

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, the Fundraising Officer, and two  
268 Community Outreach Officers.

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

277 **Section 3. Duties of Officers.**

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

300 biennium, to be presented at the regular meeting following the election of  
301 officers. This general plan of action is to be updated every six months and  
302 presented to the members at the regular meeting.

303 B. First Vice-chair. The first vice-chair shall:

- 304 1. Preside at all regular and executive board meetings in the absence of the chair.
- 305 2. Serve as chair of the Membership Committee.
- 306 3. Become the chair if there is a permanent vacancy in that office, regardless of  
307 gender.
- 308 4. Perform such duties as may be assigned by the chair.

309 C. Second Vice-chair. The second vice-chair shall:

- 310 1. Preside at all regular and executive board meetings in the absence of the chair  
311 and the first vice-chair.
- 312 2. Serve as chair of the PCO Development Committee.
- 313 3. Perform such duties as may be assigned by the chair.
- 314 4. Become the first vice-chair if there is a permanent vacancy in that office  
315 regardless of gender.

316 D. Secretary. The Secretary shall:

- 317 1. Serve as chair of the Communications Committee.
- 318 2. Take minutes at all regular, special and executive board meetings, and maintain  
319 those minutes for public inspection.
- 320 3. Date and sign the minutes of all meetings.
- 321 4. Post the minutes of meetings to the 39th LDDO website and to the members via  
322 electronic mail within 10 days of the meeting.
- 323 5. Maintain copies of all minutes, formal reports of officers and committees, and all  
324 other correspondence, documents, and other records relating to the operation of  
325 the 39th LDDO, and maintain those documents for public inspection.
- 326 6. Record the attendance of executive board members at all executive board  
327 meetings, and maintain these attendance records for public inspection.
- 328 7. Record the attendance of members and guests at all regular meetings, and  
329 maintain these attendance records for public inspection.
- 330 8. Maintain all organizational files and records in a safe and orderly manner.

331 9. Work with the treasurer to keep the membership roll current, and maintain a  
332 copy of the complete roll of the membership of the 39th LDDO.

333 10. Performs such duties as may be assigned by the chair.

334 E. Treasurer. The Treasurer shall:

335 1. Serve as a member of the Budget and Finance Committee.

336 2. Supervise the financial affairs of the 39th LDDO.

337 3. Maintain a bank account for the 39th LDDO.

338 4. Maintain an accurate and balanced record of receipts and disbursements.

339 5. Pay all bills in a timely manner.

340 6. Establish and maintain a petty cash fund not to exceed \$50.00.

341 7. With the exception of disbursements to and from the petty cash fund, ensure  
342 that all disbursements are paid by check.

343 8. Disburse or expend funds only to candidates that have been endorsed by the  
344 membership and only after the approval of such disbursement by a majority of  
345 the membership present and voting at a regular meeting.

346 9. Prepare and submit a written monthly summary financial report to the executive  
347 board.

348 10. Prepare and submit a written summary financial report to the membership at the  
349 regular meetings.

350 11. Submit annually all records to the executive board for financial auditing.

351 12. Prepare and submit all required reports to the Washington Public Disclosure  
352 Commission, according to that agency's published schedule.

353 13. Prepare and submit any other required government or Democratic party  
354 financial report, and notify the executive board in a timely manner of any such  
355 filing.

356 14. Assist the secretary in keeping the membership list current.

357 15. Perform such duties as may be assigned by the chair.

358 F. State Committee Man and State Committee Woman. Each State Committee Man and  
359 State Committee Woman shall:

360 1. Serve as a co-chair of the Political Affairs Committee.

361 2. Serve as a member of the Washington State Democratic Central Committee.

- 362 3. Represent the interests of the 39th LDDO at all Washington State Democratic  
363 Central Committee meetings, and when possible attend workshops at those  
364 meetings.
- 365 4. Secure a proxy to attend any meeting of the Washington State Democratic  
366 Central Committee that the State Committee Representative cannot attend.
- 367 5. Report to the membership at the next regular meeting following each  
368 Washington State Democratic Central Committee meeting. The report shall  
369 include the subjects discussed and the actions taken.
- 370 6. Report to the executive board at its next meeting following each Washington  
371 State Democratic Central Committee meeting. The report shall include the  
372 subjects discussed and the actions taken.

