

Bylaws of the 46th District Democratic Organization

EXCERPTS by TOPIC – Articles related to the Election of Officers and their Duties

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: 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 6.4: 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 6.5: 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 6.6: 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 6.7: 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 6.8: 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 6.9: 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 6.10: 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 6.11: 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 6.12: 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 PCOs

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 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 District Newsletter. 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.