

**GH County Democratic Party By-Laws of Grays Harbor County Democratic Central
Committee and Grays Harbor Democratic Club
By-Laws**

Article 1. Name

1.1 The primary organization shall be known as the Grays Harbor County Democratic Central Committee (GHCDCC) and is constituted under authority of RCW 29.42.030.

1.2 The auxiliary organization affiliated with the Grays Harbor County Democratic Central Committee shall be known as the Grays Harbor Democratic Club.

Article 2. Purpose

2.1 To foster and perpetuate the ideals and principles expressed in the Declaration of Independence and the Constitution of the United States of America. In accordance with the National Charter of the Democratic Party of the United States and the Charter of the Democratic Party of the State of Washington, we pledge ourselves to promote a truly representative party open to all who support its principles.; We further pledge to work for our people through the Democratic Party by adhering to those concepts as expressed in the county, state, and national Democratic Platform.

2.2 To work for our people through the Democratic Party by adhering to those concepts that best promote their needs.

2.3 To adopt and promote statements of policy, nominate and assist in the election of Democratic candidates, promote fair campaign practices, raise and disburse funds for party purposes, encourage voter registration, and monitor policy and conduct of elected officials.

Article 3. Membership

3.1 The members of the Grays Harbor County Democratic Central Committee shall be duly elected or appointed Democratic precinct committee persons in accordance with RCW 29.42.050.

3.2. All citizens who wish to declare themselves Democrats are eligible, upon payment of \$15.00 annual dues, to be members of the Grays Harbor Democratic Club. Democratic Club members will be eligible to vote on all matters not restricted by law at the next GHCDCC meeting following the meeting at which their yearly fee was received.

3.3 The right to vote in all matters not specifically restricted by state law to Democratic precinct committee persons is granted to Democratic elected officials and members of the Grays Harbor Democratic Club with legal voting residence in Grays Harbor County.

Article 4. Duties of Precinct Committee Officers

4.1 Under Statute (RCW 29.42), it is the legal duty and responsibility of precinct committee officers to: A. Elect a county central committee chair and vice-chair of the opposite sex and elect a state committeeman and state committeewoman no later than the second Saturday of January in odd-numbered years; and B. Via the county central committee, make rules and regulations, call conventions, elect delegates to conventions, and fill vacancies on the Democratic Party ticket.

4.2 Each precinct committee officer has the responsibility under Party charter and policy to:

A. Attend all GHCDCC meetings.

B. Arrange locations for, notify the public of, convene, and chair the biennial party precinct caucus for his/her respective precinct in accordance with state law and Party Charters.

C. Attend all legislative district caucus meetings in the district of residence.

D. Recruit and recommend to the GHCDCC Chairpersons willing to serve as election board workers (one inspector and one judge per precinct); and

E. Canvas, conduct telephone polls, attend/organize/host events, doorbell, poll watch, and perform other activities to help elect Democrats.

4.3 A PCO may resign at any time. Upon resigning, the PCO shall submit a written resignation or e-mail to the GHDC chair.

4.4 Vacant PCO positions shall be filled by the Chair following approval by the Executive Committee. An appointed PCO must be a registered voter in the precinct served. If a PCO resigns or moves out of a precinct, the PCO position is then vacant. Any GHDC member may nominate a candidate to fill a vacant PCO position. All nominations shall be made in writing and submitted to the GHDC Chair, or sent e-mail to the GHDC Chair. The Executive Committee and the Chair shall act on the nomination no later than the next meeting of the Executive Committee after nominations are received.

Article 5. Officers

5.1 The officers of this organization shall consist of the Chair, Vice-Chair, Treasurer, State Committeeman, State Committeewoman, and Secretary. The Chair, Vice-Chair, Treasurer, State Committeeman, State Committeewoman, and Secretary of the GHCDCC shall serve in the same capacity for the Grays Harbor Democratic Club.

5.2 The Chair and Vice-Chair shall be of opposite sexes.

5.3 Officers shall be selected at the first organization meeting of newly elected precinct committee persons. All officers, other than Treasurer shall be elected by secret ballot, one at a time. The new Chair shall nominate the Treasurer at that meeting. That person, if approved by a majority of the GHCDCC, shall then take office.