373 G. County Committee Men and County Committee Women. Each County Committee  
374 Man and County Committee Woman shall:

- 375 1. Serve as a member of the Political Affairs Committee.
- 376 2. Serve as a member of the county Democratic Central Committee to which they  
377 were individually elected either King County, Skagit County, Snohomish County,  
378 or Whatcom County.
- 379 3. Represent the interests of the 39th LDDO at county Democratic Central  
380 Committee meetings, and when possible attend workshops at those meetings.
- 381 4. Secure a proxy to attend any meeting of the county Democratic Central  
382 Committee that he or she cannot attend.
- 383 5. Report to the membership at the next regular meeting following each county  
384 Democratic Central Committee meeting. The report shall include the subjects  
385 discussed and the actions taken.
- 386 6. Report to the executive board at its next meeting following each county  
387 Democratic Central Committee meeting. The report shall include the subjects  
388 discussed and the actions taken.

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

- 390 1. Serve on the executive board as the chair of the Bylaws and Rules Committee.
- 391 2. Serve on the executive board as the chair of the Credentials Committee.
- 392 3. Serve as parliamentarian and advise the chair on parliamentary procedure  
393 during meetings.
- 394 4. Supervise member and guest registration at meetings, and inform the chair of  
395 the number of voting members present, so that the presence or absence of a  
396 quorum can be determined.

- 397 5. Maintain order at all regular or executive board meetings.
- 398 6. Serve as timekeeper for meetings.
- 399 7. Assist the chair in the interpretation of the Bylaws and the charters and bylaws  
400 of other organizations whose bylaws have an impact on the operations of the  
401 39th LDDO.
- 402 8. Perform such duties as may be assigned by the chair.
- 403 I. Community Outreach Officer. The Community Outreach Officers shall;
- 404 1. Serve on the executive board as the co-chairs of the Community Outreach  
405 Committee.
- 406 2. Provide the chairs of the PCO Development and Membership Committees  
407 contact information and assistance in the recruitment of new PCOs and  
408 Associate members.
- 409 3. Perform such duties as may be assigned by the chair.
- 410 J. Fundraising Officer. The Fundraising Officer shall;
- 411 1. Serve on the executive board as the chair of the Budget and Finance  
412 Committee.
- 413 2. Perform such duties as may be assigned by the chair.

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## ARTICLE V MEETINGS

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

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

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

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

430 **Section 5. Special Committee Meetings.** Special Committee meetings shall be held as

431 necessary. Special committee meetings are not subject to the provisions of Article V, Section  
432 6 below.

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

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

438 A. Regular and Special Meetings. The quorum for regular and special meetings shall  
439 consist of fifteen percent (15%) of the PCOs provided that at least two elected officers  
440 are present.

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

443 C. Reorganization Meeting. The quorum for the reorganization meeting shall consist of  
444 fifteen percent (15%) of the PCOs elected in the most recent primary election in  
445 accordance with Washington State law. **[Note: RCW 29A.80.051]**

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

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## ARTICLE VI EXECUTIVE BOARD

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

452 A. The elected officers.

453 B. The appointed officers.

454 C. The chairs of Standing Committees.

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

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

460 **Section 3. Meetings.**

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

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

- 465 C. Notice may be provided by regular mail, e-mail, posting on the website, or by  
466 telephone.
- 467 D. Meetings and votes may be conducted by real time electronic means as long as all  
468 participants can communicate with one another in that real time environment.

469 **ARTICLE VII**  
470 **COMMITTEES**

471 **Section 1. Budget and Finance Committee.** The Budget and Finance Committee shall  
472 consist of the Treasurer, the Fundraising Officer, and at least two other members. The  
473 committee is chaired by the Fundraising Officer. The Budget and Finance Committee shall  
474 have the following duties:

- 475 A. Prepare the annual budget.
- 476 B. Plan and present fundraising programs and activities for the 39th LDDO.
- 477 C. Ensure the legal and proper handling of all funds generated by 39th LDDO fundraising  
478 activities.
- 479 D. Recommend financial policies to the Executive Board.

