

BCDCC POLICY GUIDE 2017-2018

April 8, 2017

ARTICLE I: PRECINCT COMMITTEE OFFICERS (PCO)

1. Each new PCO, within two months of the organizational meeting or appointment to office, shall be provided the following:
 - a. Information describing the duties of the PCO. (PCO Handbook)
 - b. A map of their precinct.
 - c. Access code for the Internet-based voter file database for their precinct.
 - d. A copy of the Benton County Central Committee Bylaws AND upon request will be provided with a copy of the current Benton County Platform and a copy of the current State Democratic Platform.
 - e. PCO training related to executing their office.
2. Any PCO resignation shall be submitted in writing to the BCDCC Chair.

ARTICLE II: OFFICERS, THEIR DUTIES AND RESPONSIBILITIES

The elected officers of the Central Committee shall be: Chair, Vice-Chair, Secretary, Treasurer, State Committeeman (SCM) and State Committeewoman (SCW).

1. The Chair

- a. Shall be the executive and official spokesperson of the Central Committee.
- b. Shall direct the activities of the Executive Board in carrying out the programs and policies of the Central Committee.
- c. Shall preside at all meetings of the Central Committee and the Executive Board
- d. May, with the affirmation of the body, appoint eligible persons to the position of PCO in precincts for which there is no elected PCO as per RCW 29A.28.071
- e. 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. Shall appoint the chairs of all Standing committees, subject to the approval of the Executive Board.
- f. Shall be an ex-officio, non-voting, member of all committees.
- g. Shall call precinct caucuses and a County Convention prior to the State Convention.
- h. 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.
- i. 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.
- j. Shall advise and assist Democratic candidates within Benton County.
- k. Shall carry out other duties as provided for under Washington State law and State Democratic Party Rules.

BCDCC POLICY GUIDE 2017-2018

April 8, 2017

2. The Vice Chair

- a. Shall perform the duties of the Chair in the absence of the Chair.
- b. Shall perform such other tasks as may be assigned by the Chair.

3. The Secretary

- a. Shall keep minutes of the Central Committee as well as the Executive Board meetings;
 - i. 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).
- b. 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.
- c. Shall maintain a current membership list of the Central Committee and the Executive Board.
- d. Shall maintain an up-to-date list of all PCOs.
- e. Shall be responsible to see that the above reference material and lists are available at each meeting.

4. The Treasurer

- a. Shall be the custodian of the Central Committee funds.
- b. Shall receive all monies for the Central Committee, document monies received, make all necessary deposits, pay by check or **by debit card** 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.
- c. All checks shall require two signatures of the following: Treasurer, Chair, or Vice Chair.
- d. Shall present a current itemized financial report to each Executive Board and Central Committee meeting.
- e. 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
- f. Shall serve as a member of the budget committee.
- g. The books of the treasurer shall be audited after each general election (local and/or state), or by action of the Executive Board.
- h. Shall perform other tasks as assigned by the Chair.

5. State Committeeman and State Committeewoman

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

BCDCC POLICY GUIDE 2017-2018

April 8, 2017

ARTICLE III: REMOVAL OF A STANDING OFFICER

Removal of a Central Committee officer from office may be accomplished by the following methods:

1. **Resignation** Any officer may resign from office by submitting a written resignation, which shall become effective upon approval by the Central Committee.
2. **Removal** Any officer may be removed from office for failure to discharge the duties of the office to the satisfaction of the membership, provided:
 - a. The charges for removal are in writing and signed by at least five (5) elected PCOs.
 - b. The officer so charged and the membership-at-large received written notice of the charges mailed at least ten (10) days before the meeting at which the charges are to be addressed.
 - c. The officer charged has the opportunity to address the membership.
 - d. Majority of the members present and voting cast ballots in favor of removal.

ARTICLE IV: STANDING COMMITTEES

The purpose of the Standing Committees is to provide the leadership and support necessary to cover all aspects of the BCDCC activities. All Standing Committee chairs shall provide a list of committee members to the Central Committee secretary. All chairs within 45 days of their confirmation shall provide the Chair an outline of their committee goals. All chairs serve at the will of the Chair and Executive Committee.

1. Finance Committee

- a. Shall plan and develop and manage fundraising activities
- b. Shall prepare and develop the budget for the Central Committee
- c. Shall conduct and oversee the timely audit of the Treasurers reporting and PDC filings.

2. Organization Committee

- a. Shall provide leadership and support for events/activities whose principal purposes include party building, issue and campaign support
- b. Provide the resources and organization necessary for PCO's to perform their function.
- c. Shall seek partnering and cooperation with Democratic friendly organizations, associations, institutions, and groups, public service organizations, charities, etc. that share common values and/or issues important to local Democrats.

