

1 BYLAWS
2 OF THE WASHINGTON STATE
3 THIRTY-NINTH LEGISLATIVE DISTRICT
4 DEMOCRATIC PARTY ORGANIZATION

5 ARTICLE I
6 NAME

7 The name of this organization shall be "The Washington State Thirty-ninth Legislative District
8 Democratic Party Organization", hereinafter referred to as the 39th LDDO.

9 ARTICLE II
10 AUTHORITY, PURPOSE, AND FUNCTION

11 **Section 1. Authority.** The 39th LDDO operates under the applicable articles and sections of
12 the charters and bylaws of: The Democratic National Committee (DNC), The Washington
13 State Democratic Central Committee (WSDCC), as well as the applicable laws of the State of
14 Washington.

15 **Section 2. Purpose.** The 39th LDDO promotes the ideals, principles, growth, and influence
16 of the Democratic Party within the 39th Legislative District through the avenues of leadership,
17 citizen participation, and party responsibility.

18 **Section 3. Function.** The 39th LDDO functions as defined by statute and delegated by the
19 Washington State Democratic Party. These functions include but are not limited to the
20 following:

21 A. The 39th LDDO may nominate Democratic candidates for interim legislative
22 appointment to fill vacancies in elected district positions. **[Note: RCW 29A.28.011]**

23 B. The 39th LDDO may nominate a Democratic candidate to run in an election for which
24 no Democrat has filed for positions voted on solely by voters in the 39th Legislative
25 District. **[Note: RCW 29A.28.021 and WSDCC Bylaws V2-01/24/04, Article VII, B, I**
26 **33-36]**

27 C. The 39th LDDO may nominate a Democratic replacement candidate in case of the
28 death or disqualification of the Democratic candidate, for positions voted on solely by
29 voters in the 39th Legislative District. **[Note: RCW 29A.28.021 and WSDCC Bylaws**
30 **V2-01/24/04, Article VII, B, I 33-36]**

31 D. The 39th LDDO may debate, establish, and promote the LDDO platform and
32 philosophy.

33 E. The 39th LDDO may seek out and work to elect Democratic and non-partisan
34 candidates on all levels who demonstrably espouse and support the principles
35 contained in that platform.

36 F. The 39th LDDO may endorse candidates affecting the interests of citizens of the 39th

- 37 Legislative District.
- 38 G. The 39th LDDO may endorse ballot issues affecting the interests of citizens of the 39th
39 Legislative District.
- 40 H. The 39th LDDO may issue resolutions affecting the interests of citizens of the 39th
41 Legislative District.
- 42 I. The 39th LDDO may raise funds for the promotion of endorsed issues and candidates
43 and other party building activities.

44 **ARTICLE III**
45 **MEMBERSHIP**

46 **Section 1. Membership Requirements**

- 47 A. Categories of membership include Elected PCO, Appointed PCO, Associate Member,
48 Youth Member, and Honorary Member.
- 49 B. General Membership Requirements. All members shall:
- 50 1. Publicly support the principles and goals of the Democratic Party.
- 51 2. Choose to be known publicly as a Democrat.
- 52 3. Support the work of the Democratic Party in the 39th Legislative District.
- 53 C. Elected Precinct Committee Officer (PCO)
- 54 1. Elected PCOs are members who are not required to pay dues, but are highly
55 encouraged to do so at the appropriate Associate membership rate.
- 56 2. PCOs are encouraged to attend legislative district and county organization
57 meetings on a regular basis and actively participate in party events and
58 activities.
- 59 3. An Elected PCO meets general membership requirements and all of the
60 following:
- 61 a. Is a registered voter, residing within the boundaries of the 39th
62 Legislative District.
- 63 b. Is the Democratic Party representative of a precinct within the boundaries
64 of the 39th Legislative District.
- 65 c. Resides in the precinct that he or she represents.
- 66 d. Is elected in accordance with Washington State law. **[Note: RCW**
67 **29A.80.051]**
- 68 4. An Elected PCO is entitled to:

- 69 a. Vote in the bi-annual reorganization, regular, special meeting, and any
70 other special election of officers.
- 71 b. Vote for all 39th LDDO officers, bylaws, and all other matters coming
72 before the membership.
- 73 c. Hold any elected or appointed position in the 39th LDDO.
- 74 d. Serve on 39th LDDO committees and subcommittees.

