

# 46<sup>TH</sup> DISTRICT DEMOCRATS BYLAWS

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## PREAMBLE

We, the Democrats of the 46th Legislative District, are committed to equality, justice, and opportunity, the principles of the Democratic Party, and the Constitution of the United States of America. We work together to promote a representative Party open to all who support its principles. We support public officials, candidates, issues, and policies that protect individuals' rights, civil liberties, our environment, and social and economic justice for all. We encourage participation by all residents of the District in all levels of their government. We seek their informed support. We provide access to information on policy issues and the operations of the Party. We work to elect candidates.

## ARTICLE 1: NAME

The name of this organization shall be the 46th Legislative District Democratic Organization (46th District Democrats).

## ARTICLE 2: AUTHORITY AND PURPOSE

### Section 2.1: Authority

- a. **Legal Authority.** The 46th Legislative District Democratic Organization is organized pursuant to the applicable laws of the State of Washington and the Charter and Bylaws of the Democratic Party of the State of Washington. It shall operate continuously under the applicable Bylaws and Rules of the State and National Democratic Parties.
- b. **Sole Party Organization.** The 46th Legislative District Democratic Organization is the sole local Democratic Party organization authorized to collect and disburse funds in the name of the 46th Legislative District Democratic Party or to issue public statements of policies or endorsements in the name of the 46th Legislative District Democratic Party. This organization is the sole Party organization authorized to select convention delegates or to take other actions directed by the Washington State Democratic Party.

### Section 2.2: Purpose

The purpose of the organization shall be to promote citizen participation in the Democratic Party, advance the 46th District Democrats' platform, and support and work for the election of Democratic candidates and candidates for nonpartisan office who demonstrably espouse the principles contained in that platform.

## ARTICLE 3: MEMBERSHIP

### Section 3.1: PCOs

All elected and duly appointed Democratic Precinct Committee Officers (PCOs) registered to vote in the 46th District shall be members of the organization.

### Section 3.2: Other Voting Members

Any other resident of the 46th Legislative District who declares himself or herself to be a Democrat may become a voting member upon receipt of a membership application. Those who were not members in the preceding calendar year shall be eligible to vote 21 days after receipt of their membership application.

### Section 3.3: Financial Support

- a. **Membership Dues.** Annual membership dues shall be solicited from all members. Dues apply for the calendar year from January through December.
- b. **Reduced Dues.** Reduced dues may be offered.
- c. **Additional Dues Levels.** The Executive Board shall have the authority to establish other dues.
- d. **Newsletter Subscription.** A subscription to the monthly district newsletter shall be offered for interested persons and organizations outside the district for a fee roughly equivalent to the single-copy cost of producing and mailing the newsletter annually.

- e. **Participation.** At no time, in keeping with the principles of democracy and the Democratic Party, shall District membership or participation be limited in any way by ability to pay membership dues.
- f. **Annual Review.** Dues levels shall be reviewed on an annual basis by the District Executive Board. Any change in membership dues, and the effective date of such dues, shall be voted on by the membership.

#### **Section 3.4: Members in Good Standing**

A member in good standing shall be any elected or appointed Precinct Committee Officer or any resident of the 46th Legislative District who has satisfied the provisions of all other sections of this Article. Membership is renewed annually.

#### **Section 3.5: Associate Members**

An associate member is any individual or family who pays the 46th LD dues, but does not live in the district. These members shall receive the newsletter and notices of any special meetings, events, fundraisers and gatherings. These members shall not have voting rights.

### **ARTICLE 4: MEETINGS**

#### **Section 4.1: Attendees**

All meetings of the Organization or of any of its committees or other bodies shall be open to all Democrats.

#### **Section 4.2: Regular Meetings**

The 46th District Democrats shall meet at the call of the Chair at least once per month, except in July and December, as noted below. The Chair may change or cancel the date and place for a particular meeting, provided that all members are properly notified.

- a. The district is not required to hold a July meeting in any year in which a district-wide picnic or other event to which the entire membership is invited is held within the month of July.
- b. The district is not required to meet in the month of December of any year. If there is pressing district business, a monthly meeting may be called during December, at the discretion of the Chair.

