

BYLAWS

2009-2010

BENTON COUNTY DEMOCRATIC CENTRAL COMMITTEE

ARTICLE I: TITLE

The name of this organization shall be the Benton County Democratic Central Committee; hereafter, called the Central Committee or BCDCC.

ARTICLE II: PURPOSE

As the policy making body of the Benton County Democratic Party, the purpose of the Central Committee shall be to maintain an efficient county organization in order to elect Democrats to public office.

The Central Committee shall foster and promote the Principles of Democracy as set forth in the Charter of the Democratic Party of the State of Washington of 6/5/04. We encourage public participation in all levels of government with the goal of promoting the general welfare.

ARTICLE III: MEMBERSHIP

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 through 7/9/2008).
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.

ARTICLE IV: PRECINCT COMMITTEE OFFICERS AND ACTING PRECINCT COMMITTEE OFFICERS: THEIR DUTIES AND RESPONSIBILITIES

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.

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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.
5. Appointed and Acting PCOs shall have the same rights and responsibilities as Elected PCOs except when in conflict with Washington State law.

ARTICLE V: 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). Their duties and responsibilities are delineated in the BCDCC Policy Guide.

ARTICLE VI: EXECUTIVE BOARD

The Executive Board, which shall assist the Chair in implementing the programs and policies of the Central Committee, shall consist of the elected officers of the Central Committee, the chairs of all Standing and Special committees, webmaster, and newsletter editor, immediate past Chair and the Democratic chairs or their designees of the Legislative Districts, who reside in Benton County.

ARTICLE VII: STANDING AND SPECIAL COMMITTEES

Standing and Special committees, and the chairs' duties and responsibilities, are delineated in the BCDCC Policy Guide.

ARTICLE VIII: FOURTH CONGRESSIONAL DISTRICT REPRESENTATIVE

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.

ARTICLE IX: CENTRAL COMMITTEE MEETINGS

1. All Central Committee and Executive Board meetings shall be open to the public. Non-members may be granted the courtesy of speaking at the discretion of the Chair. However, voting on issues raised shall be restricted to the membership only. The Central Committee shall meet at least once a month, except when it votes to suspend the following regular meeting. No more

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than four regular meetings shall be suspended per year. The date, time and place of the next meeting shall be decided upon as a regular order of business.

2. Special meetings may be called by the Chair or by the Executive Board, provided that due notice is mailed to each member of the Central Committee at least ten (10) days prior to the meeting date. An emergency meeting may be called without the ten-day notice provided that a good faith effort is made to notify all central committee members prior to the meeting.
3. The quorum requirement for all meetings of the Central Committee shall be 20% of eligible central committee members, but not less than 10 members. The quorum requirement for the Executive Board shall be seven (7) members. Once a quorum is established, the Central Committee or Executive Board Chair need not entertain a quorum call until all business included in the adopted agenda has been transacted (Reference WSDCC Bylaws Article II.D.5.b.)
4. The Central Committee shall adopt policies and rule changes or resolutions by a simple majority vote when the item for consideration has been published in the BCDCC Newsletter at least ten days before the meeting at which it is to be considered. Resolutions, policies, or rules that have not been presented in the newsletter shall require a two-thirds affirmative vote in order to be brought to the floor for consideration.

ARTICLE X: PARLIMENTARY AUTHORITY

The latest revision of Roberts Rules of Order shall govern the meetings of the Central Committee and Executive Board where applicable and when not in conflict with these bylaws.

ARTICLE XI: ADOPTION AND AMENDMENTS TO THE BYLAWS

The adoption of Bylaws requires a majority vote. Adoption of bylaws shall be an agenda item of new business for the Organization meeting following the election and certification of PCOs on even numbered years.

These bylaws may be amended by a two-thirds vote of those present and voting, including proxies, at any regular meeting of the Central Committee, provided the proposed amendment(s) is mailed to all members at least ten (10) days before the meeting.

ARTICLE XII: CENTRAL COMMITTEE REORGANIZATION

The Central Committee organizational meeting shall take place in December or January following each state general election held in even-numbered years. At the organizational meeting, the Central Committee shall elect officers and any representatives it is authorized to send to other Democratic Party organizations.

