

# **BYLAWS**

## **Jefferson County Democrats and Central Committee**

**Revised April 6 2020**

### **ARTICLE I: Name and Authorization**

- A. The name of this organization is the Jefferson County Democrats and Central Committee, hereinafter called "Jefferson County Democrats" or "JCD."
- B. The JCD is governed by Charter and Bylaws of the Washington State Democratic Party and, to the extent not inconsistent, the Revised Code of Washington (RCW) 29A.80, Political Parties.
- C. The JCD is authorized by the Charter (Article V) and Bylaws (Article VIII) of the Democratic Party of the State of Washington to function continuously to govern party affairs and to make party policy in Jefferson County.

### **ARTICLE II: Purposes**

The purposes of the JCD are:

- A. To elect to national, state, county and other offices Democratic candidates who embody, support, and promote the platform of the JCD, and to support them while in office as they act to improve the well-being of the citizens of Jefferson County.
- B. To adopt and promote the platform of the JCD to serve as the standard for elected Democratic officials and as goals for the citizens of Jefferson County.
- C. To endorse and/or support organizations and activities that reflect the platform of the JCD and that improve the welfare of Jefferson County, its people, and its natural environment.
- D. To administer the party organization in accordance with the national and state party charters and in a manner that will facilitate achievement of party goals at all levels of government.
- E. To encourage and support voter registration, fair campaign practices, and high ethical standards for all publicly elected officials and Democratic Party representatives.
- F. To raise and disburse monies for the continuing operation of the JCD and for the purposes set forth in this Article.
- G. To establish inclusive standards and rules of procedure to afford all members of the JCD full, timely, and equal opportunities to participate in decisions concerning the selection of candidates, formulation of policy, and conduct of other Democratic Party affairs without discrimination on the basis of gender, race, age, disability, religion, sexual orientation, economic status, or ethnic origin.

### **ARTICLE III: Policies**

- A. The policies of this organization shall be developed by the Executive Board consistent with Article II: Purposes and brought to the JCD Membership for approval. Approved policies are continuous until modified or revoked.
- B. Use of Democratic Party name and authority. The name of this organization or the names of its officers in their official capacities shall be used only:
  - 1. In support of the principles and policies contained in the adopted county, state, and national Democratic Party platforms.

### ARTICLE III: Policies (cont.)

2. In support of only those candidates endorsed by the JCD.
  3. In support of policies and/or positions duly approved by the JCD and consistent with Article II.
- C. The JCD is the sole executor of the policies and guidelines that it formulates for the good and the welfare of the Democratic Party in Jefferson County.
  - D. The Washington State Democratic Central Committee (WSDCC) is the sole and legal custodian of the Democratic logo and political designations "Democrat," "Democratic Party," and "Washington State Democratic Central Committee." In Jefferson County, the JCD is authorized by the WSDCC to be the sole user of the Democratic logo and political designations "Democratic" and "Democratic Party." The JCD is the sole and legal custodian of the political designation "Jefferson County Democrats."
  - E. The JCD shall conduct all necessary business of the Democratic Party in Jefferson County, raise and disburse funds in the name of the JCD, and promote the election of Democrats to public office.

### ARTICLE IV: Membership in the JCD

Membership in the JCD shall consist of:

- A. Those persons who are certified by the County Auditor in accordance with State Code as duly elected Democratic Precinct Committee Officers (PCOs) in Jefferson County, hereinafter called "elected PCOs."
- B. Duly qualified, resident appointed PCOs who are appointed by the Chair in precincts that have no elected PCO, hereinafter called "appointed PCOs."
- C. Non-resident appointed PCOs who are appointed by the Chair and approved by the JCD Executive Board for the purposes of carrying out PCO responsibilities in precincts that have no PCO and to serve only until a resident PCO is elected or appointed, also called "acting PCOs."
- D. Elected Democratic officials representing Jefferson County at the county and state legislative levels.
- E. General members supporting the purpose of the JCD as outlined in Article II and who have paid membership dues within the previous 12 months and who reside in Jefferson County.

