

Bylaws

BYLAWS OF THE DEMOCRATIC PARTY OF POLK COUNTY

ADOPTED 06/05/2014

ARTICLE I. NAME, PURPOSE, AND AUTHORITY

1. Name and Membership.

The name of this organization shall be the Democratic Party of Polk County. All Democrats legally registered in Polk County, Oregon, belong to this organization.

2. Purpose.

The mission of the Democratic Party of Polk County is to build and protect a safe, prosperous and sustainable Oregon. We engage and empower people in the political process to steward the common good and defend the rights of all people.

Goals of this organization as stated in its Strategic Plan encompass a sustainable, financially strong local party with an effective volunteer force, working from a clear set of values to inform and engage the community on legislative issues and elect more Democrats to national, state and local offices.

3. Authority.

The Polk County Democratic Central Committee (hereafter referred to as "Central Committee") shall be the governing body of the Democratic Party of Polk County. The Central Committee shall be organized and operated under these bylaws and subject to the laws of the State of Oregon and the United States of America.

ARTICLE II. MEMBERSHIP OF THE CENTRAL COMMITTEE

1. Membership.

The Democratic precinct committeepersons of Polk County shall constitute the Central Committee. (ORS 248.031)

2. Number of Precinct Committeepersons.

The Democratic Party is entitled to one precinct committeeperson of each sex for every 500 electors, or major fraction thereof, who are registered in the precinct on January 31 of the year of the primary election. In any event, the Democratic Party members of a precinct shall be entitled to elect not less than one committeeperson of each sex in the precinct. (ORS 248.015)

3. Election.

At the primary election in May of even-numbered years, the Democratic Party shall elect precinct committeepersons. (ORS 248.015)

4. Eligibility. (ORS 248.015)

(a) A registered member of the Democratic Party may become a candidate for precinct committeeperson of the precinct in which the person is registered, or of a precinct within Polk County adjoining that precinct, by filing a declaration of candidacy.

(b) A registered member of the Democratic Party who has been a member of the party for 180 days before the primary election may be elected by write-in votes as precinct committeeperson of the precinct in which the member is registered, or of a precinct within Polk County adjoining

that precinct.

(c) Unless a qualified person receives at least three votes, no person shall be deemed to have been elected as precinct committeeperson and the office of committeeperson shall be vacant.

(d) No person shall hold office as committeeperson in more than one precinct.

5. Term of Office.

The term of office of a precinct committeeperson is from the 24th day after the date of the primary election until the 24th day after the date of the next following primary election. (ORS 248.015)

6. Filling of Vacancies.

(a) The members of the Central Committee may select a member of the Democratic Party who is registered in the precinct in which the vacancy exists, or registered in a precinct within Polk County adjoining that precinct, to fill a vacancy in the office of precinct committeeperson (ORS 248.026), provided that that member has attended two consecutive meetings of the Central Committee.

(b) When the Central Committee votes to select a person to fill a vacancy in the office of precinct committeeperson, the Chairperson of the Central Committee shall ensure that written notice of the proposed selection is submitted to the county clerk. The selection shall take effect when the county clerk, upon timely verification of eligibility, places the name of the person selected on the list of committeepersons. The county clerk shall then send written notice of the selection to the person and to the Central Committee. (ORS 248.026)

(c) A person selected to fill a vacancy in the office of precinct committeeperson shall hold the

office for the unexpired term and shall have the powers, duties and privileges of an elected committeeperson except as provided in subsections d and e of this section. (ORS 248.026)

(d) A person selected to fill a vacancy in the office of precinct committeeperson may be removed from office by a majority of the Central Committee members present and voting at any Central Committee meeting. (ORS 248.043)

(e) A person selected to fill a vacancy in the office of precinct committeeperson may not vote on the election of Central Committee officers at the Organizational Meeting of the Central Committee as defined in Article III of these bylaws, but may vote to fill any vacancy in a Central Committee office after the Organizational Meeting. (ORS 248.026)

7. Resignation.

A precinct committeeperson may resign by submitting written notice to the Chairperson or to the Polk County Clerk. The Chairperson shall ensure that all such notices received are immediately forwarded to the County Clerk. (ORS 248.024)