#### **Section 4.3: Biennial Reorganization**

A reorganization meeting for the District shall be held following each biennial general election, and shall be conducted in accordance with procedures prescribed by state law, the Washington State Democratic Party, and the King County Democratic Party.

#### **Section 4.4: Special Meetings Called by the District**

- a. A special meeting of elected and duly appointed PCOs may be called by 25% of the elected and duly appointed PCOs, or by the Chair.
- b. A special meeting of all members including PCOs may be called by 25% of the membership, 25% of the PCOs, or by the Chair.
- c. Notice of the time, place, and purpose of any special meeting shall be sent to each member no later than 10 days prior to the date of the meeting.

#### **Section 4.5: Special Meetings Called by County or State**

Under state law, a special meeting for elected and duly appointed PCOs may be called to participate in the process to fill vacancies in certain public offices by the District chair, the King County Democratic Party chair, or the Washington State Democratic Party Chair, in instances in which they are empowered and called upon to do so under state law.

#### **Section 4.6: Emergencies Affecting Meeting Locations**

- a. In the event that a meeting must be cancelled or moved on short notice due to any legitimate reason that causes the location to be unusable, notice shall be immediately disseminated. All reasonable efforts shall be made to post clear and significant signage at the original location stating that the meeting has been moved or cancelled.

- b. In the event the meeting is moved, no policy matters, endorsements, or officer vacancy elections shall be held in the first scheduled half hour of the meeting to allow members time to travel to the new meeting location.

#### **Section 4.7: Notice**

PCOs and/or members' notice of any meeting called under any section of this Article shall be in compliance with the appropriate sections of Article 5, Meeting Notice.

#### **Section 4.8: Quorum**

A quorum shall be declared by the Chair to exist at any regular or special meeting of the membership when 40 voting members or 10% of the voting membership, whichever is less, is present. Once a quorum has been established for a duly called meeting, it may not be questioned until action on the items indicated in the notice has been taken.

#### **Section 4.9: Reasonable Accommodation**

Reasonable accommodation for all persons with disabilities as defined under the Americans with Disabilities Act, temporary or permanent, shall be made available to the extent practicable when requested by any member or guest. The disability must be made known to the District Chair or Vice Chair with enough time to reasonably arrange the accommodation requested. As each individual and disability is different, accommodation may be different, as long as it is reasonable for the situation, and reasonable within the context of the situation and the district's resources. No accommodation for one meeting or event shall be construed as to create a precedent for another meeting or event, as each accommodation shall be, to the best of the Chair and/or Vice Chair's ability and district resources, tailored to each circumstance and what is reasonable for one instance may not be reasonable in another. To the extent possible, this Section shall be interpreted with a bias for inclusion of all.

### **ARTICLE 5: MEETING NOTICE**

#### **Section 5.1: Meeting Notice Requirements**

All members shall be sent prior notice of at least 10 days of all meetings and of any specific orders of business to be acted upon in any meeting. Notice shall be sent by email unless a member asks to be contacted by United States Postal Service mail.

#### **Section 5.2: Notice Required at Prior Meeting**

Any election to fill a vacancy in any elected officer position of the 46th District Democrats organization or of any proposed amendment to these Bylaws shall be announced at the immediately preceding District meeting.

#### **Section 5.3: Additional Requirements**

Notice sent to each member no less than 10 days prior to the meeting at which any proposed dues changes, any endorsement of a candidate or ballot issue, or any proposed donation or contribution of funds in support of any candidate, ballot issue or group, shall be provided to all members.

#### **Section 5.4: Notice by Newsletter**

Publication of the next meeting's Agenda in the monthly District Newsletter shall constitute proper notification for all orders of business enumerated therein. The deadline for inclusion of items in the monthly District Newsletter shall be included within the preceding month's newsletter. The newsletter shall be sent by email, unless requested otherwise by an individual member or household, per section 5.1 of this Article.

#### **Section 5.5: Public Notification**

All meetings of the general membership and the Executive Board must be announced to the general public. Posting of such meetings on the District website at least 10 days prior to the meeting date shall satisfy this requirement.

