

# BY-LAWS OF THE THIRD LEGISLATIVE DISTRICT DEMOCRATS

*As approved by the Precinct Committee Officers on November 14, 2020*

## ARTICLE I - NAME

The Name of this organization shall be the Third Legislative District Democrats.

## ARTICLE II - PURPOSE AND POLICIES

1. Purpose: The purpose of this organization is to perform the functions of a political party as required by law, to promote the principles of the Democratic Party and to support candidates of the Democratic Party and progressive candidates running for non-partisan office appearing on ballots in the Third Legislative District.
2. Policies: The Third Legislative District Democrats shall aspire to adhere to the rules, procedures and principles of the National and the Washington State Democratic Central Committee Party Charters, and the National, Washington State and Spokane County Democratic Party rules for the selection of delegates for meetings and conventions.

## ARTICLE III - MEMBERSHIP

1. Membership: Any person residing within the Third Legislative District who identifies as a Democrat is a member of this organization.
2. Voting: All Third Legislative District elected and appointed Precinct Committee Officers (PCOs) may vote, either in person or by proxy, to the extent permitted by law, except in the Organizational Meeting where only elected PCOs may vote.
  - a. Precinct Coordinators (as defined by the Bylaws of the Spokane County Democratic Central District Committee) do not have a vote at meetings of the Third Legislative District Democrats.

## ARTICLE IV - REORGANIZATION MEETING

1. Time and Place: A Reorganization Meeting shall take place within the first two weeks of December of even-numbered years.
2. Order of Business:
  - a. Call to Order by the Chair.
  - b. Credentials Report.
  - c. Appointment of a Temporary Chair by the existing Chair; to preside until the office of Chair is filled.
  - d. Appointment of Temporary Officers and Committees; to include at least a Temporary Secretary and Timekeeper.
  - e. Adoption of Agenda and Final Credentials Report.
  - f. Nominations and Elections.
  - g. Adjournment.

3. Nominations: The Temporary Chair shall preside over the nominations and election of the Chair and shall not be eligible for nomination to the position of Chair.
  - a. The order of nominations shall be:
    - i. Chair
    - ii. Vice-Chair
    - iii. State Committee Members (2)
    - iv. Spokane County Executive Board Representatives (2)
  - b. Nominations for these offices shall be made by Third Legislative District Precinct Committee Officers. Seconding speeches may be made by any member of the Democratic Party residing in the Third Legislative District. There shall be only two (2) seconding speeches. .
  - c. Nomination speeches shall be limited to three (3) minutes.
  - d. Seconding speeches shall be limited to two (2) minutes.
  - e. Each Nominee shall also be allowed three (3) minutes to speak.
  - f. The elections of the Chair and Vice-Chair shall immediately follow their respective nominations.
  - g. The election of the State Committee Members and the Spokane County Executive Board Representatives shall immediately follow their respective nominations.
  - h. Voting shall be by secret ballot, except in the event there is only one (1) nominee for an office (two (2) in the case of State Committee Members and Spokane County Executive Board Representatives) the election for that office may be by acclamation.
  - i. Notwithstanding the above, in the event that a meeting is held under the provisions of Article VII, 1., c., relating to the holding of an in-person meeting as unlawful or impossible, the body may adopt rules for the nomination and election of officers that differ from these procedures. In such an event, prototype rules issued by the Washington State Democratic party shall be used as the preliminary basis for such rules.

#### ARTICLE V - THIRD LEGISLATIVE DISTRICT OFFICERS

Any person residing in the Third Legislative District who identifies as a Democrat may be nominated, elected or appointed as an officer of this organization. The Elected Officers shall serve until the next Reorganization Meeting.

1. The Elected Officers of this organization shall be the Chair, Vice-Chair, State Committee Members (2) and Spokane County Executive Board Representatives (2). The Vice-Chair shall have a different gender identity from the Chair. The two State Committee Members may not share the same gender identity and the two Spokane County Executive Board Representatives may not share the same gender identity. These officers shall be elected by the Precinct Committee Officers.
2. The Appointed Officers shall be the Secretary and Treasurer.
3. Duties of Officers:
  - a. Chair
    - i. The Chair presides at all meetings of the Third Legislative District Democrats and its Executive Board and performs all duties imposed by State Law.