### ARTICLE V: JCD Membership Meetings

- A. Meetings of the JCD Membership shall be scheduled at the discretion of the Executive Board. Notice of meetings, including the date, time, location, and any major agenda items shall be provided on the JCD website and through the electronic newsletter at least seven days in advance. Meetings shall be open to the public. Endorsement meetings require longer notice as specified in Article XVII: Endorsement of Candidates and Ballot Measures.
- B. Thirty members shall constitute a quorum. An action requiring elected or appointed PCO status to vote shall require a quorum of 25% but no fewer than six of elected and appointed PCOs.
- C. Special meetings of the JCD may be called by the Chair. The Chair shall call a special meeting of the JCD upon receipt of a written request signed by no fewer than 30 members of the JCD. The parties calling for a meeting shall specify the purpose of the meeting or the agenda item or items to be considered. Such meetings may not be called for the purpose of considering endorsements. Seven days advance notice of such meetings, including the date, time, location, and any major agenda items shall be provided on the JCD website and through the electronic newsletter.
- D. Differences of opinion shall be respected in the deliberations and decisions of the JCD.

## ARTICLE V: JCD Membership Meetings (cont.)

- E. Resolutions, defined as a statement of an official position, preference, or recommendation intended to be transmitted to other parties and/or published, may be submitted in accordance with the Rules for Consideration and Adoption of Resolutions by the Jefferson County Democrats, adopted January 2012, and as they may be revised. Such rules shall be posted on the JCD website.
  - 1. A resolution may be passed at a meeting of the JCD by a simple majority of members present and voting, provided it has been introduced and read at a previous meeting of the JCD.
  - 2. A resolution may also be passed by a two-thirds majority of members present and voting at the JCD meeting at which it was introduced.
- F. Resolutions may also be submitted in accordance with the adopted rules of local Caucus and JCD Convention for submission to the State Democratic Central Committee (WSDCC) for consideration at its convention.
- G. No proxy or absentee votes shall be recognized.
- H. All members of the JCD are entitled to vote on all matters except as specifically provided otherwise by the Charter or Bylaws of the Washington State Democratic Party or in these bylaws or by statute.

## ARTICLE VI: Central Committee

- A. The Central Committee is composed of all elected and appointed PCOs.
- B. The Central Committee shall be the governing body of the JCD and shall have the responsibility for conducting party affairs at the county level or delegating responsibilities to the JCD Membership or Executive Board via these bylaws. All bylaws, including amendments, must be approved by the Central Committee as specified in Article XIX: Amendment of Bylaws; Copies of Bylaws.
- C. In the Central Committee, only elected PCOs and PCOs appointed after the reorganization meeting (and not acting PCOs) shall vote for JCD Chair, Vice Chair, State Committee Representatives, and for the selection of any representative of the Central Committee is authorized to send to other party organizations, and on adoption or amendment of bylaws. The Central Committee may allow other members of the JCD to participate in all other functions.
- D. The Central Committee shall have at least four regular meetings a year.
- E. The quorum for meetings of the Central Committee is 25%, but at least six, of elected and appointed (not acting) PCOs.
- F. The chair shall schedule a meeting to be held in January following the Biennial Reorganization Meeting. Subsequent scheduled meetings shall be set by the convened body. Meetings may be scheduled to take place concurrently with meetings of the full JCD Membership, as described in Article V: JCD Membership Meetings. Special meetings may be called by the Chair or by petition of six Central Committee members. Notice of meetings, including the date, time, location, and any major agenda items shall be provided on the JCD website, through the electronic newsletter, and directly to all Central Committee and Executive Board members at least seven days in advance.
- G. For meetings of the Central Committee, members are expected to attend in person. However, except at the Biennial Reorganization Meeting and unless prohibited by law, a member of the Central Committee, under exceptional circumstances and with notification to the chair at least 72 hours prior to the meeting, may participate in a meeting of the Central Committee by conference

## ARTICLE VI: Central Committee (cont.)

call or similar communications technology that enables all persons participating in the meeting to hear each other. Attendance at a meeting by this method constitutes presence at the meeting.