#### **Section 5.6: Updating Membership Contact Information**

The District shall promptly update its records when members provide updated physical and/or electronic contact information in order to provide appropriate notice.

## ARTICLE 6: OFFICERS

### Section 6.1: Elected by PCOs Only

1. Officers of the organization shall include the following, to be elected by majority vote of eligible PCOs present at the biennial reorganization meeting—or, to fill a vacancy, at another District meeting—after appropriate notice as required by Article 5 of these Bylaws:

- a. Chair (one)
- b. Vice-Chair, who shall be of a differing gender to the Chair (one)
- c. Representative A to the King County Democratic Central Committee (KCDCC) Executive Board (one)
- d. Representative B to the KCDCC Executive Board, who shall be of a differing gender to Representative A (one)
- e. Alternate A to the KCDCC Executive Board (one)
- f. Alternate B, who shall be of a differing gender to Alternate A to the KCDCC Executive Board (one)
- g. State Committee Member A (one)
- h. State Committee Member B, who shall be of a differing gender to Committee Member A (one)

Any member in good standing may be elected to the foregoing offices, but only elected PCOs or, in the case of an election to fill a vacancy occurring after the biennial re-organization, PCOs appointed after election of the Chair may cast votes for those offices other than Chair, per State law and the Washington State Democratic Party Charter and Bylaws.

2. Any PCO elected in the public election of each even-numbered year may vote for chair. Only those PCOs elected in such manner may vote to replace a district chair who has resigned, passed away, or been removed from office, per State law.

### Section 6.2: Elected by PCOs and General Members

Additional officers shall include the following, to be elected by majority vote of eligible voters present at the biennial reorganization meeting—or, to fill a vacancy, at another District meeting—after appropriate notice as required by Article 5 of these Bylaws:

- a. Secretary (one)
- b. Treasurer (one)
- c. District Executive Board Members-at-Large (nine)

### Section 6.3: Nominated by Chair, Confirmed by PCOs and General Members

The chair shall nominate an appropriately-qualified Treasurer to be confirmed by majority vote of eligible voters present at a regular district meeting occurring after appropriate notice as required by Article 5 of these Bylaws. In the period between nomination and the meeting at which confirmation will be on the agenda, the Executive Board shall review the qualifications of the nominee and make a recommendation to the body as to whether confirmation of the nominee is appropriate.

During any period in which the office of Treasurer is officially vacant, the Chair is responsible to ensure through personal action or responsible delegation that the Public Disclosure Commission reports are timely and accurately filed, and that the books and accounts of the 46<sup>th</sup> District Democrats are maintained.

### Section 6.4: Appointed by the Chair

To ensure that adequate seasoned leadership, particularly in specialty areas requiring specific experience and/or training, is available to the District, the Chair shall have the authority, subject to confirmation by a 2/3 majority of the Executive Board, to appoint from the membership two additional At-Large Board Members, if the chair chooses to do so. These members, upon confirmation, shall have the same rights and responsibilities as other Board Members At-Large.

### Section 6.3: Distribution of Officers

Any member in good standing may be elected to the offices listed in this Article, provided at least one position shall be filled by a resident from each of Kenmore, Lake Forest Park, and Seattle. Rules for conducting the vote shall be adopted that ensure this distribution requirement will be met.

#### **Section 6.4: General Provisions**

- a. This organization functions continuously per Article 2; therefore, all officers shall serve until the next biennial reorganization meeting or until their successors are duly elected and installed, unless they resign, become ineligible to serve, pass away, or are duly removed from office.
- b. All members of the Executive Board are expected to have routine access to e-mail and the 46th district web site, or to arrange for equivalent ability to receive and send e-mail messages expeditiously and to be able to monitor the web site for information. Telephone contact alone does not fulfill this obligation of officers.