- ii. Represents the Legislative District as a member of the Spokane County Democratic Central Committee Executive Board, or pursuant to the county party's bylaws designates a person residing in the Third Legislative District to represent the Chair at such meetings.
  - iii. Appoints all standing and ad hoc committee chairs, a Secretary, Treasurer, Sergeant-at-Arms, and a Parliamentarian.
  - iv. Recommends qualified Democrats to fill vacant Third Legislative District Precinct Committee Officer positions.
  - v. Pursuant to the Bylaws of the Spokane County Democratic Central Committee, recommends qualified Democrats to serve as Precinct Coordinators of precincts without elected or appointed PCOs.
  - vi. Expends funds, either into contracts and leases upon proper authorization by the Third Legislative District Democrats or its Executive Board.
- b. Vice-Chair
  - i. Presides at meetings of Precinct Committee Officers in the absence of the Chair.
  - ii. Performs the duties of the Chair in their absence.
  - iii. Represents the Legislative District as a member of the Spokane County Democratic Central Committee Executive Board, or pursuant to the county party's bylaws designates a person residing in the Third Legislative District to represent the Vice-Chair at such meetings.
- c. State Committee Members
  - i. Represent the Legislative District as members of the Washington State Democratic Central Committee.
  - ii. Attend and participate on any appointed committees of the Washington State Democratic Central Committee.
  - iii. Report back to the Legislative District on the activities of the Washington State Democratic Central Committee.
- d. Spokane County Executive Board Representatives
  - i. Represent the Legislative District as members of the Spokane County Democratic Central Committee Executive Board.
  - ii. Attend and participate on any appointed committees of the Spokane County Democratic Central Committee.
  - iii. Report back to the Legislative District on the activities of the Spokane County Democratic Central Committee.
- e. Secretary
  - i. Keeps accurate minutes of the meetings of the Third Legislative District Democrats and its Executive Board.
  - ii. Issues the Call for all Third Legislative District Democrats meetings.
- f. Treasurer:
  - i. Serves as Custodian of all funds. Receives and disburses funds as authorized by the Chair and the Executive Board.
  - ii. Gives a financial report in writing at all business meetings of the Third Legislative District Democrats and its Executive Board.

- iii. Prepares and submit required Public Disclosure Commission reports.
- iv. Closes and transfer all financial records to the incoming Treasurer within five (5) business days of the reorganization meeting.

#### **ARTICLE VI - VACANCIES, RESIGNATION AND REMOVAL**

1. Vacancies: If a vacancy occurs in the office of Vice-Chair, State Committee Members or Spokane County Executive Board Representatives, a meeting of the Precinct Committee Officers shall be called not less than twenty (20) days, nor more than sixty (60) days after such vacancy occurs. The Chair, with approval of the Executive Board, may appoint an acting Vice-Chair, State Committee Member(s) or Spokane County Executive Board Representative(s) to serve in the interim. If the vacancy occurs in the office of the Chair, the Vice-Chair shall assume the office of Chair and call the required meeting of the PCOs to elect a Vice-Chair.
2. Resignation: Resignations shall be in writing and addressed to the Chair; or if the resignation is that of the Chair, it shall be sent to the Vice-Chair.
3. Removal: Any Elected Officer may be removed for cause at any time by a two-thirds (2/3) vote of those Precinct Committee Officers present at any meeting of the Third Legislative District Democrats called for this purpose. Cause shall include a violation of the Code of Conduct of the Spokane County Democratic Central Committee. The accused officer shall be given not less than thirty (30) days written notice of the meeting, and the notice shall specify the charge or charges. The accused officer shall be given a full opportunity to present a defense. An Appointed Officer may be removed by the Chair, with or without cause.

#### **ARTICLE VII - REGULAR AND SPECIAL MEETINGS**

1. Meetings:
  - a. Regular Meetings of the Third Legislative District Democrats, including the Reorganization Meeting, shall be held at least four (4) times per year. The Secretary shall issue a Call for each Regular Meeting of the Third Legislative District Democrats to all voting members at least fifteen (15) days prior to the meeting.
  - b. Special Meetings may be held at the discretion of the Chair, or upon written request of twenty (20) Third Legislative District Precinct Committee Officers. The Chair shall call the Special Meeting within thirty (30) days after receipt of a request. If the Chair fails to issue a Call for a Special Meeting as requested, then any five (5) Third Legislative District Precinct Committee Officers may issue the Call by sending a notice to all voting members at least fifteen (15) days prior to the Special Meeting.
  - c. In the event a public emergency or natural disaster makes the holding of an in-person meeting of the organization unlawful or impossible, the organization may conduct its Regular Meetings, Special Meetings, or Reorganization Meeting by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster;

provided that the organization shall use its best efforts to implement any such virtual meetings with full regard for the need to maintain as much as possible accessibility for all members, including those with disabilities and those who lack access to sophisticated technology tools. Any action that could be taken at an in-person meeting, including Bylaws amendments, may also be taken at a virtual meeting held pursuant to this clause but any action taken at any such virtual meeting shall be subject to ratification at the first Regular Meeting of the organization held after such virtual meeting or meetings.