5.4 Elective officers may serve until the first reorganization meeting of this committee following the next general election. The Treasurer shall serve until the selection of a new Treasurer in the manner stated in Section 5.4.

5.5 Election of officers shall occur in the following order: Chair, Vice-Chair, State Committeeman, State Committeewoman, and Secretary. If no candidate runs for an office during the preceding order of balloting, that office may be elected at the end of balloting for other offices.

5.6 The organization meeting of the GHCDCC including election of officers shall be held following each state general election in even-numbered years subsequent to the certification of precinct committee officers by the County Auditor and no later than the second Saturday of the following January.

5.7 The GHDC shall fill vacant officer positions by election. The election shall be held at the next GHDC meeting after a minimum 10-day notification of the membership.

Article 6. Duties of Officers

6.1 Chair. The Chair shall direct the affairs of the organization by: Convening and chairing the GHCDCC Executive Committee and Central Committee meetings, convening the county convention, preparing agendas, approving expenditures within the limits set by the Executive Committee, appointing committees, and being the chief Party spokesperson. The GHDC chair will verify the appointment or the resignation of a PCO then notify the County Auditor.

6.2 Vice Chair. The Vice Chair shall preside at all meetings in the absence of the Chair, and shall perform such duties as may pertain to that office or as assigned by the Chair or the Executive Committee.

6.3 Treasurer. The Treasurer shall receive and disburse all funds of the organization. He/she shall be bonded for at least \$5000, the cost of such bond being borne by the GHCDCC. The

Treasurer shall be responsible for keeping records of receipts and disbursements; preparing balance sheets and financial statements, and reporting the financial status at each GHCDCC and Executive Committee meetings; completing and filing all Public Disclosure Commission reports in accordance with state laws and regulations; making records available for annual audits; and serving on the Financial Committee.

6.4 Secretary. The Secretary shall record minutes of all meetings of the organization (Central and Executive Committees, caucuses, etc.); conduct a roll call of GHCDCC officers at such meetings; and, at the discretion of the Chair, prepare correspondence, reports, meeting notices, and the GHCDCC newsletter. The Secretary shall maintain and secure all records and official GHCDCC documents, including lists of voting members, donors, volunteers, inventories of supplies & equipment, etc.

Article 7. Removal of Officers

7.1 Automatic Removal: Missing three (3) consecutive Executive or Central Committee meetings shall be construed as an automatic resignation from office, unless the resignation is not accepted by a majority vote of the Executive Committee present at the time automatic resignation would be enforced.

7.2 Removal by recall vote: The following actions are considered grounds for recall from office:

- A. Abuse of authority to expend funds
- B. Failure to convene required meetings
- C. Intentional public endorsement using title of office of candidates, ballot issues, or controversial public policies NOT duly endorsed by the GHCDCC or the Executive Committee.
- D. Gross misconduct of office.
- E. Approval of services not authorized by the Executive Committee.

7.3 Any motion to recall an officer must be referred to the Executive Committee. Within ten (10) calendar days of receipt of the motion by the Chair (or, if the recall involves the Chair, or the Vice Chair), the Executive Committee shall conduct hearings at which all parties concerned (GHCDCC members) may attend and make statements. The Executive Committee shall make a recommendation on the recall to the GHCDCC at the next Central Committee meeting.

7.4 No officer shall be recalled without a two-thirds affirmative vote of GHCDCC members present at a meeting where due notice was given to the GHCDCC members at least five (5) days in advance. Proxy voting is not allowed during recall voting.

7.5 In no case shall a recall motion remain unresolved for more than 45 days, the motion shall die.

Article 8. Vacancies

8.1 Any vacancies in the office of precinct committee officer shall be filled through the appointment by the County Chair, with confirmation by the GHCDCC. Only a registered voter who is a resident of that precinct may be appointed to fill a vacancy.

8.2 In the event of a vacancy in an elective office, however occurring, an election by ballot shall be held to fill that vacancy at the next meeting.

The Vice Chair shall automatically assume the position of Chair if that office becomes vacant, and at the next meeting, a Vice Chair shall be elected.