#### **Section 6.5: Chair**

- a. **Executive Authority.** The Chair shall be the chief executive officer of the organization and shall call and preside over its meetings and the meetings of its Executive Board. The Chair shall serve as the sole official spokesperson for the Organization and supervise the preparation of its newsletter and other public announcements. The Chair shall be responsible for maintaining or causing to be maintained the records of the District Organization.
- b. **Power of Appointment.** The Chair shall appoint all committee chairs and all committee members. The Chair shall serve as an ex officio member of all committees.
- c. **Appointments and Supervision.** The Chair shall appoint and supervise a Sergeant at Arms, a Webmaster, and a Newsletter Editor, as well as any other positions of responsibility as the Executive Board may authorize.
- d. **Responsibility for Delegate Selection.** The Chair shall be responsible to ensure that all arrangements are made to conduct the District Delegate Selection process whenever the District Organization is called to select delegates for a State Democratic Convention.
- e. **Representative Responsibilities.** The Chair shall serve on any committee, organization, or board formed by the King County Democratic Party or the Washington State Democratic Party for Legislative District Chairs.
- f. **Deputy Treasurer Responsibilities.** The Chair shall serve as a Deputy Treasurer.

#### **Section 6.6: Vice-Chair**

The Vice-Chair shall serve in the absence or incapacitation of the Chair and perform other duties as may be assigned by the Chair. The Vice-Chair shall also serve as a Deputy Treasurer.

#### **Section 6.7: Secretary**

- a. **Recording Meeting Minutes.** The Secretary shall take, or cause to be taken, and maintain minutes of District and District Executive Board meetings. The minutes shall include all actions taken at the meeting, including all decisions or rulings by the Chair, all votes taken, all nomination and elections and their results, decisions on expenditures, and any other information affecting the operation of the District Organization. The Secretary shall timely provide a copy of draft minutes of the meeting to the chair for publication in the next newsletter.
- b. **Summation of Treasurer's Report.** The Secretary shall include in the meeting minutes a summation of the Treasurer's report.
- c. **Adoption and Publication of Minutes.** The Secretary shall provide the minutes for adoption of amendment at the next meeting or the membership, or, in the case of the Executive Board, at its next meeting. The Secretary shall ensure that minutes of the membership and Executive Board meetings, as adopted, are posted on the District website for public inspection.
- d. **District Correspondence.** The Secretary shall also assist the Chair in managing the organization's incoming and outgoing correspondence.

#### **Section 6.8: Treasurer**

- a. **Duties of the Treasurer.** The Treasurer shall be responsible for the collection, recording, safekeeping and disbursement of the organization's financial resources. The Treasurer shall manage the organization's bank account(s) and prepare appropriate timely reports to the Public Disclosure

Commission (PDC). The Treasurer shall make a financial report, including a status update of PDC reports, at each regular Executive Board and District meeting.

- b. **Finance Committee.** The Treasurer shall serve as an ex officio member of the District Finance Committee.
- c. **Deputy Treasurers.** The Chair and the Vice-Chair shall serve as Deputy Treasurers. The Chair may appoint additional Deputy Treasurers as necessary.

#### **Section 6.9: Executive Board Members-at-Large**

The District Executive Board Members-at-Large shall perform such duties as may be assigned to them by the Chair.

#### **Section 6.10: Representatives to KCDCC Executive Board**

- a. **Representation on the KCDCC Executive Board.** The two Representatives to the King County Democratic Central Committee (KCDCC) Executive Board shall represent the District on that Board and report on its activities at every membership meeting. The alternate representatives to the KCDCC executive board shall be ready to represent the district in the event the representatives cannot attend a meeting.
- b. **Other Duties.** KCDCC representatives shall also perform such duties as may be assigned to them by the Chair.

#### **Section 6.11: State Committeeman/Committeewoman**

- a. **Representation on the State Committee.** The State Committeeman and State Committeewoman shall represent the District on the Washington State Democratic Central Committee (WSDCC) and report back on the business of that committee, and perform such duties as may be assigned to them by the Chair.
- b. **Other Duties.** State Committee members shall also perform such duties as may be assigned to them by the Chair.

### **ARTICLE 7: VOTING**

#### **Section 7.1: Voting by Precinct Committee Officers**

Elected and duly appointed PCOs shall be entitled to vote on all matters that come before the membership at all District meetings. Only elected and appointed PCOs may vote for the offices listed in Section 6.1 of these Bylaws, to fill legislative vacancies, or adopt or amend District Bylaws, pursuant to state law (RCW Chapter 29A.80, et al., Political Parties) and the Bylaws of the Democratic Party of the State of Washington (Article IX, Legislative District Organizations).