3. Communications Committee

- a. Has jurisdiction [responsibility for] over social media (such as Twitter and Facebook), public relations, media communications, and the website.
- b. Has jurisdiction over the technical team.

4. Labor and Commerce Committee

- a. Has jurisdiction over labor issues.

5. Elections Committee

BCDCC POLICY GUIDE 2017-2018

April 8, 2017

- a. Its principal goal is to seek, develop and support Democratic candidates for ALL elected offices, NOT just partisan offices. Provide a documented mechanism for vetting candidates.
 - b. It also has jurisdiction over voter registration activities.
- 6. Platform and Legislation Committee**
- a. Has jurisdiction over the platform.
 - b. Has jurisdiction over the development and tracking of legislation. It will write legislation on key issues in our area and help generate bills that will be delivered to either the State House or State Senate in Olympia.
 - c. Has jurisdiction over bylaws, policy guides, and rules.
 - d. Another focus will be on education of the body on aspects of current and pending legislation with the idea of recommending actions the BCDCC can take in relation to the legislation.

ARTICLE V: SUBCOMMITTEES

The purpose of the subcommittees shall be to provide a particular focused effort and resources on a task, issue or event on behalf of the **Executive Committee** or one of the Standing Committees identified in Article IV.

Subcommittees may remain in existence to the extent that their mission remains on-going or may be dissolved if their mission has been completed.

All subcommittee chairs shall provide a list of committee members to the Central Committee secretary. All chairs within 45 days of their confirmation shall provide the Chair an outline of their committee goals. All subcommittee chairs serve at the will of the BCDCC and Executive Committee. There is no requirement for subcommittee chairpersons or members to be PCOs nor is it necessary for them to be members of BCDCC.

The Chair, with confirmation of the Executive Committee, may create and dissolve subcommittees as deemed necessary.

Examples of key subcommittees that may be short lived or on-going include:

1. **Budget** committee shall:
 - a. Prepare budgets showing projected revenue and expenditures by major categories.
 - b. Submit budgets to the Central Committee for adoption.
2. **Fair Booth** committee shall organize and staff the Central Committee's booth at the annual Benton-Franklin County Fair.
3. **Parade** committee shall research dates and times of local parades and plan appropriate entries.
4. **Picnic** committee shall plan and staff the annual picnic.
5. **Holiday Party** committee shall plan and staff the annual holiday party.
6. The following subcommittees may be appropriate:
Affirmative Action, Young Democrats, Labor Partnership, Communications & Veterans Partnership, Website Management, Database Management

BCDCC POLICY GUIDE 2017-2018

April 8, 2017

7. **Candidate Recruitment/Vetting shall** seek out viable candidates for both partisan and non-partisan races.
8. **Candidate/Campaign Training** shall seek out the necessary training for both potential candidates AND supporters, i.e. field organizers, campaign managers, phone callers, door knockers, sign/leaflet distributors, etc.
9. **PCO Coordination/Training** shall work to assure that PCOs within the three county areas have the proper information and materials to carry out their responsibilities.
10. **Bylaws Committee** shall review current bylaws and assess the appropriateness of their content consistent with the goals of the BCDCC.
11. **Resolutions Committee** shall review proposed resolutions or platform changes to the BCDCC and recommend their adoption or rejection; and propose rules and procedures to the Central Committee for the handling of resolutions or platform changes.

ARTICLE VI: MEETINGS

1. If two successive regular meetings are not held, any two officers may call a meeting, provided that due notice is mailed to each member of the Central Committee at least ten (10) days prior to the meeting date.
2. In the event that the officers fail to call a meeting, a petition with the signatures of 10 PCOs to any officer to do so shall be mandatory, and failure of the officers to act within ten (10) days shall automatically authorize the petitioners to call a meeting, provided that a notice is mailed to each member of the Central committee at least ten (10) days prior to the meeting date. In the absence of a Chair or Vice Chair, the top signer shall act as temporary chair of the meeting.

ARTICLE VII: DATABASE

All database information including, mailing lists, phone lists, walking lists and other information developed from the Benton County Democratic Party is a resource developed by the Central Committee to further its purpose as stated in bylaws. The database or any derived products shall not be furnished to or used by any individual or group without the permission of the Executive Board or Central Committee.

ARTICLE VIII: CONTINUITY

All PCO's, Standing and Special committee chairs, and officers shall maintain a file that is to be turned over to the Chair at the termination of their office. The Chair shall forward these files to the new Chair elected at the organization meeting.