8.3 Any member who finds it necessary to resign from the office of precinct committee officer should submit a letter of resignation to the Executive Committee of the GHCDCC.

Article 9. Executive Committee

9.1 The Executive Committee shall be composed of:

- A. The officers of the organization
- B. The Grays Harbor State Committeewoman and State Committeeman
- C. Democratic elected officials residing in the County
- D. Three (3) precinct committee officers or Democratic Club members from each County

Commission District elected by a caucus of each District's precinct committee officers at the first regular GHCDCC meeting following the reorganization meeting, but not later than the end of February.

- E. The immediate past Chair of the GHDC.

9.2 The responsibilities of the Executive Committee are: To set the program and fiscal goals of the organization; to develop a strategic plan for fundraising and an annual budget and present it to the GHDC no later than the March meeting of each calendar year; to develop meeting agendas; to establish a program calendar and schedule of events; to screen candidates to recommend their eligibility for campaign services and resources which may be available prior to the Primary election; to authorize fundraisers and expenditures within the limits set by the GHCDCC; review and act on Treasurer's monthly report; make recommendations on Recall Motions; and to act on behalf of the membership between GHCDCC meetings.

9.3 The Executive Committee shall meet once per month at a public location, accessible to the disabled, at the call of the Chair, and its meetings shall be open to the GHCDCC membership.

A quorum shall exist if six (6) of the voting members are present.

Minutes of each Executive Committee meeting shall be available at the next GHCDCC meeting.

The Executive Committee may go into executive session by announcing the executive session, the reason for the session and the length of time of the session.

Emergency meetings may be called with 72 hours advance notice to Executive Committee members.

9.4 Any Executive Committee member, with the exception of Democratic elected officials, who has) three unexcused absences from Executive Committee meetings may, by a two-thirds vote of the Executive Committee when a quorum is present, be removed from the Executive Committee.

9.5 The Executive Committee shall act as a screening committee. The GHCDCC decides which persons who have filed for elective office may be eligible to receive GHCDCC campaign services before the Primary Election. These shall be known as "approved" candidates. It is required that such persons declare themselves to be Democrats and make themselves available at GHCDCC meetings to respond to members; questions as soon as possible after filing.

Article 10. Committees

10.1 Committees may be established as needed and remain in existence until their objectives have been met.

10.2 Committee members and chairs may be appointed and serve at the pleasure of the GHCDCC Chair, subject to approval of this organization in meeting assembled.

10.3 Ad Hoc committees are single purpose, short-term committees that work under the direction of their chairs and report to officers. Any GHDC officer may form Ad Hoc committees and appoint committee chairs as needed to fulfill the duties of their office.

Article 11. Operating Policies

11.1 Disbursement for routine or operating expenditures already adopted through the GHCDCC budget or by vote of the GHCDCC may be authorized by the Chair or the Treasurer.

11.2 All disbursement checks will be signed by at least two of the elected officers, one of which shall be the Treasurer.

11.3 No proposed public policy statement may be adopted at a GHCDCC meeting unless (1) a written copy has been distributed to GHCDCC members at least five (5) days in advance of the meeting, or (2) a two-thirds majority of those members present vote for emergency consideration.

11.4 Roberts Rules of Order, Revised, shall prevail in all matters governing meetings that are not specifically addressed in these By Laws.

11.5 Voting by proxy will be prohibited in all matters conducted by the GHCDCC, the Executive Committee, and the Democratic Club.

11.6 The process for creating a list of three nominees to fill an office vacated by a Democratic elected official who is not a PCO in Grays Harbor County shall be as follows:

Only persons who have been PCOs for 30 days before the date of the vacancy shall be eligible to vote for candidates for the "short list" of three nominees to fill the vacancy.

Notice shall be mailed to all PCOs at least seven calendar days before the meeting at which the list of nominees will be created. Such notice must state that the list will be voted upon at that meeting.

Each person seeking nomination for appointment shall be given an opportunity to address the PCOs before the vote being cast.

Each PCO shall be given a ballot with three blank lines on it, with a heading stating the office for which the nomination list is to be created.

Each PCO may cast up to three votes, but not cast multiple votes for a single candidate.