- H. The Central Committee may only go into Executive Session to discuss legal matters or formal complaints against an individual, or to discuss sensitive financial issues. Executive Sessions must be scheduled in advance and require a two-thirds vote of the body asking for the Executive Session. Observers who are not members of the Central Committee are excluded from Executive Sessions. Elected and appointed PCOs cannot be excluded from any session unless they are the subject of a formal complaint against them.
- I. Nomination of candidates:
  - 1. In accordance with WSDCC rules, Article V, in rare cases the Central Committee may nominate candidates for election to partisan county offices prior to elections.
  - 2. In accordance with Article II, Section 15, of the Washington Constitution, in the case of a vacancy in any partisan county office the incumbent of which has been nominated by the Democratic Party in accordance with WSDCC rules, the JCD Central Committee shall nominate three persons for the consideration of the Board of County Commissioners to fill the vacancy.

## ARTICLE VII: JCD Officers

- A. The officers shall include the Chair, Vice-Chair, Recording Secretary, Treasurer, and two State Committee Representatives.
- B. Any JCD member residing in Jefferson County shall be eligible to hold any JCD office. The Chair and Vice-Chair must be of a different gender, and the two State Committee Representatives must be of a different gender.
- C. Election of officers:
  - 1. The Chair, Vice Chair, and the two State Committee Representatives shall be elected for two-year terms by elected PCOs, acting as the Central Committee, at the Biennial Reorganization Meeting following an even-year general election, as described below in ARTICLE XIV: Biennial Reorganization Meeting.
  - 2. The Recording Secretary and the Treasurer shall be elected by the full JCD Membership at the Biennial Reorganization Meeting.
- D. Vacancy in an office:
  - 1. Vacancy by declaration: The Chair (or Vice Chair, if the affected officer is the Chair) may declare an office vacant if its incumbent dies, is no longer a resident of Jefferson County, is unable to perform the duties of the office, or has been absent from three Executive Board or JCD meetings within a 12-month period without notifying the Chair or the Recording Secretary prior to the meeting.
  - 2. Vacancy due to resignation: Any officer may resign from office by submitting a written resignation that shall be deemed accepted upon receipt by the JCD Chair and the Recording Secretary and will be entered into the minutes of the next meeting of the Executive Board or JCD Membership. The Chair (or Vice Chair if the resigning officer is the Chair) shall assume all responsibilities for that position until filled. All actions by the officer within the power of the officer prior to said effective date shall be considered valid.

## ARTICLE VII: JCD Officers (cont.)

3. Vacancies in the offices of Recording Secretary or Treasurer shall be filled by election at the next meeting of the JCD Membership following creation of the vacancy. Vacancies in the offices of Chair, Vice Chair, and State Committee Representatives shall be filled by election at a regular or special meeting of the Central Committee, whichever is more timely.

### E. Removal of an officer:

1. Any officer may be removed from office for failure to discharge the duties of the office. The charges must be in writing.
  - a) Charges for removal of a Chair, Vice Chair, or State Committee Representatives must be signed by at least six elected or appointed PCOs.
  - b) Charges for removal of the Recording Secretary or Treasurer must be signed by at least 30 current JCD members.
  - c) Signed charges must be presented to the Recording Secretary for distribution to the Executive Board and inclusion in the agenda for the next Central Committee or JCD Membership meeting, as appropriate.
  - d) The officer who has been charged must receive notice of the charges at least seven days prior to the meeting at which the charges are to be considered.
2. Meeting to Consider Removal of an Officer:
  - a) The officer charged must have the opportunity to address the meeting prior to any removal vote being taken.
  - b) The officer is immediately removed from office upon an affirmative two-thirds ballot of those of the Central Committee or the full JCD Membership, as appropriate, who are present and voting.
  - c) If an officer is removed, the election of the replacement officer may take place at the same meeting that causes removal or at a subsequent meeting, which shall be called in the same manner as in Section D of this Article.