75 D. Appointed Precinct Committee Officer (PCO)

- 76 1. Appointed PCOs are members who are not required to pay dues, but are highly
77 encouraged to do so at the appropriate Associate membership rate.
- 78 2. PCOs are encouraged to attend legislative district and county organization
79 meetings on a regular basis and actively participate in party events and
80 activities.
- 81 3. An Appointed PCO meets general membership requirements and all of the
82 following:
- 83 a. Is a registered voter, residing within the boundaries of the 39th
84 Legislative District.
- 85 b. Resides in the precinct that he or she represents.
- 86 c. Is endorsed by the 39th LDDO chair.
- 87 d. Is appointed by the chair of the County Democratic Central Committee of
88 the county within which his/her precinct lies, in accordance with its
89 bylaws.
- 90 e. Is the Democratic Party representative of a precinct within the boundaries
91 of the 39th Legislative District.
- 92 4. An Appointed PCO is entitled to:
- 93 a. Vote on all matters coming before the membership at regular and special
94 meetings.
- 95 b. Hold any elected or appointed office in the 39th LDDO.
- 96 c. Serve on 39th LDDO committees and subcommittees.
- 97 5. An Appointed PCO may not vote at the bi-annual reorganization meeting.

98 E. Associate Membership

- 99 1. An Associate membership in the 39th LDDO is open to any person that meets
100 general membership requirements and all of the following.

- 101 a. Is a registered voter and residing within the boundaries of the 39th
102 Legislative District.
- 103 b. Makes application to the 39th LDDO for membership.
- 104 c. Pays annual membership dues or is granted a waiver of those dues.
- 105 2. At the next regular meeting following payment or waiver of dues, Associate
106 Members are entitled to:
- 107 a. Vote on all matters coming before the membership at regular or special
108 meetings except those listed in Article III, Section 1, Subsection E3
109 below.
- 110 b. Hold any elected or appointed office in the 39th LDDO.
- 111 c. Serve on 39th LDDO committees and subcommittees.
- 112 3. Associate Members may not vote:
- 113 a. At the bi-annual reorganization meeting.
- 114 b. For the election of 39th LDDO officers to fill vacancies.
- 115 c. To recommend a replacement to fill an empty partisan office.
- 116 d. To select a candidate to run in an election for which no Democrat has
117 filed.

118 F. Youth Membership

- 119 1. A Youth membership in the 39th LDDO is open to any person that meets
120 general membership requirements and all of the following:
- 121 a. Is between the age of thirteen and eighteen years old residing within the
122 boundaries of the 39th Legislative District.
- 123 b. Makes application to the 39th LDDO for membership.
- 124 c. Pays annual membership dues unless granted a waiver.
- 125 2. At the next regular meeting following payment or waiver of dues, Youth
126 Members are entitled to:
- 127 a. Participate in the discussion of all matters coming before the membership
128 at regular meetings.
- 129 b. Serve on 39th LDDO committees and subcommittees.
- 130 3. Youth Members may not:

- 131 a. Vote.
- 132 b. Serve as an officer of the 39th LDDO.
- 133 c. Serve as chair of any Standing Committee.

134 G. Honorary Membership

- 135 1. The Executive Board may nominate any qualified person as an “Honorary
136 Member” of the 39th LDDO.
- 137 2. This nomination must be approved by a majority vote of the members at the
138 next regular meeting.
- 139 3. No resident of the 39th Legislative District may be considered for honorary
140 membership.
- 141 4. Honorary Members are not required to pay dues.
- 142 5. Honorary Members cannot vote and cannot participate in the proceedings of the
143 39th LDDO.
- 144 6. Once awarded, Honorary Membership is permanent, except as follows:
145 Honorary memberships may be revoked by a 2/3 majority vote of the members
146 at a regular meeting or special meeting called for that purpose.