#### **Section 7.2: Voting by All Members**

All members in good standing as provided in Article 3 shall be entitled to vote for the offices listed in Section 6.2 of these Bylaws and, subject to Section 6.2, on all other items up for consideration at District meetings.

#### **Section 7.3: Proxies**

- a. Proxies shall not be recognized in voting on any District business.
- b. Remote electronic accommodation for attendance, in the instance of a member having a temporary or permanent disability or illness, shall not be considered a proxy, but remote in-person attendance, and shall not create a claim for proxy accommodation for other members.

### **ARTICLE 8: VACANCIES IN OFFICE**

#### **Section 8.1: General Provisions**

Whenever a vacancy in an elected office of this organization shall occur, the Chair may appoint a temporary replacement to serve until the next District meeting at which time, after notice as required by Article 5 of these Bylaws, a new officer shall be elected under the appropriate rules for the specific office.

### **Section 8.2: Vacancy in the Office of District Chair**

Whenever a vacancy in the office of District Chair shall occur, the Vice-Chair shall serve until a new Chair may be elected by the elected and duly appointed PCOs in accordance with state law, or until the current term expires, whichever comes first.

### **Section 8.3: Procedures for Electing Officers**

The District Executive Board shall propose procedures for conducting the election of officers and shall cause those procedures to be published in the meeting notice per Article 5, sent to each member no less than 10 days prior to the meeting.

## **ARTICLE 9: REMOVAL OF OFFICERS**

### **Section 9.1: Requirements for Vote**

Any officer, including Chair, may be removed from office for cause by a 2/3 majority vote of the members qualified to vote for the office in question.

### **Section 9.2: Removal by Petition**

**a. Removal of the Chair:** If the officer whose removal is sought is the District Chair, the petition for removal must be submitted to the District Vice Chair. A Call to the meeting, issued in the names of the signers of the petition, must be delivered to all elected PCOs at least 10 days prior to the meeting. Due to the seriousness of this type of action, for this purpose, the call to the meeting and the charges must be sent via both postal mail and electronic means. The Call to the meeting must include the names of the petitioners seeking removal, the name of the officer whose removal is being sought, the grounds for removal, and the date, time and place of the meeting.

**b. Removal of other officers:** Removal proceedings may be initiated by a petition signed by 25% of the elected and duly appointed PCOs calling for a meeting of all members qualified to vote. The officer whose removal is sought must be notified of the effort at least 14 days prior to the meeting and include the grounds for removal, and the place and time called for the vote for removal, the date that such a meeting will be called and a request for a rebuttal of the grounds for removal to be included in the call to the meeting.

### **Section 9.3: Meeting for Removal by Petition**

A meeting called for the purpose of acting on a petition for removal of any officer other than the Chair shall be convened and conducted by the District Chair. If the officer whose removal is sought is the District Chair, the District Vice Chair or their designee shall chair the meeting.

### **Section 9.4: Motion for Removal**

A petitioner shall enter a motion for removal that must include the grounds for removal. The officer whose removal is being sought must be offered a fair opportunity for rebuttal.

### **Section 9.5: Removal by Resolution of Executive Board**

The District Executive Board may call for the removal of any officer other than the District Chair by passing a Resolution for Removal of the officer and the grounds for such removal. Unexcused absence from two consecutive District or two consecutive District Executive Board meetings shall be a cause for removal. The Resolution shall be presented at the next General membership meeting and requires a 2/3 majority vote for passage. The Resolution for Removal shall be listed as the first order of business in the meeting agenda.

## ARTICLE 10: PRECINCT COMMITTEE OFFICERS

### Section 10.1: Precinct Committee Officers (PCOs)

- a. **Elected** PCOs are those elected as Democratic Party PCOs in the State Primary Election of even-numbered years. Elected PCOs must be registered voters in the precinct they serve.
- b. **Appointed** PCOs are those persons duly appointed to fill a vacancy in the office of Democratic PCO in any precinct within the 46th LD pursuant to provisions of RCW 29A.80.031 and the Washington State Democratic Party and King County Democratic Party Charters and Bylaws. Appointed PCOs must be registered voters in the precinct they serve.
- c. The chair may appoint other persons to serve as **Acting Precinct Captains** in precincts without a PCO. Acting Precinct Captains must live within the District. Acting Precinct Captains cannot carry out any functions reserved exclusively to elected and duly appointed PCOs, and their voting rights are the same as regular members.

