

Polk County Democrats' Committee Policy 01: Communications between Executive Committee and other Standing Committees

Developed by the Process & Rules Committee: Lisanne Percy, Suzanne Price, Timothe Seelbach, Linda Williams (ad-hoc member, PCDCC Treasurer)

Adopted by the Polk County Democratic Central Committee
10/11/2007

Background.

The Bylaws outline the general duties of each standing committee. The Strategic Plan outlines short and long-term goals and objectives. Within that framework, each standing committee makes decisions regarding its budget expenditures and its preferred method of functioning. The role of the Executive Committee is to oversee and coordinate the activities of the various committees, as well as the financial and volunteer resources utilized in their work. A liaison from the Executive Committee works with each standing committee. Good communication enables both groups to work effectively toward the goals of the party.

Policy.

1. Responsibilities of the standing committee.

- a. Each standing committee of the Polk County Democrats submits a proposal annually to the Executive Committee, preferably by December 15th of the preceding year, and no later than February 15th of the applicable calendar year (Bylaws X.5.(a)(2)).

The proposal shall contain:

- (1) A brief list of objectives for the year,
 - (2) A budget reflecting the funds needed to reach these objectives,
 - (3) An estimate of the volunteer time needed to reach these objectives,
 - (4) A list of the resources needed from other committees (help with brochure, list of possible volunteers, etc.) to reach these objectives,
 - (5) A timeline of expenditures and major volunteer resource needs, so the Executive Committee can coordinate the cash flow and the work done by PCD members over the year.
- b. The standing committee must fulfill the requirements of *Finance Policy 01: Expenditures and In-Kind Contributions* in a timely manner.

- c. The standing committee recorder submits brief meeting minutes to the PCD Secretary, to be included in the monthly Central Committee minutes with the committee report.

2. Responsibilities of the Executive Committee.

- a. The Executive Committee maintains a publication to be given to each committee chair annually in January containing: general information; pertinent information from the bylaws, Strategic Plan and PCD policies; suggestions for meeting process; a copy of the Oregon Campaign Finance Manual; and forms needed to support committee objectives.
- b. The Executive Committee reviews standing committee minutes and hears the report of the committee liaison at its monthly meetings.

Polk County Democrats' Committee Policy 02: Officers

Developed by the Process & Rules Committee: Lisanne Percy, Suzanne Price, Timothe Seelbach, Linda Williams (ad-hoc member, PCDCC Treasurer)

Adopted by the Polk County Democratic Central Committee
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Policy.

The officers of each standing committee of the Polk County Democrats shall fulfill the following roles:

1. Committee Chair:

- a. The committee chair is appointed by the PCD Chair, according to the bylaws (VII.1(e)).
- b. The committee chair, reports to the Central Committee, works with the Executive Committee Liaison, communicates with other committees when seeking and delivering their support, reports financial transactions to the Treasurer and maintains a duplicate copy for planning purposes, reports the name of the current Recorder to the Executive Committee, and brings any committee requests not included in the proposal to the Central Committee.

2. Recorder:

- a. The recorder is chosen by the committee.
- b. The recorder maintains concise written minutes including records of committee actions and submits these minutes monthly to the PCD Secretary.

3. Executive Committee Liaison:

- a. The Executive Committee liaison is appointed by the PCD Chairperson (Bylaws X.4(b)).
- b. The Executive Committee liaison delivers communications from the Executive Committee in writing, maintains communication with the standing committee at least monthly, and keeps the Executive Committee informed of committee decisions and activities.

Polk County Democrats' Finance Policy 01: Expenditures and In-kind Contributions

Developed by the Process & Rules Committee: Lisanne Percy, Suzanne Price, Timothe Seelbach, John Westall (ad-hoc member), Linda Williams (ad-hoc member, PCDCC Treasurer)

Adopted by the Polk County Democratic Central Committee
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Background.

The Polk County Democratic Central Committee (CC) depends on its committees to carry out much of its work to fulfill its mission, goals and objectives. To support this work, the CC designates a specific portion of its annual budget to cover the anticipated costs of operation of each committee.

The CC recognizes that committees generally work best when they have considerable autonomy. However, all committee work and related expenditures must meet certain criteria to ensure the ongoing financial stability and effectiveness of the CC.

In addition, all transactions must be reported in a timely manner to the State Elections Department of the Oregon Secretary of State's office as required by Oregon Campaign Finance Law. Failure of the CC to comply with the law can result in fines that could financially cripple our organization.

Policy.

1. All expenditures and advance commitments to third parties to make expenditures on behalf of the CC or its committees must meet the following criteria:

- a. Support projects of the CC in accordance with its mission, goals and objectives, as stated in the Strategic Plan;
- b. Be approved in advance by the Treasurer whenever the amount exceeds \$40, to confirm sufficient cash available in the CC bank account;
- c. Be reported to the Treasurer by phone, email or in person *within 48 hours* of the expenditure or commitment, to be followed with written documentation and receipts as requested by the Treasurer to comply with state law.
- d. Not exceed the approved budgeted amount – or, if the expense is not budgeted or will exceed the budgeted amount, then the amount and purpose must be approved in advance by vote of the Executive Committee of the CC (for expenditures less than or equal to \$200) or by vote of the entire CC (required for expenditures greater than \$200 or in support of any candidate or ballot measure) (Bylaws V.3);

2. Individuals may choose to make donations “*in kind*” (that is, use their own funds or resources and not seek reimbursement from the CC). Such in-kind donations are valuable to the CC, and in the case of committee work they effectively increase a committee’s expense budget by the amount of the donation. All donations in kind must fulfill the following criteria:

- a. Support projects of the CC in accordance with its mission, goals and objectives, as stated in the Strategic Plan;
- b. Be reported to the Treasurer by phone, email or in person *within 48 hours*, to be followed with written documentation and receipts as requested by the Treasurer to comply with state law.

3. Committee chairs are responsible for distributing and explaining this policy to all of their committee members. Individuals doing work on behalf of a committee must consult with the committee’s chair before making any expenditure or commitment on behalf of the committee or the CC.

4. Expenditures or commitments, in-kind or cash, that do not meet the criteria in 1.-3. above are not authorized by the CC and will not be honored by the CC. In such cases, the expenditures or commitments are the full responsibility of the relevant committee chair. In the case of an individual working independently on a project not assigned to any committee, such unauthorized expenditures or commitments are the full responsibility of that individual.

5. It is the responsibility of the committee chair – or of the individual person, if an expenditure is outside the purview of any committee – to inform the third party to whom any commitment is made of the limited liability of the CC explained in 4. above.

6. If a committee chair or individual is uncertain whether an expenditure or commitment, in-kind or cash, meets the criteria in 1. or 2., he or she will consult with the Executive Committee or the Treasurer, as appropriate, prior to making the expenditure or commitment. The determination of the Executive Committee of the CC will be final unless the matter is submitted to the full CC, in which case the determination of the CC shall be final.

7. For maximum influence over their committees’ budgets, committee chairs must submit proposed annual budgets to the Executive Committee of the CC by December 15th of the preceding year. Lacking timely input from committee chairs, the Executive Committee will draft a modest budget for each standing committee for CC approval. The latest that proposed annual budgets can be considered by the Executive Committee is February 15th of the applicable calendar year (Bylaws X.5(a)(2)) *or* the date the proposed annual CC budget is submitted to its members, whichever is sooner. Final committee budgets will be approved, together with the rest of the CC budget, no later than March of each calendar year.