1 Prepares and distributes a written financial report to the Executive Board and 4th LD meetings;

4.3.4.1.2 Serves as a member of the Finance Committee;

4.3.4.1.3 Participates in the annual review of financial records;

4.3.4.1.4 Drafts a preliminary budget proposal;

4.3.4.1.5 Maintains and provides other financial information as required by Federal and State authority and as specified by the Chair; and

4.3.4.1.6 Shall keep at least 1 physical and 1 electronic copy of all party documents.

4.3.5 STATE COMMITTEE-MEMBERS: The State Committee Members are responsible for representing the 4th LD on the Washington State Democratic Central Committee (WSDCC) and reporting to the 4th LD on WSDCC topics.

4.3.5.1 Responsibilities include but are not limited to:

4.3.5.1.1 Facilitates communications between the 4th LD and the WSDCC;

4.3.5.1.2 Actively communicates with State Committee Members in the other Legislative Districts;

4.3.5.1.3 Shall attend and participate in any appointed WSDCC committee(s);

4.3.5.1.4 Report back to the 4th LD on the activities of the WSDCC.

4.3.5.1.5 Researches issues that affect 4th LD;

4.3.5.1.6 Reports to the Executive Board and the 4th LD Body; and

4.3.5.1.7 Performs other tasks as delegated by the 4th LD, the Executive Board, or Chair.

4.3.6 SPOKANE COUNTY EXECUTIVE BOARD REPRESENTATIVES: The Spokane County Executive Board Representatives are responsible for representing the 4th LD on the Spokane County Democratic Executive Board and reporting to the 4th LD on SCDEB topics.

4.3.6.1 Responsibilities include but are not limited to:

4.3.6.1.1 Facilitates communications between the 4th LD and the SCDEB;

4.3.6.1.2 Actively communicates with Executive Board Representatives in the other Legislative Districts;

4.3.5.1.3 Shall attend and participate on any appointed committees of the SCDEB;

4.3.5.1.4 Report back to the 4th LD on the activities of the SCDEB.

4.3.5.1.5 Researches issues that affect 4th LD;

4.3.5.1.6 Reports to the Executive Board and the 4th LD Body; and

4.3.5.1.7 Performs other tasks as delegated by the 4th LD, the Executive Board, or Chair;

4.4 VACANCIES:

4.4.1 If a vacancy occurs in the office of a Vice Chair, State Committee Member, or Spokane County Executive Board Representative, the Chair, with approval of the Executive Board, may appoint an acting officer to serve until the next regularly scheduled bimonthly meeting;

4.4.2 If a vacancy occurs in the office of Chair, the Vice Chair shall temporarily assume the duties of Chair and call and hold the bimonthly meeting of the Central Committee to elect a permanent Chair.

4.4.3 If a vacancy occurs in both the office of the Chair and the Vice Chair the State Committee Member elected first shall temporarily assume the duties of Chair, and call and hold the regular bimonthly meeting of the Central Committee to elect permanent officers;

4.4.4 If a vacancy occurs in the offices of the Chair and the Vice Chair, and the first elected State Committee Member, the second State Committee Member shall temporarily assume the duties of the Chair and call and hold the regular bimonthly meeting of the Central Committee to elect permanent officers.

4.4.5 If a vacancy occurs in the offices of the Chair, Vice Chair and both State Committee Members, the Spokane County Executive Board Representative elected first shall temporarily assume the duties of Chair, and call and hold the regular bimonthly meeting of the Central Committee to elect permanent officers;

4.4.6 If a vacancy occurs in the offices of the Chair, Vice Chair, both State Committee Members and the first elected Spokane County Executive Board Representative, the second Spokane County Executive Board Representative shall temporarily assume the duties of the Chair and call and hold the regular bimonthly meeting of the Central Committee to elect permanent officers.

4.4.7 If a vacancy occurs in the offices of all elected executive board members of the 4th LD, then an appointed officer shall temporarily assume the duties of the Chair and call and hold the regular bimonthly meeting of the Central Committee to elect permanent officers.

4.4.7.1 The appointed officers shall assume duties of the Chair in the following order: Treasurer, Secretary and committee chairs in the order that the committees appear in the bylaws.

4.5 FILLING OF VACANCIES:

4.5.1 In the event of a vacancy in the office of the Chair, a new Chair will be elected by the elected and appointed PCOs at a special meeting of the 4th LD called by the Vice Chair, or Chair pro tem, within thirty (30) days of the vacancy being announced;

4.5.2 In the event of a vacancy in an elected office other than Chair, the position shall be filled by election at the next regularly scheduled meeting of the 4th LD.

4.5.3 In the event of a vacancy in an appointed office, the Chair shall make another appointment.

4.6 REMOVAL OF OFFICERS: Elected and appointed officers can be removed from their positions.

4.6.1 Absenteeism: Unless excused by the Chair, an officer will be automatically removed for missing three consecutive 4th LD, Executive Board, and SCDCC Executive Board meetings.