### Section 10.2: Application for PCO Appointment

Any Democrat registered to vote in a precinct with a vacancy in the office of PCO may apply for appointment to the office. The Chair shall introduce each applicant to the membership and entertain a motion to approve the appointment. When more than one application for the same precinct position is submitted in any District meeting, they shall be voted on at the same time. The names of the persons receiving affirmative votes shall be forwarded by the District Chair to the King County Democratic Chair for appointment to the office.

### Section 10.3: Appointment of Approved PCOs

Signature by the KCDCC Chair shall complete the process, and these two steps together shall be the only method of appointment for Precinct Committee Officers. Identifying information for all Elected and Appointed PCOs will be posted on the District Website, and forwarded to the KCDCC, as PCOs have joint membership in both organizations.

## ARTICLE 11: DISTRICT EXECUTIVE BOARD

### Section 11.1: Members

All elected and duly appointed officers shall be voting members of the District Executive Board, which shall be responsible for implementing policies and transacting business approved by the membership.

### Section 11.2: Executive Board Meetings

Executive Board meetings shall be held at regular intervals at the call of the Chair and shall be announced in the online calendar. All such meetings shall be open to the membership, except when called into Executive Session by the Chair. A quorum shall consist of a majority of the members of the Executive Board, excluding vacancies.

### Section 11.3: Standing Rules

The Executive Board shall, as necessary, adopt Standing Rules consistent with these Bylaws. Such Standing Rules shall be available for the membership to review and, as from time to time amended, shall remain in effect until they are repealed, amended, or rendered obsolete.

### Section 11.4: Additional Duties

- a. The Executive Board shall perform such further duties as the facilitation of membership meetings pursuant to Article 4, shall propose rules for endorsement meetings pursuant to Article 15, and it shall adopt a temporary officer succession order and plan for the possibility that the Chair and Vice Chair be simultaneously unavailable to carry out their immediate duties, such as chairing the monthly meeting. This succession plan for temporary situations shall neither supercede nor conflict with Article 8, Vacancies.
- b. Additionally, the Executive Board may authorize expenditures pursuant to Article 12 and make endorsement recommendations to the membership pursuant to Article 15.
- c. The membership may from time to time delegate other authority to the Executive Board.

## **ARTICLE 12: EXPENDITURE OF DISTRICT FUNDS**

### **Section 12.1: Annual Budget**

The Chair shall propose an annual budget. The District budget shall operate on the calendar year. Adoption of an annual budget by the District membership shall constitute authorization for payment of expenses provided for therein. The Chair, in consultation with the Treasurer, Vice Chair, or any other duly approved and authorized deputy treasurer may also authorize in advance any reasonable expenditure incident to an event, meeting, or program approved by the District membership. In an interim period from January 1 until the formal adoption of the annual budget, the Chair, in consultation with the Treasurer or Vice Chair, may authorize those expenditures required for the basic operations of the organization.

### **Section 12.2: Exceptional Expenditures**

Any expenditures of \$2,500.00 or more not previously authorized under the annual adopted budget shall be made by check signed by two of the following three officers: District Chair, Vice-Chair, or Treasurer.

### **Section 12.3: Financial Review**

The District Chair shall, at least once during their term, appoint—subject to confirmation by the Executive Board—a Financial Review Committee of at least two non-Executive Board members. The committee shall review the District's financial records for the period since the previous such review and present a report to the membership within 90 days of their confirmation.

## **ARTICLE 13: COMMITTEES**

### **Section 13.1: Standing and Ad Hoc Committees**

There shall be standing committees and such ad hoc committees as the Chair may appoint. The District Chair shall appoint all committee chairs and shall serve as an ex-officio voting member of all committees. All committee members shall serve at the discretion of the District Chair.