- d. Call to meeting notices may be sent voting members electronically and shall be posted on the website and/or social media pages.
2. Resolutions: Resolutions for consideration by the Third Legislative District Democrats should be submitted as soon as possible to the Resolutions Committee, which shall make a report regarding the proposal. Resolutions shall be considered by the Third District Legislative Democrats as follows:
  - a. Ordinary Resolutions are those submitted by any member of the Third Legislative District Democrats in writing to the Secretary in sufficient time to be sent out with the Call for the next Regular Meeting. These resolutions shall require only a simple majority for adoption.
  - b. Emergency Resolutions may be presented from the floor without previous notice: they must be signed by ten (10) Precinct Committee Officers.
3. Quorum: A quorum for Regular or Special Meetings (as well as a Reorganization Meeting) consists of the lesser of (a) ten (10) Precinct Committee Officers, or (b) Twenty five percent (25%) of the number of Precinct Committee Officers as of the date of the meeting.
4. Proxies: Elected and appointed Precinct Committee Officers may authorize a substitute (Proxy) to act for them at any meeting (other than a Reorganization Meeting) of the Third Legislative District Democrats. The Proxy must be a resident, registered voter of the same precinct. No Proxy shall be valid unless the Precinct Committee Officer writes in the name of the proxyholder. The proxy form provided by the Third Legislative District Democrats must be used and it shall be submitted to the Secretary (either in-person by the proxyholder or from the email address on record for the PCO granting the Proxy) prior to the start of the meeting.

## **ARTICLE VIII - THE EXECUTIVE BOARD**

The Executive Board shall consist of the Chair, Vice-Chair, two State Committee Members, two Spokane County Executive Board Representatives, Secretary, and Treasurer. The Executive Board shall act on behalf of the organization in between Regular Meetings of the Precinct Committee Officers. The Executive Board may meet electronically.

## **ARTICLE IX - STANDING COMMITTEES**

Standing Committees shall be: Bylaws, Credentials and Finance.

Bylaws — Reviews and interprets the Bylaws. Proposes updates to the Third Legislative District Democrats Bylaws as needed. Makes sure the Bylaws are in

accordance with the Spokane County Democratic Central Committee Bylaws and Washington State Democratic Central Committee Bylaws and Charter.

Credentials — Responsible for certification of PCOs, their Proxies and other members at meetings, and assists with the credentials process at Spokane County Democratic Central Committee meetings. Keeps records of attendance. Reports if a quorum is present at meetings.

Finance — Responsible for assisting the Treasurer with the production of necessary budgets and reports, and for oversight and auditing of the Treasurer's performance; reporting to the Chair at least annually on the same.

### **ARTICLE X - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised, 12th edition, is the Parliamentary Authority of the organization, except as otherwise provided by these Bylaws or Standing Rules adopted by the Third Legislative District Committee and shall be the governing authority for meetings of the Third Legislative District Democrats, its Executive Board, and committees created by these Bylaws.

### **ARTICLE XI - AMENDMENTS**

Proposed amendments to these Bylaws shall be presented by way of a resolution to be considered by the Bylaws Committee. After review, the proposed amendment shall be included along with the recommendation of the committee, in the Call to the meeting at which they are to be considered. Adoption of any amendments shall require a two-thirds (2/3) affirmative vote of those present and voting. Standing Rules are a part of the Bylaws and can be changed only as a part of the Bylaws and by the same rules.

### **STANDING RULES:**

#### **FUNDRAISING AND DISBURSEMENTS**

1. No expenditures shall be made or expenses incurred, except on authority of the Executive Board or by vote of the Precinct Committee Officers at a Regular Meeting or Special Meeting.
2. No reimbursements will be issued for expenses without a receipt for the purchase(s).
3. The person (Event Chair) in charge of an event shall keep an accurate record of expenditures and receipts, giving these to the Treasurer promptly after the event.
4. The Third Legislative District Democrats shall pay the membership fees to the State Chairs' Organization for the Chair and Vice-Chair.