8. Voting Privileges.

In all matters of the Central Committee other than election of Central Committee officers, voting privileges shall extend to members of the Central Committee and to:

(a) A Democrat elected to a partisan office in a voting district that includes all or a portion of Polk (ORS 248.045);

(b) A Democrat who has been nominated for a partisan office at the preceding primary election in a voting district that includes all or a portion of Polk County (ORS 248.045);

(c) A member of the Executive Committee of the Central Committee (ORS 248.045);

(d) Delegates and alternates elected by the Central Committee to the State Central Committee, the Fifth Congressional District Committee, and the State Democratic Convention. (ORS 248.045)

(e) No person shall be entitled to more than one vote.

ARTICLE III. ORGANIZATIONAL MEETING

The Central Committee shall hold its Organizational Meeting in December of even-numbered years. It shall be called by the retiring Chairperson, or by the State Chair if the retiring Chairperson fails to designate the time and place for the Organizational Meeting within four days following the General Election in November of even-numbered years (DPO Article 10). Central Committee officers, delegates and alternates to the State Central Committee, and delegates and alternates to the Congressional District Committee shall be elected at the Organizational Meeting.

ARTICLE IV. OFFICERS OF THE CENTRAL COMMITTEE

1. Officers.

The officers of the Central Committee shall be a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, and a Budget Manager, and, optionally, a Second Vice Chairperson.

2. Eligibility.

Any legal resident of Polk County who is a registered Democrat and who is neither a candidate for, nor incumbent in, any position elected from the state or county at large, shall be eligible to be an officer or Second Vice-Chair, of the Executive Committee.

3. Nominations and Election.

(a) Elections shall be held at the Organizational Meeting.

(b) Nominations shall be accepted from the floor, provided that the proposed nominee is present and accepts the nomination or has submitted a written statement declaring willingness to accept the nomination. Nominations may be made by any registered Democrat who is a legal resident of Polk County.

(c) At the Organizational Meeting, only precinct committee persons as designated by an official roll obtained from the county clerk, with the exception of those elected by the Central Committee to fill a vacancy (Article II.6.e), may vote for officers. (ORS 248.026 (e)) A majority vote of those present and voting shall be required for election to office. All voting for contested offices shall be by secret ballot.

(d) At any time during its tenure, upon determination by the Executive Committee that a second Vice-Chair's services are needed, the Executive Committee may nominate and appoint by consensus a Second Vice-Chair with approval by the Polk County Democratic Central Committee at the next scheduled meeting.

4. Term of Office.

(a) The officers shall be elected for a term of two years; terms shall begin immediately upon election and end upon election of successors.

(b) The Second Vice-Chair shall serve during the tenure of the Chair or until the next

Organizational Meeting.

5. Recall.

Any officer, including the Second Vice-Chair, may be removed from office after written charges are made against him/her either by the Executive Committee or ten precinct committeepersons. The Central Committee members shall be advised of the action and at the next regular or special meeting of the Central Committee the matter shall be presented to the Central Committee with debate limited to the specific charges. Two-thirds of the Central Committee members present and voting shall be required to remove the officer.

6. Vacancies.

Vacancies in the offices shall be filled at a Central Committee meeting as soon as reasonably possible after the vacancy occurs. Vacancies in the Second Vice-Chair position shall be filled, at its discretion, by the Executive Committee. No Second Vice-Chair vacancy may be filled so long as the other Officer positions remain vacant. During any period that an office is vacant, the Executive Committee shall assume , for the functions of the vacant office.

ARTICLE V. EXECUTIVE COMMITTEE

1. Membership.

The Executive Committee of the Central Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Budget Manager, and the immediate past Chairperson and, if so decided, a Second Vice-Chair.

2. Responsibility.

The Executive Committee shall be the administrative body of the Central Committee and shall have full authority to conduct and supervise the business of the Central Committee, except as restricted by statute and by these bylaws. In exercising supervisory authority, the Executive Committee may direct the purchase of any supplies, services, or equipment on behalf of the Central Committee consistent with its budget or with resolutions of the Central Committee. In

the event that a Standing Committee is inactive, the Executive Committee shall assume the duties of that committee. The Executive Committee shall make decisions by a majority of those present and voting.

