

**10<sup>th</sup> LEGISLATIVE DISTRICT DEMOCRATIC  
ORGANIZATION BY-LAWS**

Revised June 2021

**ARTICLE I – NAME**

The name of this organization shall be the “Tenth Legislative District Democratic Organization”, herein after referred to as the 10<sup>th</sup> LDDO.

**ARTICLE II – PURPOSE**

Section 1: It shall be the objective of this organization to actively support the election of democratic candidates at all levels and to encourage growth and influence of leaders, involve the membership and maintain harmony in the party.

Section 2: Authority. The 10th LDDO operates under the applicable articles and sections of the charters and bylaws of: The Democratic National Committee (DNC), The Washington State Democratic Central Committee (WSDCC), as well as the applicable laws of the State of Washington. [Note: RCW 29A.80.010; RCW 29.80.030]

**ARTICLE III – MEMBERSHIP and DUES**

Section 1: Membership in the 10<sup>th</sup> LDDO shall be open to all persons who are registered voters residing within the 10<sup>th</sup> Legislative District and who publicly identify as Democrats.

Section 2: Precinct Committee Officers (PCO’s) who were elected or appointed shall have the right to vote on all issues in the general membership meetings.

Section 3: Associate membership (voice but no vote, nor office) is open to all registered voters outside the 10<sup>th</sup> Legislative District who publicly identify as Democrats.

Section 4: Upon payment of dues, after a 14-day waiting period, any registered 10<sup>th</sup> LD voter professing to be a Democrat, becomes a member in good standing and will be granted voting rights at the next general meeting of the 10th LDDO.

Section 5: Each member in good standing may vote on all matters at regular meetings except that:

- A. only elected and appointed PCOs can vote to fill vacancies on the E-Board.
- B. only elected and appointed PCOs can vote to recommend a replacement to fill an empty partisan office
- C. only elected and appointed PCOs can vote to select a candidate to run in an election for which no Democrat has filed.

- D. only elected PCOs can vote on bylaw changes
- E. only elected PCOs can vote on reorganization

Section 7: The amount of annual dues shall be established and may be changed by a majority vote of the Executive Board in December of each year based upon the advice of the Finance committee.

Section 8: No individual who suffers economic hardship shall be denied membership.

Section 9: The membership year shall be defined as Dec 1 – Nov 30.

Section 10: Dues apply for the membership year and are payable annually starting December 1<sup>st</sup>. Membership is forfeited if dues are not paid by March 1<sup>st</sup>. Members that were in good standing the previous membership year shall retain privileges until March 1.

Section 11. Loss of Membership.

- A. Membership is forfeited if a member moves outside the boundaries of the 10<sup>th</sup> LD. If an official change in the district boundary lines of causes a member to have legal residence outside the district, the member may choose to remain in good standing until the end of the membership year.
- B. Membership is forfeited for failure to meet membership requirements.
- C. There will be no refund of membership fees in any event.
- D. Membership can be revoked in accordance with parliamentary procedure.
  - 1. If the membership has been revoked from a PCO, the PCO retains only the statutory rights as defined by Washington State law.

Section 12. Privacy and use of information.

- A. The officers of the 10<sup>th</sup> LDDO may use the membership information which includes, but is not limited to; address, cell phone number and email address to fulfill the purpose of the 10<sup>th</sup> LDDO [Note: Article II, Section 1]
- B. The privacy of the 10<sup>th</sup> LDDO membership shall be protected by not providing membership lists or contact information to any other organization, individual, candidate or entity for any reason unless required to by these bylaws, Washington State Law or the WSDCC.

## **ARTICLE IV – GOVERNMENT**

Section 1: The 10th LDDO shall be presided over by its Chair and governed by its Executive Board.

Section 2: A reorganization meeting shall be held every two years at the general membership meeting in December or January, following the election of PCO's. Officers of the 10th LDDO for shall be elected at this time. Only newly elected PCOs may vote on new officers. Officers serve a two (2) year term.