147 **Section 2. Membership Term and Dues**

- 148 A. The membership year begins January 1st of each calendar year and expires
149 December 31st of the same year.
- 150 B. New members are eligible to vote at the next regular or special meeting after receipt of
151 their dues.
- 152 C. Dues apply for the calendar year and are payable annually on January 1st. Unpaid
153 dues are delinquent on February 1st and membership is forfeited if dues are not paid
154 by April 1st.
- 155 D. No person will be denied membership because of an inability to pay dues. A reduction
156 or a waiver of the dues will be granted upon written request to the 39th LDDO
157 treasurer.
- 158 E. Membership dues shall be reviewed by the Executive Board as needed.
- 159 F. The chair shall add dues adjustments recommended by the Executive Board to the
160 agenda of the next regular meeting or call a special meeting to consider the
161 adjustment.
- 162 G. The membership shall vote on any dues adjustments recommended by the Executive
163 Board at the next regular or special meeting.

164 **Section 3. PCO Vacancies.** PCO vacancies may be created as follows:

165 A. Resignation. A Precinct Committee Officer may submit written resignation to the chair
166 of the 39th LDDO for any reason.

167 B. Change in Legal Residence. If a PCO has a change in legal residence outside the
168 precinct, the chair declares that office vacant. Before declaring the office vacant, the
169 chair shall give the PCO written notice to provide satisfactory evidence of legal
170 residency in the precinct within 30 days or risk losing the office.

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

176 **Section 5. Loss of Membership**

177 A. Membership is forfeited if a member moves outside the boundaries of the 39th
178 Legislative District.

179 B. If an official change in the boundary lines of the 39th Legislative District causes a
180 member to have legal residence outside the district, the member may choose to
181 remain in good standing until the end of the membership year.

182 C. Membership is forfeited for failure to meet membership requirements.

183 D. There will be no refund of membership fees in any event.

184 **ARTICLE IV**
185 **OFFICERS**

186 **Section 1. Elected Officers**

187 A. The elected officers of the 39th LDDO shall be Chair, First Vice-chair, Second Vice-
188 chair, Secretary, Treasurer, State Committee Woman, State Committee Man, King
189 County Committee Person, Skagit County Committee Person, Snohomish County
190 Committee Man, Snohomish County Committee Woman, and Whatcom County
191 Committee Person.

192 B. Eligibility.

193 1. Any 39th Legislative District PCO or associate member may be elected to any
194 39th LDDO office. County Committee Persons must reside in the county for
195 which they are elected to represent the 39th LDDO.

196 2. No officer may be elected to or hold more than one elected office.

197 3. An officer may temporarily perform the duties of another elected office in case of
198 need.

199 4. An officer may be appointed to an additional appointed office or standing
200 committee chair.

201 C. Gender.

202 1. The chair and the first vice-chair must be of opposite gender.

203 2. The second vice-chair must be of the same gender as the chair.

204 3. Committee Women must be female.

205 4. Committee Men must be male.

206 5. There is no gender specification for any other elected office.

207 D. Order of Succession.

208 1. The first vice-chair becomes the chair if there is a permanent vacancy in the
209 office. In case of temporary absence or disability of the chair, the following is
210 the order of succession to preside over meetings until the chair is able to
211 resume in the office:

212 a. First Vice-chair.

213 b. Second Vice-chair.

214 c. State Committee man or woman, in alphabetical order of surname.

215 d. County Committee men and women, in alphabetical order of surname.

216 E. Removal of Elected Officers. The process for removal of any elected officer shall be as
217 follows:

218 1. Grounds. Grounds for removal are misfeasance, malfeasance, or nonfeasance
219 in the performance of an officer's duties. Absence without a valid excuse from
220 any combination of three (3) consecutive regular or executive board meetings is
221 grounds for the charge of nonfeasance.

222 2. Charges. A motion for removal must be made at a regular or special meeting of
223 the executive board. Written charges demanding removal shall be referred to
224 the executive board by the parties calling for removal, to ascertain by majority
225 vote whether or not said charges are found to be accurate and are proper
226 grounds for removal.

227 3. Inability to Charge. If the executive board cannot determine by majority vote
228 that the charges are proper grounds for removal, said charges shall be dropped
229 and stricken from the record.

