

**23rd LEGISLATIVE DISTRICT
DEMOCRATIC CENTRAL COMMITTEE**

BYLAWS

ARTICLE I. NAME

This organization shall be known as the 23rd Legislative District Democratic Central Committee, hereinafter referred to as the "23rd LD Central Committee".

ARTICLE II. MISSION STATEMENT

The mission of this organization shall be:

- A. To express the Democratic Party's basic principles of inclusion and diversity by welcoming all 23rd Legislative District citizens who share Democratic values in organizational activities.
- B. To contribute to the development and advancement of the ideas and principles that constitute the core values of the Democratic Party.
- C. To promote such actions as to ensure that all levels of government function for the common good of both its current citizens and future generations.
- D. To build and maintain an effective local Democratic organization for the purpose of:
 1. Recruiting, supporting, and electing candidates to office who reflect the values and positions of the 23rd LD Central Committee ;
 2. Promoting positions on issues of public policy that are consistent with the values and positions of the 23rd LD Central Committee ;
 3. Advise and assist approved and endorsed Democratic candidates for national, state and county offices within the 23rd LD Central Committee;
 4. Maximizing the Democratic vote in all elections.

ARTICLE III. MEMBERSHIP

Section 1. MEMBERS OF THE 23rd LEGISLATIVE DISTRICT DEMOCRATIC CENTRAL COMMITTEE.

Membership in this organization is open to all Democrats. In addition to Precinct Committee Officers (PCOs), membership is granted upon receipt of dues with the following exceptions:

- A. Membership is granted to the Chair of the County Democratic Central Committee of those counties having precincts within the 23rd Legislative District, and
- B. The Executive Board of the 23rd LD Central Committee may grant full membership with reduced or 100% waived dues to any person who requests a reduction by majority vote (50%+1).

Notice of this provision shall be included in all descriptions of membership,

membership forms and dues payment systems.

Section 2. DUES.

Annual (calendar year – January to December) dues of the 23rd LD Central Committee shall be as specified in the policy on dues. Annual dues are credited for membership for the calendar year in which they are received, except that dues received in November or December may be credited for membership in the following year.

Section 3. VOTING PRIVILEGES.

All members shall have full voting privileges on matters coming before the body with the following exceptions as per Statutes of the State of Washington, State Party Charter and Bylaws, and these Bylaws:

- A. Only Resident Precinct Committee Officers may vote to elect or remove officers.
- B. Only Resident Precinct Committee Officers may vote to recommend appointments to fill vacancies for public office.
- C. Only Resident Precinct Committee Officers may vote on the adoption or amendment of these Bylaws.
- D. Only Democrats who are members of the 23rd Legislative District at least twenty-eight (28) calendar days prior to the 23rd LD meeting where voting will take place, are eligible to vote on candidate endorsements/approvals and positions on non-candidate ballot measures.

ARTICLE IV. OFFICERS

Section 1. ELIGIBILITY.

Any member in good standing of the 23rd LD Central Committee shall be eligible to hold any office, provided the Chairperson and Vice Chairperson self-identify as different genders defined as male, female and gender non-binary.

Section 2. ELECTED OFFICERS.

The elected officers of this organization comprising the Executive Committee, who shall be elected at each organizational meeting, shall consist of the following:

- A. Chairperson
- B. Vice Chairperson
- C. Treasurer and Deputy Treasurer
- D. Two (2) State Committee members who self-identify as different gender.

Section 3. APPOINTED OFFICERS.

Appointed officers shall consist of the following:

- A. A Secretary shall be appointed by the Chairperson, and such Assistant Secretaries may be appointed by the Chairperson as necessary to conduct the business of the organization.

- B. A Sergeant-at-Arms may be appointed by the Chairperson.
- C. A Parliamentarian may be appointed by the Chairperson to advise on procedural issues and assist the Chairperson as requested.

Section 4. TERMS OF OFFICE.