The Executive Committee shall:

(a) Act for the Central Committee when time does not permit proper calling of a meeting of the Central Committee, provided the actions are submitted to the Central Committee for endorsement or rejection at its next meeting.

(b) Make recommendations to the Central Committee.

(c) Plan for effective use of financial and volunteer resources of the Central Committee.

(d) Develop the budget proposed by the Budget Manager and submit it to the Central Committee for approval.

(e) Oversee, coordinate and be informed by the chairpersons of the standing and special committees. Make recommendations to the standing and special committees to assure their effective performance.

(f) Ensure that the progress and current status of the Executive, standing and special committees are regularly reported to the Central Committee.

3. Expenditure Authority.

The Executive Committee shall have the authority to make disbursements for administrative

expenses not previously authorized by the Central Committee, provided such expenditures do not exceed a total of \$200.00 in any given month. The Central Committee must authorize administrative expenses in excess of \$200.00 in any month or expenditures in support of any candidate or any ballot measure.

4. Recall.

The immediate past Chairperson may be recalled from the Executive Committee following the procedure for recall of officers.

ARTICLE VI. DELEGATES

1. State Central Committee.

(a) Delegates. Members of the State Central Committee shall include at least two delegates elected from Polk County and one additional delegate for each 15,000 registered Democrats or major fraction thereof within Polk County as of the date of the primary election as provided by law. (DPO 4.1.A)

(b) Alternate delegates. When a delegate is unable to attend a meeting of the State Central Committee, an alternate delegate elected by the Central Committee may attend the meeting with full voting privileges. (DPO 4.1.B) The number of alternate delegates shall equal the number of delegates.

(c) Election. The Central Committee shall elect delegates and alternate delegates to the State Central Committee at its Organization Meeting. The delegates, or in the case of an odd number, the delegates and first alternate delegate, shall consist of an equal number of men and women. Remaining alternate delegates shall be elected in rank order of replacement preference with each successive two alternate delegates consisting of one man and one woman. (DPO IV.1.C) Any legal resident of Polk County who is a registered Democrat shall be eligible to be a delegate or alternate.

(d) Term of office. Delegates and alternate delegates shall be elected for a term of two years; terms shall begin immediately upon election and end upon the election of successors.

(e) Vacancies. Vacant positions shall be filled at the next Central Committee meeting after the vacancy occurs.

2. Congressional District Committees.

(a) Delegates and Alternates. Members of the Congressional District Committees shall include at least two delegates from Polk County within the Congressional District and one additional delegate for each 15,000 Democrats or major fraction thereof within Polk County and the Congressional District as of the primary Election. The number of alternate delegates shall equal the number of delegates and shall be elected in rank order of replacement preference.

(b) Election. The Central Committee shall elect delegates and alternate delegates to the Congressional District Committees at its Organizational Meeting. An effort shall be made to fill positions with an equal number of men and women. Any legal resident of Polk County who is a registered Democrat shall be eligible to be a delegate or an alternate delegate.

(c) Term of office. Delegates and alternate delegates shall be elected for a term of two years; terms shall begin immediately upon election and end upon the election of successors.

(d) Vacancies. Vacant positions shall be filled at the next Central Committee meeting after the vacancy occurs.

3. State Democratic Platform Convention.

A State Democratic Platform Convention is held in each presidential election year within forty-five days before or after the Primary Election. The purpose of the Convention is to adopt a platform for the Democratic Party of Oregon and to perform other functions as assigned by the Democratic Party of Oregon. (DPO VII.1)

(a) At least thirty days before the Convention, the Central Committee shall elect delegates and alternate delegates to the Convention. As soon as possible thereafter, the Central Committee shall notify the State Central Committee of the names and addresses of those elected. (DPO VII.1.B)

(b) The Central Committee may elect one delegate to the State Democratic Convention for each 1,000 registered Democrats or major fraction thereof within Polk County. Polk County shall have at least two delegates. (DPO VII.2.A)

(c) The Central Committee may elect one-half as many alternates as it has delegates. In the event Polk County is entitled to an odd number of delegates, the number of alternates shall be rounded to the next highest whole number. (DPO VII.2.B)

(d) All statewide Democratic **office holders**, all incumbent Democratic Legislators, U.S. Representatives, U.S. Senators and all DPO **officers**, including DNC delegates, shall be automatic delegates. Automatic delegates shall not count against the quota for Polk County. (DPO VII.2.C)

(e) Any legal resident of Polk County who is a registered Democrat is eligible to be a delegate or alternate.