### **Section 13.2: Bylaws and Rules**

The Bylaws and Rules Committee shall be a standing committee responsible for the biennial review of the district Bylaws, the periodic review as needed of any of the Standing Rules library, and the organization of consideration of any Standing Rules to be adopted.

### **Section 13.3: Communications**

The Communications Committee shall be a standing committee responsible for assisting the District Chair to communicate with the District membership and the public.

### **Section 13.4: Community Outreach**

The Community Outreach Committee shall be a standing committee responsible for developing and implementing an action plan for linking the 46th District Democrats with neighborhood and community organizations within or affecting North Seattle, Lake Forest Park, and Kenmore.

### **Section 13.5: Elections**

The Elections Committee shall be a standing committee responsible for developing and implementing a plan for recruitment, training and support of the District's PCOs, and for coordinating the efforts of PCOs, Election Captains, and volunteers to support endorsed candidates and ballot measure positions. This may include the establishment and training of Area Coordinators, and the development and/or distribution of campaign literature for elections.

### **Section 13.6: Finance**

The Finance Committee shall be a standing committee with responsibility for developing an annual budget and recommendations for strategies to support the solid financial management of the organization.

**Section 13.7: Fundraising**

The Finance Committee shall be a standing committee with responsibility for working with the Finance Committee to develop an annual budget and recommendations for fund raising strategies to support the political and program objectives of the organization.

**Section 13.8: Inclusion**

The Inclusion Committee shall be a standing committee with responsibility for developing recommendations for furthering the effort of ensuring the inclusion of marginalized and/or vulnerable individuals as members, including but not limited to: persons with disabilities, persons of color, persons descended from the indigenous peoples of North America and Hawai'i, persons of limited economic means, women, youth, elders, persons who identify as LGBTQQIA, immigrants, new Americans, and others who have been historically marginalized or discriminated against.

**Section 13.9: Legislative Action**

The Legislative Action Committee shall be a standing committee responsible for developing, and assisting the organization with implementation of, action plans to advance key issues consistent with the District platform. The Committee shall, insofar as feasible, coordinate its efforts with related activities of the Washington State Democratic Party, King County Democratic Party, and other interested organizations.

**Section 13.10: Membership and Credentials**

The Membership and Credentials Committee shall be a standing committee with responsibility for facilitating the growth and satisfaction of the membership, for maintaining the membership data in the district database, and for providing a credentials report at the call of the Chair.

**Section 13.11: Platform and Resolutions**

The Platform and Resolutions Committee shall be a standing committee responsible in even-numbered years for developing, and proposing for adoption by the membership, a platform representative of 46th District Democratic voters' values and views on matters of political relevance. The platform shall have local sections for Lake Forest Park, Kenmore, and Seattle- specific issues in addition to more general issues. Suggested positions highly specific in nature, or on transitory issues, shall be considered proposed Resolutions and treated in accordance with Article 14 of these Bylaws.

**Section 13.12: Program**

The Program Committee shall be a standing committee responsible for the development of District meeting programs.

**Section 13.13: Raymond T. Cole Fund**

The Raymond T. Cole Fund Committee shall be a standing committee responsible for managing and ensuring the integrity of Raymond T. Cole's bequest to the 46th District Democrats. The Cole Fund shall be managed separately from the Operating Budget in accordance with criteria, developed by the Committee and approved by the District membership, for evaluating and approving grant requests and ensuring their adherence to the values of Raymond T. Cole. These criteria shall be included in the District's Standing Rules.

**Section 13.14: Tally**

The Tally Committee shall be a standing committee responsible for the smooth organization and administration of all business at meetings conducted by paper ballot or needing tally clerks for counting a division of the house.

**Section 13.15: Technology**

The Technology Committee shall be a standing committee responsible for ensuring the smooth operation of all technology deployed at meetings, for the maintenance of our district website and e-mail tools, for assisting the membership and communications committees with technology needs to ensure a robust email, online and social media presence, and other technology responsibilities as assigned.

## ARTICLE 14: RESOLUTIONS

### Section 14.1: Submission of Proposed Resolutions

Any proposed resolution must be submitted in writing to the District Chair and referred for review and recommendation by the Chair of the Platform and Resolutions Committee.