## **ARTICLE V – MEETINGS**

Section 1: General meetings of the 10th LDDO shall be held quarterly; the first General meeting shall be within three (3) months-of the reorganization meeting. Additional meetings may be called at the direction of the Chair or 15 members in good standing by written or electronic mail petition at least five (05) days prior to the meeting.

Section 2. At these quarterly meetings, PCO's and other members in good standing shall have voice and vote on the business of the organization. Their decisions shall guide the Executive Board in the conduct of the affairs of the District. This shall include, but not be limited to, the approval of resolutions and the endorsement of candidates.

Section 3: Notice of quarterly general meetings shall be made by mail or email to all members in good standing at least ten (10) days in advance of the meeting with date, time, and location.

Section 4: In January, the dates for quarterly meetings will be set by the Executive Board.

Section 5: A quorum, at a general meeting, shall consist of 10% of the PCOs and members in good standing. No business shall be conducted in the absence of a quorum.

Section 6: All questions of procedure shall be governed by Roberts Rules of Order, revised edition, unless special rules have been adopted.

Section 7. All meetings of the 10th LDDO, the 10th LDDO Executive Board or of any committee thereof may be held by means of telephone or video conferencing or other communications equipment by means of which all persons participating in the meeting can hear each other and be heard. Participation by a member in a meeting pursuant to this Section shall constitute presence in person at such meeting.

## **ARTICLE VI – EXECUTIVE BOARD**

Section 1: Any 10<sup>th</sup> LDDO General Member may be elected or appointed to any 10<sup>th</sup> LD office in accordance with the following:

- A. The Chair and the 1<sup>st</sup> Vice-Chair must be different genders.
- B. The Vice-Chairs should be from different counties when possible.
- C. The State Committee Members must be different genders.

Section 2: The Executive Board shall consist of:

- A. The elected officers (Chair, First and Second Vice-chairs, Secretary, Treasurer, two State Committee Members),
- B. And the County Democratic Central Committee Chairs of Island, Skagit and Snohomish counties or their designates who are Democratic members at large, and are registered voters.
- C. And one representative chosen unanimously by the Chairs of each Young Democrats Chapter whose boundaries extend into the 10th Legislative District. The representative must reside and vote within the 10th Legislative District. The Chairs of each of these Young Democrats chapters will provide written notification to the 10th LDDO Executive Board of which member they nominate to serve on the 10th LDDO Executive Board.

Section 2: Each member of the Executive Board shall hold office for two (02) years, or if appointed, until the next reorganization meeting.

Section 3: The duties of the Executive Board include adopting a budget for each year, formulating policies for the 10<sup>th</sup> LDDO, developing strategies for the district, and voting on any expenditure proposed beyond approved budgets.

Section 4: The Executive Board shall meet monthly, or at the call of a majority of the Board. The Chair may call an emergency Executive Board meeting with not less than twenty-four (24) hours' notice provided that all of the following requirements are met:

- 1. The reason for the emergency meeting is such that normal notice would result in severe or substantial consequences to the 10th LDDO
- 2. The scope of the emergency meeting is limited only to matters that would result in severe or substantial consequences to the 10th LDDO
- 3. The scope of the meeting is clearly identified in the Call to Meeting.
- 4. The Call to Meeting shall be posted on appropriate web channels and emailed to the entire membership of the 10th LDDO.
- 5. Every effort must be made to make direct contact with every Executive Board member i.e. direct message, text, phone.

Section 5: Five (05) of the elected members of the Board shall constitute a quorum.

Section 6: Officers of the 10th LDDO, who fail to attend three (03) meetings in a year may be replaced.

Section 7: In the event of a vacancy of the Executive Board, due to a resignation or inability to serve, such vacancy shall be filled by the Chair with the approval of the majority of the

Executive Board and shall stand for election at the next general meeting. Vacancies among County Democratic Central Committee Chairs shall be filled by their respective organizations.

Section 8: No member may use their title of office or identify themselves as representing the 10th LDDO or any of the subordinate bodies unless authorized by the Executive Board.