ARTICLE VII. DUTIES OF OFFICERS

1. Chairperson.

The Central Committee Chairperson shall:

(a) Lead the Democratic Party of Polk County, providing guidance to the Central Committee and the Democratic Party of Polk County, and encouraging advancement of the principles and interests of the Democratic Party of Oregon and the National Democratic Party;

(b) Preside at all meetings of the Central Committee and Executive Committee;

(c) Draft a provisional agenda for all Central Committee meetings and Executive Committee meetings. These agendas shall become a matter of record and be filed with the Secretary;

(d) Give written authorization to the Treasurer for all checks drawn on Central Committee bank accounts;

(e) Appoint chairpersons for all standing and special committees in accordance with the requirements of the bylaws;

(f) Appoint a liaison from the Executive Committee to each standing Committee;

(g) Serve as chief liaison officer of the Central Committee with all echelons of the Democratic Party and as a delegate to the State Central Committee;

(h) Ensure that written notice is given to the Polk County Clerk when a precinct committeeperson is duly appointed under the Central Committee bylaws (ORS 248.026 (2)), or when a precinct committeeperson resigns (ORS 248.024);

(i) Act as spokesperson for the Central Committee;

(j) Perform other duties as assigned by the Central Committee or its Executive Committee;

2. Vice Chairperson.

The Central Committee Vice Chairperson shall:

(a) In the absence or incapacity of the Chairperson, or at the request of the Chairperson, perform all duties of the Chairperson until the Chairperson returns to duty;

(b) Serve as a delegate to the State Central Committee;

(c) Perform other duties as assigned by the Central Committee or its Executive Committee.

(d) In the event of a Second Vice-Chair being appointed, these duties will be apportioned.

3. Secretary.

The Central Committee Secretary shall:

(a) Record and file as a permanent record the minutes of all Central Committee and Executive Committee meetings the Central Committee's bylaws and the Strategic Plan, as amended, and all reports from committees;

(b) Receive and file for permanent record all financial reports from the Central Committee Budget Manager.

(c) In the absence or incapacity of the Budget Manager, perform the duties of the Budget Manager until the Budget Manager returns to duty;

(d) Notify all members of the Central Committee at least six days before Central Committee meetings in accordance with the bylaws;

(e) Maintain rosters of Committee officers, precinct committeepersons, delegates and alternates to the State Central Committee and the Fifth Congressional District Committee;

(f) Notify the State Central Committee of the names and addresses of all officers, delegates, and alternates;

(g) Notify the Polk County Clerk of all elections of officers, resignations of officers and delegates, and selections of precinct committee persons;

(h) Obtain a roster of currently registered Democrats as available from the County Clerk and make it available to Central Committee officers and precinct committeepersons;

(i) Oversee the maintenance of a current mailing list of precinct committeepersons, volunteers, interested persons, and elected Polk County Democratic officials;

(j) Perform other duties as assigned by the Central Committee or its Executive Committee.

5. Treasurer.

The Central Committee Treasurer shall:

- (a) Be custodian of all funds and securities, if any, for the Central Committee.
- (b) Maintain fiscal records of all financial transactions by the Central Committee.
- (c) File with the Oregon Secretary of State all periodic official reports required by law or administrative regulations. File any other required federal, state, and county fiscal reports as directed.
- (d) Perform other duties as assigned by the Central Committee or its Executive Committee.

6. Budget Manager

The Central Committee Budget Manager shall:

- (a) Be responsible for all financial affairs of the Central Committee and serve as a member of any Special Committee on fundraising.
- (b) Draft a preliminary budget as directed by the Executive Committee based on individual standing and special committee projections, and monitor cash flow of all committees in accordance with their approved budgets.
- (c) Prepare and present for Central Committee approval a monthly financial report at each regular Central Committee meeting and attach a copy of said report to the minutes recorded at that meeting.
- (d) Prepare and present for Central Committee approval an Annual Report within thirty days after the end of the fiscal year.
- (e) Deliver to the Secretary copies of all financial reports prepared and/or submitted by the Treasurer.