The officers of this organization shall serve terms of office as follows:

- A. Elected officers shall serve two year terms beginning immediately with the organizational meeting at which they are elected and ending at the following organizational meeting upon election of their successors, with the following exceptions:
 - 1. An officer elected for whatever reason in the interim of organizational meetings shall serve until the following organizational meeting and the election of their successors;
 - 2. Resignation; and
 - 3. Removal from office by the membership.
- B. Appointed officers shall serve terms concurrent with the Chairperson who appointed them or until such time as they are discharged from their duties by the appointing Chairperson.
- C. Appointed officers serve at the pleasure of the Chairperson and may be dismissed by the Chairperson.

Section 5. ELECTION OF OFFICERS.

Any member of the 23rd LD Central Committee may nominate another member for office. Election of officers shall be by one of the following methods:

- A. Regular election of officers shall:
 - 1. Occur at each biennial organizational meeting;
 - 2. Be conducted by signed paper ballot or identifiable and auditable electronic ballot except that when there is only one nominee for an office the election may be by voice vote; and
 - 3. Require a simple majority (50% +1) of Resident Precinct Committee Officers present and voting for election.
- B. Special election of officers shall be conducted in the same manner as regular elections with the following exception:

They shall occur at the next regular meeting of the organization following a vacancy in office, provided that the Resident Precinct Committee Officers have received official notice at least seven (7) days prior to the meeting. Official notice may be sent electronically.

Section 6. REMOVAL FROM OFFICE.

Removal of an officer from office or a member from the Executive Board may be accomplished by the following methods:

- A. Any officer may resign from office by submitting a written resignation which shall become effective upon approval by the Executive Board.

- B. Any officer/Executive Board member shall be removed from office for failure to discharge the duties of the office to the satisfaction of the electing body (PCOs for officers and membership for Executive Board members), provided:
 - 1. The charges for removal are in writing and signed by at least five (5) Resident Precinct Committee Officers.
 - 2. The officer so charged and the membership received written notice of the charges at least seven (7) days before the meeting at which the charges are to be addressed. Required notice may be sent electronically.
 - 3. The officer charged has the opportunity to address the membership.
 - 4. Two-thirds of the electing body (PCOs for officers and membership for Executive Board members) present and voting cast ballots in favor of removal.

ARTICLE V. DUTIES OF OFFICERS

Section 1. CHAIRPERSON.

The Chairperson shall:

- A. Serve as the chief administrative officer and official spokesperson of this organization.
- B. Preside at all meetings of the 23rd LD Central Committee , as well as those of the Executive Board.
- C. Appoint all standing and special committees and serve as ex-officio member thereof.
- D. Appoint the Secretary, Sergeant-at-Arms, and Parliamentarian, as necessary.
- E. Recommend appointment of precinct committee officers to fill vacancies to the Chairperson of any County Democratic Central Committee of those counties having precincts within the 23rd Legislative District
- F. Sign checks on the treasury when the Treasurer, and/or the Deputy Treasurer is not available.
- G. Advise and assist approved and endorsed Democratic candidates for national, state and county offices within the 23rd Legislative District.
- H. Maintain a complete up-to-date mailing list of all precinct committee officers - of the 23rd LD Central Committee .
- I. Perform all other duties pertaining to the office of Chairperson.

Section 2. VICE CHAIRPERSON.

The Vice Chairperson shall:

- A. Assist the Chairperson in discharging the duties of that office.
- B. Perform the duties of the Chairperson in the absence or inability of that officer to act.
- C. Assume the office of Chairperson in case of a vacancy in that office until the vacancy is filled.

Section 3. SECRETARY.

The Secretary shall:

- A. Send notices of and keep record of all meetings of the 23rd LD Central Committee , as well as of the Executive Board.
- B. Keep a copy of the formal reports of the 23rd LD Central Committee officers and committees.
- C. Keep minutes of the 23rd LD Central Committee and Executive Board meetings.

Section 4. TREASURER AND DEPUTY TREASURER.

The Treasurer and Deputy Treasurer shall:

- A. Receive all moneys of the 23rd LD Central Committee , issuing receipts for moneys received upon request, keeping an accurate record of, and paying out same by check signed by himself/herself, the Deputy Treasurer, or the Chairperson, as authorized by the approved budget.
- B. Make a complete financial report at any time upon the request of the Chairperson or upon the request of the Executive Board.
- C. Keep records and file all reports required for compliance with the Public Disclosure Commission (PDC).
- D. Serve as chairperson of the budget committee which shall prepare a two-year budget for submission to the Central Committee for adoption. The 23rd LD Central Committee may authorize additional expenditures by majority vote.