### Section 14.2: Publication of Proposed Resolutions

Any proposed resolution shall be published in the Newsletter prior to the regular District meeting at which it is to be considered, unless the District Chair together with the Resolutions Committee Chair withholds the resolution. A description of the proposal in the Newsletter and a link to the full text of the resolution on the District web site also satisfies this requirement.

### Section 14.3: Time-Critical Resolutions

Upon a ruling by the District Chair after consultation with the Resolutions Chair that a proposed resolution needs immediate consideration and could not reasonably have been submitted in time for the prescribed advance review and notice, the resolution may still be considered by the body provided:

- a. A two-thirds majority vote of members present and voting at a duly called meeting agree to immediate consideration of the resolution; AND
- b. The resolution sponsor brings to the meeting copies of the full resolution. The number of copies required is outlined in the District's Standing Resolution and Platform Rules.

## ARTICLE 15: ENDORSEMENTS

### Section 15.1: Endorsement Meetings

All regularly scheduled meetings between filing date and the November general election shall be open for agenda items relating to endorsements. Any other district meeting may be called an endorsement meeting, providing it is so announced in the duly mailed meeting notice. The call shall name specific election dates, offices, and/or ballot measures.

- a. **Rules.** Specific rules governing the Endorsement process shall be proposed annually by the Executive Board and approved by the full membership.
- b. **Action.** Action taken may include Endorse, Reject, or No Action. An Endorsement is specifically positive, Rejection is specifically negative, and No Action is as stated—no action, either positive or negative, is taken at that time. Endorsement or Rejection may include adoption of a position specifically opposed to or in praise of a candidate or ballot issue.
- c. **Process.** To Endorse or Reject requires a specific motion, and a 60% vote of those eligible members present and voting. For No Action, either a specific motion may be offered, or simply no action may be taken by the body.

### Section 15.2: Public Statements, Funds Dispersal

No public statement of endorsement may be made or funds and other District resources, including organization of field actions, dispersed on behalf of candidates without endorsement as specified in this Article.

### Section 15.3: The 46<sup>th</sup> District Democrats Endorse Democrats

The 46<sup>th</sup> District Democrats endorse only those candidates who choose to publicly declare that they are Democrats and to be identified as such, including for non-partisan office. This requirement does not apply to judicial candidates, who are prohibited from public partisan affiliation.

## **ARTICLE 16: AMENDMENT OF BYLAWS**

### **Section 16.1: Term**

These Bylaws shall remain in effect until amended or replaced.

### **Section 16.2: Amendment**

These Bylaws may be amended by a majority vote of elected and duly appointed PCOs present and voting at a duly called biennial reorganization meeting or during the first two regular meetings thereafter, in accordance with Washington State Democratic Party and King County Democratic Party rules, after notice as required by Article 5 of these Bylaws. At subsequent dates, a two-thirds majority vote of elected and duly appointed PCOs gathered at a district meeting after physical notice has been provided shall be required for an amendment so approved to take effect.

### **Section 16.3: Implementation of Amendments**

Following adoption at the biannual district re-organization meeting, or any other eligible meeting at which the bylaws are amended, the pagination, section numbering, font and kerning, and the table of contents shall be revised for accuracy, if necessary, and the new version of the bylaws shall be promulgated on the district website.

## **ARTICLE 17: PUBLIC EMERGENCIES AND NATURAL DISASTERS**

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 meetings by electronic or other remote access means as reasonably necessary only 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.

## **ARTICLE 18: RULES OF ORDER**

In all matters not expressly covered by these Bylaws or accompanying Rules, or by the Washington State Democratic Central Committee Charter or bylaws or by the Revised Code of Washington, Robert's Rules of Order Newly Revised, latest edition, shall govern all 46th District meetings and all meetings of the 46th District Executive Board.

*As Adopted with Amendments: February 1985; November 1986; February 1987; June 1992; March 1993; July 1993; April 1995; January 2000; June 2002; November 2002; April 2003; April 2005; April 2007; January 2009; April 2009; May 2009; January 2011; March 2011; February 2012; February 2013; March 2014; January 2015; March 2017, April 2017; May 2017; November 2017; March 2019; November 2019; April 2020; January 2021*