(f) As soon as possible after the Organizational Meeting, file with the Secretary all requirements for reporting the fiscal activities of the Central Committee to assure compliance with all laws and regulations in case of the absence of the Treasurer.

(g) Advise all members during Central Committee meetings, Executive Committee meetings or other authorized meetings of any possible infraction of federal, state or county laws or regulations pertaining to any contemplated action where Central Committee funds are involved.

(h) Perform other duties as assigned by the Central Committee or its Executive Committee.

ARTICLE VIII. MEETINGS

1. Parliamentary Procedures.

(a) All meetings shall be conducted in accordance with *Robert's Rules of Order, Newly* unless otherwise provided by these bylaws.

(b) The Chair may appoint a parliamentarian to serve at the pleasure of the Chair. The parliamentarian shall give advice to the Chair on matters of parliamentary procedure. The Chair may consult with the parliamentarian prior to meetings to anticipate problems and determine proper procedure. During meetings the parliamentarian shall give advice when called upon by the Chair. The Chair retains the right to make a final ruling and may accept or reject the advice of the parliamentarian, except as otherwise noted in *Robert's Rules of Order, Newly Revised*. The Central Committee also reserves the right to overrule any decision of the parliamentarian.

2. Central Committee Meetings.

(a) Regular Meetings. The Central Committee shall hold regular monthly business meetings

unless otherwise provided for by the Executive Committee or the Central Committee. A meeting may be dispensed with by a majority vote of those present.

(b) Special Meetings. Central Committee meetings may be called by the Chairperson or Vice Chairperson, or the Executive Committee, or any six members of the Central Committee.

(c) Quorum. Those present shall constitute a quorum at Central Committee meetings.

(d) Notice. Written notice of all Central Committee meetings shall be provided to Central Committee members at least six days before the meeting as required by law. The notice shall include the proposed meeting agenda.

(e) Minutes. Minutes of all Central Committee meetings shall be recorded and made available in draft form to all Central Committee members at least six days before the next regular meeting.

3. Executive Committee Meetings.

(a) Authority and Schedule. The Executive Committee may be called by the Chairperson or Vice Chairperson, or any two members of the Executive Committee. The Executive Committee shall meet at least 10 days before every regular Central Committee meeting.

(b) Quorum. A minimum of three members of the Executive Committee shall constitute a quorum at Executive Committee meetings.

(c) Notice. Written notice of all Executive Committee meetings shall be provided to all Executive Committee members where practicable on six day's notice; however, emergency meetings may be called on twenty-four hours notice provided all members of the Executive Committee are notified, or on less than twenty-four hours notice if all are notified and none object.

(d) Minutes. Minutes of Executive Committee meetings shall be recorded and summarized at the next regular or special meeting of the Central Committee.

ARTICLE IX. AMENDING OF BYLAWS

These bylaws may be amended by a majority of those present and voting at any regular or special meeting of the Central Committee, provided that notice of the proposed amendment has been included in the notice of the meeting.

ARTICLE X. COMMITTEES

1. List of Standing Committees.

The standing committees of the Central Committee shall be: Process & Rules, Volunteer Recruitment & Precinct Support, Fundraising, Candidate Development & Support, Platform & Legislative Action, Events, and Communications.

2. Authority of Standing Committees.

The standing committees are a part of Central Committee structure and accountable to the Central Committee, with Executive Committee oversight.

3. Chairpersons of Standing Committees.

The chairperson of each standing committee shall be appointed by the Central Committee Chairperson. Standing committee chairpersons shall serve until their resignation, the following Organization Meeting, or until replaced by a new appointee.

4. Membership in Standing Committees.

(a) Any precinct committee person may become a member of any standing committee. To obtain special experience or expertise not available within the Central Committee, any legal resident of Polk County who is a registered Democrat may become a member of a standing committee.

(b) Each standing committee shall include at least one member of the Executive Committee appointed by the Chairperson of the Central Committee.