The Executive Board and Executive Committee may reallocate funds within the budget. Additionally, in even numbered years, after the last regularly scheduled membership meeting and before the date of the general election, the Executive Board may authorize additional contributions to endorsed candidates/issues only to the extent of revenues exceeding those spelled out in the approved budget.

- E. Maintain a list of those persons who have paid their dues and are members in good standing of the 23rd LD Central Committee.
- F. The books of the Treasurer shall be audited after each general election, by an Auditing Committee of at least three members, or at any time by action of the Executive Board.

Section 5. STATE LEGISLATIVE DISTRICT COMMITTEE MEMBERS (2) OF DIFFERING GENDERS.

The State Committee members who shall self-identify as different genders shall:

- A. Act as liaison officers between the State Democratic Party and the 23rd Legislative District Democrats.
- B. Attend all meetings of the Washington State Democratic Central Committee and report on those proceedings to the Central Committee.
- C. Per the provisions of ARTICLE IV, Section 6, be removed from his/her elected office for failure to attend two (2) consecutive meetings of the State Central Committee without being excused by the Chairperson and giving his/her proxy

to another member to represent the 23rd Legislative District.

Section 6. SERGEANT-AT-ARMS.

The Sergeant-at-Arms shall:

- A. Perform the ordinary duties of the office as requested by the Chairperson.
- B. Ensure that all members voting at regular and special meetings are members in good standing of the 23rd LD Central Committee

Section 7. ASSISTANT SECRETARIES.

Assistant Secretaries, if any, shall perform their duties under the direction of the Chairperson.

ARTICLE VI. MEETINGS

Section 1. ATTENDANCE.

Meetings of the 23rd LD Central Committee are open to all Democrats, the public, and the press.

Section 2. REGULAR MEETINGS.

Regular meetings of this organization shall be held at least quarterly during each year. Written, or electronic notices for all such meetings shall be sent to each member at least seven (7) days in advance of each meeting.

Section 3. BIENNIAL ORGANIZATIONAL MEETINGS.

The biennial organization meeting shall be held after the State general election in even-numbered years as specified by State Law and State Party Rules. Notice of such meeting shall be sent to each Resident Precinct Committee Officer by mail or electronically at least seven (7) days prior to the date of the meeting.

Section 4. BIENNIAL ORGANIZATIONAL MEETING PROCEDURES.

The organizational meeting shall be called to order by the first enumerated of the following officers present: Chairperson, Vice Chairperson, or Treasurer, who shall appoint a Secretary Pro-Tem and preside until the election of a Chairperson Pro-Tem.

Section 5. ACCEPTANCE OF BYLAWS.

The first order of business following the election of officers at biennial organizational meetings shall be the acceptance of bylaws. The 23rd LD Central Committee shall operate under the old bylaws until this task is accomplished by a majority vote (50% + 1) on any of the following actions:

- A. Approval of the current bylaws.
- B. Amendment of the current bylaws followed by approval.
- C. Adoption of new bylaws.

Section 6. SPECIAL MEETINGS.

Special meetings of the Central Committee may be called by the Chairperson, or in

the Chairperson's absence or incapacity by the Vice Chairperson, or by any other officer in the absence of the Chairperson and the Vice Chairperson, the Executive Board, or any ten (10) Resident Precinct Committee Officers, provided:

- A. The call is delivered in writing electronically or by mail,
- B. The call states the reason for the special meeting, and
- C. The call has been mailed or sent electronically to all voting members at least ten (10) days before the meeting is to take place.

Section 7. ABSENTEE AND PROXY BALLOTS.

Absentee or proxy ballots are prohibited.

Section 8. MEETING QUORUM.

Twenty (20) percent of the members of the 23rd LD Central Committee or Twenty (20) percent of Precinct Committee Officers shall constitute a quorum at any regular meeting of the 23rd LD Central Committee .

Section 9. PARLIAMENTARY AUTHORITY.