4.6.2 Recall: Any officer may be recalled for cause including, but not limited to, the following grounds:

4.6.2.1 Failure to perform duties as defined in Article IV;

4.6.2.2 Acting or speaking on behalf of the 4th LD without prior approval by the 4th LD Chair, Executive Board or as voted on by the PCOs;

4.6.2.3 Illegal use, misuse, loss or damage of 4th LD assets such as equipment, property, data or funds;

4.6.2.4 Failure to follow Public Disclosure laws and regulations;

4.6.2.5 Authorizing or expending funds or obligating 4th LD to debt without proper prior authorization by the 4th LD membership or Executive Board.

4.6.3 Procedure for Recall: Procedures as defined in Robert's Rules of Order shall be followed.

4.6.4 Appointed officers: Appointed officers may be removed from their positions by the Chair.

ARTICLE V

COMMITTEES

Preamble: It is the belief of the 4TH LD that committees are essential for an active participatory membership and do the work of the Party.

Authority: Committees shall have the authority to establish rules and procedures for their operation.

5.1 EXECUTIVE BOARD: The Executive Board serves as the executive committee for the 4TH LD.

5.1.1 Voting Members:

5.1.1.1 The **six (6)** elected officers of the 4TH LD; The Chair votes only to break a tie.

5.1.1.2 The two (2) appointed officers, Secretary and Treasurer;

5.1.2 NonVoting Members:

5.1.2.1 Elected Democratic officials representing Spokane County;

5.1.2.2 Visiting Elected LD and SCDCC Officers;

5.1.2.3 Chairs, or their designee, of all Standing and Special Committees of the 4TH LD;

5.1.3 Quorum: A quorum shall consist of three (3) voting members of the Executive Board.

5.1.4 Removal of Members: Members may be removed.

5.1.4.1 Absenteeism: Unless excused by the Chair, a member will be automatically removed for missing three consecutive 4TH LD or three Executive Board meetings.

5.1.4.2 Cause: Any officer may be removed for cause to include, but not limited to, the following grounds:

5.1.4.2.1 Failure to perform duties

5.1.4.2.2 Acting or speaking on behalf of the 4th LD without prior approval by the Chair;

5.1.4.2.3 Illegal use, misuse, loss or damage of 4TH LD assets such as equipment, property, data or funds;

5.1.4.2.4 Failure to follow Public Disclosure laws and regulations;

5.1.4.2.5 Authorizing or expending funds or obligating 4TH LD to debt without proper prior authorization by the Chair.

5.1.5 Procedure for Removal: Procedures as defined in Robert's Rules of Order shall be followed.

5.2 STANDING COMMITTEES: Any member of the Democratic Party residing in the 4th LD Spokane County may be a member of any committee.

5.2.1 An effort shall be made to select members from a variety of Precincts;

5.2.2 Committee members may be removed following the policies and procedures established by the committee;

5.2.3 Committee appointments shall be announced broadly and positions encouraged to diverse communities and members.

5.2.4 The 4TH LD Chair shall be an ex-officio member of all committees.

5.2.5 The following committees shall be considered to be permanent. The 4TH LD Chair is responsible for the organization and operation of the following:

5.2.5.1 Technology & Communication Committee: Responsible for creating internal and external communication resources that include, but are not limited to: newsletter, website, brochures, email communications, E-board minutes summary for Precinct Committee Officers, Legislative Districts, Democratic clubs, and Congressional Districts. Methods include, but are not limited to: collaboration and community advertising using web links, directories, media ads, speakers' bureau, and co-sponsorship of events.

5.2.5.2 Elections, Certifications and Endorsement Committee: Responsible for reviewing and acting on candidate or issue requests for recognition, certification and endorsement following established rules and procedures.

5.2.5.3 Document Review Committee: Responsible for reviewing, interpreting, and recommending for revision the Bylaws, the Standing Rules, the Policies and Procedures, the Affirmative Action Plans, and other guidelines and rules of the 4th LD.

5.2.5.4 Outreach Committee: Responsible for actively participating in outreach and networking to organizations that may share Democratic principles and values. Encourage diversity in party membership and participation of the party in community service.

5.3 Ad Hoc Committees: Ad Hoc Committees can be formed when a need arises and are considered temporary committees. Examples of temporary committees include, but are not limited to: State Convention Committee; specific issue committees in support or opposition to an initiative.

5.3.1 They shall be under the authority of the Chair or the Vice Chair most closely related to their purpose;

ARTICLE VI

MEETINGS

6.1 Central Committee

6.1.1 Reorganization meeting: A Reorganization Meeting shall take place between the certification of the biennial election of Precinct Committee Officers and the third Saturday of the following January.

