

BCDCC POLICY GUIDE 2019
Adopted April 17, 2019

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.
3. 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 Central Committee sponsored activities.

ARTICLE II: OFFICERS, THEIR DUTIES AND RESPONSIBILITIES

The elected officers of the Central Committee shall be: Chair, Vice-Chair, Secretary, Treasurer and Two (2) State Committeemembers.

All officers and committee members shall be as equally divided as practicable between men and women (determined by gender self-identification) meaning that the variance between the number of men and the number of women cannot exceed one (1); provided, however, that neither this requirement nor any requirement of any party-organization related statute, party bylaw or rule requiring the election of a male and a female, may be interpreted to deny gender non-binary Democrats the opportunity to stand for and be elected or appointed to an office or position. For purposes of determining whether a body is equally divided, gender non-binaries shall not be counted as either a male or a female and the remaining members of the body shall be as equally divided as practicable between men and women (determined by gender self-identification) For purposes of determining whether a requirement that a male and a female be selected is met it shall be sufficient that two people of different genders have been selected. Whenever the phrase "of the opposite sex" is used it shall be understood to mean "of a different gender."

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.

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- 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.

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;
- b. 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).
- c. 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.
- d. Shall maintain a current membership list of the Central Committee and the Executive Board.
- e. Shall maintain an up-to-date list of all PCOs.
- f. 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 3 of the 4 officers (Chair, Vice-Chair, Secretary, Treasurer) and the ratification of the Central Committee.
- c. All checks shall require two signatures of the following: Treasurer, Secretary, 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.

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- 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 Committeemembers

BCDCC shall elect two committeemembers, see Article II. Members shall be elected to terms of 2 years. They shall have an equal voice and vote. The gender of committee members shall be presumed to remain the same for all purposes during their terms. They shall constitute a link between the State Democratic Central Committee and the Central Committee

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

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.

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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
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

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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.

Article IX: Code of Conduct

These Code of Conduct / Ethics Guidelines (Guidelines) are intended to remain consistent with those governing the Washington State Democratic Central Committee (WSDCC). The WSDCC may make revisions from time to time at the discretion of the Washington State Democratic Central Committee (WSDCC). Should that happen, these guidelines shall be changed to maintain consistency. The BCDCC pledges to make every effort to encourage maximum participation in the political process. Community Members fulfill many roles, including mentoring, teaching and connecting with other members of the community. Diversity is one of our biggest strengths, but it can also bring increased communication challenges at times. The BCDCC convenes in many physical and virtual spaces. These Guidelines may be used in any physical or virtual location where members of the BCDCC have gathered and/or are collaborating when conducting the BCDCC business. However, events that take place in public spaces, such as conferences and meetup groups, will generally have their own code of conduct and/or similar community Guidelines. As such, the Guidelines for a specific event should also be followed.

Guidelines

The guidelines below apply to all members of the Benton County Democratic Party. In the interest of fostering an open and welcoming environment, all members are expected to make participation in Democratic organizations a harassment-free experience for everyone, regardless of age, disability, ethnicity, gender identity and expression, level of experience, ability, socioeconomic status, nationality, personal and/or physical appearance, race, religion or lack thereof, or sexual identity and orientation. The Benton County Democratic Party is committed to these guidelines and when appropriate it will exercise its inherent rights as a deliberative assembly to punish members for serious or repeated violation of these guidelines. **A member who violates these principles at a local Party event and/or meeting may be asked to leave the event. A member who continues to violate these principles or whose violation is especially severe in nature may be asked to leave the organization.**

The following list is not exhaustive, but it is intended to help all of us communicate well and avoid unnecessary friction so that the BCDCC community can collaborate better together. Specifically,:

Members should keep in mind that:

- Their work will be used by other people, and they in turn, will depend on the work of others.
- Decisions they make will often affect others in the community.
- Disagreements happen, but should not be an excuse for poor behavior and bad manners. When disagreements do happen, work together to solve them effectively and in a way that ensures that everyone has a reasonable opportunity to be heard and understood.
- People may not understand jokes, sarcasm and oblique references in the same way that you do. If you think your conversation is making another community member uncomfortable, try to make amends and move forward.

Members should promote a culture of respect, inclusion and equity by:

- Always remembering to use welcoming and inclusive language and be welcoming, inclusive, friendly and patient.
- Assuming good intent on the part of other speakers and participants.
- Being kind, considerate, respectful and professional by treating all individuals with a sense of dignity, respect and worth.

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- Making a personal commitment to be nonjudgmental about cultural differences, living conditions and the lifestyles of people with whom I interact.
- Avoiding profane, racist, other prejudicial, exclusionary, abusive or sexualized language.
- Avoiding disruptive behavior.
- Do not publish Photos, videos, and audio of others if they object or ask to be excluded. Steps should be taken to accommodate live streaming by announcing to members that live streaming will begin or take place.

(The previous list applies to all forms of communication, including committee meetings, whether in person, by telephone or any other forum; and other communication media, such as Facebook, Slack, mailing lists, and issue trackers that are used by the BCDCC.)

Members should ensure their own safety and promote a safe environment for others by:

- Respecting others' personal space and making physical contact with others only after receiving their consent.
- Recognizing that a person under the influence cannot provide reasonable consent.
- Understanding that physical contact (sexual or otherwise) is not appropriate without clearly articulated consent. Consent can be instantly revoked and prior consent, intoxicated comments and/or actions are not consent.
- Respecting others' property, and property of the organization to which the member belongs.
- Immediately ceasing any behavior that is reasonably perceived as harassing, abusive or violent, and respecting others' feelings for what behavior qualifies as such.
- As political leaders in their communities, members are expected to make themselves aware of and reasonably anticipate the sensitivities of others.
- Administrators and contributors to online spaces, such as webpages and Facebook groups, should respect the reasonably assumed communal nature of such spaces.
- Consuming alcohol responsibly at BCDCC or any other Democratic Party events, and only at events where alcohol consumption is appropriate. This includes, but is not limited to not providing alcohol to any person underage and/or consuming alcohol while underage.

Finally, if any member experiences or witnesses behaviors that violate these principles, they are asked to take appropriate and fair corrective action.

Article X: Amendments to the Policy Guide

The Policy Guide may be amended by a simple majority vote of the Central Committee in a regular or special meeting provided the membership has been notified of the pending changes at least ten (10) days before the meeting.