Robert's Rules of Order, latest edition, shall be the parliamentary authority of all matters of procedure not specifically covered by these bylaws.

Section 10. PUBLIC EMERGENIES OR NATURAL DISASTERS.

In the event that public emergency or natural disaster makes in-person gatherings unlawful or impractical state and local Democratic organizations may transact their business in virtual meeting places or other alternatives to physical gatherings of members, subject to reasonable rules adopted by the organization for such operations as provided that such additional rules, if any, governing the conduct of such meeting shall not be inconsistent with any rules adopted by the Washington State Democratic Central Committee relating to such operations.

ARTICLE VII. EXECUTIVE BOARD

Section 1. MEMBERSHIP.

The following members shall constitute the Executive Board:

- A. The elected officers listed in ARTICLE V.
- B. A secretary appointed by the Chairperson.
- C. Eight members, who shall be elected by majority vote (50% +1) of the 23rd LD Central Committee at the first regular meeting subsequent to the biennial organizational meeting. The following restrictions shall apply:
 1. At least one member shall be elected from within the geographic boundaries of the four school districts within the 23rd Legislative District; and
 2. No more than five of the members elected shall be of the same gender identification.
- D. The County Chairperson of those counties having precincts included in the 23rd

Legislative District shall be an ex-officio member.

Section 2. EXECUTIVE BOARD FUNCTION.

The Executive Board shall:

- A. Conduct the business of the 23rd LD Central Committee during the intervals between regular meetings.
- B. Make recommendations to the 23rd LD Central Committee upon matters of concern to the membership.
- C. Perform such specific functions and duties as are authorized or required in the bylaws or by resolution of the 23rd LD Central Committee .
- D. Meet at the call of the Chairperson with five (5) of the members present to constitute a quorum.

Section 3. LIMITATIONS.

The Executive Board cannot negate any action taken by the 23rd LD Central Committee .

Section 4. EXECUTIVE BOARD CHAIR AND SUCCESSION.

The Chairperson of the 23rd LD Central Committee shall be the Chairperson of the Executive Board, and in that officer’s absence the succession shall fall as enumerated in ARTICLE VI, Section 4.

ARTICLE VIII. COMMITTEES

Section 1. EXECUTIVE COMMITTEE.

The elected officers identified in ARTICLE IV, Section 2 shall constitute the Executive Committee, which shall assume all duties of the Executive Board between meetings of that body, except that the subordinate body cannot overturn any action taken by its superior. The Executive Committee may reallocate funds within the budget.

Section 2. SPECIAL AND STANDING COMMITTEES.

All Committees shall be created by the Chairperson of the 23rd LD Central Committee, either by the Chair’s authorization or by direction of the 23rd LD Central Committee with the following exceptions:

- A. Those Committees dictated by State or National Democratic Party Rules, and
- B. Those Committees required by the Bylaws of the 23rd LD Central Committee .

Standing Committees shall include: Communications Committee, to provide timely information to and for the membership; Membership Committee, to maintain membership records and to recommend and implement methods for increasing membership and dues; Precinct Committee Officer Training and Support Committee, to recruit and train Precinct Committee Officers and provide support to Precinct Committees; Diversity, Equity and Inclusion (DEI) Committee to support our goals of increased diversity, equity and inclusiveness in the party; Volunteers Committee to recruit and coordinate volunteers; and Events Committee to plan and stage events to aid the 23rd LD mission.

Section 3. COMMITTEE MEMBERSHIP.

All committees must have at least three members appointed by the Chairperson except those whose membership must be selected in accordance with State and National Democratic Party Rules.

Section 4. COMMITTEE REPORTS.

Chairpersons of standing committees shall present plans of how their assigned task is to be accomplished to the Executive Board. Progress reports on Committee work shall be made as requested by the Chairperson of the 23rd LD Central Committee .

Section 4. COMMITTEE EXPENDITURES.

No committee shall incur any expenditure involving this organization unless authorized.

Section 5. CONTINUITY OF RECORDS.

Retiring Committee Chairs must relinquish all books, records, and supplies upon retirement.