6.1.2 Regular Central Committee meetings: Regular meetings will be held a minimum of five times per year on a bimonthly basis. The Reorganization meeting is considered one of the regular Central Committee meetings.

6.1.2.1 An electronic call for each meeting shall be sent to all members at least fifteen days prior to the meeting. Along with an email to each member, the meeting information will also be posted online.

6.1.3 Special Central Committee meetings: Special meetings may be held at the discretion of the Chair, or upon written request of 15 PCOs or four (4) voting members of the 4th LD Executive Board meeting.

6.1.4 Quorum: Fifteen (15) Precinct Committee officers shall constitute a quorum for all Central Committee meetings.

6.1.5 Proxy: Elected and Appointed Precinct Committee Officers may authorize in writing a proxy if they are unable to attend.

6.1.5.1 The proxy must be a resident of the represented precinct or an elected PCO of another 4th LD precinct.

6.1.6 The Executive Board can authorize virtual meetings to take place, in order to conduct business of the 4th Legislative District.

6.2 Executive Board

6.2.1 Regular Executive Board meetings: Executive Board meetings will be held monthly.

6.2.2 Special Executive Board meetings: Special meetings can be called by the Chair or by written request of four (4) board members when needed with 48 hour notice.

6.2.3 Quorum: Three (3) voting members of the Executive Board shall constitute a quorum. Electronic participation may be allowed at the discretion of the Chair.

6.2.4 Proxy: Voting members may authorize in writing a proxy to another voting member of the Executive Board if they are unable to attend. A properly authorized proxy shall count as one member present for the purposes of obtaining a quorum.

ARTICLE VII

PRECINCT COMMITTEE OFFICERS

7.1 Precinct Committee Officers (PCOs): The basic unit of organization for the Democratic Party is the precinct. The responsible Party official at the precinct level is the PCO.

7.1.1 Elected PCOs: Voted into office during the primary election in even-numbered years to serve two year terms.

7.1.2 Appointed PCOs: If a person does not stand for election they can be recommended by the 4th Legislative District Chair and appointed to the position by the Chair of the SCDCC.

7.1.3 Acting PCOs: If there is no identified person willing to accept the duties of a PCO who lives in the precinct, a person not living in the precinct can be recommended by the 4th Legislative District Chair and appointed to the position by the Chair of the SCDCC until a resident of the precinct can be found to serve. The Acting PCO will actively seek a PCO from the residents of the precinct.

7.2 Responsibilities: PCOs have the following basic responsibilities:

7.2.1 Canvass, telephone, email or mail your precinct in coordination with election strategy at least once a year;

7.2.2 Coordinate with campaigns in educating voters and generating interest in the election on behalf of candidates and ballot measures;

7.2.3 Attend the Legislative District and County organization meetings;

7.2.4 Use the online voter file resource;

- 7.2.5 Deliver campaign materials to voters;
- 7.2.6 Ensure Democratic voters are registered;
- 7.2.7 Canvass the precinct to make sure Democratic voters have voted during an election;
- 7.2.8 Maintain, update and provide a copy of the registered voters in the precinct including contact information such as phone numbers, email addresses, and issues that are important to the voter;
- 7.2.9 Keep informed on current issues and candidates;
- 7.2.10 Have a working knowledge and understanding of the Washington State Democratic Party Platform.

ARTICLE VIII

CAUCUSES AND CONVENTIONS

8.1 The time, place and manner of conducting Caucuses and Conventions shall comply with the rules and directives of the Washington State Democratic Party Central Committee (WSDCC).

ARTICLE IX

RESOLUTIONS

9.1 Resolutions: Resolutions shall be submitted to the executive board for approval;

9.2 The resolution is in writing and includes ten (10) signatures of PCOs in attendance;

9.2.1 In the event that signatures cannot physically be gathered (such as a virtual meeting), a minimum of ten (10) PCOs have agreed to have their names added to the bottom of the resolution.

9.3 Resolutions require a majority vote to pass.

ARTICLE X

PARLIAMENTARY AUTHORITY

10.1 The Rules contained in Robert's Rules of Order, Newly Revised, shall govern this Organization in all cases in which they are applicable and are not in conflict with these Bylaws, and the Policies and Procedures of the 4th LD; the Bylaws of the Spokane County Democratic Central Committee. and the Charter and Bylaws of the Washington State Democratic Central Committee.

ARTICLE XI

AMENDMENTS

11.1 Proposed amendments to these Bylaws shall be submitted to the Document Review Committee once a year by February 1st for review. Upon review, proposed bylaw amendments shall be submitted in writing to the chair for review by the Executive Board no later than March 1st. All amendment recommendations will be included for consideration at the following 4th LD Central Committee Meeting.

11.1.2 Adoption of any amendment requires a two-thirds (2/3) affirmative vote of members in attendance.

11.1.3 In the event of an emergency, the executive board would vote to introduce an amendment to the body outside of the stated timeline.