

## **Benton County Office Descriptions**

### **MEMBERS**

Membership in the Central Committee shall consist of:

1. Benton County Democratic Precinct Committee Officers (PCOs) elected or appointed in accordance with Washington State Law. (RCW -- Revised Code of Washington).
2. Elected Officers of the Central Committee
3. Members of the Executive Board
4. Acting Democratic Precinct Committee Officers (Article IV, section 3)
5. Democratic club/organization presidents, or their designees, who reside within Benton County.
6. Chairs and members of Standing and Special committees.
7. The Democratic Fourth Congressional District Representative.
8. Democratic Legislative District Chairs, or their designees, who reside in Benton County.
9. Democratic officeholders elected to partisan offices that reside in Benton County.

[Comment: There is no actual limit to the number of PCO members of the Central Committee. Any resident of Benton County may be appointed as an Acting PCO of any precinct, even if that precinct already has a PCO or other Acting PCO's. I propose that unless we change our bylaws to formally open membership to a broader group than what is enumerated above, we should execute a mechanism such that anyone who wishes to be a member is appointed to an Acting PCO position as an early item of business at each meeting.]

### **PRECINCT COMMITTEE OFFICERS**

1. Precinct Committee Officers (PCO) are elected or appointed according to Washington State law.
2. Appointed PCO must reside in the precinct they represent. There shall be no more than one appointed PCO per precinct.
3. An Acting PCO may be appointed to fill the position of a PCO in a precinct in which he/she does or does not reside. The number of Acting PCOs per precinct shall not be limited. Acting PCOs must be residents of Benton County.
4. Elected, Appointed and Acting PCOs are encouraged to:
  - a. Inform themselves of the current basic issues and items contained in the Benton County and the Washington State Democratic platforms
  - b. Canvass their precincts for the purpose of identifying and registering Democratic voters.
  - c. Assist in the Get out the Vote (GOTV) activities sponsored by the Central Committee.
  - d. Aid and support Democratic Principles and candidates
  - e. See that their precinct caucuses are conducted in accordance with the pertinent rules.
  - f. Support all Central Committee sponsored activities.
  - g. Should there be multiple PCO's for a given precinct, canvassing and GOTV activities should be coordinated with the most senior active PCO for the precinct. We don't want to have duplication of canvassing and GOTV work.
5. Appointed and Acting PCOs shall have the same rights and responsibilities as Elected PCOs except when in conflict with Washington State law.

### **Qualifications for Elected Office Holders**

Though it isn't stated explicitly in our governing documents, an elected Central Committee officer need not be a member of the Central Committee, according to the description of the membership above, before they are elected. Upon election, of course, they become a member of the Central Committee by virtue of item 2 in the Membership section above.

### **The Chair**

1. Shall be the executive and official spokesperson of the Central Committee.
2. Shall direct the activities of the Executive Board in carrying out the programs and policies of the Central Committee.
3. Shall preside at all meetings of the Central Committee and the Executive Board
4. May, with the affirmation of the body, appoint eligible persons to the position of PCO in precincts for which there is no elected PCO.
5. May appoint persons to the positions of Acting PCO with the affirmation of the body. May remove an Appointed and Acting PCO with the affirmation of the body.
6. Shall appoint the chairs of all Standing committees, subject to the approval of the Executive Board.
7. The Chair, with confirmation of the Executive Board, shall appoint a person from Benton County to serve as a representative from the Central Committee to the Fourth Congressional District Democratic Committee Organization, if active.
8. Shall be an ex-officio, non-voting, member of all committees.
9. Shall call precinct caucuses and a County Convention prior to the State Convention.
10. Shall distribute copies of the Benton County Democratic Party Platform to the Washington State Democratic Party and all Democratic elected officials residing in Benton County.
11. Shall call an organization meeting of the Central Committee in December of even-numbered years or in the January following and shall notify the elected PCOs of the proposed rules for the meeting.
12. Shall advise and assist Democratic candidates within Benton County.
13. Shall carry out other duties as provided for under Washington State law and State Democratic Party Rules.

### **The Vice Chair**

1. Shall perform the duties of the Chair in the absence of the Chair.
2. Shall perform such other tasks as may be assigned by the Chair.

### **The Secretary**

1. Shall keep minutes of the Central Committee as well as the Executive Board meetings;
  - a. Such records shall be available at subsequent meetings and kept on file for reference with easy accessibility for the duration of the term (2 years).
2. Shall be responsible for a reference binder containing applicable Sections of the RCW, current County Platform, Central Committee Bylaws, Policies, and Rules, and Washington State Charter.

3. Shall maintain a current membership list of the Central Committee and the Executive Board.
4. Shall maintain an up-to-date list of all PCOs.
5. Shall be responsible to see that the above reference material and lists are available at each meeting.

#### **The Treasurer**

1. Shall be the custodian of the Central Committee funds.
2. Shall receive all monies for the Central Committee, document monies received, make all necessary deposits, pay by check all debts presented as authorized by the approved budget, and keep an accurate and timely record of all aforementioned actions.  
Disbursement of funds not within the approved budget shall be made only with the approval of the Central Committee.
3. All checks shall require two signatures of the following: Treasurer, Chair, or Vice Chair.
4. Shall present a current itemized financial report to each Executive Board and Central Committee meeting.
5. Shall keep records and file all reports required provide for compliance with the Public Disclosure Commission (PDC) and upon filing, provide a copy to the Chair
6. Shall serve as a member of the budget committee.
7. The books of the treasurer shall be audited after each general election (local and/or state), or by action of the Executive Board.
8. Shall perform other tasks as assigned by the Chair.

#### **State Committeeman and State Committeewoman**

1. Shall constitute a link between the State Democratic Central Committee and the Central Committee
2. Shall report at regular meetings/newsletters on state party plans and activities.
3. Shall carry recommendations of the Central Committee to the State Central Committee.