

BY-LAWS OF THE THIRD LEGISLATIVE DISTRICT DEMOCRATS

Amended by the Third Legislative District Precinct Committee Officers: June 30, 2018

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.
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 Party Charters, and the National, Washington State and Spokane County Democratic Party rules for the selection of delegates for conventions.

ARTICLE III - MEMBERSHIP

1. Membership: All Democrats residing within the Third Legislative District are members of this organization.
2. Voting: All Third Legislative District elected, appointed, and/or acting Precinct Committee Officers 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.

ARTICLE IV - REORGANIZATION MEETING

1. Time and Place: A Reorganization Meeting shall take place within ten days after the Spokane County Democratic Central Committee reorganization meeting.
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. Third Legislative District Committeeman
 - iv. Third Legislative District Committeewoman

- b. Nominations for these offices shall be made by Third District Precinct Committee Officers. Seconding speeches may be made by any member of the Democratic Party. 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 Third Legislative District Committeeman and Committeewoman shall immediately follow their nominations.
- h. Voting shall be by secret ballot, except in the event there is only one (1) nominee for an office, the election for that office may be by acclamation.

ARTICLE V - THIRD LEGISLATIVE DISTRICT OFFICERS

Any registered voter residing in the Third Legislative District who is a Democrat may be nominated, elected or appointed as an officer of this organization. The officers shall serve until the next Reorganization Meeting.

1. The Elected Officers of this organization shall be the Chair, Vice-Chair, Legislative District Committeeman and Legislative District Committeewoman. The Vice-Chair shall be of the opposite gender of the Chair. 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 shall be responsible to: Preside at all meetings of the Third Legislative District Committee and perform all duties imposed by State Law.
 - ii. Represent the District as a member of the Spokane County Democratic Party Executive Board.
 - iii. Appoint all standing and ad hoc committee chairs, a Secretary, Treasurer, Sergeant-at-Arms and Parliamentarian.
 - iv. Recommend qualified democrats to fill vacant Third District Precinct Officer positions.
 - v. Expend District Committee funds, either into contracts and leases upon proper authorization by the Third Legislative District Committee or its Executive Board.
 - b. Vice-Chair
 - i. Preside at meetings of Precinct Officers in the absence of the Chair.
 - ii. Perform the duties of the Chair in his/her absence.
 - iii. Represent the District as a member of the Spokane County Democratic Party Executive Board.
 - c. Secretary
 - i. Keep accurate minutes of the meetings of the Third Legislative District Committee and its Executive Board
 - ii. Issue the Call for all Third Legislative District Committee Meetings

- d. Treasurer:
 - i. Serve as Custodian of all funds. Receive and disperse funds as authorized by the Chair and Executive Board.
 - ii. Give a financial report in writing at all business meetings of the Third Legislative District Committee and its Executive Board
 - iii. Prepare and submit required Public Disclosure Commission reports
 - iv. Close 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, Legislative District Committeeman or Legislative District Committeewoman, a meeting of the District Precinct 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, District Committeeman or District Committeewoman 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 District PCOs to elect a Vice-Chair.
2. **Resignation:** Resignation 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 officer may be removed for cause at any time by two-thirds (2/3) vote of those present at any meeting of the Third Legislative District Committee called for this purpose. Cause shall include 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. Accused officer shall be given a full opportunity to present a defense.

ARTICLE VII - REGULAR AND SPECIAL MEETINGS

1. **Meetings:**
 - a. Regular Meetings of the Third Legislative District Committee, including the Reorganizing 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 Committee to all 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 Officers. The Chair shall call the meeting within thirty (30) days after receipt of a request. If the Chair fails to issue a Call for a meeting as requested, then any five (5) Third Legislative District Precinct Officers may issue the Call by sending a notice to all members at least fifteen (15) days prior to the meeting. A quorum for Special Meetings shall be the same as required for Regular Meetings.
 - 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 and/or Special Meetings 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.

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. They 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 upcoming 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) Third Legislative District Precinct Officers.
3. Quorum: A quorum 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: Precinct Officers may authorize a substitute (proxy) to act for them at any meeting of the Third Legislative District Committee. The Proxy must be a resident, registered voter of the same precinct. No Proxy shall be valid unless the Precinct Officer writes in the name of the Proxy. The original or a copy of the proxy form provided by the Third Legislative District must be used.

ARTICLE VIII - THE EXECUTIVE BOARD

The Executive Board shall consist of the Third Legislative District Chair, Vice-Chair, Legislative District Committeeman, Legislative District Committeewoman, Secretary and Treasurer. **The Executive Board may meet electronically if necessary.**

ARTICLE IX - STANDING COMMITTEES

Standing Committees shall be: Bylaws, Credentials and Finance.

Bylaws — Reviews and interprets the bylaws. Proposes updates to the 3rd legislative bylaws as needed. Makes sure bylaws are in accordance with the Spokane County and Washington State Bylaws and Charter.

Credentials — Responsible for certification of PCOs, their Proxies and other members at 3rd LD meetings, and at the Spokane County quarterly 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 same.

ARTICLE X - PARLIAMENTARY AUTHORITY

Robert's Rules of Order is the Parliamentary Authority, except as otherwise provided by these Bylaws or Standing Rules adopted by the Third Legislative District Committee. The current edition of Robert's Rules of Order shall be the governing authority for meetings of the Third Legislative District Committee, 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 Third Legislative District Committee 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 Officers at a regular meeting of the Third District.
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 District shall pay the membership fees to the State Chair's Organization for the Third District Chair and Vice-Chair.