230 4. Impeachment Action. Once the executive board has determined the charges
231 before the body to be proper grounds for removal, the executive board shall
232 place the motion for removal on the agenda of the next regular meeting. A

233 detailed statement of the charges shall be mailed to each member of the
234 general membership at least fifteen (15) days prior to the meeting where the
235 impeachment proceedings will be heard, which shall be held no more than thirty
236 (30) days following the day charges were first brought before the executive
237 board.

238 5. Right to Face Accuser

239 a. The parties calling for removal of an officer must be present or submit a
240 written statement at the regular meeting at which removal is considered
241 or said charges shall be dropped and stricken from the record.

242 b. The accused must be present, or proof must be offered that the accused
243 was notified of the meeting and chose not to attend. If proper notice to
244 the accused is proven to have been delivered, failure to attend or submit
245 a written statement will be considered an official act of resignation.

246 c. The accused must be given the opportunity to respond at or before the
247 meeting at which removal is considered.

248 6. Eligibility to Vote on Impeachment

249 a. Only elected PCOs are eligible to vote on the motion for removal of an
250 elected officer.

251 b. A two-thirds (2/3) affirmative vote of those present and eligible to vote is
252 required for removal of an officer. **[Note: RCW 29A.80.061]**

253 F. Vacancies.

254 1. Vacancies in elected officer positions shall be filled by election at the next
255 regular meeting.

256 2. Due notice of this election must be given when calling the meeting. If there is
257 insufficient time for due notice, the election shall be held in abeyance until the
258 next regular meeting.

259 3. The chair shall create a special Nomination Committee and appoint its chair.
260 This committee shall seek out potential candidates to fill vacancies and present
261 them to the membership at the next regular meeting.

262 4. The chair may appoint a pro tem replacement for any elected officer position to
263 serve until an election can be held to fill the vacancy in that office. Officers
264 appointed pro tem have all the rights and responsibilities accruing to the position
265 they have been appointed to.

266 **Section 2. Appointed Officers**

267 A. Appointed officers shall be Sergeant-at-arms, and two Community Outreach Officers.

268 B. Officers appointed by the chair shall be confirmed by majority vote of the executive

- 269 board.
- 270 C. Eligibility. Any member may be appointed to 39th LDDO office.
- 271 D. Gender. There may not be a gender specification for appointed office.
- 272 E. There is no order of succession for appointed officers.
- 273 F. Removal of Appointed Officers. Appointed officers serve at the discretion of the chair.
274 The chair may remove appointed officers provided the executive board ratifies the
275 removal by majority vote.

276 **Section 3. Duties of Officers.**

277 A. Chair. The chair shall:

- 278 1. Perform all duties customarily devolving upon the chief executive officer of an
279 organization.
- 280 2. Direct the affairs of the 39th LDDO.
- 281 3. Designate members to perform such duties as the chair may deem necessary.
- 282 4. Attend and participate in all State Democratic Party functions and meetings of
283 which the State Party Central Committee deems the chair to be a member.
- 284 5. Attend and participate in all County Democratic Party functions and meetings of
285 which each of the County Party Central Committees deems the chair to be a
286 member.
- 287 6. Appoint the following officers:
- 288 a. Sergeant-at-arms.
- 289 b. Two Community Outreach Officers.
- 290 7. Appoint all committee chairs. This does not grant the chair the right to create
291 and fill new standing committees. This right is reserved for the general
292 membership.
- 293 8. Be a member ex officio of all committees except the Nominating Committee.
- 294 9. Report on official activities at each regular and executive board meeting.
- 295 10. Work with the Budget and Finance Committee to prepare and submit a budget
296 to the membership at the first regular meeting of the year.
- 297 11. Work with the executive board to prepare a general plan of action for the next
298 biennium, to be presented at the regular meeting following the election of
299 officers. This general plan of action is to be updated every six months and
300 presented to the members at the regular meeting.