The candidate shall be listed in order according to the number of votes received. If a tie occurs among the any of the top three, those who are tied shall be listed alphabetically by last name. Should a tie occur, there shall be a runoff election between only those candidates necessary to reduce the number of nominees to three. In a runoff, each PCO shall cast only the number of votes equal to the number of positions to be decided in the runoff.

A committee appointed by the Chair shall tabulate the results, and the Chair shall announce the results that evening.

Article 12. Meetings

12.1 GHDC meetings shall be held at a location accessible to the disabled, on the first Thursday of each month, unless otherwise agreed by the Executive Committee. All GHCDCC meetings shall be open to all persons interested in supporting the Democratic Party. All Executive Committee meetings shall be open to GHCDCC members. Either body may, upon two-thirds majority vote of members present, go into executive session to exclude non-members from the meeting.

12.2 A quorum shall exist when 15 of the voting members of the body are present. The official number of voting members (including vacancies filled by appointment) shall be maintained by the GHCDCC Secretary.

12.3 The regular monthly meetings of this organization shall be held on the first Thursday of each month, except when that Thursday is on or near a holiday. In such cases, the Chair shall establish the meeting date at the prior GHCDCC meeting. Due notice to members shall be deemed a written notice postmarked at least five (5) days in advance of the proposed meeting date.

12.4 The order of business at any regular meeting of the GHCDCC shall be as follows: Call to Order, Flag Salute, Roll Call, Reading of Minutes of previous meeting, Resignations, Election and Appointments (PCO, committees, officers), Communications, Reports, Executive Board Reports and Committee Reports, Unfinished Business, New Business, Young Democrats, Good of the Order, Adjournment.

12.5 Special Meetings may be called as follows

12.5.1 By the Chair, the Executive Committee or the membership may direct the Chair to call a special meeting with concurrence in writing of 10 percent of the members.

12.5.2 All members shall be notified by mail 10 days in advance of special meetings and the notification shall include an agenda.

The Chair may call emergency Meetings with four days notice to the membership.

12.6 Meeting Conduct

A. Only members of the GHDC or the GHDC may present motions by rising and being acknowledged by the Chair.

B. All members have equal rights, privileges, and obligations. A majority vote of members decides to approve or reject motions.

C. Full and free discussion of every proposition presented for decision is an established right of members.

D. Every member has the right to know the meaning of the question before the assembly and what its effect will be.

E. All meetings must be characterized by fairness and good faith. The people of any democratic forum whether that forum is governed by common law or statute, need be respected at all times as equal members of a community. All members are assumed to be functioning in the best interests of that community, thus, fairness, equality, speech, and understanding will be granted to every member.

Article 13. Parliamentarian

13.1 A parliamentarian shall be present at all regularly scheduled meetings of the GHDC and at the biennial reorganization meeting of the GHDC. The Chair, Executive Committee, or membership may at anytime ask a parliamentarian to be present at other meetings as deemed necessary.

Article 14. GHCDCC Mailing List Policy

The Grays Harbor County Democrat database/fundraising list is the property of the Grays Harbor County Democrats and is a valuable asset. There shall be one master database list. The chair and his/her designees shall maintain this list. The list shall be available in some portion or circumstances to the following:

14.1 Tasks and projects designated by the GHCDCC Chair, Executive Committee or approved by the GHCDCC Central Committee. Under no circumstances will more of the list than what is deemed necessary to complete the task be given out in any form, paper, electronic or otherwise.

14.2 Candidates for public office. After approval for services, candidates for public office shall be allowed to obtain printed labels for mailing purposes.

14.3 The GHCDCC Executive Board may revoke access to the GHCDCC list/database for non-compliance with the above policies.

14.4 No E-mail addresses or electronic copies shall be given out to candidates.

Organization wide messages shall be forwarded through the GHCDCC chair and must be approved using GHCDCC guidelines for printed mailings.

14.5 The privacy of the individuals on our list shall be protected. No version of the

list/database shall be forwarded directly or indirectly to any entity for commercial use.

Article 15. Amendments

A proposed By Laws amendment must be provided to the membership 10 days before a meeting to vote on the change. Amendments must be approved by a two-thirds vote of members present.

Complete Revision: Approved, July 10, 2003