## **ARTICLE VII – DUTIES OF OFFICERS**

Each officer shall keep records and pertinent correspondence received and sent. They shall surrender all records to their successor when they leave their elected position.

### **LEGISLATIVE DISTRICT CHAIR**

Section 1: The Chair of the 10<sup>th</sup> LDDO is the Chair of the Executive Board and is, ex-officio, a member of all committees.

Section 2: Meetings of the 10<sup>th</sup> LDDO shall be presided over by the Chair, or in the Chair's absence, the 1<sup>st</sup> Vice Chair.

Section 3: Standing Committees – As soon as possible after the reorganization meeting, the Board shall appoint Committee Chairs for the standing committees of Finance, Campaigns, Endorsements, Technology, Rules and Bylaws, Diversity and Inclusion, Publicity, and Membership. Committee Chairs so appointed shall serve until the next reorganization meeting. The Standing Committee Chairs shall recruit members of their committee from Island, Skagit and Snohomish counties. Committee Chairs serve at the pleasure of the Executive Board. Other necessary committees may be appointed as the Executive Board decides. Board members may serve as ex-officio members of all committees.

Section 4: At the reorganization meeting, the 10<sup>th</sup> LDDO Chair shall preside over the reorganization meeting and shall conduct an election for a temporary chair to direct the election of the new chair and a smooth transition for the district to new leadership.

### **VICE CHAIRS**

Section 1: The Vice-Chairs shall aid the Chair and shall, in the absence of the Chair, preside over the meeting, as stated above.

Section 3: The First Vice-Chair shall become the chair if there is a permanent vacancy in that office, regardless of gender.

Section 4. Vice-chairs shall perform such duties as may be assigned by the chair

## **SECRETARY**

Section 1: The Secretary shall record and retain permanent minutes of all Executive Board meetings, general meetings and reorganization meetings of the 10<sup>th</sup> LDDO.

Section 2: Copies of these minutes will be transmitted within ten (10) days to the Board members and PCO's.

Section 3: Hard copies of all minutes shall be maintained in a 10th LDDO binder and made available at every meeting. Any members in good standing, upon request, may also receive a copy of the minutes. Electronic transmission is sufficient to accomplish these tasks.

## **TREASURER**

Section 1: It shall be the duty of the Treasurer to collect and disburse all funds of the organization.

Section 2: The Treasurer shall submit, in writing, a report monthly of all financial activities to date.

Section 3: The Treasurer shall prepare and file all reports to the Public Disclosure Commission (PDC) as mandated. Copies of PDC reports shall be included as part of the Treasurer's report.

Section 4: Expenditures exceeding \$200.00 will require prior Board approval. Disbursement shall be by check, signed by the Treasurer or the District Chair.

## **STATE COMMITTEE MEMBERS**

Section 1: The State Committee Members shall represent the 10<sup>th</sup> Legislative District at all Washington State Democratic Central Committee meetings (WSDCC) and will report to the membership at regular meetings.

Section 2: The two State Committee Members shall be different genders and represent different counties, if possible.

Section 3: They will receive direction from the Board and represent the concerns of the 10<sup>th</sup> Legislative District when dealing with issues brought before the State Central Committee.

Section 4: State Committee Members are expected to attend the three State Committee meetings each year which are held at various locations around the state.

Section 5: State Committee Members shall secure a proxy to attend any meeting of the Washington State Democratic Central Committee that the State Committee Member cannot attend.

## ARTICLE VIII – STANDING COMMITTEES

Committee Chairs shall be non-voting members of the Executive Board.

**FINANCE** - The Finance Committee, through its Chair, shall develop and propose to the Board, a revenue and expense budget for the 10<sup>th</sup> LDDO. This committee shall organize and administer fundraising events for the 10<sup>th</sup> LDDO. It shall recommend to the Board, for approval, the distribution of campaign funds. The Finance Committee will secure an outside consult to perform an annual audit of the books. A written report from the consultant will be provided to the members of the Executive Board. A copy of the Board approved monthly Treasurer’s report will be provided to the Finance Committee for accountability and budget use.