## ARTICLE VIII: JCD Officers – Duties

- A. As its chief executive, the Chair shall carry out the mandates of the JCD as formulated by the Executive Board, the JCD Membership, or the Central Committee at any regular or special meeting. Specifically, the Chair:
  1. Shall prepare a written agenda for each meeting of the JCD Membership, Central Committee, and Executive Board, and conduct all meetings of those three bodies. Changes in the adopted agenda require a two-thirds vote of those present and voting.
  2. Shall make appointments to fill vacant PCO positions in consultation with the County Commissioner District Representatives.
  3. Shall appoint a permanent parliamentarian to serve at JCD meetings and conventions.
  4. Shall appoint chairs of standing committees and is empowered to create ad hoc committees as deemed necessary to the business of the JCD. Objectives, committee membership and voting rights, noticing requirements, operations, and reporting relationships for standing and ad hoc committees shall be governed by policies specific

to each committee created in accordance with Article III, Policies, Section A. In all cases these policies shall provide that:

- a) Participation by any JCD member interested in a committee's operations is encouraged.
  - b) Appointed committee members shall be representative of the diverse perspectives of JCD members with respect to policy and operations.
  - c) Appointed committee members shall commit to achieving the objectives of their committee and advancing the adopted policies of the JCD.
  - d) Committee composition shall prioritize skills relevant to the objectives of the committee.
5. Shall appoint a JCD member as Elections Liaison to the Jefferson County Auditor's office subject to the approval of the Executive Board (ARTICLE XIV: Biennial Reorganization Meeting).
  6. May appoint a coordinator to direct a Legislative Issues network, to serve at the discretion of the Chair.
  7. Shall attend the quarterly meetings of the WSDCC and, with the assistance of the two State Committee Representatives, keep the JCD members informed of all pertinent Democratic Party activities.
  8. Shall convene local caucuses and JCD conventions in accordance with the rules of the WSDCC.
- B. The Vice-Chair shall assist the Chair in carrying out the duties of the Chair. If the Chair is unable to carry out assigned duties, for whatever reason, the Vice-Chair shall assume those duties. The Vice-Chair shall attend the quarterly meetings of the WSDCC.
  - C. The Recording Secretary shall keep a permanent and accurate record of all official business transacted by the JCD and Executive Board, recording verbatim all motions, and including the Treasurer's report and a copy of the monthly C-4 report to the Public Disclosure Commission. The Recording Secretary shall provide a copy of the previous month's minutes of JCD and Executive Board meetings to the Executive Board at least 48 hours prior to the next regularly scheduled Executive Board meeting. The Recording Secretary shall have available copies of the minutes from the previous JCD meeting at each meeting of the JCD. The Recording Secretary shall keep a copy of the current bylaws. In the event that both the Chair and the Vice-Chair are absent from a meeting of the JCD or the Executive Board, the Recording Secretary shall become the temporary Chair and appoint another member to take minutes.
  - D. The Treasurer shall administer all funds of the JCD and be responsible for their receipt, accounting and reporting as required by law, with specific reference to the timely and accurate submission of reports to the Public Disclosure Commission of the State of Washington. The Treasurer shall prepare a monthly report of the previous month's income, disbursements and balance for the Executive Board meeting and the meeting of the JCD Membership. The report to the Executive Board shall include a copy of the month's C-4 report to the Public Disclosure Commission. With the Finance Committee, the Treasurer shall prepare an annual budget for review and approval by the JCD Executive Board at its January meeting. This budget shall be presented to the JCD Membership for approval at its January meeting. The Chair or the Executive Board may direct the Treasurer to disburse specific funds subject to the bylaws of the JCD, availability of funds and the regulations that govern the use of campaign funds. The Chair may appoint a Deputy Treasurer, subject to approval by the Executive Board.