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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, subject to the approval of the Central Committee, appoint eligible persons to the position of PCO in precincts for which there is no elected PCO.
 - e. May appoint persons to the positions of Acting PCO subject to the approval of the Central Committee.
 - f. May remove an Appointed and Acting PCO, subject to the approval of the Central Committee.
 - g. Shall appoint the chairs of all Standing committees, subject to the approval of the Executive Board.
 - h. Shall be an ex-officio, non-voting, member of all committees.
 - i. Shall call precinct caucuses and a County Convention prior to the State Convention.
 - j. 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.
 - k. 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.
 - l. Shall advise and assist Democratic candidates within Benton County.
 - m. Shall carry out other duties as provided for under Washington State law and State Democratic Party Rules.

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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;
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 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.

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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**
 - Shall plan and develop and manage fundraising activities
 - Shall prepare and develop the budget for the Central Committee
 - Shall conduct and oversee the timely audit of the Treasurers reporting and PDC filings.
2. **Organization Committee**
 - Shall provide leadership and support for events/activities whose principal purposes include party building, issue and campaign support
 - Provide the resources and organization necessary for PCO's to perform their function.
3. **Outreach Committee:** 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.
4. **Candidate Development/Support** – 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.

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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 one of the Standing Committees identified in Article. VII. 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 or Standing Committee Chair, and Executive Committee.

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 under **Finance** shall:
 - a. Prepare a budget showing projected revenue and expenditures by major categories.
 - b. Submit the budget to the Central Committee for adoption.
2. **Fair Booth** committee under **Organization** shall organize and staff the Central Committee's booth at the annual Benton-Franklin County Fair.
3. **Headquarters** committee under **Organization** shall:
 - a. Provide a list of site selections and associated costs to be presented to the Central Committee for final site selection.
 - b. Organize and staff the Central Committee's headquarters as established by the Central Committee.
4. **Legislative** committee under **Outreach** shall follow the activity of the Washington State Legislature while in session and provide reports of its activity to the Central Committee.
5. **Parade** committee under **Organization** shall research dates and times of local parades and plan appropriate entries.
6. **Picnic** committee under **Organization** shall plan and staff the annual picnic.
7. **Holiday Party** committee under **Organization** shall plan and staff the annual holiday party.
8. Under the **Outreach** Committee, the following subcommittees may be appropriate **Affirmative Action, Young Democrats, Labor Partnership, Communications & Veterans Partnership, Website Management, Database Management**

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9. **Candidate Recruitment/Vetting** under **Candidate Development** to seek out viable candidates for both partisan and non-partisan races.
10. **Candidate/Campaign Training** under **Candidate Development** 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.
11. **PCO Coordination/Training** under **Organization** shall work to assure that PCOs within the three county areas have the proper information and materials to carry out their responsibilities.
12. **Bylaws Committee** under **Organization** shall review currently bylaws and assess the appropriateness of their content consistent with the goals of the BCDCC.

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.

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ARTICLE I: VOTING

1. Each member of the Central Committee shall be entitled to one vote.
2. The outcome of any election must be challenged before the adjournment of the meeting in which a vote has been taken. If the election is not challenged before the adjournment, the election will stand as certified.
3. All members of the Central Committee (as defined in Bylaws under “Membership”) shall have an equal vote. In the event that any member shall be an officer or hold any additional position with the Central Committee that carries a vote, the member shall nevertheless have only one vote in all affairs of the Central Committee.
4. Voting by proxy shall be permitted in accordance with the following rules:
 - a. All proxies must be in writing either signed by the member or accompanied by a signed letter attesting to the wishes of the member designating who will vote the proxy.
 - b. No person shall hold more than one general and uninstructed proxy.
 - c. In order to vote a general and uninstructed proxy, the holder must register the proxy with the Secretary of the Central Committee before a vote is taken. Only the individual currently registered with the Secretary may vote that proxy.
 - d. All specific and instructed proxies registered with the Secretary and shall be tallied for inclusion in the final vote count.
 - e. The holder of the proxy must reside in Benton County.
5. An actual vote count may be called by 20% of those present and entitled to vote, including proxies.
6. When members of the Central Committee cast written ballots, secret balloting shall be used provided that there is a mechanism to ensure the eligibility of those who cast ballots (e.g., a check list, sign-in sheet, ballot receipt, separate seating area etc.)