480 **Section 2. Bylaws and Rules Committee.** The Bylaws and Rules Committee shall consist  
481 of the Sergeant-at-arms and at least two other members appointed by the Parliamentarian.  
482 The committee is chaired by the Sergeant-at-arms. The Bylaws and Rules committee shall  
483 have the following duties:

- 484 A. Conduct ongoing reviews of the bylaws and standing rules to ensure conformation with  
485 state law and the charter and bylaws of the Washington State Democratic Central  
486 Committee (WSDCC).
- 487 B. Propose revisions to the bylaws and standing rules as necessary.
- 488 C. Review, recommend approval or rejection, or modify as necessary amendments to the  
489 bylaws and standing rules proposed by members or other committees.

490 **Section 3. Communications and Technology Committee.** The Communications and  
491 Technology Committee shall consist of the Secretary and at least two other members  
492 appointed by the Secretary. The committee is chaired by the Secretary. The  
493 Communications and Technology Committee shall have the following duties:

- 494 A. Publish any meeting or other notices or information required by these bylaws.
- 495 B. Maintain a web site.
- 496 C. Maintain a member database.
- 497 D. Conduct public relations activities.

498 E. Investigate, document, and recommend technologies of useful interest to the conduct  
499 of the 39th LDDO's operations.

500 **Section 4. Community Outreach Committee.** The Community Outreach Committee shall  
501 consist of the two Community Outreach Officers and at least three other members appointed  
502 by the Community Outreach Officers. The committee is co-chaired by the Community  
503 Outreach Officers. The Community Outreach Committee shall have the following duties:

504 A. Serve as a liaison between the 39th LDDO and community service organizations  
505 operating within the 39th Legislative District whose primary constituency or focus  
506 include, but are not limited to any of the following: age, business, gender, labor, race,  
507 religion, sexual orientation, and veterans.

508 B. Develop and maintain a comprehensive contact list of community service organizations  
509 operating within the 39th Legislative District.

510 C. Encourage participation in the Democratic Party by people of diverse cultural and  
511 ethnic heritage.

512 **Section 5. Credentials Committee.** The Credentials Committee shall consist of the  
513 Sergeant-at-arms and at least two other members appointed by the Sergeant-at-arms. The  
514 committee is chaired by the Sergeant-at-arms. The Credentials Committee shall have the  
515 following duties:

516 A. Verify and report on the eligibility of delegates or members to participate at any  
517 meeting or caucus of the 39th LDDO.

518 B. Establish the presence or absence of a quorum prior to the beginning of any meeting.

519 C. The committee shall register delegates at the biennial caucus of 39th Legislative  
520 District democrats that is held for the purpose of the election of delegates to the  
521 Congressional District Caucuses wholly or partially within the boundaries of the 39th  
522 LDDO.

523 D. The committee shall hand out, collect, and count ballots during elections.

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

527 A. Work in close association with the Secretary, and the Treasurer to develop and  
528 maintain a list of members and prospective members.

529 B. Organize and manage membership recruitment efforts with the assistance of the  
530 Community Outreach Committee and the PCO Development Committee.

531 **Section 7. PCO Development Committee:** The PCO Development Committee shall consist  
532 of the second vice-chair and at least two other members appointed by the second vice-chair.  
533 The committee is chaired by the second vice-chair. The PCO Development Committee shall  
534 have the following duties:

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

540 **Section 8. Political Affairs Committee:** The Political Affairs Committee shall consist of the  
541 State Committee man and the State Committee woman, all County Committee persons, and  
542 other members appointed by the State Committee man or the State Committee woman. The  
543 committee is co-chaired by the State Committee man and the State Committee woman. The  
544 Political Affairs Committee shall have the following duties:

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

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

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

570 **ARTICLE VIII**  
571 **PARLIAMENTARY AUTHORITY**

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

575 **ARTICLE IX**  
576 **AMENDMENT OF BYLAWS**

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

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

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

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

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

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

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

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

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

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

593 4. The Bylaws and Rules Committee recommendation.

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

597

598 Adopted 12/12/2009

599 Gary D Sell, chair