*Article VIII: JCD Officers-Duties (cont.)*

- E. The two State Committee Representatives shall attend all meetings of the WSDCC, serve on State committees as directed by the WSDCC, and represent and vote on behalf of the JCD as a member of the State Democratic Central Committee. To inform the JCD and the Executive Board of actions by the State Democratic Party, they shall provide a brief written summary report for inclusion in JCD Executive Board and JCD Membership meeting minutes.

## ARTICLE IX: Executive Board

- A. The Executive Board of the JCD shall include the elected officers of the JCD, the chairs of all standing committees, and the County Commissioner District Representatives.
- B. The term of office for all Executive Board positions shall be two years, ending at the beginning of the Biennial Reorganization Meeting.
- C. Regular and special meetings of the Executive Board shall be at the discretion of the Chair. Notice for regular meetings must be given to all board members and Central Committee members at least seven days prior to meeting, and for special meetings at least 48 hours prior to the meeting. A special meeting of the Executive Board shall be called by the Chair upon a request of an officer and two Executive Board members, or 30 JCD members, sent to the Chair, Vice Chair, and Recording Secretary. Notice for special meetings must be given to all Board members at least 48 hours prior to the meeting. Board meetings with a single agenda item requiring an up or down vote or decision may be held via a secure conference call.
- D. The Executive Board may only go into Executive Session to discuss legal matters or formal complaints against an individual, or to discuss sensitive financial issues. Executive Sessions must be scheduled in advance and require a two-thirds vote of the body asking for the Executive Session. Attendees who are not members of the Executive Board are excluded from Executive Sessions. Elected and appointed PCOs cannot be excluded from any session unless they are the subject of a formal complaint against them.
- E. Duties and responsibilities of the Executive Board:
  - 1. Formulate policy for presentation to the JCD;
  - 2. Provide direction to the JCD in its activities and functions;
  - 3. Act as a liaison to other community organizations whose goals are compatible with those of the JCD;
  - 4. Advise the Chair on the formation of such ad hoc committees and task forces as are necessary or desirable to conduct the business of the JCD;
  - 5. Advise and assist the officers of the JCD in their assigned duties;
  - 6. Recommend to the JCD to endorse, not endorse, or approve candidates for public office, to endorse or not endorse ballot measures, and to endorse and/or support organizations and activities that reflect the platform of the JCD;
  - 7. Provide direct oversight of fiscal matters on behalf of the JCD;
  - 8. Establish the JCD Membership dues;
  - 9. Approve the annual budget for submission to the JCD Membership for approval at the January meeting;

#### Article IX: Executive Board (cont.)

10. Under the leadership of its elected Chair and according to state party rules, carry out political responsibility for the local caucuses and JCD conventions convened in even-numbered years for the purposes of platform development, development of resolutions, and other such activities as the selection of delegates to the Congressional District Caucus and the State Convention.

- F. The quorum of the Executive Board will be a majority of the elected and appointed members of the Executive Board.

#### ARTICLE X: County Commissioner District Representatives

- A. Two County Commissioner District Representatives from each Commissioner District, of different gender, shall be elected to the Executive Board at the Reorganization meeting as described below in ARTICLE XIV: Biennial Reorganization Meeting.
- B. The Chair may declare a position vacant if the incumbent ~~has~~ been absent from three JCD or Executive Board meetings within a 12-month period without notifying the Chair and the Recording Secretary prior to the meeting. Vacancies shall be filled by the Chair to serve until the next Biennial Reorganization Meeting.
- C. District Representatives shall recruit and shall assist in the activities of PCOs in their Commissioner Districts.

#### ARTICLE XI: Standing Committees

- A. The standing committees of the JCD are Operations, Finance, Political Action, Membership, Elections, and Communications/Public Relations.
- B. The Chairs of the standing committees shall be appointed by the Chair, approved by the Executive Board, and serve at the discretion of the Chair.
- C. The Chair of each standing committee shall be a member of the Executive Board, either prior to being appointed as Committee Chair or by virtue of that appointment.
- D. Other than the committee chair, the manner of selecting members of standing committees shall be managed in accordance with Article VIII: JCD Officers—Duties, Section A.4.