**PUBLICITY** – Under the direction of the Board, this committee shall send press releases to the media concerning campaigns, meetings, issues, etc. It is also responsible for composing and distributing 10<sup>th</sup> LDDO newsletter in which these issues are set forth. Its goal will be to enhance the positive image and influence of the Democratic Party. Electronic transmission to and from the 3 constituent counties is part of this communication.

**CAMPAIGNS** – This committee will work with the counties to find qualified candidates for 10th LD positions. It will conduct candidate development workshops in cooperation with the State Democratic Party. It shall adopt and publish a code of fair campaign practices for all candidates campaigning as Democrats in the 10<sup>th</sup> Legislative District and will assure that candidates are in receipt of the Democratic Party Platform and the Code of Conduct. It will recommend funding for candidates to the Finance Committee and the Executive Board.

**TECHNOLOGY** – This committee will review the technology needs of the organization and make change recommendations to the E-Board when necessary. They will also be responsible for the day-to-day management of those technologies which may include, but will not be limited to, Website, Social Media, Database, and Electronic Meeting platforms.

**RULES and BY-LAWS** – This committee shall review the 10<sup>th</sup> LDDO By-Laws document at least every two years as directed by the E-Board. It shall also review any submitted amendments to assure clarity and compliance with applicable laws and the Charter and By-Laws of the Washington State Democratic Party.

**DIVERSITY, EQUITY, and INCLUSION** – This committee is responsible for developing strategies to increase participation and maintain diversity profiles within the 10<sup>th</sup> LDDO membership and, where possible, reflect the community in terms of age, race, gender, sexual orientation, and culture. This committee shall also make recommendations to the e-board regarding community outreach and is charged with disseminating diversity-related information and policies to the 10th LDDO in the execution of plans for integrating diversity into the basic functions of the organization.

**MEMBERSHIP** - It shall be the duty of this committee to maintain an accurate and current list of members in good standing which shall be available to all Executive Board officers and committee members. This list is proprietary and shall not be distributed to outside parties. The Membership Chair shall introduce new members at the next meeting.

**ENDORSEMENTS** - It shall be the duty of the Endorsements committee to interview candidates and Initiative representatives. The committee shall be composed of the chair, both vice-chairs, and both State Committee Members. Any one of these may be replaced with a member in good standing as appointed by the chair with the approval of the E-Board. The committee shall follow the endorsement procedures described in the 10<sup>th</sup> LDDO Standing Rules.

### **ARTICLE IX – NOMINATION AND ELECTION OF OFFICERS**

Section 1: The 10<sup>th</sup> LDDO Chair shall appoint a nominating committee chair at a general meeting prior to the reorganization meeting for the purpose of producing a slate of candidates for possible election to the next E-Board. This committee shall include representatives of all three (03) counties. At the reorganization meeting, nominations from the floor may be made by 10<sup>th</sup> Legislative District members in good standing in addition to those proposed by the nominating committee.

Section 2: Voting shall be by ballot signed by the voter. The tally shall become part of the permanent record. Unopposed candidates may be elected by acclamation.

Section 3: Nomination and election for each office shall be held one at a time.

Section 4: Each nomination may take up to 5 minutes to be divided among nomination, seconding and candidate speeches.

Section 5: A quorum shall consist of 10% of the duly elected 10<sup>th</sup> LDDO PCO's. Elections shall be decided by a majority of those present who are in good standing and who actually vote. If no candidate has a majority on the first ballot, the candidate with the least votes shall be dropped from the contender's list and [*so on*] successively until a majority candidate is selected.

Section 6: Neither proxies, nor absentee ballots are permitted at the reorganization meeting.

### **ARTICLE X – AMENDMENTS**

Section 1: These By-laws shall be reviewed at least every two (02) years by the Rules and By-Laws committee. The results of the review, including the edited document, if appropriate, shall be presented to the E-Board.



Section 2. These By-Laws may be amended at any general meeting of the 10th LDDO provided that the amendment has been distributed to all PCOs and members 10 days prior to a regular meeting. Voting on changes requires a 2/3 majority of the elected PCOs present and voting.