ARTICLE IX. ENDORSEMENTS, APPROVAL AND APPOINTMENTS**Section 1. ENDORSEMENTS AND APPROVAL OF CANDIDATES.**

The 23rd LD Central Committee may take the following actions with respect to support for candidates seeking elected office:

- A. Endorsement and full support by the body. Endorsement shall:
 - 1. Be limited to one candidate per office in each primary or general election;
 - 2. Require a 75% majority of the members present and voting;
 - 3. Take precedence over any other action for a particular office; and
 - 4. Be the sole action that shall be taken for an elected position in which it is bestowed.
- B. Approval, allowing candidates access to mailing lists and other assistance as the Executive Board feels is prudent. Approval requires a simple majority (50%+1) of the members present and voting and may be granted to more than one candidate per elected position.
- C. Non-endorsement with no official support from the 23rd LD Central Committee .
- D. No action.
- E. Only endorsed candidates may seek financial assistance.

Section 2. ENDORSEMENT OF OTHER BALLOT MEASURES.

The 23rd LD Central Committee , upon a 75% majority of those present and voting, may take the following actions with respect to support for levy proposals, initiatives, or other ballot measures in which there are no candidates:

- A. Endorsement and support for the measure,
- B. Opposition and support against the measure.

C. Only endorsed issues may seek financial assistance.

Section 3. PROCEDURE FOR SEEKING ENDORSEMENT OR APPROVAL.

Candidates or Election Committees seeking assistance from the 23rd LD Central Committee shall contact the Chairperson, who shall present the request to the Executive Board and may request the candidate to:

- A. Submit a written application to the Executive Board electronically or by mail.
- B. Appear in person before the Executive Board.

Section 4. EXECUTIVE BOARD RESPONSIBILITY.

The Executive Board shall act as a screening committee for candidates seeking support from the 23rd LD Central Committee . Upon receipt of a request from the Chairperson and such information as the Board deems sufficient, the Board shall make a recommendation to the 23rd LD Central Committee regarding candidates or other ballot measures.

Section 5. APPOINTMENTS TO PUBLIC OFFICE.

When the 23rd LD Central Committee is required to present recommendations to fill a vacancy in public office, such recommendation shall be made in accordance with the Statutes of the State of Washington and Washington State Democratic Party Rules, however, the body as a whole may make recommendations to Resident Precinct Committee Officers.

ARTICLE X. LEGISLATIVE DISTRICT CONVENTION

The Legislative District Convention shall be held and conducted on the call of the Chair in even numbered years in conformity with State and National Democratic Party rules.

ARTICLE XI. AMENDMENT OF BYLAWS

Section 1. AMENDMENT PROCEDURES.

These bylaws may be amended at any regular meeting by a two-thirds majority of the Resident Precinct Committee Officers present and voting, or at the biennial organizational meeting pursuant to ARTICLE VI, Section 5, provided:

- A. Notice of such proposed action was included in the written notice of the meeting sent by mail or electronically, or
- B. The proposed action was presented at the previous regular meeting.

ARTICLE XII. AUTHORITY OF BYLAWS

Section 1. REPLACEMENT CLAUSE.

These bylaws supersede and replace any previous bylaws passed by the 23rd Legislative District Democratic Central Committee.

Section 2. CONFLICTS OF AUTHORITY.

Where these bylaws conflict with the Statutes or Regulations of the State of Washington or the charter, bylaws or rules of State or National Democratic Party Organizations the higher authority shall take precedence.

Section 3. POLICIES.

The 23rd Legislative District Democratic Central Committee shall fulfill its mission under rules and procedures spelled out in these bylaws and/or in policies approved by the Central Committee supporting these bylaws. Such policies shall be initially approved, subsequently amended or deleted by majority vote (50%+1) of the attending and voting Central Committee members. Such policies shall be appended to and maintained with the bylaws.

ARTICLE XIII. HISTORY OF BYLAWS

These bylaws were adopted on January 5th, 1997, and have been amended as recorded below:

March 9, 1997
January 3, 1999
February 11, 2001
December 12, 2004
December 10, 2006
December 14, 2008
December 12, 2010
December 9, 2014
December 13, 2018
December 17, 2020

* Note: *Bylaws – 20XX* is to note the year that the Bylaws were approved as existing by the PCOs at the biennial organizational meeting per ARTICLE VI, Section 5, paragraph A. or if the Bylaws were amended and approved at the biennial organizational meeting per ARTICLE VI, Section 5, paragraph B. the approval date is noted above.