#### ARTICLE XII: Precinct Committee Officers – Official Status

- A. Appointed PCOs hold all the rights and responsibilities of elected PCOs except that only elected PCOs may vote at the Biennial Reorganization Meeting to elect the Chair, Vice Chair, and two State Committee Representatives.
- B. Vacancies that occur in the office by reason of death, resignation, permanent change of residence, change of voter registration, or recall shall be filled by appointment by the Chair.
- C. Acting PCOs are PCOs who don't live in the precinct that they are appointed to and do not have PCO voting rights.



## ARTICLE XIII: Precinct Committee Officers – Responsibilities

- A. Elected PCOs shall elect the chair, Vice Chair, and two state Committee Representatives, and any representative the county central committee is authorized to send to other party organizations at the Biennial Reorganization meeting. Whenever vacancies in those offices occur, elected and appointed PCOs shall elect new officers.
- B. Only elected and appointed PCOs shall vote on adoption or amendment of the bylaws.
- C. PCOs shall obtain a list of registered voters in their respective precincts through JCD records and make an effort to identify and contact by whatever means practical (e.g., visit, phone, mail and/or electronic communication), those voters likely to support Democratic candidates, programs and propositions.
- D. PCOs shall use all available resources to keep themselves informed of current political issues in Jefferson County and at the state and national levels of government, including the current Democratic Party platforms of all levels of the party.
- E. PCOs shall participate actively in voter registration efforts and in raising funds for support of the Democratic Party and its candidates.
- F. PCOs shall attend JCD Membership meetings.
- G. PCOs shall conduct their Biennial Precinct Caucuses in accordance with the rules and regulations of the WSDCC.
- H. PCOs shall canvass individual precincts to get out the Democratic vote (GOTV).

## ARTICLE XIV: Biennial Reorganization Meeting

- A. The Biennial Reorganization Meeting of the JCD shall be held no later than December 20, following even-numbered year elections, to elect officers to serve for the subsequent two years, to amend bylaws governing the JCD, and to transact such other business that may come before the body.
- B. Any JCD member may nominate candidates for any officer positions either by contacting the Operations Committee or from the floor.
- C. Prior to the meeting, the outgoing Chair shall appoint a Recording Secretary for this meeting.
- D. The meeting shall be chaired by the outgoing Chair until a new Chair is elected, which election shall be the first order of business.
- E. The Chair, Vice-Chair, and two State Committee Representatives shall be elected by paper ballot of the PCOs elected at the immediately preceding even-year elections who are present and voting. A quorum of 25%, but not fewer than six, of the newly elected PCOs is required for this election.
- F. The Recording Secretary and Treasurer shall be elected by a vote of all current JCD members present and voting.
- G. Commissioner District Representatives shall be elected by District Caucuses, to be held during the Biennial Reorganization Meeting. Each District Caucus shall consist of all paid-up JCD members who reside in that district and who are present and voting.

## ARTICLE XV: Elections Liaison to the County Auditor

The Elections Liaison to the County Auditor shall ensure that the Democratic Party's interests, in all matters pertaining to elections, are protected. The duties shall include arranging for JCD representation at all logic and accuracy tests and observation of ballot inspection and at all ballot-counting and canvassing board activities subsequent to an election.