- 301 B. First Vice-chair. The first vice-chair shall:
- 302 1. Preside at all regular and executive board meetings in the absence of the chair.
- 303 2. Serve as chair of the Membership Committee.
- 304 3. Become the chair if there is a permanent vacancy in that office, regardless of
305 gender.
- 306 4. Perform such duties as may be assigned by the chair.
- 307 C. Second Vice-chair. The second vice-chair shall:
- 308 1. Preside at all regular and executive board meetings in the absence of the chair
309 and the first vice-chair.
- 310 2. Serve as chair of the PCO Development Committee.
- 311 3. Perform such duties as may be assigned by the chair.
- 312 4. Become the first vice-chair if there is a permanent vacancy in that office
313 regardless of gender.
- 314 D. Secretary. The Secretary shall:
- 315 1. Serve as chair of the Communications Committee.
- 316 2. Take minutes at all regular, special and executive board meetings, and maintain
317 those minutes for public inspection.
- 318 3. Date and sign the minutes of all meetings.
- 319 4. Post the minutes of meetings to the 39th LDDO website and to the members via
320 electronic mail within 10 days of the meeting.
- 321 5. Maintain copies of all minutes, formal reports of officers and committees, and all
322 other correspondence, documents, and other records relating to the operation of
323 the 39th LDDO, and maintain those documents for public inspection.
- 324 6. Record the attendance of executive board members at all executive board
325 meetings, and maintain these attendance records for public inspection.
- 326 7. Record the attendance of members and guests at all regular meetings, and
327 maintain these attendance records for public inspection.
- 328 8. Maintain all organizational files and records in a safe and orderly manner.
- 329 9. Work with the treasurer to keep the membership roll current, and maintain a
330 copy of the complete roll of the membership of the 39th LDDO.
- 331 10. Performs such duties as may be assigned by the chair.

332 E. Treasurer. The Treasurer shall:

- 333 1. Serve as a member of the Budget and Finance Committee.
- 334 2. Supervise the financial affairs of the 39th LDDO.
- 335 3. Maintain a bank account for the 39th LDDO.
- 336 4. Maintain an accurate and balanced record of receipts and disbursements.
- 337 5. Pay all bills in a timely manner.
- 338 6. Establish and maintain a petty cash fund not to exceed \$50.00.
- 339 7. With the exception of disbursements to and from the petty cash fund, ensure
340 that all disbursements are paid by check.
- 341 8. Disburse or expend funds only to candidates that have been endorsed by the
342 membership and only after the approval of such disbursement by a majority of
343 the membership present and voting at a regular meeting.
- 344 9. Prepare and submit a written monthly summary financial report to the executive
345 board.
- 346 10. Prepare and submit a written summary financial report to the membership at the
347 regular meetings.
- 348 11. Submit annually all records to the executive board for financial auditing.
- 349 12. Prepare and submit all required reports to the Washington Public Disclosure
350 Commission, according to that agency's published schedule.
- 351 13. Prepare and submit any other required government or Democratic party
352 financial report, and notify the executive board in a timely manner of any such
353 filing.
- 354 14. Assist the secretary in keeping the membership list current.
- 355 15. Perform such duties as may be assigned by the chair.

356 F. State Committee Man and State Committee Woman. Each State Committee Man and
357 State Committee Woman shall:

- 358 1. Serve as a co-chair of the Political Affairs Committee.
- 359 2. Serve as a member of the Washington State Democratic Central Committee.
- 360 3. Represent the interests of the 39th LDDO at all Washington State Democratic
361 Central Committee meetings, and when possible attend workshops at those
362 meetings.

363 4. Secure a proxy to attend any meeting of the Washington State Democratic
364 Central Committee that the State Committee Representative cannot attend.

365 5. Report to the membership at the next regular meeting following each
366 Washington State Democratic Central Committee meeting. The report shall
367 include the subjects discussed and the actions taken.

368 6. Report to the executive board at its next meeting following each Washington
369 State Democratic Central Committee meeting. The report shall include the
370 subjects discussed and the actions taken.

371 G. County Committee Men and County Committee Women. Each County Committee
372 Man and County Committee Woman shall:

373 1. Serve as a member of the Political Affairs Committee.

374 2. Serve as a member of the county Democratic Central Committee to which they
375 were individually elected either King County, Skagit County, Snohomish County,
376 or Whatcom County.

377 3. Represent the interests of the 39th LDDO at county Democratic Central
378 Committee meetings, and when possible attend workshops at those meetings.

379 4. Secure a proxy to attend any meeting of the county Democratic Central
380 Committee that he or she cannot attend.

381 5. Report to the membership at the next regular meeting following each county
382 Democratic Central Committee meeting. The report shall include the subjects
383 discussed and the actions taken.