POLICY 2005-1 23rd LD Travel Expense Reimbursement Policy

This policy is to cover at least partial reimbursements for expenses of officers or members of the 23rd Legislative District Democratic Central Committee incurred while doing business for, or representing, the Committee. The finances of the Committee may not be sufficient to guarantee full reimbursement for all expenses and must be considered on a case-by-case basis. Expenses not specified below must be approved in accordance with the Bylaws. Expenses greater than the amounts specified below must be approved by vote of the Executive Committee. The below rates are meant to establish the MAXIMUM reimbursement that the Executive Board will grant to an individual, in case of financial hardship.

1. **Mileage** – Mileage is intended to only cover the cost of gas. Expenses for gas will only be paid for trips greater than fifty (50) miles, one-way, from Poulsbo. Reimbursement will be based on mileage driven at the rate of \$0.575/mile.
2. **Meals** – (Where the meal is the function being attended, i.e., working breakfast/lunch/dinner, and is not a fundraiser.) Reimbursement will be paid for actual cost up to \$50.00.
3. **Meals** – (Where the meals are incidental to the travel and are not the function being attended.) Reimbursement will be paid for actual cost up to \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner.
4. **Hotels** – Hotel expenses will be covered up to the established rates by county by the Washington State Office of Financial Management. <https://www.offm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>
5. **Airplane Tickets** – Tickets must be Coach class and the lowest market rate for flights up to two stops prior to arriving at the destination.
6. **Other Expenses** – (Other expenses specifically cover ferry fares, taxis and parking.) Reimbursement for ferry fares and parking will be for actual cost. Reimbursement for parking will be for actual cost up to \$20.00/day.

Amended & approved by the 23rd LD Democratic Central Committee: Jan 28, 2021

POLICY 2006-1 Annual Membership Dues

1. The annual membership dues of the 23rd Legislative District Democratic Central Committee shall be \$24.00 per year.
2. The Executive Board of the 23rd LD Central Committee, by majority vote (50% +1), may grant full membership with reduced or 100% waived dues to any person who requests a reduction.

Amended & approved by the 23rd LD Democratic Central Committee: Jan 28, 2021

POLICY 2020-1 Endorsements/Approvals

1. When there are two or more eligible and qualified Democratic candidates for a position, no endorsement will be recommended. Approvals will be recommended to the LD body.
2. Early endorsements will be considered and possibly recommended when the candidate has been previously endorsed for the position.
3. If no endorsement has been made but only an approval, the approval can be reconsidered after the primary has occurred. (Reconsideration means to possibly upgrade from approval to endorsement OR downgrade from approval to No Action).
4. Monetary contributions to candidates may be made by the E-Board only to those endorsed by the 23rd LD. The membership will be notified at the next scheduled membership meeting of the contributions that were made.
5. Endorsements for local races (LD, municipal and junior taxing districts) are not

given to non-members of the 23rd. Approvals may be allowed in such circumstances.

6. Advertisements for any candidate or issue on 23rd LD communication systems, or activity of any candidate or issue, will be provided as a free in-kind contribution to endorsed candidates or issues.
7. Advertisements for any approved candidate, or issue, on any (or all) 23rd LD communication systems will be made after a payment of \$10 fee per advertised event. Thus, if an approved candidate wishes the 23rd LD to advertise a particular event they would pay a \$10 fee and the 23rd LD would advertise that event by email to its mail list, by posting on the 23rd LD web page, by posting to the 23rd LD Facebook page, and by transmittal to the 23rd LD Twitter account. Advertisement by the 23rd LD of other separate events would require a separate \$10 fee per event.
8. If any candidate or issue has not submitted themselves to the 23rd LD for approval or endorsement, or the 23rd LD has voted to take NO ACTION on any candidate or issue, said candidate or issue will not be allowed to advertise on any 23rd LD communication system.

Approved by the 23rd LD Central Committee: 28 May 2020.