## ARTICLE XVI: Financial Operating Policies

- A. The JCD shall comply with all state campaign finance laws and reporting procedures.
- B. Disbursement of JCD funds shall only be made in accordance with the budget in compliance with Section E of this article. Disbursements may be made by check, debit card, or electronic funds transfer but not by cash. Disbursements may be made by the Treasurer or by elected officers of the JCD with the prior concurrence of the Treasurer. If the disbursement is by check and over \$250, two authorized signatures are required.
- C. Officers, board members, and ad hoc committee members may apply for reimbursement for out-of-pocket expenses necessary to conduct board-approved activities as approved by the committee's chair. Such requests must be accompanied by receipts documenting the expense and must be submitted within one month or will be considered in-kind donations made by the member.
- D. The Finance Committee, comprising the Treasurer and other JCD members appointed by the committee chair, shall review monthly financial statements and advise the Executive Board with regard to budget compliance and the financial position of the JCD.
- E. As the need arises, the Finance Committee may recommend, and the Executive Board may approve reallocation of income and expenditures within the budget in order to maintain budget compliance. Unanticipated expenditures that exceed the overall budget by \$1,000 or more shall be approved by the Executive Board and by a majority vote of the members present and voting at a meeting of the JCD prior to disbursement. Unanticipated expenditures that are accompanied by an equal amount of unbudgeted revenue may be recommended by the Finance Committee and approved by the Executive Board without the requirement of approval by the JCD Membership.
- F. The Chair shall appoint a committee to perform a review of JCD accounts. Said review shall be held each February and the results reported to the JCD each March. The committee may appoint an independent reviewer if considered necessary.

## ARTICLE XVII: Endorsement of Candidates and Ballot Measures

- A. The Membership of the JCD may endorse candidates for partisan and nonpartisan office and ballot measure positions in primary, general, and special elections.
- B. Any endorsement made by the Membership of the JCD shall be considered and approved through the following process:
  - 1. At its discretion, the Executive Board may place before the members, at a JCD Membership meeting convened in accordance with ARTICLE V: JCD Membership Meetings, consideration of the endorsement of a named candidate or candidates and/or endorsement of a ballot measure position or positions.
  - 2. Alternately, the Chair shall, upon receipt of a petition signed by no fewer than six PCOs of the JCD, place before the members, at a meeting convened in accordance with ARTICLE V: JCD Membership Meetings, consideration of the endorsement of a named candidate or candidates and/or endorsement of a ballot measure position or positions.
  - 3. JCD members shall be notified at least two weeks in advance of any meeting at which an endorsement will be considered through the means specified in Article V, A.

#### *Article XVII: Endorsement of Candidates and Ballot Measures (cont.)*

4. Before any meeting at which an endorsement will be considered, the Membership Committee shall confirm the voting credentials of participating members. Eligible voters for endorsements are: a) members in good standing, as described in ARTICLE V: JCD Membership Meetings, as of the last day of the month before such a meeting; and b)
5. general members whose membership lapsed during the 12 months before the meeting and who have renewed their membership before the meeting begins.
6. Candidates for election to offices within Jefferson County or representing Jefferson County's Legislative or Congressional District shall be offered an opportunity to address the JCD Membership at or before a meeting at which their endorsement is to be considered. The Executive Board shall arrange for the presentation of arguments for a ballot measure position being considered for endorsement and may arrange for the presentation of opposing arguments.
7. Voting shall be by paper ballot.
8. A two-thirds vote of all those present and voting in favor of a candidate or a position on a ballot measure is required for an endorsement.

#### ARTICLE XVIII: Contributions to Candidates & Ballot Measure Campaigns

- A. The JCD may make financial contributions in amounts permitted by the Washington State Public Disclosure Commission and the Federal Election Commission to election campaigns of candidates and ballot measures.
- B. The Executive Board may decide to which candidates or ballot measures contributions shall be made from the total amount budgeted for candidate or political contributions as adopted at the January meeting of the JCD.
- C. Financial contributions to election campaigns of candidates and ballot measures may be expended at the discretion of the designated campaign committee.
- D. Financial contributions to election campaigns of candidates and ballot measures may, at the discretion of the Executive Board, be made conditional upon an agreement by the designated campaign committee to return a share of any surplus funds unexpended at the completion of the campaign. Agreements reached with designated committees may include provision for the return of an agreed-upon portion of unspent funds. The Executive Board may, and at the request of the designated committee shall, enter into a written agreement with such campaign committee governing the conditions under which the contribution is made.