384 6. Report to the executive board at its next meeting following each county
385 Democratic Central Committee meeting. The report shall include the subjects
386 discussed and the actions taken.

387 H. Sergeant-at-arms. The Sergeant-at-arms shall:

388 1. Serve on the executive board as the chair of the Bylaws and Rules Committee.

389 2. Serve on the executive board as the chair of the Credentials Committee.

390 3. Serve as parliamentarian and advise the chair on parliamentary procedure
391 during meetings.

392 4. Supervise member and guest registration at meetings, and inform the chair of
393 the number of voting members present, so that the presence or absence of a
394 quorum can be determined.

395 5. Maintain order at all regular or executive board meetings.

396 6. Serve as timekeeper for meetings.

397 7. Assist the chair in the interpretation of the Bylaws and the charters and bylaws
398 of other organizations whose bylaws have an impact on the operations of the
399 39th LDDO.

400 8. Perform such duties as may be assigned by the chair.

401 I. Community Outreach Officer. The Community Outreach Officers shall;

402 1. Serve on the executive board as the co-chairs of the Community Outreach
403 Committee.

404 2. Provide the chairs of the PCO Development and Membership Committees
405 contact information and assistance in the recruitment of new PCOs and
406 Associate members.

407 3. Perform such duties as may be assigned by the chair.

408 **ARTICLE V**
409 **MEETINGS**

410 **Section 1. Regular Meetings.** Regular meetings shall be held on the fourth Saturday of the
411 month in even numbered months except as otherwise ordered by the Executive Board.

412 **Section 2. Special Meetings.** Special meetings of the membership may be called by the
413 chair or the executive board. Special meetings may also be called by a petition signed by at
414 least fifteen (15) members. The petition shall state the date, time, location, and specific
415 purpose of the special meeting. The petition shall be given to the chair at least fifteen (15)
416 days prior to the date of the special meeting. The chair shall send notice to the members of
417 the specific items of business to be conducted at the special meeting.

418 **Section 3. Reorganization Meeting.** This biannual meeting shall be held in December or
419 January, following the general election in even numbered years. The sole purpose of this
420 meeting is the election of officers.

421 **Section 4. Standing Committee Meetings.** Standing Committee meetings shall be held on
422 the fourth Saturday of the month in odd numbered months except as otherwise ordered by the
423 Executive Board or the chairs of each standing committee.

424 **Section 5. Special Committee Meetings.** Special Committee meetings shall be held as
425 necessary. Special committee meetings are not subject to the provisions of Article V, Section
426 6 below.

427 **Section 6. Meeting Notice.** Notice of the date and location of meetings shall be published
428 to the members at least ten days prior to the date of the meeting. Proper notice may be
429 provided by any two of the following methods: regular mail, e-mail, telephone, or by posting
430 on the website.

431 **Section 7. Quorum.** Quorums for the various meeting types are as follows:

432 A. Regular and Special Meetings. The quorum for regular and special meetings shall

433 consist of fifteen percent (15%) or ten (10) of the PCOs, whichever is greater, provided
434 that at least two elected officers are present.

435 B. Executive Board Meetings. The quorum for executive board meetings shall consist of
436 twenty-five percent (25%) of the executive board.

437 C. Reorganization Meeting. The quorum for the reorganization meeting shall consist of
438 fifteen percent (15%) or ten (10), whichever is greater, of the PCOs elected in the most
439 recent primary election in accordance with Washington State law. **[Note: RCW**
440 **29A.80.051]**

441 D. Standing and Special Committee Meetings. The quorum for standing and special
442 committee meetings shall consist of twenty-five percent (25%) of its members,
443 provided that the chair of the committee and at least one other member is present.

444 **ARTICLE VI**
445 **EXECUTIVE BOARD**

446 **Section 1. Members.** The executive board shall consist of:

447 A. The elected officers.

448 B. The appointed officers.

449 C. The chairs of Standing Committees.

450 D. The chair of each County Central Committee that is partially or wholly within the
451 boundaries of the 39th Legislative District.

452 **Section 2. Authority.** The executive board has the authority to conduct the management
453 and administration of the 39th LDDO except that which is reserved for the membership as
454 provided by these bylaws.