5. Responsibilities of the Standing Committees.

(a) By February 15 of each year, each standing committee shall:

(1) Submit an annual work plan to the Executive Committee for approval;

(2) Submit an annual budget proposal to the Executive Committee for approval and inclusion in the Central Committee budget.

(b) Duties of the standing committees shall include the following in accordance with the goals and key objectives of the Strategic Plan as amended:

(1) The Process & Rules Committee shall assess procedures and bylaws and make recommendations for changes towards the goal of maintaining a strong, sustainable organization. This committee shall maintain a Policy and Procedure manual.

(2) The Volunteer Recruitment & Precinct Support Committee shall recruit, train, coordinate and retain volunteers and precinct committee persons towards the goal of an active and effective volunteer force.

(3) The Fundraising Committee shall coordinate fund raising towards the goal of a financially strong local party. The Central Committee Budget Manager shall be an ex-officio member.

(4) The Candidate Committee shall determine what positions are open, assist in identifying potential candidates, and assist candidates in all aspects of campaigns towards the goal of more Democrats serving in local, state and national offices.

(5) The Platform & Legislative Action Committee shall review issues of importance to Polk County, propose positions for ratification by the Central Committee, and prepare a platform and legislative agenda for ratification by the Central Committee towards the goal of a clear and cohesive set of values and positions.

(6) The Events Committee shall organize regular and special events for communication with the general public towards the goal of an informed and engaged citizenry.

(7) The Communications Committee shall be responsible for the framing, consistency, and delivery of communications and the promotion of meetings and events in support of the goals of the organization. The chairperson of the Communications Committee shall act as the press officer for the Central Committee to assure coordination of all activities before a promotional press release is issued.

6. Special Committees.

(a) The Central Committee may create special committees to address specific issues.

(b) The Central Committee shall elect a Nominating Committee at a Central Committee meeting at least two months prior to the Organizational Meeting. The Nominating Committee shall nominate candidates for officers of the Central Committee.

ARTICLE XI. FILLING OF VACANCIES IN PARTY NOMINATIONS FOR COUNTY PUBLIC OFFICE

1. Eligibility to Vote.

(a) The following persons are eligible to vote:

(1) Any person who held the office of Polk County Democratic Party precinct committee person as of the date the party nomination became vacant.

(2) Any persons, other than precinct committee persons, who are granted voting privilege under the bylaws of the Democratic Central Committee of Polk County.

(b) A person is entitled to only one vote, even if the person is qualified to vote under more than one of the above provisions.

(c) A person may not vote by proxy.

2. Nominations.

(a) Nominations will be accepted from the floor, provided that the proposed nominee is present and accepts the nomination or has submitted a written statement declaring willingness to accept the nomination. Nominations may be made by anyone eligible to vote under 1(a) of this Article or by any registered Democrat who resides in Polk County.

(b) Following the close of nominations, each candidate will be allowed to speak for five minutes. When all candidates have finished speaking, persons may address questions to the candidates. In the event of questions to the candidates from the floor, the Chairperson will ask each candidate to respond to the question and to limit the response to one minute.

3. Voting Procedure.

(a) Voting shall be by secret ballot.

(b) To be elected, a candidate must receive votes from a majority of those present and voting.

(c) In the event no candidate receives the required number of votes on a particular ballot, successive ballots will be held until a candidate is elected. Candidates' names will be on successive ballots according to the following rules:

(1) If there are six or more candidates on a particular ballot, and none of them receives the required number of votes, then the four candidates receiving the greatest number of votes shall be on the next ballot.

(2) If there are four or five candidates on a particular ballot, and none of them receives the required number of votes, then the three candidates receiving the greatest number of votes

shall be on the next ballot.

(3) If there are three candidates on a particular ballot, and none of them receives the required number of votes, then the two candidates receiving the greatest number of votes shall be on the next ballot.

References:

Democratic Party of Oregon (DPO) Bylaws, as adopted December 2, 2006: <http://www.oregondemocrats.org/bylaws>

Oregon Revised Statutes (ORS), 2005 edition: <http://www.leg.state.or.us/ors/>

Attachment	Size
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