#### ARTICLE XIX: Amendment of the Bylaws; Copies of the Bylaws

- A. Any JCD member, the Central Committee, or the Executive Board may propose an amendment to these bylaws by providing the precise language of the proposed amendment and the reason for the proposed change to the Recording Secretary at least four days prior to a meeting of the Executive Board, to be forwarded to the Executive Board and the Central Committee. Precise language of the proposed amendment and the reason for the proposed change will be posted on the JCD website and newsletter.

## *Article XIX: Amendment of the Bylaws; Copies of the Bylaws (cont.)*

- B. Any amendment so proposed shall be submitted for review to the Bylaws Committee prior to submission to JCD Membership for discussion. The Bylaws Committee reports to the Central Committee.
- C. The amendments, with any changes recommended by the bylaws Committee, shall be included in the agenda for discussion for the following regular JCD membership meeting or special JCD membership meeting called for that purpose.
- D. Consideration of the amendment(s) shall be governed by Robert's Rules of Order as provided in ARTICLE XX: Parliamentary Authority.
- E. In no case shall the Central Committee adopt changes in less than three weeks from the time the proposed change is received by the Recording secretary.
- F. Adoption of a proposed amendment shall require an affirmative vote of two-thirds of elected and appointed PCOs present and voting at a Central Committee meeting.
- G. Amendments will take effect upon adoption. Adopted amendments to the bylaws will be published to the JCD Membership via newsletter and the complete amended bylaws made available on the JCD website within one week of adoption.
- H. The Recording Secretary shall provide a copy of the bylaws to JCD members if requested. The Chair shall assure that a copy of these bylaws is available at all JCD Executive Board and JCD Membership meetings.

## ARTICLE XX: Parliamentary Authority

...

In all matters not covered by the bylaws, articles of incorporation, and standing rules, the organization shall be governed by Robert's Rules of Order (Newly Revised), most current edition.

## ARTICLE XXI: Emergency Meetings

- A. If a public emergency or natural disaster makes the holding of an in-person meeting unlawful, dangerous, or impossible, the Chair may cancel or reschedule the meeting to a time when the emergency conditions no longer apply. All references to meetings in this Article refer only to meetings of the JCD Membership, the Central Committee, and the Executive Board.
- B. If the emergency or natural disaster is of uncertain duration, and decisions necessary to accomplish the body's purposes and obligations must be made before a rescheduled in-person meeting can occur, the Chair, in consultation with other JCD officers, may convene a meeting using electronic or other remote access means (a virtual meeting). The justification for convening the meeting shall be included in the call for the meeting.
- C. Any virtual meeting shall maintain as much as possible accessibility for all members, persons with disabilities and persons who lack access to the necessary technology. The meeting must also provide the opportunity for simultaneous voice communication among all participating members.

*Article XIX: Emergency Meetings (cont.)*

- D. Any JCD body conducting a virtual meeting shall adopt rules and clear procedures for
  - 1. determining the presence and maintenance of a quorum;
  - 2. recognizing speakers;
  - 3. submitting motions; and
  - 4. taking and verifying the eligibility of all votes.
- E. Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting.
- F. An audio recording shall be taken of any virtual meeting, with such recording retained for one year. Use of the audio recording will be managed by the Chair and the Recording Secretary.
- G. The notice of any virtual meeting must include an adequate and specific description of how to participate in the meeting and the type of equipment or software required, as well as contingencies in the case of technical difficulties.
- H. The rules for quorum and meeting notices for each body contained in Articles V, VI, and IX apply to all virtual meetings.

Adopted by the Jefferson County Democrats Central Committee on April 6 2020.

Chair, Jefferson County Democrats

\_\_\_\_\_  
Marty Gilmore

Recording Secretary, Jefferson County Democrats

\_\_\_\_\_  
Patricia Jones