455 **Section 3. Meetings.**

456 A. Executive board meetings shall be held on the fourth Saturday of the month in even
457 numbered months at the same location and one (1) hour before the regular meeting of
458 the membership.

459 B. Special meetings may be called by the chair with five days notice.

460 C. Notice may be provided by regular mail, e-mail, posting on the website, or by
461 telephone.

462 D. Meetings and votes may be conducted by real time electronic means as long as all
463 participants can communicate with one another in that real time environment.

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465

ARTICLE VII COMMITTEES

466 **Section 1. Budget and Finance Committee.** The Budget and Finance Committee shall
467 consist of the Treasurer and at least two other members. The committee chair is appointed
468 by the 39th LDDO chair. The Budget and Finance Committee shall have the following duties:

- 469 A. Prepare the annual budget.
- 470 B. Plan and present fundraising programs and activities for the 39th LDDO.
- 471 C. Ensure the legal and proper handling of all funds generated by 39th LDDO fundraising
472 activities.
- 473 D. Recommend financial policies to the Executive Board.

474 **Section 2. Bylaws and Rules Committee.** The Bylaws and Rules Committee shall consist
475 of the Parliamentarian and at least two other members appointed by the Parliamentarian. The
476 committee is chaired by the Parliamentarian. The Bylaws and Rules committee shall have the
477 following duties:

- 478 A. Conduct ongoing reviews of the bylaws and standing rules to ensure conformation with
479 state law and the charter and bylaws of the Washington State Democratic Central
480 Committee (WSDCC).
- 481 B. Propose revisions to the bylaws and standing rules as necessary.
- 482 C. Review, recommend approval or rejection, or modify as necessary amendments to the
483 bylaws and standing rules proposed by members or other committees.

484 **Section 3. Communications and Technology Committee.** The Communications and
485 Technology Committee shall consist of the Secretary and at least two other members
486 appointed by the Secretary. The committee is chaired by the Secretary. The
487 Communications and Technology Committee shall have the following duties:

- 488 A. Publish any meeting or other notices or information required by these bylaws.
- 489 B. Maintain a web site.
- 490 C. Maintain a member database.
- 491 D. Conduct public relations activities.
- 492 E. Investigate, document, and recommend technologies of useful interest to the conduct
493 of the 39th LDDO's operations.

494 **Section 4. Community Outreach Committee.** The Community Outreach Committee shall
495 consist of the two Community Outreach Officers and at least three other members appointed
496 by the Community Outreach Officers. The committee is co-chaired by the Community
497 Outreach Officers. The Community Outreach Committee shall have the following duties:

- 498 A. Serve as a liaison between the 39th LDDO and community service organizations
499 operating within the 39th Legislative District whose primary constituency or focus
500 include, but are not limited to any of the following: age, business, gender, labor, race,
501 religion, sexual orientation, and veterans.
- 502 B. Develop and maintain a comprehensive contact list of community service organizations
503 operating within the 39th Legislative District.
- 504 C. Encourage participation in the Democratic Party by people of diverse cultural and
505 ethnic heritage.

506 **Section 5. Credentials Committee.** The Credentials Committee shall consist of the
507 Sergeant-at-arms and at least two other members appointed by the Sergeant-at-arms. The
508 committee is chaired by the Sergeant-at-arms. The Credentials Committee shall have the
509 following duties:

- 510 A. Verify and report on the eligibility of delegates or members to participate at any
511 meeting or caucus of the 39th LDDO.
- 512 B. Establish the presence or absence of a quorum prior to the beginning of any meeting.
- 513 C. The committee shall register delegates at the biennial caucus of 39th Legislative
514 District democrats that is held for the purpose of the election of delegates to the
515 Congressional District Caucuses wholly or partially within the boundaries of the 39th
516 LDDO.
- 517 D. The committee shall hand out, collect, and count ballots during elections.

518 **Section 6. Membership Committee:** The Membership Committee shall consist of the first
519 vice-chair and at least two other members appointed by the first vice-chair. The committee is
520 chaired by the first vice-chair. The Membership Committee shall have the following duties:

- 521 A. Work in close association with the Secretary, and the Treasurer to develop and
522 maintain a list of members and prospective members.
- 523 B. Organize and manage membership recruitment efforts with the assistance of the
524 Community Outreach Committee and the PCO Development Committee.

525 **Section 7. PCO Development Committee:** The PCO Development Committee shall consist
526 of the second vice-chair and at least two other members appointed by the second vice-chair.
527 The committee is chaired by the second vice-chair. The PCO Development Committee shall
528 have the following duties:

- 529 A. Be responsible for the training of PCOs of the 39th LDDO.
- 530 B. Ensure that each 39th LDDO PCO is assigned a VoteBuilder account.
- 531 C. Ensure that current PCOs file to be elected for their next term.
- 532 D. Work closely with the Membership Committee and the Community Outreach
533 Committee to identify and recruit potential PCOs.

534 **Section 8. Political Affairs Committee:** The Political Affairs Committee shall consist of the
535 State Committee man and the State Committee woman, all County Committee persons, and
536 other members appointed by the State Committee man or the State Committee woman. The
537 committee is co-chaired by the State Committee man and the State Committee woman. The
538 Political Affairs Committee shall have the following duties:

- 539 A. Develop and implement procedures and strategies to elect Democrats to political office
540 within or representing the 39th Legislative District.
- 541 B. Make recommendations for endorsement by the 39th LDDO of candidates running for
542 office within or representing the 39th Legislative District.
- 543 C. Monitor legislation at all levels of government in order to advise and inform the
544 membership of issues affecting the 39th Legislative District.
- 545 D. Make recommendations for endorsement by the 39th LDDO of ballot issues affecting
546 the 39th Legislative District.

547 **Section 9. Special Committees:** Special committees may be created, when deemed
548 necessary, by the chair, the executive board, or the membership.

- 549 A. Each special committee has a clearly defined portfolio and budget.
- 550 B. Except when bylaws or rules specify otherwise, the chair of a special committee is
551 appointed by the 39th LDDO chair.
- 552 C. Special committee chairs serve at the pleasure of the 39th LDDO chair.
- 553 D. Examples of special committees may include, but are not limited to the following:
 - 554 1. Nominating Committee. Prior to any election of 39th LDDO officers, the
555 Nominating Committee prepares a slate of nominees for each office to be filled,
556 listing the qualifications of each. The slate may include more than one nominee
557 for each office. Members wishing to be elected to office shall submit their name
558 and qualifications to the Nominating Committee for inclusion on the slate. The
559 Nominating Committee shall cause to be published to the membership the
560 names of all candidates making application for office.
 - 561 2. Special Event Committee. Whenever a 39th LDDO event is expected to be
562 complicated enough or of such significance to require extensive planning, a
563 special committee may be formed to accomplish the task.

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ARTICLE VIII PARLIAMENTARY AUTHORITY

566 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall
567 govern the 39th LDDO in all cases to which they are applicable and in which they are not
568 inconsistent with these bylaws and any special rules of order the 39th LDDO may adopt.

**ARTICLE IX
AMENDMENT OF BYLAWS**

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571 **Section 1.** These bylaws may be amended by the membership at any regular or special
572 meeting of the 39th LDDO by a two-thirds vote, provided the following procedure is followed:

573 A. The amendment shall be submitted in writing to the Bylaws and Rules Committee. The
574 submission shall contain the following:

575 1. The current text of the bylaw article to be amended.

576 2. The text of the bylaw article as it would be if amended.

577 3. A statement by the originator indicating the intent of the amendment.

578 B. The Committee shall review the proposed amendment within 30 days of receipt and
579 recommend approval or rejection, or shall modify the amendment as deemed
580 necessary.

581 C. The Bylaws and Rules Committee shall cause the amendment to be published to the
582 membership within 7 days of completion of its action. The notice shall contain the
583 following:

584 1. The current text of the bylaw article to be amended.

585 2. The text of the bylaw article as it would be if amended.

586 3. The statement by the originator indicating the intent of the amendment.

587 4. The Bylaws and Rules Committee recommendation.

588 D. The proposed amendment shall be published to the membership at least 30 days prior
589 to a vote to amend. The amendment shall be considered at the first regular or special
590 meeting that meets the 30-day notice requirement.